

**DOE Operational Readiness Review (ORR)
Team Member Qualification Record**

Requirement	Signature	Date
1. Completed requirements of the following functional area in the Technical Qualification Program: <hr style="width: 50%; margin-left: 0;"/> <p style="text-align: center;">TQP Functional Area</p>	<hr style="width: 80%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 80%; margin-left: auto; margin-right: 0;"/>
2. Working level knowledge of ORR Requirements as defined in DOE Order 425.1, Startup and Restart of Nuclear Facilities.	Qualified ORR Team Member	Date
3. Working level knowledge of the ORR process as described in DOE-STD-3006, Planning and Conduct of Operational Readiness Reviews	Qualified ORR Team Member	Date
4. Working level knowledge of DOE-HDBK-3012, Guide to Good Practices for Operational Readiness Reviews	Qualified ORR Team Member	Date
5. Working level knowledge of assessment processes and techniques.	Qualified ORR Team Member	Date
6. Working level knowledge of the development and use of Criteria, Review and Approach Documents (CRADs)	Qualified ORR Team Member	Date
7. Demonstrated technical writing ability to support the ORR process.	Qualified ORR Team Leader	Date
8. Demonstrated ability to apply nuclear facility assessment techniques by participating as an ORR Team member under instruction for one ORR <u>or</u> by participating as a team member on two performance-based assessments at nuclear facilities. <hr style="width: 50%; margin-left: 0;"/> <p style="text-align: center;">location and date of ORR under instruction</p> <p style="text-align: center;">OR</p> <hr style="width: 50%; margin-left: 0;"/> <p style="text-align: center;">location and date of previous performance-based assessment</p> <hr style="width: 50%; margin-left: 0;"/> <p style="text-align: center;">location and date of previous performance-based assessment</p>	<hr style="width: 80%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 80%; margin-left: auto; margin-right: 0;"/>
Recommended as an ORR Team Member	Qualified ORR Team Leader	Date

DOE ORR Team Member Qualification Standard

1. **The ORR Team Member Candidate shall have completed requirements of a functional area in the Technical Qualification Program to demonstrate technical competence in a specific functional area.**
 - a. The organizational training manager (or equivalent) shall verify that the ORR Team Member Candidate has successfully completed one of the functional areas in the Technical Qualification Program in accordance with the requirements of DOE M 426.1.
 - b. If the ORR Team Member Candidate is from an organization that does not participate in the Technical Qualification Program, then a resume or similar document should be attached to the Qualification Record to document the technical capability of the candidate.

2. **The ORR Team Member Candidate shall have a working level knowledge of ORR Requirements as defined in DOE Order 425.1, Startup and Restart of Nuclear Facilities.**

Supporting Knowledge, Skills, and Abilities

Note – these knowledge, skills and abilities are covered in the ORR Team Member Training provided by the Office of Facility Operations Support (EH-24)

- a. Discuss the objective, applicability and exclusions of the ORR requirements as stated in DOE Order 425.1.
- b. Describe the following terms and requirements as they apply to the ORR process:
 - Operational Readiness Review
 - Readiness Assessment
 - Authorization Authority
 - Startup Notification Report – including when they need to be issued, who issues them, and what the information they contain
 - Plan of Action – including who prepares them, who approves them and what information they contain
 - Implementation Plan
- c. Describe the major elements of the overall ORR process.
- d. Explain the difference between an Operational Readiness Review and a Readiness Assessment (RA) and discuss the basic elements of an RA.
- e. Discuss the content and application of the Core Requirements.
- f. Discuss the responsibilities for DOE and NNSA line management, contractor line management and the Office of Environment, Safety and Health (EH) as they apply to the ORR process.

3. The ORR Team Member Candidate shall have working level knowledge of the ORR process as described in DOE-STD-3006, Planning and Conduct of Operational Readiness Reviews.

Supporting Knowledge, Skills, and Abilities

Note – these knowledge, skills and abilities are covered in the ORR Team Member Training provided by the Office of Facility Operations Support (EH-24)

- a. Discuss the application of the Startup and Restart Requirements Summary Table in DOE-STD-3006.
- b. State in your own words the definition of the ORR-related terms listed in DOE-STD-3006.
- c. Explain the purpose of the Management Self Assessment (MSA) process and discuss the timeliness as it relates to the overall readiness process
- d. Describe in detail the Readiness Assessment process including the sequence and attributes of the key elements.
- e. Describe in detail the Contractor ORR process as it is discussed in DOE-STD-3006 including the sequence and attributes of the key elements.
- f. Describe in detail the DOE ORR process including the sequence and attributes of the key elements.
- g. Describe and discuss the purpose and content of the ORR Plan of Action.
- h. Describe and discuss the purpose and content of the ORR Implementation Plan.
- i. Discuss the roles, responsibilities and attributes of the ORR Team Leader and ORR Team Members.
- j. Describe the following terms as they relate to the ORR process; including the key elements and where/how they fit into the overall startup/restart process:
 - Defining the scope of the ORR
 - Achieving Readiness
 - Certification of Readiness
 - ORR Evaluation
 - Contractor Declaration of Readiness to Proceed
 - Prerequisites
 - Prestart Findings
 - Poststart Findings
 - Corrective Action Process

- k. Describe the content of the ORR Final Report, including the key elements. Include in that discussion how to deal with a differing opinion of an ORR Team Members.
- l. State the purpose and elements of the corrective action plan and describe the process for closing open items.
- m. Discuss the Application of the Graded Approach as it is described in DOE-STD-3006

4. **The ORR Team Member Candidate shall have working level knowledge of DOE-HDBK-3012, Guide to Good Practices for Operational Readiness Reviews.**

Supporting Knowledge, Skills, and Abilities

Note – these knowledge, skills and abilities are covered in the ORR Team Member Training provided by the Office of Facility Operations Support (EH-24)

- a. Discuss the purpose, applicability and use of DOE-HDBK-3012.
- b. Discuss the ORR planning process including responsibilities of the personnel involved, the pre-visit, the initial team meeting, and final preparations.
- c. Describe the responsibilities of the Team Leader, Team Members, Review Coordinator and Contractor Counterparts for conducting the ORR, managing the outcome of the ORR, conducting the final team meeting and conducting the closeout meeting.
- d. Describe the responsibilities of the Team Leader, Team Members and the Review Coordinator for the Final ORR Report.
- e. Review and discuss the Lessons Learned From Previous ORR/RAs and how those lessons apply to the overall ORR process.
- f. Discuss the use and application of the various forms and checklists included in the Appendices to DOE-HDBK-3012.

5. **The ORR Team Member Candidate shall have working level knowledge of assessment processes and techniques.**

Supporting Knowledge, Skills, and Abilities

- a. Describe the role of the evaluator with respect to conducting assessments of contractors at government-owned, contractor-operated facilities.
- b. Describe the requirements and limitations associated with the evaluator's interface with contractor employees when conducting assessments or evaluations.

- c. Explain the impact of the Price-Anderson Amendments Act upon contractor oversight activities, particularly in the conduct of performance evaluations and enforcement actions associated with 10 CFR Parts 820, 830, and 835.
- d. Explain the essential elements of a performance-based assessment including the areas of observation, investigation, fact-finding, and reporting.
- e. List and discuss effective and ineffective interviewing techniques.
- f. Describe the purpose and process of “validation” and factual accuracy reviews as they relate to assessment activities.
- g. Describe the process for dealing with differing professional opinions among assessment team members.
- h. Explain the purpose and contents of a typical assessment report, and describe how to determine who should be on the distribution list for the report.
- i. Describe the process and state the essential associated with the following assessment activities:
 - One-on-one interviews
 - Document reviews
 - Observations (watching work)
 - Entrance and exit meetings;
 - Corrective action implementation
 - Closure of findings
- j. Describe the purpose and conduct of team meetings as they apply to an effective assessment process.
- k. Describe the actions to be taken if the contractor challenges the assessment findings and explain how such challenges can be avoided.

6. The ORR Team Member Candidate shall have working level knowledge of the development and use of Criteria, Review and Approach Documents (CRADs).

Supporting Knowledge, Skills, and Abilities

Note – these knowledge, skills and abilities are covered in the ORR Team Member Training provided by the Office of Facility Operations Support (EH-24)

- a. Explain the purpose of CRAD’s and describe the content and structure of the major elements of a CRAD (objective, criteria and approach).
- b. Describe the relationship of Core Requirements, the ISM Guiding Principles/Core Functions, and CRADs.

- c. Discuss the application of graded approach as it relates to the development of CRADs in support of an ORR. Describe the elements that would be considered in making graded approach decisions.
- d. Using the sample CRADs in DOE -STD-3006, discuss in detail how an ORR Team Member would use them.
- e. Develop (write) a CRAD for a functional area that could be used to assess activities at a DOE nuclear facility.

7. The ORR Team Member Candidate shall have demonstrated technical writing ability to support the ORR process.

Supporting Knowledge, Skills, and Abilities

- a. Using the Form 1 format in DOE-STD-3006, develop a write-up for a functional area (real or fictional) that is of a quality that would effectively support the conduct of an ORR.
- b. Using the Form 2 format in DOE-STD-3006, develop a write-up for a deficiency (real or fictional) that is or a quality that would effectively support the conduct of an ORR.

8. The ORR Team Member Candidate shall have demonstrated ability to apply nuclear facility assessment techniques by participating as an ORR Team member under instruction for an ORR or by participating as a team member for two non-ORR performance-based assessments.

A qualified ORR Team Leader provides this recommendation based on actual observation or specific knowledge of the ORR Team Member candidates previous participation as an ORR Team Member under instruction (did not function independently) or by participating as a team member on two performance-based assessments at nuclear facilities. Participation in these assessments should included the following activities:

- Conducted observations of activities in the facility and evaluated them based on specific criteria (such as CRADs)
- Reviewed and evaluated documents them based on specific criteria (such as CRADs)
- Conducted interviews to assist in evaluating specific criteria (such as CRADs)
- Interfaced directly with facility staff and managers
- Participated in team meetings
- Documented the results of observations, document reviews and interviews, including an evaluation as to whether or not they met assessment criteria
- Provided input in to final report development

9. The ORR Team Member Candidate shall be recommended as an ORR Team Member by a qualified ORR Team Manager

A qualified ORR Team Leader provides this recommendation based upon observation or specific knowledge of the ORR Team Member candidates ability to perform as an overall Team Member and support the ORR Team. In making this recommendation the ORR Team Leader should consider the following:

- The technical capability of the ORR Team Member Candidate
- The overall knowledge of the ORR Process
- The ability of the ORR Team Member Candidate to work effectively with other personnel in a team environment
- The ability of the ORR Team Member Candidate to interface with staff and managers at the facility being evaluated in a competent and professional manner
- The written and oral communication skills of the ORR Team Member Candidate
- The ability of the ORR Team Member Candidate to function independently to perform assign tasks in a compressed time frame