

Personnel Training and Qualification

Procedure No: EP-DIR-SOP-2011

Revision: 3

Effective Date: 4-10-2008

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			
Complexity			
TSR surveillance requirement	No	No Yes	Yes
Risk of damage to equipment/operations		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: Walkthrough Checklist Informal Briefing Formal Classroom with self-assessment	Training methods: Self-assessment Walkthrough Checklist Formal Classroom Training Formal Briefing Formal Mentoring OJT	Training methods: OJT Operational Evaluation Formal Classroom Training Formal Briefing Written and Oral Tests

Target Audience:

CONTROLLED DOCUMENT

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