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REVISION/CHANGE LOG

Revision/Change Letter	Description of Changes	Pages Affected	Date of Revision/Change
FR0	Procedure Bluesheet	All	09/22/2017
FR1	Non-intent revision to remove from Bluesheet	All	12/13/2017
FR2	Significant revision to move instructions for Training Position Descriptions, Qualifications, and Certifications to a separate new procedure.	All	04/25/2018
FR2A	Non-intent revision to correct formatting error	8	5/31/2018
FR3	General Revision	All	11/11/2019

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure describes the administrative steps used to ensure that personnel working for the Paducah Gaseous Diffusion Plant (PGDP) Deactivation and Remediation (D&R) have the requisite knowledge and skills required to perform their assigned duties.

This procedure was developed to implement requirements from U.S. Department of Energy (DOE) Order 426.2, Admin Chg 1, *Personnel, Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*, as specified in CP2-TR-0100, *Training Program* and CP2-TR-0102, *Training Implementation Matrix*.

1.2 Scope

This procedure applies to personnel, including subcontractors working on projects, within facilities, or in areas under the responsibility of PGDP D&R, who could impact the safety basis through their involvement in the operation, maintenance, and technical support and serves as a guide for other PGDP D&R personnel. This procedure does **NOT** address additional requirements which may apply to personnel whose selection, training, qualification and certification requirements are governed by other orders, specific standards, or regulations. (Examples include but are not limited to Protective Force, welder certification, and State of Kentucky firefighter qualifications.) Execution of this procedure is under the leadership of the Training Manager.

2.0 REFERENCES

2.1 Use References

- CP2-TR-0100, *Training Program for the Paducah Gaseous Diffusion Plant*
- CP3-OP-0208, *Required Reading/Crew Briefing*
- CP3-RD-0010, *Records Management Process*
- CP3-TR-0103, *Systematic Approach to Training*
- CP3-TR-0104, *Training Positions, Qualification, and Certifications*

2.2 Source References

- CP2-QA-1000, *Quality Assurance Program Description for the Paducah Gaseous Diffusion Plant, Paducah, KY*
- DOE Order 426.2 Admin Chg 1, *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*

3.0 COMMITMENTS

- CP1-NS-3000, *Documented Safety Analysis for the Department of Energy Paducah Site Deactivation Project*
- CP1-NS-3001, *Technical Safety Requirements for the U.S. Department of Energy Paducah Site Deactivation Project,* Section 5.5 and 5.8

4.0 RESPONSIBILITIES

4.1 Director

- Approves External Training Requests and Approval form.

4.2 Functional Manager

- Defines Training Position Description (TPD) requirements.
- Defines personnel requiring training and ensures TPDs are correctly assigned.
- Implements the required training, qualification, and certification programs including initial, refresher, continuing, and requalification or recertification training.
- Approves Training Development Change Request (TDCRs) involving training and database changes.

4.3 Training Manager

- Schedules sufficient training instances based on upcoming training needs and management requests to prevent training from becoming overdue or expired.
- Maintains documents and records owned by the training organization.
- Approves the various training requests and actions where specified in this procedure.

4.4 Manager or Supervisor

- Assigns training requirements and allows time for completion of the requirements for each individual in their organization.
- Ensures personnel are scheduled to complete initial, recurring, or requalification training before it expires.
- Controls work assignments to ensure that only personnel who have completed the required training, qualification, **and/or** certification requirements are being assigned work.

NOTE**:**

The Learning Management System (LMS) is the method by which Managers and Supervisors are to process, track, and record employee training.

- Ensures all On-the-Job Training (OJT) is conducted with the proper rigor and independence to ensure effective and objective evaluation.
- Ensures the Training Organization is notified to establish or update job or task training requirements in the LMS immediately upon an employee's hire, extended absence, change in position or job assignment, change of permanent location to off-site, or termination.
- Provides approved and completed documentation to the Training Organization for any training performed in their department.
- Ensures that training requests presented to the Training Organization are complete and fully describe the department's need(s).

4.5 Training Coordinator

- Serves as primary contact between the Training Organization and the line organization.
- Supports line organization(s) with identified training needs (such as, changes to Position Assignment Form [PAFs], scheduling personnel for training, etc.)
- Monitors and alerts management on training status of organizational employees to avoid training from expiring and becoming overdue.
- Enters training data into the LMS as permitted by their access level.

4.6 Instructors (Classroom and OJT instructors)

- Provides training support to PGDP D&R organization and vendors.
- Delivers training and student evaluations as applicable.
- Completes training documentation and records and sends to training within one (1) workday of training completion.

4.7 Employee

- Maintains training status to perform the tasks associated with their duties and responsibilities.
- Does **NOT** perform work for which they have not completed training successfully.

5.0 GENERAL INFORMATION

5.1 General Requirements

- The CP2-TR-0100, *Training Program,* contains the governing requirements to the processes and instructions contained in this procedure.
- PGDP D&R team members shall complete training and required reading assigned by management prior to independently performing activities.
- To ensure proper credit for completed training, classroom (CR) and OJT training shall be scheduled through and coordinated with the Training Department. Failure to schedule training courses with the Training Department may result in rejection of the completion documentation.
- Failure to contact Training to withdraw a student at least two business days prior to the start of a registered class will result in a *No Show* recording unless an alternate is provided.
- At the discretion of the instructor and training manager, participants arriving after the objectives are presented or who leave prior to the completion of the session will **NOT** receive credit for the course and will be asked to reschedule. An *Incomplete* status will be entered into the students training record and notification will be periodically sent to management. **If** there is a per student cost for the training, **then** the trainee's organization will be charged the cost of the *No Show* seat.
- A *No Show* without cause or repeated instances may be considered for disciplinary action. For required reading and crew briefing assignments, refer to CP3-OP-0208, *Required Reading/Crew Briefing*.

5.2 Site Entry

- General Employee Training (GET) and the Initial Security Briefing – Paducah Plant are required prior to continuous PGDP D&R site entry.
- Consolidated Annual Training (CAT) and the Portsmouth/Paducah Project Office (PPPO) Annual Security Refresher Briefing are required annually to maintain access to the PGDP D&R site.

5.3 Systematic Approach to Training

A Systematic Approach to Training (SAT), as stated in DOE Order 426.2, Admin Chg 1 is used to analyze, design, develop, implement, and evaluate training. This process is detailed in CP3-TR-0103, *Systematic Approach to Training*.

6.0 INSTRUCTIONS

6.1 Training Development Change Request (TDCR) Process

NOTE:

The TDCR process provides a method to authorize and track actions such as the development of new training, changes to training materials, curriculum content, and the addition or removal of position assignments in training or required reading.

Changes as a result of new hires, organizational assignment changes, assignments to new positions, changes in permanent work assignments, extended absences, and terminations, are authorized through Human Resources and do not require a TDCR unless the change creates, eliminates, or alters the position requirements.

TDCR Initiator

6.1.1 Changes must be approved by submitting a TDCR (or other authorizing document) before work can begin on requests originating at or below the departmental level. The Training Organization will prepare TDCRs to document actions requested by Management and for PGDP D&R site-wide training actions.

6.1.2 TDCRs to update course curriculum are primarily initiated by the departmental curriculum owner based on changes in method of accomplishment, new or revised regulatory requirements, plant or facility modifications, or feedback from the field and from course critiques. TDCRs are required to update training materials with the exception of grammatical edits, actions coordinated through the performance document process, or for scheduled review cycles.

6.1.3 Complete the required fields to submit a TDCR. Attach or include supporting document(s).

6.1.4 The electronic TDCR log forwards the request to the approving Functional Manager.

Functional Manager

6.1.5 Approve the TDCR.

Training Manager

6.1.6 Approve the TDCR.

6.1.7 Assign the actions or changes requested in the TDCR.

Training Organization

6.1.8 Complete the approved actions and/or changes.

6.1.9 Document completion of the action and/or change in the TDCR log.

6.1.10 Send notification that TDCR has been fully processed by the Training Organization.

6.1.11 Update associated documents in training records.

6.2 Completion of Training Assignments

Training Coordinator

6.2.1 Monitor training status and notify personnel, supervisors, and organization management of upcoming training due dates.

Requestor (Trainee, Manager, or Supervisor)

6.2.2 Coordinate scheduling of classroom or OJT training with the Training Coordinator (TC). For off-site external training/conference, go to Section **6.6** of this procedure.

6.2.3 Participate in the timely completion of training assignments.

Training Coordinator

6.2.4 Schedule trainee.

6.2.5 Send trainee an e-mail notification of upcoming training through LMS or by email.

Trainee

6.2.6 Complete required training by the specified due date. **If** unable to complete, **then** notify your supervisor and Training Coordinator.

6.2.7 Request an equivalency, exemption, extension, or challenge test from required training if applicable.

6.2.8 Sign attendance roster(s) each day of training.

Training Organization

6.2.9 Document completion of all training in the LMS regardless of delivery method:

- Enter information provided on CP3-TR-0102-F01, *Training Attendance Record,* within a recommended two (2) business days of receipt of information. Training completed in the LMS is automatically recorded.
- Enter vendor provided training rosters. The roster must include the student's printed name, signature, badge, date and department along with the lesson number and revision number.

- Enter off-site or external training/conference completions (according to Section **6.6**) and completions by personnel with no computer access upon receipt of supporting documentation.

6.2.10 Notify the manager or supervisor of training deficiencies (such as, past-due training, remediation failure).

6.2.11 Approve equivalencies, exemptions, extensions, and challenge examinations as applicable.

6.2.12 File all completion records according to Section **7.2**.

6.3 Delinquency Restrictions

NOTES:

The LMS will automatically notify the trainee and the trainee's supervisor or manager via email of any past due training. The past due training must be acknowledged in the LMS (one time only) by both the trainee and the trainee's supervisor or manager before being allowed to continue to the home screen. Acknowledgment indicates the trainee understands he or she is delinquent in a requirement relevant to the work assignment. Training delinquencies are automatically lifted once the past due training is completed and posted to the LMS. Computer-Based Training (CBT) completions are posted automatically.

Trainee and Supervisor or Manager

6.3.1 Upon notice of past due training, perform the following:

- Log into the LMS system.
- Review the past due training.
- Click the acknowledge button to continue to the home screen.

Trainee

6.3.2 Complete delinquent assignments.

6.4 Performance Restrictions

6.4.1 Notify the Training Organization of work restrictions due to training or work deficiencies (for example, failed examinations, lapsed training, or performance issues).

Training Organization

6.4.2 Schedule classroom or OJT training to address delinquency.

6.4.3 Remove work restrictions upon correction of deficiencies or upon review of operating performance, as applicable.

6.4.4 Update LMS entry to remove Training Restrictions (TRs) upon receipt of completion evidence for the required action.

Supervisor or Manager

NOTE:

A Designated Manager may issue a written Training Restriction for an individual, or a group with the same training requirement, and request an extension to the classroom training completion date in the LMS. The LMS status will indicate **TR** for Training Restriction until the training requirement has been met.

Training Organization

6.4.5 Update LMS entry to remove training restrictions upon receipt of completion evidence for the required action.

6.5 Equivalencies, Extensions, Exemptions, and Challenge Tests

NOTES:

Equivalency may be granted for individuals who have completed training comparable in content and performance standards. **When** credit is given for a training component on a Qualification card, **then** the remaining components (such as, required readings, evaluations, etc.) must still be performed. Equivalencies may be granted for education and experience on a case-by-case basis. Equivalencies must be approved by the applicable Subject Matter Expert (SME).

A course that is comparable in content and performance standard may be evaluated for granting an equivalency designation in the LMS.

Extensions may be granted in 30-day increments not to exceed 90 days to permit an employee with demonstrated proficiency to continue applicable work beyond a required training or qualification due date. Extensions of qualification for operators and supervisors may be approved by the Functional Manager. Certifications **CANNOT** be extended. Regulatory requirements may prevent the ability to grant extensions.

Exemptions may be granted from training for individuals who are closely involved with the subject matter (such as, procedure writers, training developers, etc.).

Challenge Tests – may be authorized for individuals who have comparable knowledge or skills based on prior experience and training to challenge the requirement to attend training. A challenge test is to be administered by a member of the Training Staff.

Guidance for granting equivalencies, extensions, exemptions, and challenge tests is contained in CP2-TR-0100, *Training Program*.

Requestor

6.5.1 Complete CP3-TR-0102-F04, *Request for Equivalency, Extension, or Challenge Test*.

6.5.2 Attach any supporting documentation (transcripts, resume, training reports showing history, certifications, degrees, etc.) to CP3-TR-0102-F04.

6.5.3 Obtain a signature from the SME associated with the request.

6.5.4 Submit signed CP3-TR-0102-F04 to your manager or supervisor.

Manager or Supervisor

6.5.5 Review the request and associated documentation.

6.5.6 Sign CP3-TR-0102-F04 upon concurrence with the request.

6.5.7 Submit CP3-TR-0102-F04 along with supporting documentation to the Training Organization for approval.

Training Manager

6.5.8 Approve **or** decline the request based on supporting documents and the criteria found in CP2-TR-0100, *Training Program*.

If CP3-TR-0102-F04 or attached documentation is **NOT** adequate or sufficient, **then** return the request to the manager or supervisor with an explanation.

Training Organization

6.5.9 Notify the manager or supervisor upon determination.

6.5.10 Enter credit or adjustment in the LMS, as applicable.

6.5.11 File the original in the individual's training record.

6.6 External Training/Conference Process

NOTE:

External training is project-related instruction, seminars, or conferences provided by a vendor, generally presented off-site. Typically, external training is provided when the requisite training is **NOT** available through in house resources, requires a specific instructor credential, or is **NOT** specific to the PGDP D&R or to PGDP D&R's policies and procedures. This training may include project-related professional development hours, seminars, regulatory qualifications or certificates, and technical programs. Requests should include sufficient detail and justification to support management approval.

Conference, workshop, symposium, and professional organization session meetings are also approved by the process described in this section.

Requestor

6.6.1 Submit completed CP3-TR-0102-F02, *External Training/Conference Request and Approval,* to manager or supervisor and Director. Include the following:

- Cost per class or event OR cost per student
- Charge code
- Description of benefit to project
- Course syllabus, outline, or summary which defines objectives

Manager, Supervisor or Director

6.6.2 Sign **and** forward CP3-TR-0102-F02 and supporting documents to Training@pad.pppo.gov for review and approval.

Training Organization

6.6.3 Approve the CP3-TR-0102-F02.

6.6.4 Route to Program Manager for final approvals.

Program Manager

6.6.5 Approve CP3-TR-0102-F02 and route back to Training Organization.

Training Organization

6.6.6 Retain signed CP3-TR-0102-F02 until course completion documentation received for filing.

6.6.7 Send copy of approved CP3-TR-0102-F02 to the Requestor.

Requestor

6.6.8 Submit purchase requisition with approved CP3-TR-0102-F02 attached.

NOTE: Signature of training organization does **NOT** indicate approval for funding.

Procurement Group

6.6.9 Process purchase requisition.

Employee

6.6.10 Ensure receipt of processed requisition prior to attending external training.

6.6.11 Attend training as directed after receipt of processed requisition from Procurement Group.

6.6.12 Submit documentation of completion to Training within ten (10) days of course completion.

6.7 Delivery of Vendor Provided Training Courses

Manager or Supervisor

6.7.1 Identify **and** approve the training need.

6.7.2 Submit CP3-TR-0102-F02.

6.7.3 **If** the training requires instructor certification, **then** provide the instructor's qualification or certification with any expiration dates to the Training Organization prior to any training delivery.

NOTE:

Certified instructors are mandatory only when regulations, standards, codes, or other commitments require such certifications. Instructors are certified through external governing bodies (such as, American Heart Association certifies first aid or Cardiopulmonary Resuscitation [CPR] instructors).

Any third party instruction of Occupational Safety and Health Administration (OSHA) training shall comply with OSHA standards for competency in the area in which they are instructing and shall have a current OSHA qualification and/or certification on file with Training, if appropriate.

PGDP D&R-specific required training that is developed and to be delivered by a vendor shall have an approved curriculum outline prior to delivery of any course that is required to be tracked in the LMS. Vendor developed curriculum outlines and course information shall be provided to the PGDP D&R Training Organization.

Training Organization

6.7.4 Review vendor developed curriculum outline.

- **If** there is **NOT** an approved curriculum for the vendor provided course, **then** assist with the development and approval of the curriculum outline.

6.7.5 **If** vendors use PGDP D&R-developed modules, lesson plans and/or curriculum outlines to teach courses (such as, Scaffold Users), **then** prepare a course package for the instructor. Once vendor has been selected, perform the following:

- Provide module, lesson plan and/or curriculum outline and all course materials to vendor.
- Ensure vendor teaches course, as needed.
- Ensure vendor provides the Training Organization with an attendance roster for each class session.

6.7.6 Upon revision to course materials, provide updated curriculum outline, slides, etc. to all vendors who teach the PGDP D&R required course.

6.8 On-the-Job Training

NOTES:

The individual conducting OJT must have completed Conduct of OJT training, have a working knowledge, and been previously trained, or be a technical reviewer in the task being trained.

During the training phase of OJT, the student-to-instructor ratio should be commensurate with the complexity of the task. During the evaluation phase of OJT, the ratio should be sufficient to ensure mastery of the learning objective. Specific student-to-instructor ratios for the training or evaluation phase may be defined in the course curriculum outline and materials.

Typically tasks are designated as Perform, Simulate, or Discuss (PSD), or a combination thereof in evaluation documents. The level of performance that is designated is required unless a lower level is approved by the equipment owner and the training manager. **If** multiple levels are designated for a task, **then** the highest level is desired. Lower levels may be utilized due to plant circumstances.

Training Organization

6.8.1 Verify OJT is conducted by qualified OJT instructor and/or evaluators.

OJT Instructor

NOTES:

OJT may be conducted independently or in conjunction with classroom training provided by qualified instructors. OJT instructors are **NOT** qualified to deliver classroom training unless they are also qualified as an Instructor. Multiple sessions and/or a set number of hours may be required to achieve proficiency.

Successful practice of a task by the trainee shall not count as an OJT performance evaluation.

6.8.2 Verify that the trainee has completed all pre-requisite training prior to beginning the OJT session.

6.8.3 Ensure OJT is conducted in accordance with the task procedure(s) and Job Performance Measure (JPM).

6.8.4 Ensure all OJT instructor and trainee activities are performed following approved modules, lesson plans or curriculum outlines, study guides, OJT skills demonstrations, or other documentation (such as, facility procedures), as required.

6.8.5 Ensure trainees do **NOT** operate any equipment except under the direct supervision of a qualified OJT Instructor.

6.8.6 **When** work could affect facility safety, **then** ensure trainees do **NOT** independently make decisions or take action.

6.8.7 Ensure all equipment operation is conducted in accordance with approved project procedures.

6.8.8 Ensure operation of equipment is immediately suspended whenever the OJT instructor determines that suspension is necessary to ensure safe and reliable operation, or in case of danger to trainee and/or damage to equipment.

6.8.9 In the event of an abnormal event, involve trainees to the extent permissible and feasible for learning purposes. At a minimum, debrief the situation, actions, and results through a discussion with the trainee after the event is resolved.

6.8.10 Evaluate trainee performance **and** document each task step as *Satisfactory* or *Unsatisfactory* on the JPM checklist. Adhere to the grading guidelines in each specific qualification program (grading scales may differ among programs).

6.8.11 Document final performance evaluation results on the OJT sign off sheet.

6.8.12 Once all evaluations are complete, route the OJT sign off sheet and checklists to the trainee's manager for review and approval.

6.8.13 Submit the completed OJT sign off sheet and checklists to the Training Organization for LMS entry and filing.

6.9 Classroom Training

NOTE:

The individual conducting classroom training course must be a qualified Classroom Instructor. An individual with the requisite technical content expertise may instruct under the supervision of a qualified instructor. On a case-by-case basis, an individual may instruct when training does **NOT** impact the safety basis, if they have the requisite technical expertise **AND** obtain approval from Training.

For classes that are lengthy in duration or provided to a large audience, consider having another instructor or SME to assist with teaching duties.

6.9.1 Maintain Classroom Instructor Qualification. Request Instructor Evaluation for biennial requalification as needed.

6.9.2 Establish and verify class schedule and location with the Training Organization for posting in LMS.

6.9.3 Obtain approved training and evaluation materials from the Training Organization.

6.9.4 Maintain custody of examinations in a secure drawer or locked cabinet until ready for use.

6.9.5 Review the materials in advance of the training session. Note any special instructions for course material, teaching aids, or attendance roster requirements.

6.9.6 Assemble or reserve training props and demonstration equipment prior to the commencement of the class.

6.9.7 Conduct training and evaluation(s) in accordance with approved training materials and procedures by performing the following:

- Review safety and emergency actions for the facility,

  AND

- Ensure students have completed prerequisites, as applicable.

6.9.8 At the completion of training and evaluation, a student critique is recommended.

6.9.9 Provide comments and recommendations to improve training materials to the responsible manager and the Training Organization.

6.9.10 Upon completion of the course (no later than 24 hours), submit attendance records and student evaluation results to the Training Organization.

6.10 Examination Administration and Control

NOTE:

This section is only performed for classroom, comprehensive and oral board examinations and for examinations proctored via computer. CBT courses are exempt from these procedure steps.

<u>Instructor or Proctor</u>

6.10.1 Ensure classroom conditions are conducive for administering exams, by incorporating the following examples:

- Adequate lighting, quiet atmosphere, and free of distractions.
- Exam response clues removed from view.
- Cell phones may **NOT** be used during administration of an exam to avoid distraction or test integrity violations such as copying exams.
- Reference materials available, if required.
- Instructor **or** Proctor discusses exam directions and rules before commencing.
- Instructor or Proctor distributes written exams and answer sheets as applicable.

6.10.2 Maintain exam integrity by using one or more of the following methods:

- Seat separation.
- Phones turned off.
- Proctors.
- Different, but equivalent exams.
- Strict control of reference materials, except when allowed by the module.
- Control of communications among trainees.
- Control of trainee departures and returns.

NOTES:

Exam integrity violation examples include but are not limited to:

- Receiving unauthorized assistance.
- Providing unauthorized assistance.
- Leaving classroom with an examination without authorization.
- Losing control of exam and/or answer key.

6.10.3 Take appropriate action for exam integrity violation as follows:

- Notify trainee of violation.
- Retrieve exam from trainee and score with a grade of zero.
- Direct trainee to depart classroom and report to their supervisor.
- Notify individual's supervisor.
- Refer to Section **6.12** for remediation.

6.10.4 Collect the exams upon completion.

6.10.5 Grade the exams using the exam key to score exams as soon as practical.

6.10.6 Provide feedback to students on any missed questions.

6.10.7 Record the status for each trainee as indicated on the CP3-TR-0102-F01.

6.10.8 Collect all exams and exam related materials (such as, notes, data calculations, etc.) prior to permitting students to leave the exam area.

6.10.9 **If** the trainee failed to reach the required passing grade for the module (typically 80% **or** more which applies to modules that may not have a pass or fail criterion), **then** perform the following:

- Inform the trainee of the results.
- Notify the individual's supervisor of the failure.
- Refer to Section **6.12** for remediation.

6.11 Controlling Exams or Banks

NOTES:

Exams shall **NOT** be maintained on any personal computer files. The exam must be kept in a protected file location. The media used to transfer the exam to the protected electronic file shall be secured and controlled at all times.

Instructor or Proctor

6.11.1 Maintain **and** control exam bank in an appropriately protected electronic location.

6.11.2 Secure **and/or** control exams at all times.

6.11.3 While copying exams, ensure control of the originals and copies at all times.

6.11.4 **When** unattended, maintain exam copies in individual trainer offices stored in a lockable desk or file cabinet at all times.

6.11.5 **If** a determination is made that an exam or exam bank has been compromised, **then** the following is performed:

- Invalidate exam(s).
- Remove invalidated exam questions from exam bank.
- Develop new exam(s) **and** answer key(s).

6.11.6 Dispose of all exams no longer used by using security containers designated for shredding.

Training Manager

6.11.7 Evaluate **and** approve access to electronic locations containing exams. This includes applicable Information Technology (IT) personnel having access to these electronic locations.

6.12 Test or Exam Remedial Actions

NOTES:

This section does **NOT** apply to CBT quizzes.

Supervisor will use the remediation record sent from the Training Organization to restrict the individual from performing any tasks associated with this failed training.

An individual may be remediated twice.

Training Organization

6.12.1 The first time an individual fails a training session, perform the following:

- Mark individuals status on CP3-TR-0102-F01 as IF (Incomplete-Followup required).
- Initiate CP3-TR-0102-F05, *Training Course Remediation Record*.
- Enter student information, check what type of exam was administered, date of failure, score needed to pass, and the student's actual score.
- Sign the remediation record **and** forward a copy to the individual's supervisor.

6.12.2 Secure the failed exam with copy of remediation form in a lockable cabinet.

6.12.3 **If** an individual fails twice, **then** consider a different method of remediation (such as, different style, different instructor, retraining, etc.).

6.12.4 **If** a trainee fails a third time, **then** inform the Training Manager.

Training Manager

6.12.5 Upon a third failure, meet with Line Management to determine appropriate actions.

7.0 RECORDS

7.1 Records Generated

7.1.1 The following records may be generated by this procedure:

- CP3-TR-0102-F01, *Training Attendance Record*
- CP3-TR-0102-F02, *External Training/Conference Request and Approval*
- CP3-TR-0102-F04, *Request for Equivalency, Extension, Exemption, or Challenge Test*
- CP3-TR-0102-F05, *Training Course Remediation Record*
- CP3-TR-0102-F06, *OJT Evaluation*
- CP3-TR-0102-F07, *Evaluation of Classroom Instructors*
- Personnel Training documentation

7.2 Records Disposition

Records are to be maintained in accordance with CP3-RD-0010, *Records Management Process*.

Appendix A – Acronyms/Definitions

ACRONYMS

CAT – Consolidated Annual Training

CBT – Computer Based Training

CR – Classroom

D&R – Deactivation and Remediation

DOE – U.S. Department of Energy

GET – General Employee Training

IT – Information Technology

JPM – Job Performance Measure

LMS – Learning Management System (for example, LEARN system)

OJT – On-the-Job Training

OSHA – Occupational Safety and Health Administration

PGDP – Paducah Gaseous Diffusion Plant

PAF – Position Assignment Form

PPPO – Portsmouth/Paducah Project Office

PSD – Perform, Simulate, or Discuss

SAT – Systematic Approach to Training

SME – Subject Matter Expert

TC – Training Coordinator

TDCR – Training Development Change Request (Form)

TPD – Training Position Description

TR – Training Restriction

TSR – Technical Safety Requirement

Appendix A – Acronyms/Definitions (Continued)

DEFINITIONS

Assignment – A specific primary or collateral function, duty, activity, or other distinguishing characteristic of a position. Assignments may be described in terms of the material or category of materials handled in the position assigned, the equipment used, or a collateral duty. A worker may have several different assignments.

Certification – The process by which contractor facility management provides written endorsement of the satisfactory achievement of qualification of a person for a position. The significant differences between qualification and certification are the requirements associated with endorsement, continuing training, examination, and reexamination for recertification.

Challenge Tests – Persons have comparable knowledge or skills based on prior experience and training may demonstrate mastery of the training objectives for credit towards the required instruction.

Classroom Training – Instruction that is given in a classroom setting with a qualified instructor.

Classroom Instructor – An individual with the prerequisite technical content expertise and instructor qualification to deliver training in a classroom environment. Others may instruct under supervision of qualified instructors.

Computer-Based Training – Instruction(s) designed, developed, and delivered on electronic media.

Continuing Training – Also known as refresher training, it is training designed to include various job functions and/or site wide knowledge. Continuing training is a means to maintain and improve job-related knowledge and skills as well as maintain qualifications and certifications.

Crew Brief – A discussion facilitated by management or a designee with their groups to cover pertinent information that affects their jobs. Briefing completion shall be documented. Briefings may include newly revised or developed procedures, lessons learned, guidance from compliance organizations, and other material as determined by management. Briefings should be selected for on-shift information if group discussion or interaction is necessary and/or implementing the information requires shift coordination.

Education – The successful completion of the requirements established by an accredited educational institution.

Equivalency – The release of a person from portions of a training program based upon already having met equal or comparable training program requirements through various means such as, but **NOT** limited to, prior education, experience, or testing. Equivalencies must be approved by the appropriate SME.

Examination – Sometimes known as a test (written or performance demonstrations) to measure in-training learning outcomes.

External Training – Training that is offered through a third party vendor. External training may be contracted for delivery onsite, offsite, and over the web.

Instructor Evaluation – An assessment of a trainer's program and lesson presentation adequacy, test preparation adequacy, documentation adequacy, and various skills for on-the-job training (OJT) or classroom.

Job – Duties, activities, and responsibilities that constitute the entire scope of a person's assigned work function or position.

Appendix A – Acronyms/Definitions (Continued)

Learning Management System (LMS) - A software application for the administration, documentation, tracking, reporting of student training, qualification, and certification and delivery of required reading and computer-based training. PGDP D&R utilizes the LEARN as the LMS for PGDP D&R personnel.

Maintenance of Proficiency – Activities to sustain the required level of knowledge and skill that certified personnel must possess to operate the systems and equipment for which they are responsible, in a safe and reliable manner during both normal and abnormal facility operations and system transients.

Manager – A person whose assigned responsibilities include one or more of the following: nuclear safety, operational efficiency and reliability, control of onsite emergencies, and any other activities necessary to safeguard the health and safety of the workforce, the general public, and the environment. Operational responsibilities include prioritizing and assessing facility activities including modifications, and overseeing the operating organization. This functional level typically includes the plant or facility manager, the operations manager, the maintenance manager, the training manager, and the technical manager.

Management – A general term used in this procedure to identify a manager, front line manager, and/or program manager.

Medical Examination – A checkup performed by a licensed physician (usually the occupational medical program), or by physician's assistant with subsequent review and approval by a licensed physician, to determine the physical condition and general health of a person for duty.

On-the-Job Training - Formal Training conducted and evaluated in the actual work environment under supervision to make sure a worker has adequate knowledge and skills to perform their job according to job requirements and standards.

OJT Instructor or Evaluator – An individual having the technical content expertise and the prerequisite instructor qualification to be able to deliver and evaluate on-the-job training.

Operational Drill – An exercise conducted in the facility to assess and improve process or facility equipment, procedures, and level of knowledge and skill for certified positions. These activities also are intended to assess performance during abnormal conditions.

Operational Evaluation – A documented evaluation of an individual's knowledge and skills for a position requiring certification. The operational evaluation is a facility walkthrough which may include system and/or component operation, or simulation of operations, during which the candidate is observed and questioned regarding procedures, safety implications, and TSRs.

Performance – Those actions, both observable and measurable, the candidate or trainee must demonstrate to the required level of proficiency at the end of the unit of instruction.

Performance Demonstration – A documented evaluation of an individual's knowledge and skills proficiency based upon task performance for the purposes of qualification. The process is similar to that of an Operational Evaluation but tailored to more limited job requirements.

Position or Job Description – The overall education, experience, and training requirements for a given job or position.

Position Assignment Form (PAF) – An LMS produced listing of TPDs assigned to an individual.

Proficiency – Skillfulness in the command of fundamentals derived from practice and familiarity: "Practice greatly improves proficiency."

Appendix A – Acronyms/Definitions (Continued)

Qualification – The process by which personnel attain the required level of knowledge and skill proficiency necessary to receive authorization to perform a job or task.

Refresher Training – Also known as continuing training, is instruction designed to sustain and/or improve job-related knowledge and skills as well as to maintain qualifications. It may be conducted for various job functions and/or for site wide knowledge.

Requalification – The process through which a previously qualified individual must demonstrate acceptable knowledge or skills in operational proficiency in order to continue the individual's qualified status.

Required Reading - Directives, procedures, or other written guidelines assigned to an employee by their Manager.

Restriction Acknowledgement (RA) – An automatic notification from the LMS that an assigned training was not completed by the due date. RAs are accepted by the individual and the supervisor before continuing in the LMS and should be evaluated for impact to planned work activities. The training assignment is reported as a delinquency until completed.

Role – Similar to a Training Positon Code. However, a role is an additional designation based on responsibilities assigned above and beyond an individual's standard job responsibilities (for example, a person may be tasked to act as a Derivative Classifier or an Emergency Responder in addition to his or her normal job).

Safety Basis – The Documented Safety Analysis (DSA) and hazard controls that provide reasonable assurance that the DOE nuclear facility can be operated in a manner that adequately protects workers, the public, and the environment (10 *CFR* § 830). For Hazard Category 2 and 3 facilities, this is documented in the DSA. For Hazard Category 3, it is in the safety management programs.

Skills – A subsection (or element) of a task that is the actual physical activity such as use of hand tools and measuring devices with skill and competence.

Skill – The learned ability to perform a task with predetermined results often acquired with a given amount of time or energy. It may encompass dexterity or coordination especially in the execution of learned physical tasks.

Supervisors – Individuals who are responsible for the quantity and quality of work performed and who direct the actions of operators, fissile material handlers, technicians, or maintenance personnel. Supervisors typically include, but are **NOT** limited to, fissionable material handler supervisors, chemical process operator supervisors, waste tank operator supervisors, maintenance supervisors, technician supervisors, and technical support supervisors. Their duties include ensuring that work is performed in compliance with procedures, work packages, policies, and industrial safety practices.

Technical Expert or Reviewer - An individual trained and experienced in performing a particular task. A technical expert may also be an individual who by education, training, and/or experience is a recognized expert on a particular subject, topic, or system.

Test – Primarily known as examinations (written, oral, performance demonstrations) on content included for a specific training program.

Third Party (Vendor) Supplied Training – Instruction provided to workers or contractors by an outside company and approved by the Training Manager. Vendor training is not to be confused with outside vendors performing work for the project and may require institutional or site-specific training.

Appendix A – Acronyms/Definitions (Continued)

Trainee – Participant, student, learner, or any other attendee in a training session (**NOT** an observer or reviewer), regardless of the method used for lesson presentation.

Trainer – Primarily known as instructor. A qualified individual assigned duties and responsibilities for instructing personnel and developing training materials. Others may instruct under supervision of qualified instructors.

Training - Instruction designed for acquisition of knowledge and skills to develop or improve job performance.

Training Evaluation – The process of collecting data and information in order to improve the effectiveness of instruction. There are three types of evaluation: (1) training delivery evaluation, (2) in-process evaluation, and (3) post-training evaluation. A description of each type evaluation is contained in the procedure *Systematic Approach to Training*, CP3-TR-0103.

Training Instructor – A qualified individual assigned duties and responsibilities for instructing personnel. Others may instruct under supervision of qualified instructors. (See also Trainer.)

Training Organization Personnel – Individuals responsible for working with the line organization to identify, meet, and monitor training needs in support of the facility mission. Training organization personnel assist line organizations in determining training program content needs; developing training materials, scheduling training, and delivering training programs; validating completion; and evaluation of the training programs for the operating, maintenance and support organizations. Training organization personnel may include, but are **NOT** limited to, the training manager, instructional analysts, training analysts, and instructors responsible for development of training materials.

Training Position Description (TPD) - A curriculum or group of modules for a functional work area which is a planned, organized sequence of training activities designed to prepare individuals to perform their jobs, to meet a specific position or classification need (such as, qualification), and to maintain or improve their performance on the job.

Training Records – The training organization is responsible for maintaining and archiving vital training, qualification, and certification documents.

Training Restriction (TR) – An indication in the LMS that an approved written work restriction is in place pending completion of a positional training requirement.

Vendor – A person or company offering a product or service (for example, training curriculum or classroom instruction) that is limited in scope and requires minimal site interaction.

Worker – All personnel and visitors, such as, but not limited to employees, subcontractors, affiliates, guests, collaborators, consultants, and borrowed personnel, who are involved in the administration, design, construction, or technical support for the Paducah Site.

Work Restriction – a status placed on individuals who have been authorized to perform work associated with their position on a limited basis pending the completion of training, qualification, or certification.