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Classification Office (CO)/Technical Information Office (TIO) and Operations Security (OPSEC) Release Form

To Be Completed by Person Requesting Release
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Date 05/08/2009 Date Release is Required 05/13/2009

Person Requesting Release Teresa Overby Phone Number (270) 441-5188

Mailing Address 761 Veterans Avenue, Kevil, KY 42053

Organization Paducah Remediation Services, LLC, SPCI

Document Number _____ Number of Pages ~~300~~ 22 pages

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Document Title/Date PRS-TRN-0702, CONDUCT OF TRAINING, 11/14/2008

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SSTF-106 Rev 0
10/4/06

PADUCAH
Remediation Services
A Portage Shaw Joint Venture Company

OWNER: Work Control, Engineering, Facilities, & Training	**PRS-TRN-0702**	**REV. NO. 0 AC-1**
SUBJECT MATTER AREA: Training	**PREPARER: T. Fralix**	**Page 1 of 22**
DOC TYPE: ☒ **PROCEDURE** ☐ **POLICY**	**APPROVED BY/DATE: 3/25/08 Signature on File** **Administrative Change Approval Date 11/14/2008**	
PROC TYPE: ☒ **OPERATING PROCEDURE** ☐ **FACILITY SPECIFIC PROCEDURE** **FACILITY: _____**	**Administrative Change Approval Tim Fralix signature on file in DCC**	
TITLE: **CONDUCT OF TRAINING**		
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Mandatory Subcontractor Pro Forma Procedure? ☐	**If an interim Procedure, Expiration Date:**	

REVISION LOG

Revision Number	Description of Changes	Pages Affected
0	Initial Release. Replaces BJC-HR-0702, BJC-HR-0711, BJC-HR-0713, BJC-HR-0714, BJC-HR-0715, BJC-HR-0716, BJC-HR-0718, BJC-HR-0721, and BJC-HR-0712.	All
AC-1	Replaced all references to Training Lead with Project Training Manager	5,6,7,9,10,11,12, 14

CAUTION

This procedure may describe specific safety basis requirements for safety significant items used by the Paducah Project. Any proposed changes must be processed in accordance with the procedure change control process defined in PRS-DOC–1107 and all changes shall be reviewed by the USQD process and approved by PRS Nuclear/Facility Safety. Specific safety basis requirements, if identified, are noted in this document in the following format: <**SB DOCUMENT REFERENCE**>**.**

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1.0 PURPOSE

This procedure implements the guidance of Paducah Remediation Services. LLC, Program Document PRS/PROG/0016, *Training Program for the Paducah Environmental Remediation Project*, and PRS-TRN-1088, *Paducah Remediation Services Training and Qualification Program for CAT 2 and 3 Nuclear Facilities and Radiological Facilities* for the training of personnel performing work under U.S. Department of Energy Prime Contract DE-AC30-06EW05001. This procedure documents the process by which training requirements are identified, developed into appropriate training materials, and delivered to individuals assigned training in accordance with PRS-TRN-0710, *Assignment of Training*. Training will be provided consistent with the requirements of the contract and Integrated Safety Management System (ISMS) Guiding Principal 3, "Competence Commensurate with Responsibility."

Flowcharts showing visual representations of the training identification, development, and delivery processes defined in this procedure are provided in Attachment B of this document. The flowcharts are intended to provide guidance, but do not replace the procedures

2.0 SCOPE

This procedure applies to employee training required by DOE Contract DE-AC30-06EW05001 and provided by the PRS Training Organization. Training performed by subcontractors or vendors outside the PRS Training Organization that is intended to meet PRS training requirements shall be documented and submitted to PRS in a manner consistent with the requirements of PRS-CDL-0058, *Quality Assurance Plan for the Paducah Environmental Remediation Project*.

3.0 TRAINING

Users of this procedure must read and understand the requirements of this document prior to use. Completion of this requirement shall be documented as required by PRS Procedure BJC-HR-0750, *Required Reading Program* [PRS-TRN-0750].

4.0 PROCEDURE

Performer **Activity/Work Step** (Perform steps sequentially unless otherwise noted)

4.1 Identification of Training Requirements

Training Requirements for personnel working under the DOE Prime Contract with PRS are defined through a thorough understanding of the Standards and Requirements specified by the contract as identified and maintained in accordance with PRS procedure PRS-WCE-0028, *Standards and Requirements Management*. A graphical description of the integration of the PRS Standards & Requirements Management process and PRS work processes is shown in Attachment C of this document.

PRS Function Managers and Manager of Projects

4.1.1 Identify Subject Matter Experts (SMEs) responsible for identification and interpretation of training requirements found in contract defined standards and requirements. This appointment process is defined in PRS procedure, PRS-WCE-0028, *Standards and Requirements Management.*

Subject Matter Experts

4.1.2 Review standards and requirements, including any changes in standards and requirements within assigned subject matter area to identify training requirements applicable to the PRS contract.

4.1.3 Analyze training requirements identified to determine staff positions requiring training or qualification based on the identified requirements and any recurring training required. Determine specific competencies required for each position identified as requiring training. For training that is not position-specific, identify activities for which the identified training is a prerequisite.

4.1.4 Based on the specific requirements of the standard and the complexity of the subject matter, determine the appropriate delivery method for the training. These methods include the following:

- Nuclear Facility Qualification
- Classroom Training
- Web-based Training
- On-the-Job Training (OJT)
- Required Briefing or Reading (awareness level only)

4.1.5 For classroom training, determine whether training-specific instructor qualifications are required. Based on instructor qualification requirements and the availability of a qualified trainer within the project organization, categorize classroom training into one of the following categories:

- PRS Training Organization Instruction
- PRS SME Instruction
- Vendor-Provided Instruction

4.1.6 Indentify specific requirements for demonstration of competence, if any. These requirements include:

- Oral Boards (for Nuclear Facility Qualification)
- Written Examinations
- Practical Demonstration of Competencies

4.1.7 Document the identified requirements by completing Parts 1-4 of Form TRN-F-0001, “Training Requirement Form.” Forward the form to the appropriate Functional Manager, or the Manager of Projects (as applicable), for approval.

PRS Function Managers or Manager of Projects

4.1.8 Approve the identified training requirement(s) by completing Part 5 of Form TRN-F-0001, "Training Requirement Form" and forward the form to the PRS Project Training Manager or, for Nuclear Facility Qualification requirements specified in DOE Order 5480.20A, Chg 1, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities*, to the PRS Nuclear Facility Qualification Training Manager.

Project Training Manager/Training Manager

4.1.9 Review and acknowledge acceptance of the submitted TRN-F-0001, "Training Requirement Form." Return a copy of the completed form to the SME. Index and retain the completed original forms in a "PRS Training Requirements Index." Based on the information provided on the form, begin training development in accordance with Section 4.2 of this procedure.

4.2 Development and Approval of Training Materials

Project Training Manager or Designee

4.2.1 Using the catalogued training requirements from the "PRS Training Requirements Index," establish and maintain a "PRS Training Matrix." The training matrix defines PRS training courses, or "modules" that fulfill the established training requirements. The training matrix also identifies which PRS training positions are required to complete each training course.

NOTE: The "PRS Training Matrix" is used as described in PRS Procedure PRS-TRN-0710, *Assignment of Training*, to assign training to employees.

Steps 4.2.2 and 4.2.3 are for awareness level training requirements only which will be delivered through Required Reading or Formal Briefings.

Project Training Manager or Designee/Subject Matter Experts

4.2.2 If the requirement is defined on the "Training Requirement Form" (TRN-F-0001) as awareness level requirement that can be met through documented briefings or required reading, work with the SME to identify or develop the content of the briefing or the required reading material, as applicable.

4.2.3 Initiate the briefing/required reading process in accordance with procedure BJC-HR-0750, *Required Reading Program* [PRS-TRN-0750]

Steps 4.2.4 through 4.2.9 are for procurement of "Vendor-Provided" training.

4.2.4 If the requirement is defined as "Vendor-Provided" instruction, work with the SME to develop a procurement specification for the training that will be used to procure the appropriate vendor.

4.2.5 Identify the PRS organization responsible to fund the required training and obtain the cost code to which the training will be charged.

Responsible Project or Functional Manager

4.2.6 Complete a PRS purchase requisition using the electronic procurement process, attaching the specification electronically to the online requisition. Forward the requisition for approval using the online system.

NOTE: As required by the PRS Quality Assurance Plan PRS-CDL-0058, all training content **must be approved** by PRS Training prior to dissemination.

Vendor/Supplier

4.2.7 Complete the training content in accordance with the established specification and provide training content to the appropriate PRS SME for review.

Subject Matter Experts

4.2.8 Review the provided material and provide any feedback to the vendor, as appropriate, once it is determined that the vendor training material meets PRS requirements, as determined by the SME. Forward the training material to the functional manager responsible for the Subject Matter Area (SMA) for approval.

PRS Functional Managers or Manager of Projects

4.2.9 Approve vendor provided training materials based on SME recommendation. Return the completed course and documentation of approval to the PRS Project Training Manager or PRS Training Manager, as appropriate.

NOTE: Approval may be documented by electronic mail.

Project Training Manager/Training Manager or Designee

4.2.10 Assign a module number to the approved training course and establish a training module file for the approved training materials. Training modules will be maintained as project training records in accordance with Section 5.0 of this procedure.

Steps 4.2.10 through 4.2.16 are for classroom and web-based training modules developed and maintained by PRS for use in training of site personnel.

Project Training Manager or Designee

4.2.11 Evaluate training requirements against existing training modules and qualification requirements to determine the most efficient method of meeting identified requirements. Determine whether the evaluated training requirement may be combined with an existing course module through revision of existing training materials.

4.2.12 If the training requirement requires a revision of an existing course, provide copies of the currently approved course material to the appropriate SME for revision. If the course is a new training module, proceed to the next step.

Subject Matter Experts

4.2.13 Revise or develop as appropriate, course content necessary to meet the training requirement. This includes development of required Learning Objectives for course participants, presentation materials, test question banks, and (for nuclear facility qualifications) qualification cards.

Subject Matter Experts

4.2.14 Upon completion, forward the training materials to the function manager responsible for the SMA for approval.

PRS Functional Managers or Manager of Projects

4.2.15 Approve vendor provided training materials based on SME recommendation. Return the completed course and documentation of approval to the PRS Project Training Manager or PRS Training Manager, as appropriate.

NOTE: Approval may be documented by electronic mail.

Project Training Manager/Training Manager or Designee

4.2.16 Assign a module number to the approved training course and establish a training module file for the approved training materials. Training modules will be maintained as project training records in accordance with Section 5.0 of this procedure.

4.3 Delivery of Training

Project Training Manager/Training Manager or Designee

4.3.1 If not already done, assign a module number and establish control of approved training materials as required by Sections 4.2.9 or 4.2.16 of this procedure, as applicable

4.3.2 If not already completed, revise Training Position Descriptions, as necessary, to include newly established training modules or qualification requirements in accordance with procedure PRS-TRN-0710, *Assignment of Training*

Training Manager

4.3.3 If new training requirements require the revision of qualification requirements or documentation for Nuclear Facility Qualifications defined in PRS-TRN-1088, *Paducah Remediation Services Training and Qualification Program for CAT 2 and 3 Nuclear Facilities and Radiological Facilities*, make all changes in accordance with the requirements of that program document.

Steps 4.3.4 through 4.3.7 are only applicable to Web-based Training.

Project Training Manager/Training Manager or Designee

4.3.4 If the training is intended for web-based delivery, as identified on the approved Training Requirement Form, TRN-F-0001, work with the PRS Information Technology Organization to properly format and post the training using the PRS web-based Training Application.

4.3.5 Notify project staff assigned to complete the training of the availability of the web-based course.

Personnel Completing Assigned Web-based Training

4.3.6 Complete the training over the internet. Completion and requalification dates are documented electronically in the web-based training application automatically. Print the completion certification and forward a copy to the PRS Training Data Clerk.

NOTE: If web-based training materials cannot be completed over the internet as designed, the training may be delivered by providing a "hard copy" of training materials to students for review and, as necessary, conducting proctored written examinations to meet any testing requirements.

Training Data Clerk

4.3.7 Enter completion and requalification information into the PRS Training Database to establish a record of training completion that may be used by project staff to verify training completion, as required by procedure PRS-WCE-0021, *Work Execution*.

Steps 4.3.8 through 4.3.9 are only applicable to Nuclear Facility Qualification.

Training Manager/Nuclear Facility Training Selectees

4.3.8 If the training requirement is a nuclear facility qualification requirement, disseminate, perform, and document completion of training in accordance with the guidance provided in PRS-TRN-1088, *Paducah Remediation Services Training and Qualification Program for CAT 2 and 3 Nuclear Facilities and Radiological Facilities*. Forward all completion documentation to the PRS Training Data Clerk.

Training Data Clerk

4.3.9 Enter completion and requalification information into the PRS Training Database to establish a record of training completion that may be used by project staff to verify training completion, as required by procedure PRS-WCE-0021, *Work Execution*.

Steps 4.3.10 through 4.3.11 are only applicable to vendor-provided training.

Vendor-Provided Training Instructor

4.3.10 If the training requirement is vendor-provided training delivered by vendor-provided instructor, the instructor will deliver training using materials approved in accordance with Section 4.2.15 of this procedure and document completion of training as prescribed by the terms and conditions of the applicable subcontract. Provide all completion documentation to the PRS Training Data Clerk.

NOTE: The qualifications of vendor-provided training instructors will be reviewed and accepted by the appropriate SME prior to delivery of the training to project personnel. Vendor-provided training may be audited at the discretion of the PRS Project Training Manager to determine the quality and effectiveness of the training provided.

NOTE: Any deviation in curriculum or materials used for vendor-provided training must be approved by the responsible Functional Manager or the Manager of Projects.

Training Data Clerk

4.3.11 Enter completion information into the PRS Training Database to establish a record of training completion that may be used by project staff to verify training completion, as required by procedure PRS-WCE-0021, *Work Execution*.

Steps 4.3.12 through 4.3.13 are applicable to on-the-job training provided by competent persons or other project personnel with established qualifications to perform such training.

Qualified OJT Trainer

4.3.12 If the training requirement is determined to be an OJT requirement, the OJT trainer will perform and document completion of training and forward all completion documentation to the PRS Training Data Clerk.

NOTE: The qualifications of OJT trainers must be prescribed by applicable PRS performance documents or, if not prescribed by performance documents, established by the responsible SME as part of the training module development.

Training Data Clerk

4.3.13 Enter completion information into the PRS Training Database to establish a record of training completion that may be used by project staff to verify training completion, as required by procedure PRS-WCE-0021, *Work Execution*.

Steps 4.3.14 through 4.3.20 are applicable to classroom training delivered by PRS training instructors or qualified SMEs.

PRS Project Training Manager or Designee

4.3.14 If not already completed, format the training module for delivery in a classroom environment. This includes the development and production of required training handouts, presentation materials, examination, and design of practical demonstration scenarios.

PRS Project Training Manager

4.3.15 Identify a qualified training instructor based on SME guidance provided on Form TRN-F-0001, “Training Requirements Form,” and document the qualifications of the selected instructor.

NOTE: The documentation of instructor qualifications, including any certifications or documented credentials, will be attached to the completed training completion documents or attendance rosters and maintained as a training record for the duration of the project.

Assigned Instructor

4.3.16 Prepare for training module delivery including reserving a training area, obtaining needed training supplies, setting up of practical demonstrations, and previewing of training materials.

4.3.17 If required, develop an examination for the course using the training module examination question bank.

4.3.18 Deliver the approved training materials and conduct any required practical demonstration exercises. Upon completion of the

training, conduct, proctor, and grade any required examinations/tests verifying understanding of the delivered content and effectiveness of the instruction provided.

4.3.19 Forward all completion documentation to the PRS Training Data Clerk.

Training Data Clerk

4.3.20 Enter completion information into the PRS Training Database to establish a record of training completion that may be used by project staff to verify training completion, as required by procedure PRS-WCE-0021, *Work Execution*.

Steps 4.3.21 and 4.3.22 are applicable to qualification documentation, such as medical qualifications, that may be prerequisite to receiving training or performing project work.

Qualification Provider/ Occupational Medical Organization

4.3.21 For qualification, such as medical examinations, that is prerequisite to training or performance of project work, forward all qualification documentation to the PRS Training Data Clerk.

NOTE: All information provided to PRS Training that may be considered sensitive or covered by federal privacy laws should be received and retained only in compliance with guidance provided by the PRS Human Resources Organization**.**

Training Data Clerk

4.3.22 Enter qualification information into the PRS Training Database to establish a record of qualification that may be used by project staff to verify completion, as required by procedure PRS-WCE-0021, *Work Execution*.

Assigned Instructor

4.4 Training Feedback and Process Improvement

4.4.1 Provide an End of Course Critique ESH-F-0010 for the trainee and request completion.

4.4.2 Collect the completed forms.

4.4.3 Review the completed forms prior to conducting the same module again.

4.4.4 If any negative entries or comments are made, discuss the negative entries or comments with the Project Training Manager or designee to determine if corrections need to be made to the training or in the administration of the training.

4.4.5 Enter results of this discussion at the bottom of the Evaluation Sheet on which the negative observation was made.

4.4.6 If the module needs revision, initiate change in accordance with the training revision requirements contained in this procedure.

4.4.7 Forward the completed End of Course Critique and Instructor sheets to the Training Data Clerk for further processing.

4.5 Documentation of Training Equivalencies, Exceptions, and Extensions

NOTE 1: Equivalencies are used to equate one course to another**.**

Requestor

4.5.1 Initiate the Training Program Form, ESH-F-0012, and complete the appropriate sections.

4.5.2 Forward the request with attachments to the appropriate SME for review.

SME

4.5.3 Evaluate the course(s) in question to determine if the course(s) should be considered equivalent.

4.5.4 Complete recommendation section of the Training Program Form, ESH-F-0012.

4.5.5 Forward the request to the Project Training Manager. If the training requirement is a nuclear facility qualification requirement, forward request to the Nuclear Facility Training Manager.

Project Training Manager/ Nuclear Facility Training Manager

4.5.6 Review the request, the attached documentation, and SME recommendation.

4.5.7 Based on review of the request, attached documentation, and recommendation of the SME, grant or deny the equivalency.

4.5.8 Complete the appropriate sections of form ESH-F-0012.

4.5.9 Forward the approved request to Training Records for entry into the training database and training records.

NOTE 2: An exception is used to satisfy training, educational or other initial requirements for an individual based on previous education, experience and/or training. An exception cannot be used to negate taking of a final comprehensive written examination, final performance demonstration, or oral board requirement. An SME recommendation is not required for exceptions from education or experience requirements.

Employee/PM/FM

4.5.10 Initiate the training program form, ESH-F-0012 and complete the appropriate sections.

4.5.11 Forward the request and supporting documentation to appropriate SME for review if applicable.

SME/FM

4.5.12 Recommend approval of the requested exception if any one of the following is true:

a. The documentation supports the assertion that the individual has demonstrated knowledge and/or skills commensurate with the associated training objectives or the initial requirements (education or experience requirements).

b. The individual has taught the course(s) in question. (For training exception only)

c. The individual is the SME for the course(s) in question. (For training exception only).

4.5.13 Complete the appropriate sections of form ESH-F-0012 and forward the request to the Project Training Manager if for training exception, if exception is for education/experience forward to WCEF&T FM. If for exception on requirement for nuclear facility qualification forward to the Nuclear Facility Training Manager.

Project Training Manager/ Nuclear Facility Training Mgr/ WCEF&T FM

4.5.14 Review the request, the attached documentation, and the SME recommendation and based on the review approve or disapprove the request.

4.5.15 Forward a copy of the completed request to the requesting Project Manager/Functional Manager.

4.5.16 If exception is for anything outside the defined guidelines of DOE order 5480.20A, chg.1, then request DOE approval via the PRS Prime Contract Manager submitting a letter to the DOE Contracting Officer for PRS.

Project Training Manager/ Nuclear Facility Training Mgr/ WCEF&T FM

4.5.17 If approved, forward the completed request to the Training Data Entry Clerk for entry into the training database and training records.

NOTE 3: An extension is used to temporarily extend the course or qualification period for an individual due to operational or other conflicts (e.g., schedule, short term disability, etc.).

4.5.18 Initiate form ESH-F-0012, Request for Training Extension.

FM/Supervisor

4.5.19 Document the reason for the extension request (operational events or conflicts, etc).

4.5.20 Complete the appropriate sections of ESH-F-0012 and forward the request to the PRS Project Training Manager/Training Manager for review/approval.

Project Training Manager/Training

4.5.21 Review the request and ensure it meets the requirements of PRS-TRN-1088.

Manager

4.5.22 Approve or disapprove based on the following criteria:

a. The reason for requiring a delay is based on operational concerns or unavoidable conflicts/circumstances.

b. Technical Safety Requirements and/or regulatory requirements that specify required time frames.

c. The extension does not exceed three months beyond the established qualification due date.

4.5.23 Forward a copy of the completed request to the requesting MOP/FM.

4.5.24 Forward the approved request to Training Records for entry into the training database and training records.

5.0 TRAINING RECORDS

5.1 Records Generated

Training records generated include all the following:

- Completed Training Requirement Forms
- Approved Training Materials
- Training Assignment Documentation
- Training Completion Documentation and Certificates
- Training Exemption and Equivalency Documentation
- Nuclear and Radiological Qualification Cards
- Instruction Qualification and Evaluation Documentation
- Output and Reports from the PRS Training Database, Web-based Training Software Application Output Reports

5.2 Record Maintenance Requirements

PRS Training Records will be maintained by the PRS Training Organization for the duration of Contract performance. Training completion records will be maintained in four-hour fire rated (Fire King type) filing cabinets. At the completion of the PRS Contract, all training records will be archived and transferred to the Document Management Center (DMC) in accordance with the requirements of PRS–DOC–1009, *Records Management, Administrative Record, and Document Control.*

6.0 SOURCE DOCUMENTS

NOTE: The PRS blue-sheeted BJC procedures referenced in this document are the active procedures as the date of issuance of this procedure. Procedures noted in the parentheses

[brackets] will become the reference procedures once these procedures are approved and implemented by Paducah Remediation Services, LLC.

- Paducah Remediation Services, LLC, Prime Contract No. DE-AC30-06EW05001
- PRS/PROG/0016, *Training Program for the Paducah Environmental Remediation Project*
- PRS-TRN-1088, *Paducah Remediation Services Training and Qualification Program for CAT 2 and 3 Nuclear Facilities and Radiological Facilities*
- PRS-WCE-0021, *Work Execution*
- PRS-ESH-2010, *Hazard Assessment*
- PRS-WCE-0028, Standards & Requirements Management
- PRS-TRN-0710, *Assignment of Training*
- PRS-DOC-1009, *Records Management, Administrative Record, and Document Control*
- PRS-CDL-0058, *Quality Assurance Plan*
- BJC-HR-0750, *Required Reading Program* [PRS-TRN-0750, *Required Reading*]

Attachment A
DEFINITIONS/ACRONYMS
Page 1 of 4

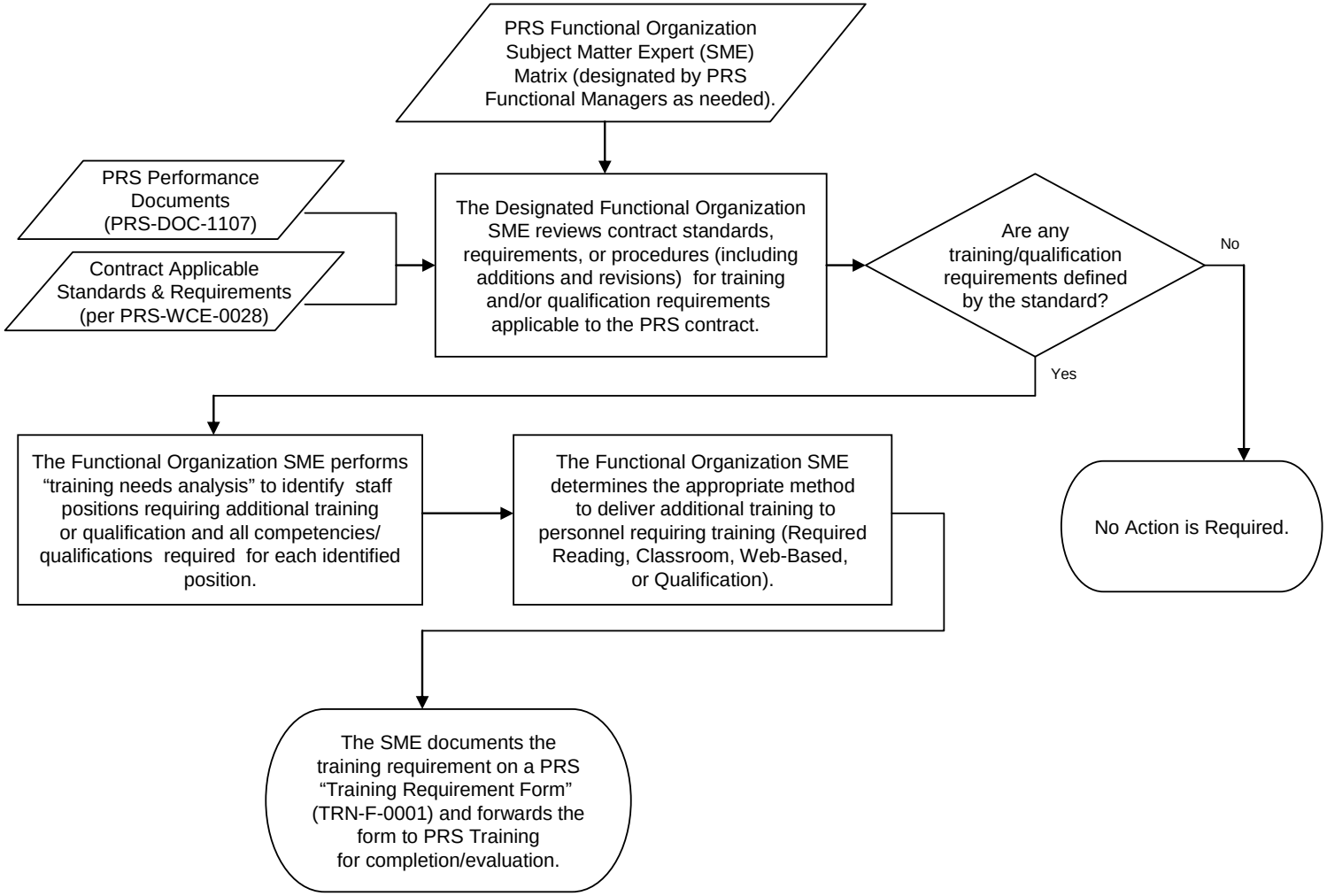
DEFINITIONS

Instructor – An individual with documented experience, training, or credentials necessary to provide instruction of a Training Module.
Required Reading – The method used by PRS to disseminate project documents such as performance document revisions, permits, health and safety plans, and other documents where awareness of the information contained within the document is considered important to safety, compliance, or the success of the project. Documents are scanned and distributed using an internet software application, which also documents reading assignments and confirmation of completion.
Subject Matter Area – Any one of the subject areas identified by PRS Functional Managers in accordance with the PRS Standards & Requirements Management procedure, PRS-WCE-0025.
Subject Matter Expert – An individual, assigned by the responsible PRS Functional Manager, who, based on specific experience, qualifications, or credentials in a specific subject matter area, is considered the project's "resident expert" in that subject matter area.
Training – Any of the methods used to establish or document competency to perform PRS project work defined in the PRS Training Program (PRS/PROG/0016) or in the PRS Nuclear and Radiological Facility Qualification Program (PRS-TRN-1088).
Project Training Manager – The individual assigned by the PRS Manager of Work Controls, Engineering, Facilities, and Training (WCEFT) to coordinate and facilitate employee training for PRS.
Training Manager – The individual qualified in accordance with the PRS Nuclear and Radiological Facility Qualification Program (PRS-TRN-1088) to perform the function of "Training Manager" as defined in DOE O 5480.20A, Chg 1.
Training Module – A course of instruction intended to develop or maintain required competencies in a defined subject matter area. Modules may be delivered by any one of several methods of instruction, including web-based and classroom instruction.
Training Requirement – Specific instruction required by a PRS Contract Standard (Section J, List A or List B) that has been evaluated by PRS SME(s) and determined to require some level of documented training.

ACRONYMS

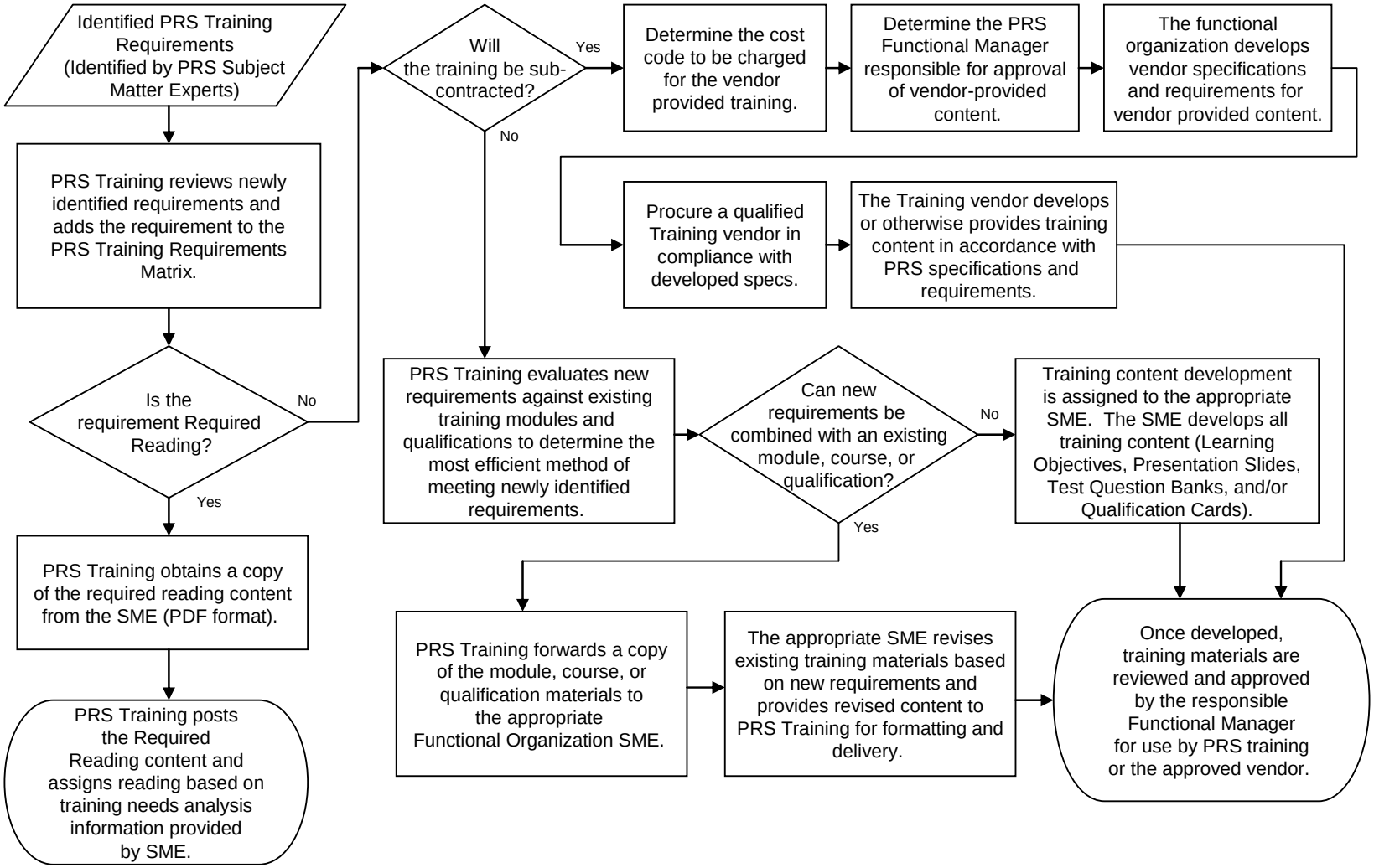
DMC – Document Management Center
DOE – Department of Energy
ISMS – Integrated Safety Management System
OJT – On-the-Job Training
N/A – Not Applicable
PRS – Paducah Remediation Services, LLC
SMA – Subject Matter Area
SME – Subject Matter Expert
TSR – Technical Safety Requirements
UCD – Unreviewed Change Determination
USEC – United States Enrichment Corporation
USQD – Unreviewed Safety Question Determination
WCEFT – Work Controls, Engineering, Facilities, & Training

Attachment B
Conduct of Training Flowcharts
Page 1 of 3



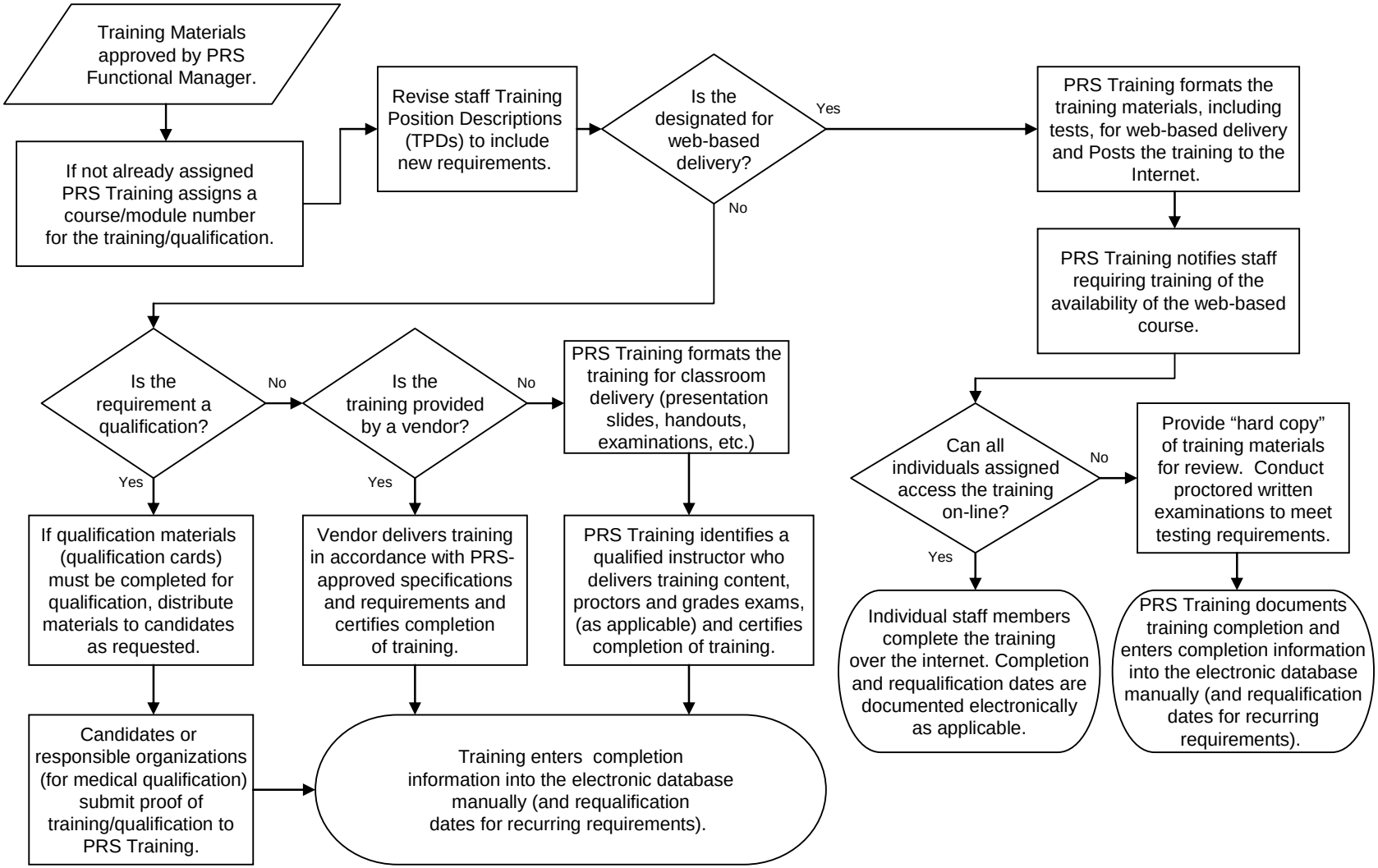
PRS Training Requirement Identification Process

Attachment B
Conduct of Training Flowcharts
2 of 3



PRS Training Content Development Process

Attachment B
Conduct of Training Flowcharts
Page 3 of 3



PRS Training Delivery Process

Attachment C
Integration of Standards & Requirements in Work Processes Using Subject Matter Experts
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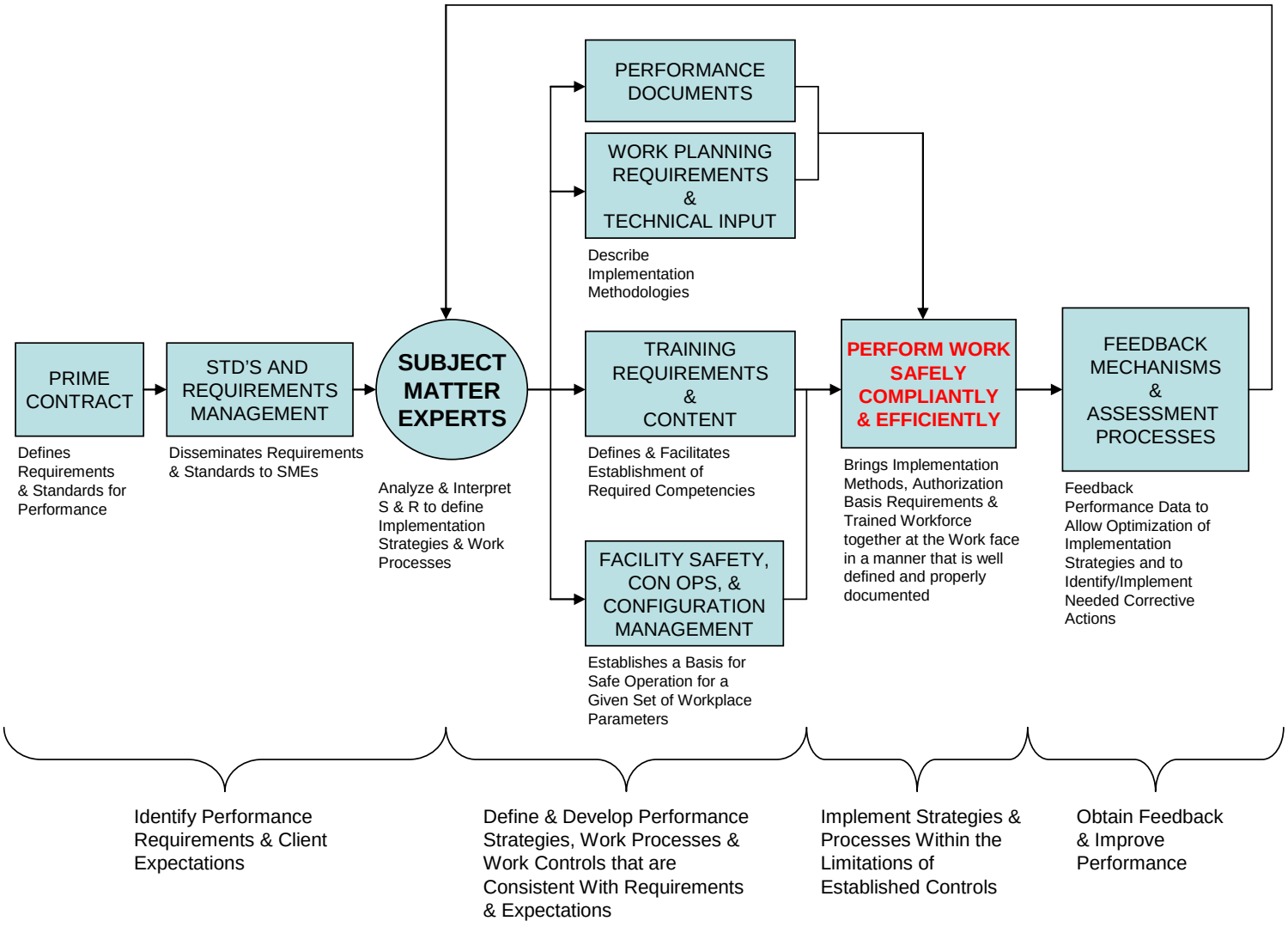

Incorporation of Standards & Requirements into PRS Processes

Form TRN-F-0001
TRAINING REQUIREMENT FORM
Page 1 of 1
This is an only an example of the form. See Document Control Center for usable form.

PADUCAH Remediation Services
A Portage Shaw Joint Venture Company

TRN-F-0001 **Training Requirement Form**

PART 1 – Requirement Description/Definition (SME)

Training Requirement Title (provide a short title describing the training requirement): ☐ New Requirement ☐ Revision/Replacement

Subject Matter Area (one of the identified SMAs from the PRS SME list): Date Submitted:

Driver(s) (applicable contract, policy, or procedural requirement that requires this training be provided):

Prerequisite Requirement(s) (including medical qualification or other training requirements that must be completed):

Training Requirement Description (provide a brief description of the training requirement):

Required Implementation Date (if identified in driver documents):

PART 2 – Training Requirement Analysis (SME)

Training Positions Requiring Training (use approved TPD titles): ☐ N/A

Activities Requiring Training (use the identified driver(s) to define): ☐ N/A

Recurrence/Retraining Requirements (include required periodicity):

PART 3 – Training Delivery (SME)

Recommended/Required Delivery Method: ☐ Driver Specified?
☐ Nuclear Facility Qualification ☐ Classroom ☐ Web-based ☐ OJT ☐ Required Briefing/Reading

Instructor Qualifications: ☐ Driver Specified?
☐ Qualified Instructor (PRS Training) ☐ SME Instructor ☐ Vendor Provided ☐ Competent Supervisor (OJT/Briefing)

Specific Instructor Qualifications Required (if any):

PART 4 – Demonstration of Competence (SME)

Demonstration Method (check all that apply): ☐ Driver Specified?
☐ Oral Board ☐ Written Examination ☐ Web-based Examination ☐ Practical Demonstration of Competence

Specific Competency Demonstration Requirements (if any):

Submitted by (printed name and signature): Date Submitted:

PART 5 – Requirement Approval (Functional Manager or MOP, as applicable)

Approved (printed name and signature): Date Approved:

PART 6 – Acknowledgement/Requirement Number Assignment (PRS Training)

Requirement Acknowledged (printed name and signature): Date Received:

Training Requirement Number (assigned by PRS Training):

Form ESH-F-0010

PADUCAH Remediation Services
A Portage Shaw Joint Venture Company

END-OF-COURSE CRITIQUE

Employee Name:	**Badge No:**		**Phone:**		
Course:	**Course Date:**				
Instructor:	**RATING**				
	Please place a check in the block that most closely matches your opinion				
CATEGORY	**Poor**	**Needs Improvement**	**Satisfactory**	**Good**	**Excellent**
	1	2	3	4	5
1. Technical quality of the course					
2. Instructional quality of the training materials					
3. Length of the course					
4. Appropriateness of course topic					
5. Sequence of course topics					
6. Instructor attitude					
7. Technical knowledge of the instructor					
8. Teaching Skills/expertise of the instructor					
9. Learning resulting from the course					
10. Overall opinion of the course					

Comments: _____
_____
_____

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TRAINING PROGRAM

INSTRUCTOR QUALIFICATION ☐	**TRAINING MATERIAL REVIEW/APPROVAL:** ☐
TRAINING EXCEPTION: ☐	**REQUEST FOR TRAINING MATERIAL CHANGE:** ☐
TRAINING EXTENSION ☐	**OTHER:** ☐ _____
TRAINING EQUIVALENCY: ☐	

DOCUMENT INFORMATION/REASON FOR REQUEST:

DOCUMENT DECISION:

EMPLOYEE SIGNATURE (IF REQUIRED)	**BADGE NO.**	**DATE**
SUPERVISOR/PM	**BADGE NO.**	**DATE**
SME (subject matter expert)	**BADGE NO.**	**DATE**
PROJECT TRAINING MANAGER/TRAINING MANAGER/WCEF&T FM	**BADGE NO.**	**DATE**