

Implementation Guidance for Safety Basis Training Requirements

August 2004

Where to Find the Safety Basis Training Requirements

Refer to the TDG Web site (<http://www.oral.gov/tdd/QualPrgm/qualprgm.htm>) where you can find the ORO Safety Basis Office/Facility-Specific (OFS) Qualification Standard, Safety Basis Competency-by-Position Matrix, Safety Basis Competency-to-Training Matrix, and this guidance document. (Note that these posted documents will always be the most current version.)

What To Do

1. Read the Safety Basis OFS Qualification Standard, particularly page 3 that addresses "Completion of Competencies."
2. Find your position on the Safety Basis Competency-by-Position Matrix and note the three competencies that have been assigned to your position.
3. Confirm that your current position matches that designation on the matrix. Have this affirmed by your supervisor.
4. Check the Safety Basis Competency-to-Training Matrix for the required training and/or activity for each of your assigned competencies.
5. Review the training bulletins on the TDG Web site (<http://www.oral.gov/tdd/bulletins.htm>) to see which safety basis courses will fulfill your required competencies.
6. Complete the Training Request form to register for the course(s) that will fulfill your training requirement.
7. Check your ESS Technical Qualification Program (TQP) record and document your safety basis competencies. For guidance on the ESS TQP process, access the ESS/TQP Competency Data Entry Guidance in the TQP section of the TDG web site. In your record, mark those six safety basis competencies that don't apply to you as "exemptions." The narrative justification should be "N/A." Mark the remaining three safety basis competencies as "developmental need" and identify the training and/or activity you will complete to satisfy each competency.
8. When you have completed your required competencies, access your ESS TQP record and document completion information in the "developmental activities needed" area, create the "Development Activities Needed Report," obtain appropriate signatures, and submit signed documentation to the TDG, in accordance with the ESS/TQP Competency Data Entry Guidance.

Who To Call

- Call Patty Dockery at 576-1875 if you have any questions about the training or to let her know which competencies you still need training for.
- Call Jorge Ferrer at 576-6638 or Jay Mullis at 241-3706 if you have any questions about the safety basis competencies, assignments, or any other related safety basis information.