

SECTION 4.2

TRAINING AND CERTIFICATION

1.0 Purpose

To describe the training and certification (or recertification) process used to qualify ESSAP personnel to perform procedures related to program activities.

2.0 ESSAP On-the-job Training

2.1 Responsibilities

2.1.1 Managers

- Oversee development and implementation of training programs, including approval criteria.
- Determine the methodology that will be used for providing training on processes and procedures.
- Identify staff members requiring training.
- Identify procedures for which training, proficiency testing, refresher training, and re-certification are required.
- Approve proficiency testing criteria.
- Ensure training documentation is up-to-date.

2.1.2 Trainer

- Trainer must hold current certification.
- Perform instruction for training of individuals.

2.1.3 Certification Personnel

- Observe and document performance of trainees.

2.1.4 Project Leaders

- Assist in identifying training needs for individuals.
- Initiate training and certification for individuals, as required.

- Ensure required training for specific projects is successfully completed.
- Review completed certifications.

2.1.5 Quality Manager

- Oversee maintenance of training and certification records.

2.1.6 Senior Program Specialist

- Maintain ESSAP training and certification records.

2.1.7 Trainee

- Read procedure and discuss it with a trainer.
- Observe and assist with the performance of a procedure by a trainer.
- Perform the procedure in the presence of a designated certification individual.

2.2 Certification Process

2.2.1 The specific training process required for certification is determined by the Survey Projects Manager. The training required may range from just reading the procedure, oral discussions, written testing, hands-on demonstration of proficiency, or a combination of these.

2.2.2 Procedures are documented in ESSAP procedure manuals or, for new or project specific procedures, in stand alone documents.

2.2.3 Indoctrination/orientation training is conducted to provide the employee with basic information about portions of program activities.

2.2.4 Documentation records for training and certification are kept in individual files, under the cognizance of the Senior Program Specialist.

2.2.5 Training sessions will be designed to ensure that individuals understand the following:

C Procedure purpose

C Correct application of the procedure

- C Associated safety hazards
- C Related policies/procedures
- C Conditions requiring supervisory approval before proceeding
- C Applicable quality control requirements

2.2.6 Checklists will be used to ensure consistent documentation. The certification individual will complete a checklist indicating that the significant steps of the procedure have been correctly performed.

2.2.7 Initial training and certification on a new procedure will be conducted by the staff member responsible for development of the procedure for program use. The developer will be designated as certified by the appropriate supervisor, by virtue of the knowledge gained during procedure development and testing.

2.3 Field Training and Certification

2.3.1 The trainee will:

- Read procedure and discuss it with a trainer.
- Observe and assist with the performance of a procedure by a trainer.
- Perform the procedure in the presence of a designated certification individual.

2.3.2 The certification individual will complete a checklist indicating that the significant steps of the procedure have been correctly performed.

2.4 Re-certification

Re-certification will be done at least annually (competency may be demonstrated by field personnel by performing standard procedures on the job during each annual cycle), when procedures have been modified, or new procedures developed.

3.0 Compliance Training

3.1 Responsibilities

3.1.1 Survey Projects Manager or designee

- Ensures completion of scheduling for OSHA, First Aid, and CPR as deemed appropriate by Program management.

3.1.2 Office of Human Resources

- Schedules and tracks ORISE mandatory training, and assists with developmental training, as requested.

3.1.3 Environment, Safety & Health office (ESH)

- Identifies positions requiring radiation worker training and other safety related training, as required by federal regulations.

3.1.4 Other Organizations

- Provide specific training relating to health, safety, and emergency procedures required for access to and/or work on, some field sites.

3.2 This training component is discussed further in Section 10.3.