INSPECTION MANUAL CHAPTER 1245

QUALIFICATION PROGRAM FOR REACTOR INSPECTORS

Effective Date: 05/30/2024

1245-01 PURPOSE

01.01 To define training and qualification requirements for inspectors and operator licensing examiners performing activities in the Office of Nuclear Reactor Regulation (NRR) and Office of Nuclear Security and Incident Response (NSIR) programs.

01.02 To establish the requirements for completing refresher and continuing training as a means for updating and maintaining qualification.

01.03 To establish the requirement and define the process for evaluating the effectiveness of the inspector training and qualification process.

1245-02 OBJECTIVES

02.01 To ensure that inspectors and operator licensing examiners have the necessary knowledge and skill to successfully implement the NRR, and NSIR inspection programs.

02.02 To ensure that the inspector training and qualification program remains effective in preparing inspectors to implement the inspection program.

1245-03 DEFINITIONS

03.01 Attitude. A manner of performing tasks that demonstrates an understanding of and an appreciation for the NRC's organizational values of integrity, excellence, service, respect, cooperation, commitment, and openness.

03.02 Basic Inspector Certification. A certification made by the trainee's supervisor which signifies that the individual has successfully completed all basic-level inspector training and qualification activities. Achieving Basic Inspector Certification allows an individual to perform limited scope inspection activities. Inspection activities will be specifically assigned and are to be performed with an appropriate degree of detailed supervision.

03.03 Basic-Level Training and Qualification. The activities designed to provide newly hired staff with an awareness of basic information related to the agency, the role of the inspector, and the technology being regulated and to provide a context for the development of proficiency as an inspector. Successful completion of basic-level training leads to Basic Inspector Certification.

03.04 Competency. The group of related knowledge, skills, and attitudes describing the characteristics needed to perform successfully as an inspector.

03.05 Continuing Training. Activities designed to build on what a trainee learned in initial training by:

a. Providing more in-depth knowledge in areas that are covered in initial training.

b. Addressing changes to the programs and processes that affect how NRC staff conducts job-related activities.

c. Providing lessons learned from recent industry and agency activities.

03.06 Equivalency Examination. An examination administered through the training organization or its contractors, in lieu of specific course attendance.

03.07 Full Inspector Qualification. A certification by the Regional Administrator or Office Director, the basis of which is a recommendation by the inspector qualification board. Full Inspector Qualification indicates that the individual has completed the "Basic-Level Training and Certification Journal" contained in Appendix A, the "General Proficiency -Level Training and Qualification Journal" contained in Appendix B, and one of the "Technical Proficiency-Level Training and Qualification Journals" in Appendix C. Achieving Full Inspector Qualification allows an individual to be assigned the full scope of inspection related activities to be independently performed with routine oversight and supervision.

03.08 Initial Training and Qualification. The complete set of training activities (individual study, classroom, and on-the-job training) that covers the knowledge, skills, and attitudes needed to successfully achieve Full Inspector Qualification.

03.09 Inspector. An individual who conducts inspection activities including individual or team inspections, examinations, audits, or reviews. The requirements in this manual chapter apply to inspectors, examiners, analysts, and assessors unless specifically noted otherwise.

03.10 Knowledge. The facts, concepts, ideas, and relationships that support successful on-the-job performance. Normally referenced together with skills and attitudes and abbreviated as KSAs.

03.11 On-the-job Training (OJT). A training method that uses structured hands-on activities to develop the required job-related knowledge and skills.

03.12 Post-Qualification Training. Training received after qualification to supplement or enhance the professional development of NRC staff. (See also Refresher Training and Continuing Training.)

03.13 Proficiency-Level Training and Qualification. The activities designed to develop the technical knowledge and interpersonal skills of inspectors already qualified at the basic-level. Successful completion of the proficiency-level training and qualification activities leads to Full Inspector Qualification.

03.14 Inspector Qualification Board. A board, consisting of management and inspection staff, established to assess the qualifications of an individual to independently perform the prescribed inspections.

03.15 Qualification Journal. The document listing the requirements for achieving qualification and containing the documentation of successful completion of the formal classroom instruction, OJT, and individual study requirements.

03.16 Refresher Training. Activities designed to maintain the overall level of performance by:

a. Readdressing some KSAs presented in initial training, particularly those that are related to important tasks that are hard to do and not performed very often.

b. Providing training in areas where individual or program performance has been identified as needing improvement.

c. Providing training in inspector specific program areas (Examples include NSIR counterpart conferences).

03.17 Skill. A demonstrated ability and expertness to perform tasks successfully on-the-job.

03.18 Specialized and Advanced Training. Technical training which increases the depth of an individual's knowledge in a specific area. Specialized and advanced training can be commenced after completing the inspector qualification requirements or concurrent with other proficiency-level training. However, unless specifically identified in the proficiency-level training for the inspector classification, specialized and advanced training are not required for Full Inspector Qualification. Examples include fire protection (Appendices C7 and D3), cybersecurity (Appendix C14), and inservice inspection (Appendix D2).

1245-04 RESPONSIBILITIES AND AUTHORITIES

04.01 Associate Director for Human Resources Training and Development. Administers and implements the formal training programs as identified in this manual chapter. Assesses training course effectiveness and identifies areas where the course content needs to be revised.

04.02 Director, Office of Nuclear Reactor Regulation. Ensures that the headquarters staff achieves and maintains qualifications in accordance with the guidelines in this manual chapter. Establishes the training qualification requirements for staff who perform activities for which NRR is responsible. Certifies the headquarters staff who qualify under this manual chapter.

04.03 Director, Office of Nuclear Security and Incident Response. Ensures that the inspection and examination staff achieve and maintains, qualifications in accordance with the guidelines in this manual chapter. Establishes the training qualification requirements contained in Appendix C4 (Reactor Security Inspector), C6 (Emergency Preparedness Inspector), C11 (Security Risk Analyst), C13 (Independent Spent Fuel Storage Installation Security Inspector), and C14 (Cybersecurity Inspector). Certifies the NSIR staff who qualify under this manual chapter.

04.04 Regional Administrator. Ensures that the regional staff achieves and maintains qualifications in accordance with the guidelines in this manual chapter. Develops procedures for implementing this manual chapter for regional staff. Certifies the regional staff who qualify under this manual chapter.

04.05 Division Directors, NRR, NSIR and Regions. Approves the use of and accepts the justification for using an alternate method for meeting qualification program requirements. Assists the Office of the Chief Human Capital Officer in developing, monitoring, and reviewing formal training courses for the qualification programs in this manual chapter.

04.06 Chiefs, NRR, and NSIR Program Branches. Develops and maintains, in conjunction with the Associate Director for Training and Development, the regions, and headquarters staff, the qualification journals listed in Appendices A, B, C, and D of this chapter. Evaluates proposed changes to the NRR, and NSIR programs for impacts on training. Periodically reviews and assesses the effectiveness of staff implementing the NRR and NSIR qualification and training programs to identify refresher and continuing training topics. Assesses the effectiveness of the qualification and training programs and identifies areas where the programs may need to be revised. Approves deviation requests.

04.07 Immediate Supervisor of qualifying individuals. Identifies the qualifying individual's previous experience and training for which qualification credit may be given. Is encouraged to delegate sign-off duties to individuals with proficient knowledge (i.e., recent/current application of the given subject area) on a given individual study activity or OJT. Requests deviations, as appropriate, from the Program Office. Certifies that the individual has qualified for Basic Inspector Certification. Assesses the ability of the qualifying individual and provides appropriate levels of detailed supervision based on the individual's level of proficiency. Ensures that an individual is ready to independently perform job responsibilities at the proficiency-level. Recommends each qualifying individual assigned to them as ready for the inspector qualification board. Evaluates inspectors, who may be assigned inspection activities that are outside of their classification , against the applicable qualification standard, to verify the individual has the requisite knowledge and skills, and abilities to successfully complete the inspection activity.

04.08 IMC 1245 Management Steering Group. Consists of the Director or Deputy Director, Division of Reactor Oversight, NRR; the Director or Deputy Director, Division of Security Operations, NSIR; a senior manager from each regional office; and the individual in the Reactor Assessment Branch (IRAB) responsible for IMC 1245. Monitors and maintains the inspector initial training qualification program and the knowledge and skills of qualified inspectors. Accomplishes this by recommending changes in the approach or content of training material/courses, establishing requirements for continuing inspector training, evaluating training needs, recommending target audiences, and establishing an appropriate schedule for mandatory training. Management Steering Group meetings are held in conjunction with the Headquarters and Regional Office Biweekly Division Director Meeting.

04.09 IMC 1245 Curriculum Committee. Consists of the individuals in NRR/DRO/IRAB, the Technical Training Center, and the NSIR/DSO/Security Oversight Support Branch (SOSB) responsible for IMC 1245, and managers and staff from each region. Reviews, resolves, and implements, as appropriate, proposed changes to the IMC 1245 inspector training program. Serves as a forum for regional staff to provide their perspective on the power reactor inspector training program.

1245-05 REQUIREMENTS

Staff implementing the NRR and NSIR qualification and training programs listed below must understand the facilities, equipment, processes, and activities of those programs, as well as the criteria, techniques, and mechanics of implementing the programs. These training programs are intended to provide staff with sufficient information to perform program activities that are technically correct and in accordance with NRC regulations, policies, and procedures.

Attachment 1, "General Overview of the Inspector Training and Qualification Program," is a complete description of the program for qualifying inspectors. Attachment 2, "Inspector Competencies," lists the competencies which serve as the basis for the inspector qualification requirements.

05.01 Training and Qualification Requirements. Staff assigned to perform inspections or to perform licensed operator examinations in NRR, and NSIR program areas must have successfully completed the applicable requirements of the applicable qualification program within 24 months.

Each inspector must complete the "Basic-Level Training and Certification Journal" contained in Appendix A, the "General Proficiency-Level Training and Qualification Journal" contained in Appendix B, and one of the following classifications of the "Technical Proficiency-Level Training and Qualification Journal" in Appendix C:

C1. Operations Inspector - The inspector must complete vendor-specific training for the assigned site. If re-assigned to a new site after initial qualification, the inspector is required to complete vendor-specific training for the new assignment. This training should be completed as soon as feasible after reassignment and must be completed within 2 years of assignment to the new site.
C2. Reactor Engineering Inspector
C3. Reactor Health Physics Inspector
C4. Reactor Security Inspector
C5. Research and Test Reactor Inspector
C6. Emergency Preparedness Inspector
C7. Fire Protection Inspector
C8. Vendor Inspector
C9. Senior Reactor Analyst
C10. Operator Licensing Examiner
C11. Security Risk Analyst
C12. Safety Culture Assessor
C13. Independent Spent Fuel Storage Installation Security Inspector
C14. Cybersecurity Inspector
C15. Construction Inspector
C16. Research and Test Reactor Operator Licensing Examiner

05.02 Alternate Methods for Meeting a Program Requirement. All staff must successfully meet all the training and qualification program requirements. However, in the interests of efficiency and effectiveness, previous work experience and training should be accepted whenever possible as evidence that an individual already possesses the required knowledge or skills normally achieved by completing parts of the program. Individuals

should be given credit for previous experience and training when completing the requirements outlined in this manual chapter.

a. The individual's Division Director has the authority to accept previous experience and training as an alternate method for meeting the requirements contained in this manual chapter. Justification for accepting previous experience and training to meet program requirements must be documented and recorded in the individual's training record. Forms for documenting the equivalency justification are in each qualification journal. Supervisors and training coordinators are encouraged to engage the staff of the Technical Training Center if needed when evaluating the suitability of previous work experience and training.

b. The individual's Division Director may request that the individual demonstrate the appropriate level of knowledge or skill by successfully completing an equivalency examination. Requests for equivalency examinations should be made by the individual's supervisor to the Associate Director for Human Resources Training and Development.

c. The Director of DRO may designate an alternate approach via memorandum to achieve inspector qualification. The memorandum should outline how the alternate approach will ensure inspector program competencies outlined in IMC 1245, Attachment 2, "Inspector Competencies" are satisfied.

   As discussed in Section 03.18, some specialized and advanced training may be beneficial for certain inspections. This specialized and advanced training is promulgated in Appendices C and D and includes: C7 (Fire Protection Inspector), C14 (Cybersecurity Inspector), D2 (Inservice Inspection Advanced-Level Training), D3 (Fire Protection Advanced-Level Training) and D4 (Electrical Advanced-Level Training). Unless specified in the applicable IMC 1245 Appendix or inspection procedure, inspectors who are qualified C1 or C2 may be able to conduct inspections associated with the above specialized and advanced training.

05.03 Final Qualification Activity. An inspector must be recommended by the inspector qualification board and certified by the Regional Administrator or Division Director to be completely qualified. An examiner must be recommended by a certified Chief examiner and certified by the Regional Administrator or Director of NRR.

a. Inspector Qualification Board. The inspector qualification board is used to evaluate how well an individual can integrate and apply inspector competencies to field situations. Upon an individual's completion of all requirements identified in the qualification journals, an inspector qualification board will confirm that the individual has the necessary knowledge, skills, and attitudes to independently conduct the prescribed NRC inspections. The list of knowledge, skills, and attitudes to be assessed by the board is contained in Attachment 2, "Inspector Competencies." A mock board should be used to help prepare the individual for the final qualification board.

   1. Members. A qualification board will consist of at least three members. The board should contain a cross-section of knowledgeable staff ranging from a peer-level inspector to a Division Director. Each board will contain a manager of at least the branch chief level. The board Chairman shall be at the branch chief level as a minimum but cannot be the individual's immediate supervisor. Whenever practical, the immediate supervisor of the individual seeking qualification should observe the board if the supervisor is not a member of the board.

2. Board Conduct.

   (a) The board chairman should assign topics for questioning to each of the board members to ensure that the questioning will address the KSAs to be verified by the board. Board members are encouraged to have a planning meeting to discuss how various questions or scenarios will ensure the various KSAs will be covered.

   (b) Specific questions can be selected from those used in previous qualification boards or new questions can be written. Each question must relate to at least one of the KSAs to be verified by the board. Questions should allow and encourage the individual to provide answers that demonstrate they understand NRC policy and philosophy, as they relate to the licensee and to the implementation of the nuclear reactor inspection program and inspector self-management.

   (c) Technical questions should be limited in number, pertain to the technical area in which qualification is being sought, and should not be the primary focus of the board's assessment. Technically based scenarios and examples should be used to determine how well an individual can apply their technical knowledge into appropriate inspector actions. However, lengthy knowledge-based questioning that is used to determine if an individual can recall specific technical facts, should not be used.

   (d) The board typically requires about 2 hours to complete its assessment, but the time may vary based on the individual board and the candidate.

3. Board Recommendations. The board will document the results of its assessment in writing to the Regional Administrator or Office Director each time the board examines an individual.

   (a) If the board's assessment of the individual is favorable, the board will recommend granting the Full Inspector Qualification. Any areas where additional review was required (look-up items) must be completed by the individual and verified by an assigned member of the board before forwarding the recommendation to the Regional Administrator or Office Director.

   (b) If the board has identified areas of weakness requiring formal remediation, the board will identify the areas for improvement in writing and recommend that the individual appear before a board for reexamination when the remediation activities are complete. The board and the individual's supervisor will agree on a schedule for reexamination.

   (c) If the board has identified performance deficiencies that could not be successfully addressed with a remediation effort, the board will document the full scope of the deficiencies and recommend that the individual not be remediated or reexamined.

   (d) If the board results indicate there are possible weaknesses or deficiencies in the training program that may require program adjustments, the board chairman should notify, (email is preferred), the NRR Chief, IRAB; or the NSIR Chief, SOSB of the items within 30 days of the board completion.

(e) The individual will receive a copy of the board's findings and recommendation.

4. Reexamination Board. A reexamination board must include at least one individual from the original board. The board questioning during reexamination will focus on the areas of identified weakness. The board may explore any area where weakness is identified during the conduct of the reexamination.

5. Board Documentation. The Board's recommendations are forwarded by memorandum (documented as an official agency record) to the individual's Regional Administrator or Office Director for approval. Upon certification, the qualification memorandum will be placed into the Agencywide Document Access and Management System (ADAMS) and the qualification information entered into the Talent Management System (TMS) by sending a request to TrainingSupport.Resource@nrc.gov. The request to the TMS support group shall include the person's name, qualification achieved, date qualified and the Accession number of the ADAMS entry. The certification document that was placed into ADAMS and recorded in TMS shall serve as "proof of inspector qualification." The inspector may retain their qualification signature and equivalency card(s). Qualification memorandum templates may be found on the ROP Digital City (NRC non-public webpage) website. Following achievement of a qualification, the inspector/examiner/assessor should create and periodically update their profile in the Inspector Opportunities Portal.

b. Examiner Certification. An audit of an examiner's administration of an operating test is used to evaluate how well an individual can demonstrate the performance attributes identified in Inspection Manual Chapter (IMC) 0102, "Oversight and Objectivity of Inspectors and Examiners at Reactor Facilities." Successful administration of a complete operating test is required of all examiner candidates.

1. Evaluation Criteria. The certification test must be audited by a certified chief examiner, preferably the Chief of the regional Operator Licensing Branch, who will assess and document the examiner candidate's performance on all the individual attributes identified in section 02.02 of IMC 0102.

2. Auditor Recommendation. The auditor will recommend in writing whether to certify the examiner candidate, including the need for any remedial training, to the Chief of the regional Operator Licensing Branch, with a copy to the individual's immediate supervisor, as appropriate. The Chief, regional or Program Office Operator Licensing Branch, and the Director, the regional Division of Reactor Safety or NRR Division of Reactor Oversight will concur in the auditor's recommendation by signing the individual's Operator Licensing Examiner Certification Card.

3. Limited Certification. The Regional Administrator or Director NRR shall certify that operator licensing examiners are qualified to independently administer operating tests by granting a limited certification.

   Full Examiner Certification. Completion of the remaining items for full examiner qualification shall be certified by the Division Director. Upon certification, the qualification memorandum will be placed into ADAMS and the qualification information entered into TMS by sending a request to TrainingSupport.Resource@nrc.gov. The request to the TMS support group shall include the person's name, qualification achieved, date qualified and the Accession

number of the ADAMS entry. The certification document that was placed into ADAMS and recorded in TMS shall serve as "proof of examiner qualification." The examiner may retain their qualification signature and equivalency card(s). Following achievement of a qualification, the inspector/examiner/assessor should create and periodically update their profile in the Inspector Opportunities Portal.

4. An examiner's certification will automatically extend to multiple reactor technologies upon satisfactorily completing the full course series or the cross-training course for the applicable reactor technology.

05.04 Changing Inspector Classification. *An individual who permanently changes inspector classifications after being fully qualified must meet or complete the training and qualification requirements for the new classification within 2 years of the date of the change.* [C-1]

In such cases, previous equivalent training requirements in common between the two classifications need not be repeated, and credit for the previous similar training will be indicated in the current qualification journal. A fully qualified inspector is not required to complete another qualification board for the new classification. However, an individual who completes the examiner certification first, must successfully complete a qualification board when subsequently completing the inspector qualification process. Completion of the requirements for the new inspector classification will be certified by the individual's Division Director. Consistent with the approach used during the inspector's initial qualification process, upon certification, the qualification memorandum will be placed into ADAMS and also entered into TMS by sending a request to TrainingSupport.Resource@nrc.gov. The request to the TMS support group shall include the person's name, qualification achieved, date qualified and the Accession number of the ADAMS entry. The certification document that was placed into ADAMS and recorded into TMS shall serve as "proof of inspector qualification." The inspector may retain their qualification signature and equivalency card(s). Following achievement of a qualification, the inspector/examiner/assessor should create and periodically update their profile in the Inspector Opportunities Portal. An inspector may have multiple classifications if all are maintained current.

05.05 Other Administrative Requirements.

a. Formal Training Requirements and Expectations.

1. Trainees are expected to attend all parts of a formal training program to receive credit for the course.

2. Written examinations are administered for designated formal courses to evaluate the employee's understanding of the material. The passing grade for most examinations is 70 percent.

3. Trainees who fail examinations will be given the opportunity to review the material that they did not pass through self-study and then be reexamined on that material. If deemed necessary, trainees who fail an entire course may also repeat the course with the approval of the Division Director.

4. In courses where a formal examination is not given, satisfactory course completion is determined by full attendance and completion of class activities.

5. In all cases, completion of formal training courses will be documented in TMS. The trainee is responsible for making sure that the course completion record is recorded in TMS and if applicable, noted on the signature cards in qualification journals.

b. Previously Qualified Inspectors. Individuals who were inspector qualified after April 2002 and whose qualifications have lapsed because they did not complete the required refresher training can be assigned to independently conduct inspection activities if the Refresher Training conditions in IMC 1245, Appendix D1 are completed.

c. Technical Experts. Technical experts who have never been qualified as an inspector may be used to support inspection activities but must work under the guidance of a fully qualified inspector.

05.06 Deviations. The qualification journals listed in this manual chapter specify the total requirements for an individual to be qualified. Regions and headquarters divisions may not incorporate additional requirements and make them a condition of qualification under this manual chapter.

Only the program office can authorize deviations from the requirements in this manual chapter. Deviations are needed to take courses out of sequence. The inspector training and qualification program has been sequenced to optimize learning by ensuring that trainees have completed basic courses before beginning more complex ones. Therefore, requests for deviations to take courses out of sequence must identify how the individual will be able to obtain the full benefit of a course without having completed the prerequisites.

Deviation requests can be submitted by the immediate supervisor of the qualifying individual to the NRR Chief, IRAB, who will forward the request to the responsible technical branch for review. Requests can be made via email or memorandum.

1245-06 POST-QUALIFICATION TRAINING

An inspector's training does not end upon being certified as a fully qualified inspector. Qualified inspectors are expected to maintain their qualification by completing all required training in Appendix D1, "Maintaining Qualifications," for their specific inspector classification and continuing training as required by the program office.

Continuing Training. Staff are expected to build on what was learned in initial training as well as to keep up to date on changes to the inspection program.

a. Temporary instructions (TIs) that focus on a specific area may necessitate inspectors receiving special training before performing inspections. The program area division having lead responsibility for preparing the TI, together with DRO will identify the special training requirements and determine the most appropriate delivery method. Inspectors implementing a TI are expected to complete any training associated with it.

b. Changes to inspector procedures (IPs), IMCs, or other aspects of the inspection program may necessitate refresher training. The need for continuing training will be evaluated by DRO, and NSIR SOSB, whenever the inspection program is modified. Any training requirements must be completed by all qualified inspectors who are expected to implement the changed inspection procedure.

c. IRAB will evaluate lessons learned from recent industry events and agency activities to determine the need for staff training.

d. Staff members are encouraged to expand their technical knowledge. Appendix D identifies refresher training, post-qualification training, and advanced-level training in specific areas. Unless otherwise noted in Appendix D, this training should not be taken until an individual has completed inspector qualification. The need for this training will be determined by the individual's supervisor and will be based on the previous work experience and planned work activities in specific technical areas.

1245-07 MONITORING PROGRAM EFFECTIVENESS

The program offices will monitor the implementation of training to identify any areas where performance can be improved. Staff should use the Inspection Program Feedback Process to provide comments and recommendations on the content and effectiveness of the inspector qualification program outlined in this manual chapter. The program offices will monitor program effectiveness by reviewing qualification board results, ROP feedback forms, and monitoring feedback from regional representatives on the 1245 curriculum committee at least annually.

1245-08 PROGRAM REVISIONS

This manual chapter is periodically revised to reflect new training needs of staff as determined by changes to current policy or changes to procedures, or both.

Unless specifically stated in Appendix D1, new post-qualification training requirements are not applicable to an individual who is qualified prior to the effective date of the revision to IMC 1245 adding the new requirement. However, previously qualified inspectors should consider expanding their technical knowledge by completing these and other courses listed in Appendix D based on previous work experience and planned work activities in specific technical areas.

Those individuals previously qualified to perform limited scope activities will continue in that status. However, new requirements must be met to achieve Full Inspector Qualification.

Staff in the process of qualifying when a new revision is issued will transition to and complete their qualification under the new program. Based on section 1245-05.02, "Alternate Methods for Meeting a Program Requirement," of this manual chapter, individuals will be given credit in the new program for training activities completed under the old program.

Major program revisions will be issued with specific guidance on how training and work completed under the old program should be applied within the new program. Qualification records converted in accordance with this guidance will not require additional approvals.

END

Attachments:

Attachment 1: General Overview of the Inspector Training and Qualification Program
Attachment 2: Inspector Competencies

Appendices:

Appendix A, Basic-Level Training and Qualification Journal
Appendix B, General Proficiency-Level Training and Qualification Journal

Technical Proficiency-Level Training and Qualification Journals

C1 Reactor Operations Inspector Technical Proficiency Training and Qualification Journal
C2 Reactor Engineering Inspector Technical Proficiency Training and Qualification Journal
C3 Health Physics Inspector Technical Proficiency Training and Qualification Journal
C4 Reactor Security Inspector Technical Proficiency Qualification Journal
C5 Research and Test Reactor Inspector Technical Proficiency Training and Qualification Journal
C6 Emergency Preparedness Inspector Technical Proficiency Training and Qualification Journal
C7 Fire Protection Inspector Technical Proficiency Training and Qualification Journal
C8 Vendor Inspector Technical Proficiency Training and Qualification Journal
C9 Senior Reactor Analyst Training and Qualification Program
C10 Operator Licensing Examiner Technical Proficiency Training and Qualification Journal
C11 Security Risk Analyst Technical Proficiency Training and Qualification Journal
C12 Safety Culture Assessor Training and Qualification Journal
C13 Independent Spent Fuel Storage Installation Security Inspector Technical Proficiency Training and Qualification Journal
C14 Cybersecurity Inspector Technical Proficiency Training and Qualification Journal
C15 Construction Inspector Technical Proficiency Training and Qualification Journal
C16 Research and Test Reactor Operator Licensing Examiner Technical Proficiency Training and Qualification Journal

Advanced-Level Training and Qualification Maintenance Requirements

D1 Maintaining Qualification
D2 Inservice Inspection Advanced-Level Training
D3 Fire Protection Advanced-Level Training
D4 Electrical Advanced-Level Training

Attachment 1: Revision History for IMC 1245

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
C-1 Reference: OIG-05-A-06 recommendation No. 7 (ML052520204)	ML052580014 9/02/05 CN 05-024	To add a requirement that operations inspectors take the appropriate vendor-specific training within 2 years of assignment to a new reactor type.	None	N/A
N/A	ML062400462 10/31/06 CN 06-032	To move responsibility for maintaining the training qualification requirements contained in Appendix C6, “Emergency Preparedness Inspector” to NSIR, unassign Appendix C9 as the “Construction Inspector Technical Proficiency Training and Qualification Journal” so that it can be assigned in the new IMC for construction activities, clarify that the qualification board chairman is responsible for sending the results of the board to the program office, and to incorporate minor editorial changes. Completed 4-year historical CN search	None	ML062890456
N/A	ML073520707 01/10/08 CN 08-001	Adds guidance to clarify who is qualified to approve signature cards and requirements for refresher training.	None	ML073510727

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
N/A	ML090360627 07/08/09 CN-09-017	Adds two new training journals (Fire Protection Inspector and Security Risk Inspector) to Appendix C, moves the Senior Reactor Analyst qualification journal from Appendix D to Appendix C, and creates a new Appendix D-1, "Maintaining Qualification." Appendix D-1 consolidates post-qualification and refresher training requirements needed to maintain full inspector qualification for each inspector type so that Appendix C only contains requirements for initial qualification. The revision adds two new advanced-level training programs, inservice inspection and fire protection, to Appendix D. Also, incorporates NSIR training activities, updates titles of inspectors and associated training appendices, and adds training on safety culture as a requirement before a previously qualified inspector, whose qualification has lapsed, can resume independent inspections.	None	N/A
N/A	ML092790528 11/09/09 CN 09-026	Incorporates two changes needed due to a recent reorganization within NRR/DIRS. First, transferred responsibility to approve a deviation request from the chief of IPAB to the chief of IOLB. Second, changed the referenced branch of the individual responsible to maintain IMC 1245 and to participate in related meetings.	None	N/A

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
N/A	ML11105A153 12/29/11 CN 11-044	This revision deletes the schedule for conducting Expectation for Inspectors seminars, moves refresher training and the associated deviation guidance into Appendix D-1, and updates the list of qualification standards to include the new Safety Culture Assessor (Appendix C-12) and advanced electrical standard (Appendix D-4).	None	ML11320A148
N/A	ML15177A317 01/13/16 CN 16-002	This revision incorporates the qualification of construction inspectors (IMC 1252), updates inspector classifications and IMC format, clarifies that an examiner must complete an oral board when completing inspector qualification, and specifies the recording of completed qualifications in iLearn,	None	ML15195A132 Closed FF 1245-1854 ML15054A205
N/A	ML17072A278 08/24/17 CN 17-015	This revision creates Appendix C15, “Construction Inspector Technical Proficiency Training and Qualification Journal.”	None	ML17089A366 Closed FBF 1245-2256 ML17178A260
N/A	ML18047A119 08/23/18 CN 18-029	This revision incorporates some of the recommendations from the 2016 ROP Self-Assessment Focused Review on Inspector Training and Qualifications (ML17027A087), namely encouraging the use of the equivalency justification process, encouraging the use of mock boards, and encouraging supervisors to delegate sign-off duties to individuals with proficient knowledge on a given individual study activity or OJT.	None	ML18065A661 Closed FBF 1245-2249 ML18226A255

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
	ML20077L272 06/26/20 CN 20-026	This revision made editorial updates to the document by removing references to old programs such as iLearn and updating the names of offices and branches in NRR and NSIR. Additional guidance regarding the type of questions that should be asked in an inspector qualification board was added. This revision also deleted Attachment 3 of this IMC since the information contained in the Attachment was duplicative of information that is readily available on the OCHCO intranet websites.	None	ML20079E424
	ML22033A204 06/07/22 CN 22-012	This revision corrected editorial items such as the names of offices that had changed and recognized the development of a new qualification program for research and test reactor examiners. Since the NRC incident response program underwent a significant change in 2021, an additional training requirement was added for previously qualified inspectors to complete ISA-6, which provides an overview of the NRC incident response program, prior to reinstating their qualifications. This change allows the use of an alternate inspector training and qualification program as long as the alternate program met the KSAs that the original training program was based upon. Finally, additional guidance was provided regarding the process for accepting previous work experience as credit for the NRC inspector training program.	None	ML22035A262

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
N/A	ML23129A847 05/15/23 CN 23-013	Provided additional guidance for Branch Chiefs to utilize when evaluating the suitability of inspectors to perform work outside of their classification. Clarified that specialized and advanced training is promulgated in Appendices C and D.	N/A	N/A
N/A	ML24019A160 05/30/24 CN 24-017	Provided enhanced guidance concerning the process used to document the status of inspector and examiner initial, and subsequent qualifications in TMS and ADAMs. Removed the section that provided training guidance for individuals who were qualified as inspectors prior to 2002 and let their qualifications lapse, as this section is unlikely to be used in the future. Provided additional guidance concerning when DRO should be notified of potential training weaknesses identified during a qualification board.	N/A	ML24023A683 1245-2527 ML24116A150