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Manager, National Spent Nuclear Fuel Program

I. PURPOSE AND SCOPE

This procedure describes the National Spent Nuclear Fuel Program (NSNFP) process for personnel indoctrination and proficiency training. This procedure applies to all personnel including staff augmentation assigned to perform work described by NSNFP procedures.

Training, qualification, and proficiency maintenance activities for NSNFP Quality Assurance (QA) assessment team members (lead auditors, auditors, and technical specialists) are described by and performed in accordance with NSNFP Procedure 18.04.

- Personnel indoctrination and proficiency training is not required for personnel in positions and functions not specifically described by this procedure.

II. SUMMARY

The Program Support Organization (PSO) of the NSNFP coordinates the NSNFP training program described by this procedure through a designated Training Coordinator.

The procedure provides communication of new or changed personnel assignments in relation to functional responsibilities. The procedure provides documentation of the indoctrination and proficiency training associated with the functional positions and establishes the training methods to be used. The procedure also provides a method to alert NSNFP personnel when a NSNFP procedure has been issued or changed.

The method to alert personnel of issued procedures or changes may only be applied to administrative procedures unrelated to *special processes* (see glossary) that are subject to the requirements of Quality Assurance Requirements and Description (QARD) Section 9. This procedure requires training of NSNFP personnel prior to issuing a NSNFP procedure that governs the NSNFP personnel performance in a special process. Typically NSNFP personnel do not perform special processes.

The process described by this procedure relies in part on the completion of a NSNFP Proficiency Training Needs Determination that is generated during the NSNFP document review and approval process.

III. PROCEDURE

A. Initiating Conditions for Indoctrination Training or Proficiency Training

Manager, NSNFP	1.	To ensure indoctrination and training are completed prior to performing work, inform the NSNFP Training Coordinator when personnel changes are made that affect U.S. Department of Energy Idaho Operations Office assignments to the functional positions listed in Attachment A.

PSO or QAS Manager

2. To ensure indoctrination and training are completed prior to performing work, inform the NSNFP Training Coordinator when personnel changes are made that affect assignments to the functional positions listed in Attachment A.

NSNFP Personnel

3. When a NSNFP implementing document or procedure is approved in accordance with NSNFP Procedure 6.01 or specialized proficiency training is identified, prepare a Proficiency Training Needs Determination (Form 2.04-1).

4. Provide the prepared Form 2.04-1 to the applicable manager based on subject matter as follows:

   a. Provide Form 2.04-1 to the Manager, NSNFP for approval before the new or revised NSNFP procedure or NSNFP form is issued.

   b. Provide Form 2.04-1 to the applicable manager in common with the entire target training audience when the training is identified as specialized.

Applicable NSNFP Manager

5. Approves the Proficiency Training Needs Determination (Form 2.04-1), stipulating the performance of proficiency training for selected individuals or functional positions.

NSNFP Personnel

6. Provides the approved Proficiency Training Needs Determination to the Training Coordinator.

B. Identifying the Target Training Audience and Statusing Training

NSNFP Training Coordinator

1. With input from the applicable managers, maintain a listing of personnel assigned to the NSNFP functional positions described by Attachment A, NSNFP Indoctrination Training Requirements Matrix.

2. Review the list of assigned personnel with applicable managers quarterly and provide a status of NSNFP training remaining to be accomplished by NSNFP personnel.

3. Periodically update the list of assigned personnel.

C. Conducting Indoctrination Training

NSNFP Training Coordinator

1. Upon notification of a new or changed personnel assignment, initiate an Indoctrination Training Record form (Form 2.04-2).

   a. If classroom instruction is stipulated by NSNFP managers as the training method, initiate the development of a NSNFP lesson plan in accordance with Form 2.04-3 instructions in coordination with the manager's selected subject matter expert.

NSNFP Training Coordinator

(1) Coordinate classroom space and class schedules with the NSNFP subject matter expert and the target training audience.

2. Provide the Indoctrination Training Record (Form 2.04-2) to the individual and direct the individual to complete the form.

NSNFP Trainee

a. Complete the indoctrination training and forward the signed form to the Training Coordinator.

NSNFP Training Coordinator

3. Upon receipt of a completed Indoctrination Training Record, update the individual's training completion status.

4. Retain the completed Indoctrination Training Record in accordance with NSNFP Procedure 17.01.

D. Conducting Proficiency Training

NSNFP Training Coordinator

1. Upon receipt of an approved Proficiency Training Needs Determination (Form 2.04-1), initiate the training as stipulated by the form.

a. If classroom instruction is stipulated as the training method, initiate the development of a NSNFP Lesson Plan (Form 2.04-3) and NSNFP Training Attendance Roster (Form 2.04-4)

(1) As needed, coordinate classroom space and class schedules with the NSNFP subject matter expert and the target training audience.

(2) Retain copies of completed lesson plans, completed attendance rosters, and completed required reading acknowledgments in accordance with NSNFP Procedure 17.01.

b. If required reading is stipulated as the training method, initiate a Required Reading Acknowledgment. (See Attachment B for NSNFP Training Notice Guidelines.)

(1) Collect completed required reading acknowledgments.

(2) Report delinquent required reading training status in accordance with NSNFP Procedure 16.02 to initiate an evaluation of the condition.

c. If the training method stipulated by the approved Proficiency Training Needs Determination is to alert personnel of a newly issued NSNFP document or document change, proceed as described below.

NSNFP Training Coordinator

(1) For issued NSNFP procedures or procedure changes, obtain and distribute written correspondence to the target audience that contains the approved procedure title, number, and revision level along with the scope and summary sections of the procedure.

(2) For NSNFP documents other than NSNFP procedures, request a summary of the document or document changes from the document preparer and forward the summary with the approved document title, number, and revision level to the target audience.

(3) Retain a copy of the correspondence demonstrating the content and the distribution of the document summaries distributed.

d. Update the training status for those individuals that are required to complete the proficiency training.

IV. REFERENCES

None.

V. DEFINITIONS

Terms appearing in italics followed by notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, NSNFP Indoctrination Training Requirements Matrix

Attachment B, NSNFP Training Notice Guidelines

VII. QUALITY RECORDS

The following quality records generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Procedure 17.01.

Lifetime

A. Completed Indoctrination Training Record

B. Completed NSNFP lesson plan

C. Completed NSNFP attendance rosters

D. Completed Required Reading Acknowledgments

E. Required training delinquency notices

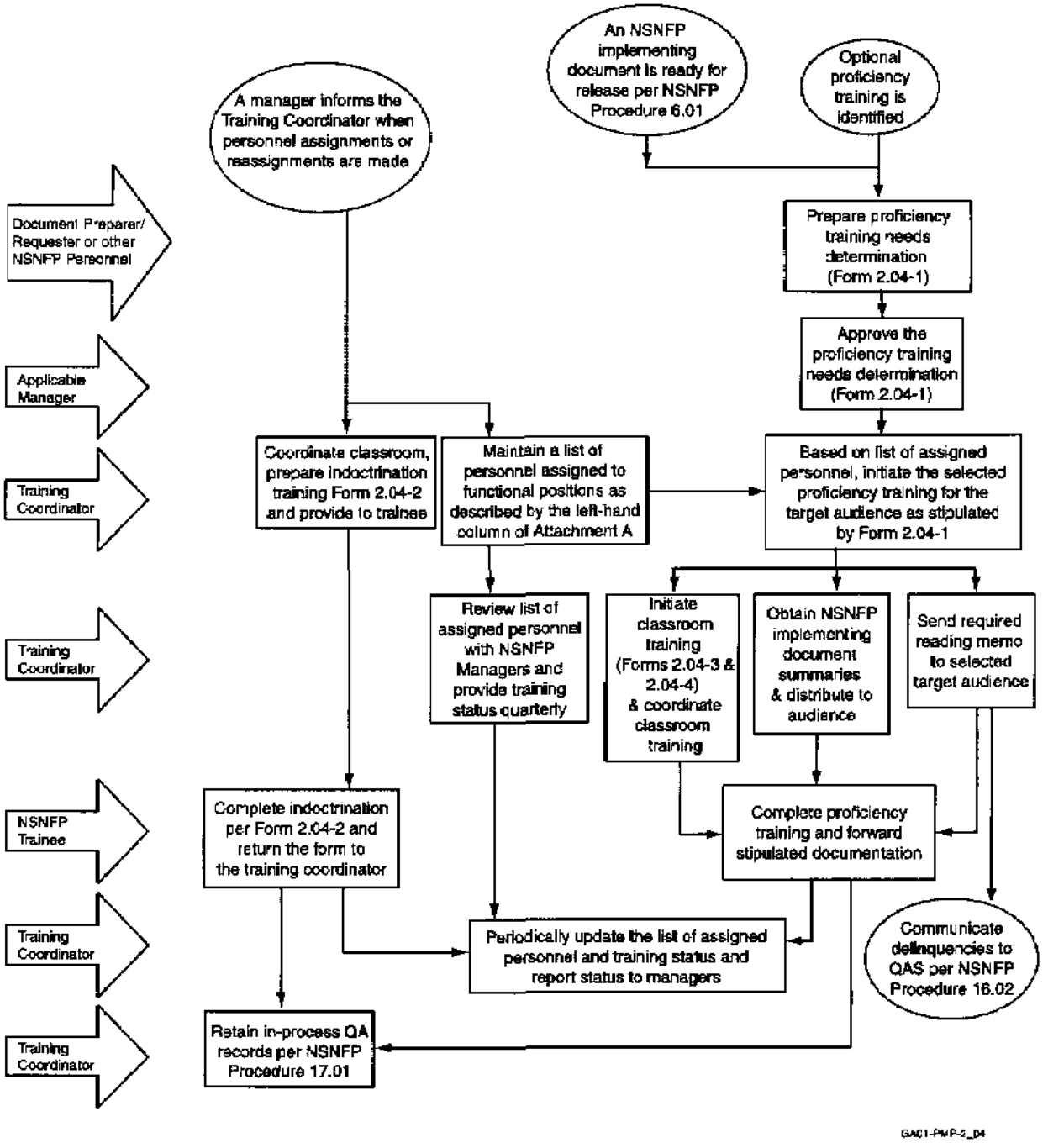
F. Copies of evaluations performed in accordance with NSNFP Procedure 16.02

G. Completed Proficiency Training Needs Determination.

Nonpermanent

A. Copies of the correspondence demonstrating the content of the document summaries distributed.

VIII. PROCEDURE FLOW DIAGRAM



Attachment A

NSNFP Indoctrination Training Requirements Matrix

NSNFP Functional Position	Mandatory Reading	Indoctrination Briefings (classroom instruction may be substituted for briefing)
Manager, NSNFP and alternate (DOE-ID)	• Agreements between RW/EM • DOE Owned Spent Nuclear Fuel Program Strategic Plan • DOE/RW-0333P, Quality Assurance Requirements and Description (QARD) • The Program Management Plan for NSNFP (DOE/SNF/PP-033) • All documents contained in the NSNFP Documents Manual	Receive a briefing on the NSNFP Source: Manager, NSNFP or designee Receive briefing on the NSNFP QA Program as demonstrated by the NSNFP QARD Requirements Matrix Source: QASM or designee Receive briefing on the NSNFP QA Program Information Management System Source: QASM or designee
Program Support Organization (PSO) Manager and alternates PSO Technical Leads	• Agreements between RW/EM • DOE Owned Spent Nuclear Fuel Program Strategic Plan • DOE/RW-0333P, Quality Assurance Requirements and Description (QARD) • The Program Management Plan for NSNFP (DOE/SNF/PP-033) • All documents contained in the NSNFP Documents Manual	Receive briefing on the NSNFP Source: Manager, NSNFP or designee Receive briefing on the NSNFP QA Program as demonstrated by the NSNFP QARD Requirements Matrix Source: QASM or designee Receive briefing on the NSNFP QA Program Information Management System Source: QASM or designee Additional formal training as required by the procurement service approved for use by NSNFP Source: NSNFP Training Coordinator
Quality Assurance Staff (QAS) Manager and alternates	• Agreements between RW/EM • DOE Owned Spent Nuclear Fuel Program Strategic Plan • DOE/RW-0333P, Quality Assurance Requirements and Description (QARD) • The Program Management Plan	Receive briefing on the NSNFP Source: PSO Manager or designee Receive briefing on the NSNFP QA Program as demonstrated by the NSNFP QARD Requirements Matrix Source: NSNFP Manager or designee Receive briefing on the NSNFP QA Program Information Management

Attachment A

NSNFP Functional Position	Mandatory Reading	Indoctrination Briefings (classroom instruction may be substituted for briefing)
	for NSNFP (DOE/SNF/PP-033) • All documents contained in the NSNFP Documents Manual	System Source: NSNFP Manager or designee Receive briefing about OCRWM and their expectations Source: NSNFP Manager or designee
PSO Technical Staff	• Agreements between RW/EM • DOE Owned Spent Nuclear Fuel Program Strategic Plan • The Program Management Plan for NSNFP (DOE/SNF/PP-033) • All documents contained in the NSNFP Documents Manual	Receive briefing on the NSNFP Source: PSO Manager or designee Receive briefing on the NSNFP QA Program as demonstrated by the NSNFP QARD Requirements Matrix Source: QAS Manager or designee Receive briefing on the NSNFP design, data management, and software control processes Source: PSO Manager or designee Receive briefing on NSNFP planning processes and NSNFP supplier interface processes Source: PSO Manager or designee Receive briefing on NSNFP document preparation, document review, document control, and records management processes Source: PSO Manager or designee
NSNFP Training Coordinators	• All documents contained in the NSNFP Documents Manual	Receive briefing on NSNFP supplier interface processes for staff augmentation, NSNFP training procedures, records management processes, corrective action process, Privacy Act Provisions, NSNFP verifier per NSNFP 2.08 Step III.B Source: PSO Manager or designee
NSNFP Document Control Coordinators	• All documents contained in the NSNFP Documents Manual	Receive briefing on NSNFP document preparation, document review, document control, and records management processes Source: PSO Manager or designee

Attachment A

NSNFP Functional Position	Mandatory Reading	Indoctrination Briefings (classroom instruction may be substituted for briefing)
NSNFP Technical Editors or Writers	• NSNFP Procedure 3.04 • NSNFP Procedure 6.01 • NSNFP Procedure 17.01	Receive briefing on NSNFP document preparation, document review, document control, and records management processes Source: PSO Manager or designee
QAS (Permanent or staff augmentation assignees that will perform work described by NSNFP Procedures in lieu of or in addition to participation in NSNFP QA Program audits or surveillances)	• Agreements between RW/EM • DOE Owned Spent Nuclear Fuel Program Strategic Plan • DOE/RW-0333P, Quality Assurance Requirements and Description (QARD) • The Program Management Plan for NSNFP (DOE/SNF/PP-033) • All documents contained in the NSNFP Documents Manual	Receive briefing on the NSNFP Source: PSO Manager or designee Receive briefing on the NSNFP QA Program as demonstrated by the NSNFP QARD Requirements Matrix Source: QAS Manager or designee Receive briefing on NSNFP planning processes and NSNFP supplier interface processes Source: QAS Manager or designee Receive briefing on NSNFP document preparation, document control, and records management processes Source: QAS Manager or designee Receive briefing on NSNFP auditor qualification processes Source: QAS Manager or designee

Attachment A

NSNFP Functional Position	Mandatory Reading	Indoctrination Briefings (classroom instruction may be substituted for briefing)
PSO Quality Engineers	• Agreements between RW/EM • DOE Owned Spent Nuclear Fuel Program Strategic Plan • DOE/RW-0333P, Quality Assurance Requirements and Description (QARD) • The Program Management Plan for NSNFP (DOE/SNF/PP-033) • All document contained in the NSNFP Documents Manual	Receive briefing on the NSNFP Source: PSO Manager or designee Receive briefing on the NSNFP QA Program as demonstrated by the NSNFP QARD Requirements Matrix Source: QAS Manager or designee Receive briefing on NSNFP design, data management, and software control processes Source: PSO Manager or Designee Receive briefing on NSNFP planning processes and NSNFP supplier interface processes Source: PSO Manager or designee Receive briefing on NSNFP document preparation, document control and records management processes Source: PSO Manager or designee Additional formal training as required by the procurement service approved for use by NSNFP. Source: NSNFP Training Coordinator

Attachment B

NSNFP Training Notice Guidelines

The NSNFP Training Coordinator provides training notices using the following guidelines. Notices are provided to the trainee in memo format.

Required Reading Acknowledgment Notice

I have read and understand the latest revisions to the National Spent Nuclear Fuel Program documents that are listed below. (Required reading is listed here.)

Please read these changes at the following address:

http://NSNFP.inel.gov/programdocuments/programmanagementprocedures.asp

Date: _____

Printed Name: _____

Signature: _____

Please print this note, sign, and return to the NSNFP Training Coordinator by (Date) _____ (within 21 calendar days)

Required Training Delinquency Notice

Required Reading: (Required reading is listed here.) Due Date: _____ (within 21 calendar days for a total of 42 calendar days overall)

The NSNFP Training records show that our office has not received receipt of the acknowledgment form for the required reading listed above. The original transmittal requested the return of the acknowledgment form.

This will be the only reminder notice you will receive. If this acknowledgment form is not in our files by _____ your name will be removed from the training file. If your name is removed, you may no longer be able to perform quality-affecting work for the NSNFP. The delinquent training status will be reported and evaluated in accordance with NSNFP Procedure 16.02, Corrective Action.

If you cannot locate the subject acknowledgment forms, you may use this delinquency notice as your acknowledgment form by signing and dating below.

Date:_____

Printed Name: _____

Signature: _____

Please contact NSNFP if:

- You cannot locate the subject required reading documents
- You are not sure of the training requirements.