

# Personnel Training and Qualification

Effective Date: 4/10/08

Pamela Flores	Signature on File	4/10/08	Review Period
Procedure Owner	Signature	Date	2 years

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 2 of 23

## HISTORY OF REVISIONS

Revision Number	Issue Date	Action	Description
0.0	06/11/07	Original issue of EP-DIR-SOP-2011.	Supersedes QP-2.1, <i>Personnel Qualification and Selection Process</i> , and QP-2.2, <i>Personnel Training Management</i> .
1.0	07/19/07	Minor revision to EP-DIR-SOP-2011 R.0	Added new Section 4.5 and Attachment 7 to address course documentation requirements.
2.0	08/23/07	Minor revision to EP-DIR-SOP-2011 R.1.0	4.2 #24 RLM Responsibilities for Conditional Authorization and 4.5 #2 Addition of required briefings documentation & briefing synopsis form.
3.0		Major revision to EP-DIR-SOP-2011 R.2.0	<ul style="list-style-type: none"><li>• Include two-year review period for this procedure from the time of this IPC-1 change time frame.</li><li>• Include Training Program Evaluation frequency every 3 years.</li><li>• Include use of CT Training Development Process forms, Customer Request form 1, for determination of training and Course Creation form 10 for required reading tracking.</li><li>• 4.5 #2 Clarification of process for documentation of training, which includes courses, and briefings, with the use of a LANL Course Roster form 1651 or Attachment 7, Briefing Synopsis form, for data entry into EDS and storage at CT. Optional use of pre-printed personnel names on Briefing Synopsis form.</li></ul>

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 3 of 23

## 1.0 PURPOSE AND SCOPE

The purpose of this procedure is to describe the process that will be implemented within the Los Alamos National Laboratory (LANL or Laboratory) Environmental Programs (EP) Directorate to formalize and document the training and qualification process for personnel. The Conduct of Training Manual (COTM) was implemented in February 2007, and this procedure and any revisions to this procedure will reflect the requirements in the COTM. This document supersedes QP-2.1, *Personnel Training and Selection Process*, and QP-2.2, *Personnel Training Management*. This procedure meets the requirements of the EP-DIR-QAP-0002, *Quality Plan Implementation Matrices for the Environmental Program Directorate*.

This procedure is developed in accordance with the COTM, and is applicable to all EP Directorate and subcontractor personnel conducting work for the EP Directorate. EP personnel deployed to other organizations will be required to follow the training and qualification requirements of the organization to which they are deployed. The interim process is only applicable to the ERSS Division and Subcontractors conducting work for the ERSS Division.

## 2.0 BACKGROUND AND PRECAUTIONS

### 2.1 Background

DOE Order 5480.20A, Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities

This procedure defines training requirements for both nuclear and non-nuclear facilities within EP Directorate. The DOE Order 5480.20A is the governing document for training, qualification, and certification of nuclear facility workers. The analysis, training, and qualification processes that are stipulated within this procedure are compliant with DOE Order 5480.20A.

NQA-1-2000 Requirements

***The intent of personnel training and qualification is to assure that EP Directorate personnel and subcontractors assigned to work are properly qualified to perform their assignments in an efficient, safe, secure, and compliant manner and are trained to maintain proper qualifications. Personnel assigned to work must receive appropriate training prior to performing work. The EP Training Team provides continuous training to personnel to maintain their job proficiency.***

***Training must be developed using a systematic approach tailored to meet the current specified work activity. Training methods must include the following:***

- ***formal training conducted by qualified instructors;***
- ***briefings conducted by management-approved personnel;***
- ***required reading (at LANL, this is satisfied with self-study plus assessments);***
- ***workshops;***
- ***seminars; and***
- ***awareness training.***

***Personnel assigned to perform activities must have the education, knowledge, skills and abilities (KSAs); experience; and training commensurate with the functions associated with their work. Personnel must receive initial training established to address work-specific risks and hazards associated with their roles and responsibilities.***

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 4 of 23

**Responsible managers must identify the qualification requirements, training needs, and proficiency maintenance requirements of personnel assigned to work. Qualifications and training to meet these requirements must be validated and verified. Responsible managers must assure that personnel complete refresher training to maintain and enhance SKAs appropriate to work risks and hazards. Refresher training must be developed to assure that proficiency is maintained to continue worker eligibility, as necessary. Ineligible personnel are precluded from work activities.**

**Indoctrination and training is commensurate with scope, complexity, importance of the activities, and the education, experience, and proficiency of the person. Personnel performing or managing activities affecting quality receive indoctrination in the following:**

- **their job responsibilities and authority;**
- **general criteria, including applicable codes and standards;**
- **regulatory commitments;**
- **company procedures; and**
- **quality assurance program requirements.**

**Records of implementation for indoctrination and training may take the form of attendance sheets, training logs, or personnel training records.**

## **Conduct of Training Manual Requirements**

LANL Implementation Supporting Document (ISD) 781-1, *Conduct of Training Manual*, is the governing document for training at LANL.

The COTM establishes a formally documented methodology for ensuring that training activities at LANL are conducted in accordance with contractual requirements and regulatory drivers (i.e., U.S. Department of Energy (DOE) Order 5480.20A, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities*) in a safe and secure manner. The COTM defines the processes for:

- ensuring personnel have the knowledge and skills required to perform their assigned duties, and
- verifying personnel have the competence commensurate with their assigned duties and responsibilities.

## **Training Program Evaluation Requirement**

The COTM promulgates the requirement for a Training Program Evaluation, per DOE-STD-1070-94, *Guidelines for Evaluation of Nuclear Facility Training Programs* that must be conducted every 3 years. An evaluation team must conduct a comprehensive training program evaluation to identify significant program strengths and weaknesses. This evaluation covers all aspects of the training program, including subcontracted training, and must be used to identify deficiencies and/or strengths in specific training programs and the overall training program infrastructure.

## **Training and Qualification Process**

These processes are part of the training and qualification processes that will be established within the EP Directorate. The steps outlined within this procedure will be completed for each job position to analyze, design, develop, and implement a qualification standard for job positions within the EP Directorate. Qualification standards provide a roadmap of training and qualification or certification requirements necessary to provide workers with the knowledge and skills to perform their tasks and activities safely and effectively. Qualification standards include the following elements:

- position covered by the qualification standard;

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 5 of 23

- organization responsible for the training for the identified position;
- the basis for the training classification determination for the position's qualification/certification structure and method, including any unique external drivers or requirements for the position and institutional policy and procedure requirements that either does not apply or for which the position has received a waiver;
- minimum entry level requirements, including medical, security, access-level, education, experience, physical abilities, and other entry-level prerequisites;
- initial training requirements, including training prerequisites (i.e., institutional training, facility-specific training, and position-specific or activity-specific training); core knowledge and skills training addressing the knowledge and skills needed for the assigned work; and written, oral/verbal or performance evaluation requirements);
- refresher or continuing training requirements, including needs assessment inputs, test requirements for re-qualification or recertification, and frequency of refresher or continuing training; and
- evaluation requirements, including written tests (quizzes) and performance evaluations.

The overall qualification method and examples of each step are documented below. The Qualification method is outlined in this procedure as an Interim Verification process and the Formalized Qualification process for establishing qualification of workers.

1. Identify Training Requirements – Includes a table-top analysis, and job-task analysis to identify job positions and institutional-, project-, or facility- and job-specific requirements.
2. Qualify Workers – Establish entry-level education and experience as applicable for DOE Order 5480.20A job positions, ensure equivalencies or exemptions have been obtained, and training level determination (e.g., OJT, classroom, self-study).
3. Verification Process – Use of Employee Development Systems (EDS) to track training requirements through training plans; use of Worker Qualification and Authorization System to authorize qualified workers to work; there will be 100% verification for nuclear facilities and spot checks for non-nuclear sites.

## 2.2 Precautions

The following is a stipulated training requirement that is part of DOE Order 5480.20A for nuclear environmental sites and is applicable to nuclear environmental site personnel: An initial training program shall be established for operating organization personnel at operable nuclear facilities to develop or enhance their knowledge and skills to perform job assignments. These programs should be structured commensurate with specific position needs. Examinations (i.e., written, oral, operational evaluations, performance demonstrations) on material included in the training programs shall be administered and documented, as appropriate. Personnel who are in-training shall not independently make decisions or take actions that could affect facility safety, nor shall personnel who are in-training be placed in such positions. However, they may independently perform specific tasks or job assignments for which they are qualified.

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 6 of 23

## 3.0 EQUIPMENT AND TOOLS

None.

## 4.0 STEP-BY-STEP PROCESS DESCRIPTION

### 4.1 Interim Process for Training Analysis, Tracking, and Verification for EP

[NOTE: If a Qualification Standard does not exist, use the following interim process. EP fieldwork projects continually take place and the formalized training and qualification process is not complete for all positions, thus, an interim process must be in place to continue to verify training requirements for ongoing projects at the nuclear facilities and non-nuclear facilities. This interim process is applicable to EP personnel and Subcontractor personnel conducting work for EP.]

Project Person in Charge (PIC)	1.	Identify all project job positions and inform the EP Training Team (EPTT) using the Project Job Position Matrix (see Attachment 1).  [NOTE: For the nuclear sites, the EPTT will verify all training requirements for completion status for all project personnel (i.e., 100% verification). For non-nuclear sites/projects, a "spot check" training verification (i.e., verification of training records for three project personnel only) will be conducted.]
	2.	Review and validate identified institutional-, project-, and job-specific training requirements for the project job positions using the Training Analysis Interim Process Form (see Attachment 2).
EPTT	3.	Conduct a table-top analysis with project Subject Matter Experts (SMEs) to assist in identification of project training requirements.
	4.	Identify institutional-, project-, and job-specific training requirements for the project job positions and provide to the PIC for review and validation.  [NOTE: If training requirements are analyzed to be part of a project-specific procedure, a Training Level Determination may be used to determine appropriate training methodology (see Section 4.4 of this procedure).
	5.	Create EDS training plans for each position.
	5.	Create activities (job positions) in the Worker Qualification and Authorization System (WQAS).
	6.	Review training plans for complete/incomplete status of training.
	7.	Notify LANL project PIC of completion status.
EPTT (Continued)	8.	Set up training tracking reports for daily/weekly PIC review.

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 7 of 23

9. Close out training tracking at project end with PIC or Project Manager.
10. Submit copies of project training documentation to the Records Processing Facility.

## 4.2 Formalized Qualification Process

[NOTE: The formalized qualification process incorporates a Systematic Approach to Training (SAT) methodology utilizing five distinct phases of the analysis, design, development, implementation, and evaluation methodology in the training process. Training personnel apply a graded approach when conducting their analysis and development activities. The consequences associated with worker performance failure guide the grading decision. The following process is used in the formalized analysis documentation process for EP job positions.]

Project PIC/SME	1.	Contact the EPTT and inform of projects that are coming up or scheduled to begin training analysis and identification of training requirements.
	2.	Identify the project name, whether it is nuclear or non-nuclear, and the Readiness Review date, if applicable.
EPTT	3.	Request all project documents (e.g., Integrated Work Documents, Site Specific Health and Safety Plans, Field Operations Procedures, Radiation Work Permit), if available, from the Project PIC/SME.  [NOTE: A document review and analysis is a job analysis process that may be used whenever laws, policies, procedures, or other documents that stipulate duties, tasks, and/or knowledge and skill requirements for the job or function that are being analyzed.]
	4.	Track the project documents by course numbers that are assigned in training plans in the EDS.
Project PIC/SME	5.	Identify job positions for the specific project.
	6.	Develop new job descriptions or validate existing job descriptions for the job positions.
	7.	Document position assignments on the Project Job Position Matrix to notify the EPTT of the worker(s) assigned to perform the specific role to be entered into WQAS.
	8.	Provide project personnel (LANL and subcontractors) names, Z numbers, and the name of the specific subcontractor company(s) providing work on the project to the EPTT.
	9.	If the job position is a DOE Order 5480.2A nuclear position, document the entry-level education and experience on the Entry Level Education and Experience Form (see Attachment 4), and submit to the HR Representative supporting EP Directorate for verification and validation.

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 8 of 23

RLM	10.	In consultation with the organization's HR Generalist, verify and validate the entry-level education and experience for LANL personnel performing work within the EP Directorate.  [NOTE: The requirement for entry-level education and experience verification is only applicable to personnel performing work in a nuclear facility. Subcontractors must have their entry-level education and experience documented and filed with their own company per their contract. LANL personnel from other organizations (e.g., Waste Management Coordinators, Radiological Control Technicians, etc.) must have their organization's RLM sign approval on the Entry Level and Experience Form.]
	11.	Sign on the Entry Level and Experience form (see Attachment 4) and maintain in the candidate's qualification file.
EPTT	12.	Determine if a core qualification standard exists for each job position (i.e., SSO, driller, field technician).
	13.	If a core qualification does exist, schedule a table-top analysis with the appropriate LANL and subcontractor SMEs to identify the project-specific training that needs to be added to the qualification standard training requirements for each job position.
	14.	If a core qualification does not exist, follow the Interim Process for Training Analysis and Verification, Section 4.3.
Responsible Line Manager or Subcontractor	15.	As part of the table-top analysis, provide a job description and a task list for each job position that will be generated into a qualification standard.
	16.	Determine and approve the training requirements for each job position.  [NOTE: This will become the "core" qualification standard.]
	17.	Obtain approval by the Responsible Line Manager (RLM) for training equivalencies or exemptions.
	18.	Document the Operations Manager's approval on the Training Equivalency Request/Approval Documentation Form (see Attachment 5).  [NOTE: Equivalencies for Laboratory-wide requirements must be approved by the sponsoring organization. The subcontractor is responsible for acquiring any equivalencies for courses taken which are not in EDS from CT-ITS prior to the project start-up.]
EPTT	19.	When the table-top analysis for the project is complete, create training plans in EDS to track each core job position and project-specific training.
	20.	Set up activities (i.e., qualification standards) in the WQAS, allowing the designated Responsible Line Manager to authorize work through the WQAS.

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.



# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 9 of 23

EPTT  
(Continued)

21. Review the WQAS project personnel complete/incomplete training status.

22. Track status of WQAS activities and report status to line managers/PICs, etc.

23. Notify the following if training is incomplete:

- the Responsible Line Manager (RLM);
- the Project PIC; and
- the Subcontractor's Field Team Leader (FTL).

[NOTE: The RLM, Project PIC, and Subcontractor's FTL may receive training reports for tracking or may access WQAS to track personnel's training.]

Responsible Line  
Manager

24. Verify workers have completed all qualification requirements and authorize workers to perform their assigned position(s) using the WQAS.

[NOTE: The RLM may authorize a worker to perform an assigned position in the WQAS prior to completion of all requirements. This process is referred to as "Conditional Authorization" and should be used with caution. When providing Conditional Authorization, the RLM must issue a memo to the worker's immediate supervisor stating:

- The task(s) and/or activities the worker is trained and authorized to perform;
- The duration of the conditional authorization;
- The specific supervisor responsible for supervising the worker; and
- Any specific instructions, restrictions, or conditions deemed necessary by the responsible line manager.

PIC or Project  
Director (PD)

25. Inform the EPTT that the project is complete and training tracking for the project may be stopped.

[NOTE: This notification may be by a formalized memo sent to the EPTT or by an e-mail sent to the EPtraining e-mail address.]

26. Submit the formalized memo or e-mail to the Records Management personnel for storage within the Records Processing Facility (RPF).

## 4.3 Required Reading of Administrative and Project-Specific Procedures

(Self-study Guides and Required Reading Requirements)

[NOTE: Required reading as a training method will be used in the interim while administrative and project-specific procedures are being revised. As these documents are revised, appropriate training methods will replace required reading. The process for Training Level Determination for procedures is described in Section 4.4 of this procedure.]

EP Personnel 1. Access administrative and/or project-specific procedures on the Web Page.

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 10 of 23

EP Personnel  
(cont.)

2. Read the required procedures, and use a Cryptocard through the online Employee Development System (EDS) link at the end of the procedures to complete a self-assessment (if developed) and receive credit.
3. If an individual does not have a Cryptocard, read the assigned procedures, document the required reading on Attachment 3, and turn it in to the EPTT to receive credit in the EDS.

EP Line  
Management

4. Verify field personnel complete all institutional-, project-, and job-specific training requirements assigned for specific projects.
5. Assign the appropriate required reading to administrative personnel, and verify they receive EDS credit.
6. Identify and inform EP personnel of required reading requirements.

EPTT

7. Complete data entry into EDS from training rosters.
8. Document required reading for specific projects on the EDS Course/Training Plan Form for Required Reading (see Attachment 3) so that a training plan can be created to track for the specific field project. Attachment 3 can be used to document and receive EDS credit for any EP required reading as defined by DOE O 5480.19 *Conduct of Operations Requirements for DOE Facilities*.

[NOTE: Required reading will not be tracked by the EPTT in training plans during the interim period, except when personnel are part of specific working field projects or specific facilities for which qualification standards are being developed. Required reading by itself is not a measurable learning method and should not be included in a formal training program that results in qualification or certification. Self-paced, self-study guides complete with objectives, supporting material, self-evaluations, and written tests, will be used in place of required readings in formal training programs that result in qualification or recertification. These may be paper-based or electronically delivered self-study courses within 18 months of the issuance of ISD 781-1, *Conduct of Training Manual*. Required reading must be used to ensure operational personnel are made aware of important information related to job assignments as required by ISD 315-1.1, *Conduct of Operations Manual*.]

## 4.4 Training Level Determination for Procedures

[NOTE: As new procedures are developed, or existing procedures revised and it has been determined that training must be provided, the Training Level Determination Form (see Attachment 6) will be used to determine the training method to use. The determination will be made using several evaluation criteria, including, but not limited to, review of hazard risk to the worker and environment, as well as National Security impact.]

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 11 of 23

EP Procedure  
Owners and  
EPTT

1. Use the Document Action Request (DAR) Form (see EP-DIR-SOP-4001, *Document Control*) to document reviews of new documents, and the Procedure Change Request (PCR) Form to document reviews of revised procedures as applicable.
2. Use the Customer Request Form 1, available on the LANL website at <http://int.lanl.gov/orgs/ct/pdfs/TDPforms.pdf>, to determine whether or not training is required. If it has been determined that training is not required, use Course Creation (on EDS) Form 10, available at the same web location listed above, to request that an EDS number be assigned as a tracking mechanism for the Conduct of Operations Briefing. If it has been determined that training is required, continue with Step 4.4.3 and the SAT process.
3. Use a Training Level Determination Form (see Attachment 6) to assist the procedure owner with the determination of level of formality and training methodology for new and revised procedures, and to document the determination.

## 4.5 Course Documentation Requirements

EPTT

1. Classroom training and on-the-job training must be documented in accordance with the requirements of ISD 781-1, *Conduct of Training Manual*.
2. For required courses or briefings, the documentation must include the following:
  - Outline or description of the contents of the course or briefing;
  - Name of the person delivering the course or briefing;
  - Date of the course or briefing;
  - Pre-printed names of all workers required to receive the briefing (if applicable per course requirement);
  - Signatures of the participants; and
  - Supplemental materials used to deliver the briefing (if applicable).

For required courses or briefings the LANL Form 1651, Training Course Information/Roster is primarily used to document all of the above information. The Briefing Synopsis form (see Attachment 7) can also be used to document all of the above information for various required briefings.

Course and briefing training rosters are submitted to the EP Training Team. Training rosters and briefing synopsis forms document the participant's successful completion of the course/briefing and the EP Training Team enters the completion data into EDS for credit.

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 12 of 23

## 4.6 Records

- EPTT
1. Submit the following records (that include, but are not limited to, those listed) generated by this procedure to the Records Processing Facility:
    - Interim Training Process Records;
    - Formalized JTA Process Records;
    - Copies of memos or e-mails regarding close-out of training tracking;
    - Training plans;
    - Training Plans and Courses (TPOs);
    - Training Plans by Audience (TPAs);
    - Super training plans;
    - Project training analysis; and
    - Course development material.
- Until the time of submittal to the Records Processing Facility, EPTT will keep original forms at Central Training.

## 5.0 PROCESS FLOW CHART

This will be added at a later date.

## 6.0 ATTACHMENTS

The forms for use are found at <http://int.lanl.gov/environment/all/ep-training.shtml> on the Environment home page.

Attachment 1: 2011-1 Project Job Position Matrix (1 page)

Attachment 2: 2011-2 Training Analysis for Interim Process Form (3 pages)

Attachment 3: 2011-3 EDS Course/Training Plan Form for Required Reading (1 page)

Attachment 4: 2011-4 Entry Level Education and Experience (1 page)

Attachment 5: 2011-5 Training Equivalency Request/Approval Documentation (1 page)

Attachment 6: 2011-6 Training Level Determination Form (1 page)

Attachment 7: 2011-7 Briefing Synopsis (2 pages)

[Using a CRYPTOCard, click here to record "self-study" training to this procedure.](#)

If you do not possess a CRYPTOCard or encounter problems, contact the ERSS training specialist.

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 13 of 23

## ATTACHMENT 1: Project Job Position Matrix (Example)

2011-1

Records Use only

- Instructions: Fill out with individual's Z#, name, and check appropriate job position.

Org code	Z#	Name	PIC	SSO	Soil Tech	RCT	IH	Geologist	Waste Generator	Operations manager	Soil Tech	Supplied air hose attendant	Geophysics	Shift Ops manager	Surface Geophysics	Field Waste Coordinator
			AC													
			TP													
1																
2																
3																
4																
5																
6																
7																
8																
9																

Project Lead Print and Sign

Date

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 14 of 23

## ATTACHMENT 2: TRAINING ANALYSIS (INTERIM PROCESS)

2011-2

Records Use Only

**Instructions: All sections must be completed and turned in for each position.**

- Section I lists the information about the project
- Section II lists all institutional and job-specific requirements in the form of training plans. For example, RAD II, HAZWOPER, and the Institutional requirements plan will fall under the Required Training section. Completion date of training plan will be verified by the EPTT using EDS. Contact the EPTT for copies of these reports.
- Section III lists all the requirements that need to be included in position-specific training plan. For example, all required reads, IWD briefings, RWP briefings, etc., should be listed under this section.

### SECTION I: PROJECT INFORMATION

Project Name:

Position Title:

### SECTION II: REQUIRED TRAINING

Training Plan #	Assignment Code (EPTT Use Only)	Training Plan Name	Applicable?
TP 115	91	RAD II	<input type="checkbox"/>
TP 116	48	RCT Requirements	<input type="checkbox"/>
TP 124	92	Hazwoper (40Hr.) General Site Worker	<input type="checkbox"/>
TP 125	93	Hazwoper (24Hr.) Limited Site Worker	<input type="checkbox"/>
TP 131	42	Field Worker Training Requirements	<input type="checkbox"/>
TP 135	52	Waste Management Coordinator Training Requirements	<input type="checkbox"/>
TP 293	160	RCRA Personnel: Less than 90 day Storage	<input type="checkbox"/>
TP 2295	275	Blood/Infectious Materials Hazards	<input type="checkbox"/>
TP 2677	292	Respirators: Air Purifying	<input type="checkbox"/>
TP 2810	266	Hazardous Waste Generator	<input type="checkbox"/>
TP 3065	383	Fire Extinguisher (Portable) Training	<input type="checkbox"/>

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 15 of 23

## SECTION II: REQUIRED TRAINING

Training Plan #	Assignment Code (EPTT Use Only)	Training Plan Name	Applicable?
TP 4885	1045	Hazwoper (40hr.) General Site Worker Supervisor	<input type="checkbox"/>
TP 6068	1916	X-Ray Machine Operator: Class 2 & 3	<input type="checkbox"/>
TP 6957	2475	IWM Worker Training Requirements	<input type="checkbox"/>
TP 6960	2477	IWM PIC Training Requirements	<input type="checkbox"/>
TP 7055	2518	Spill Prevention Control/Countermeasures	<input type="checkbox"/>
TP 7074	2522	Excavation/Soil Disturbance Activities	<input type="checkbox"/>
TP 7248	2649	Temperature Stress Awareness	<input type="checkbox"/>
TP 8499	3657	Respirator Training for Supervisors	<input type="checkbox"/>
TP 8625	2959	NES-Documented Safety Analysis Overview	<input type="checkbox"/>
TP 9424	4363	EP QAP	<input type="checkbox"/>
TP 9570	4492	EP Institutional Requirements – to include GET, Annual Security, Subs. Abuse, Traffic Safety, etc.	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 16 of 23

## SECTION II: REQUIRED TRAINING

Training Plan #	Assignment Code (EPTT Use Only)	Training Plan Name	Applicable?
			<input type="checkbox"/>
			<input type="checkbox"/>

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.







# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 19 of 23

## ATTACHMENT 4: ENTRY LEVEL EDUCATION AND EXPERIENCE

2011-4

Records Use only

### Entry Level Education and Experience

**Directions:** Candidate may complete form and submit to EPTT Coordinator for submittal to HR Generalist. Approved copy is maintained in candidate's qualification file.

**Employee Name:**

**Z Number:**

#### EDUCATION:

Comments:

#### Verification Signature:

**Printed Name:**

**Signature (HR Generalist):**

**Position:**

**Date:**

#### EXPERIENCE:

Comments:

#### Verification Signature:

**Printed Name:**

**Signature (HR Generalist):**

**Position:**

**Date:**

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 20 of 23

## ATTACHMENT 5: TRAINING EQUIVALENCY REQUEST/APPROVAL DOCUMENTATION

2011-5

Records Use only

### Training Equivalency Request/Approval Documentation

**Directions:** Indicate the course(s) or other requirement for which an equivalency or exemption is being requested. Attach objective evidence (e.g., transcript) as justification, where appropriate.

<b>Candidate:</b>	<b>Z Number:</b>	<b>Date:</b>
-------------------	------------------	--------------

Requirement:	<input type="checkbox"/> Exemption <input type="checkbox"/> Equivalency	Justification:
Requirement:	<input type="checkbox"/> Exemption <input type="checkbox"/> Equivalency	Justification:
Requirement:	<input type="checkbox"/> Exemption <input type="checkbox"/> Equivalency	Justification:
Requirement:	<input type="checkbox"/> Exemption <input type="checkbox"/> Equivalency	Justification:

### Approvals:

<b>Responsible Line Manager:</b>	<b>Z Number:</b>	<b>Date:</b>
----------------------------------	------------------	--------------

### Documentation Verification/EDS Equivalency:

<b>EPTT Leader Signature:</b>	<b>Z Number:</b>	<b>Date:</b>
-------------------------------	------------------	--------------

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 21 of 23

## ATTACHMENT 6: TRAINING LEVEL DETERMINATION

2011-6

Records Use only

### Training Level Determination

**Purpose:** The purpose of this form is to determine the appropriate level of training rigor and training required for new or revised procedures or documents. This form documents the "analysis" step in a systematic approach to training (SAT). For some operations it may be necessary to choose a higher level of training based on factors such as personal safety or regulatory requirements.

**SME fills out the following procedure information and Evaluation Criteria**

Procedure Document number including revision #	
Procedure Title	
Document Owner	
EP Training Team Lead	

When making the determination on the training methodology for procedures the following table serves as guidance. When answering the hazard grading questions both activity and work-area hazards must be considered as part of the training evaluation for the procedure. For each evaluation criteria listed below check (√) the box that indicates the level of rigor appropriate for the procedure named above. If 2 or more boxes in Level 2 or 3 are checked, OJT is required.

Evaluation Criteria	Level 1	Level 2	Level 3
Risk to worker health and safety	Minimal/Low _____	Moderate/High _____	High/Complex _____
Complexity	Minimal/Low _____	Moderate/High _____	High/Complex _____
TSR surveillance requirement	No _____	No _____ Yes _____	Yes _____
Risk of damage to equipment/operations	None/Low _____	Medium _____	High _____
Risk of environmental impact	None _____	Temporary or minor damage _____	High _____
National security impact	None _____	Potential for adverse impact to security in a Laboratory facility or to classified information _____	Potential for adverse impact to security in a Laboratory facility or to classified information _____

**Training completes the section below**

**Check one Type of Procedure:**

Administrative Procedure \_\_\_\_\_ Performance Procedure \_\_\_\_\_

- Based on the determination above, check (√) one of the levels of training below.
- Check optional training methods (if any) in addition to Self-study or OJT.

Level 1 Self-Study w/self assessment	Level 2 Formal Qualification	Level 3 Formal Qualification and/or Certification
Optional training methods in addition to self-study w/self-assessment: <input type="checkbox"/> Walkthrough Checklist <input type="checkbox"/> Informal Briefing <input type="checkbox"/> Formal Classroom with self-assessment	Training methods: <input type="checkbox"/> Self-assessment <input type="checkbox"/> Walkthrough Checklist <input type="checkbox"/> Formal Classroom Training <input type="checkbox"/> Formal Briefing <input type="checkbox"/> Formal Mentoring <input type="checkbox"/> OJT	Training methods: <input type="checkbox"/> OJT <input type="checkbox"/> Operational Evaluation <input type="checkbox"/> Formal Classroom Training <input type="checkbox"/> Formal Briefing <input type="checkbox"/> Written and Oral Tests

Target Audience:

---

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
 Printed or electronically transmitted copies are uncontrolled.

# Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

Page: Page 22 of 23

## ATTACHMENT 7: BRIEFING SYNOPSIS

2011-7

Records Use only

**Instructions:** There are two forms that personnel can use to document briefing information and attendee participation for entry into EDS. Either form is acceptable to document briefings, however only the LANL Form 1651 should be used for course documentation.

- Briefing information and attendee documentation for required briefings performed is documented on this Briefing Synopsis form. Briefing credit is given in EDS after submission of form to EP Training Team.
- If applicable, the briefing participant's names are pre-printed, before signature, in order to ensure intended audience is captured. This is not always required; it is dependent on the briefing developer/instructor.
- For required courses the LANL Form 1651, *Training Course Information/Roster*, found at [http://int.lanl.gov/orgs/ct/training\\_forms.shtml](http://int.lanl.gov/orgs/ct/training_forms.shtml), is primarily used to document course information and attendees. The form 1651 may also be used for briefings documentation. The attendees are entered into EDS for course/briefing credit after submitting the form to EP training team.
- When an institutional roster (i.e. RWP, IWD, SSHASP) is used for a briefing please attach the roster to this form and on Briefing Title write "see attached".

**Briefing Title:**

**Course Number:**

**Presenter:**

**Intended Audience:**

**Briefing Description:**

**Briefing Participants:**

Last, First, M.I. (printed)

Signature

Z Number

Date

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they work to the latest approved revision.  
Printed or electronically transmitted copies are uncontrolled.

