

**Plan to Fulfill the Required Oak Ridge Office Safety Basis Competencies from the
Safety Basis Competency-to-Training Matrix (Rev. 7)
[Plan Revised November 2008]**

Competency	Fulfillment Plan
1. Demonstrate a familiarity level knowledge of purpose and intent of the safety basis requirements, as described in 10 CFR 830, Subpart B, and the related DOE orders, standards, and guides.	Complete the ORO Safety Basis (SB) Fundamentals Self-Study Guide (SSG) , (available on the Human Capital Assessment Group [HCAG] Website), with review questions (available in the Training Center), and submit the review questions to HCAG for grading and credit.
2. Demonstrate a working level knowledge of the general content of the safety basis requirements, as described in 10 CFR 830, Subpart B, and the related DOE orders, standards, and guides.	Part 1: Complete the ORO SB Fundamentals SSG and submit the review questions (available in the Training Center) to HCAG for grading and credit. Part 2: Review the 10 CFR 830 course materials (Rev. 5 dated 6/22/2002) (available in the Training Center), and fill out a self-certification form [self-cert] (available on the HCAG Website) that the material has been read and attach it to the qual package.
3. Demonstrate an expert level knowledge of the detailed content of the safety basis requirements, as described in 10 CFR 830, Subpart B, and the related DOE orders, standards, and guides.	Part 1: Formal 10 CFR 830, Subpart B, Courses: <ul style="list-style-type: none"> a. 830 Safe Harbor Methodologies b. USQ c. TSR d. Specific Administrative Controls Obtain the training from DOE or contractor courses offered in the Complex, or obtain an equivalency determination prepared by an expert-level person who has reviewed products prepared by the candidate. Part 2: Required reading of 10 CFR 830 and related DOE directives, standards, guides, and ORO directives, and guides. The required reading list is available on the HCAG Website. Complete the required reading and fill out a self-cert form that the material has been read and attach it to the qual package.
4. Demonstrate a familiarity level knowledge of the process for preparing, reviewing, approving, and updating safety basis documents.	Review the Safety Basis Review Process training course material, complete the written exam (available in the Training Center), and send the completed exam to HCAG for grading and credit.

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5. Demonstrate a working level knowledge of the process for preparing, reviewing, approving, and updating safety basis documents.	<p>Part 1: Review the Safety Basis Review Process training course material, and complete the written exam (available in the Training Center), sending the completed exam to HCAG for grading and credit.</p> <p>Part 2: Read the applicable ORO AM's process for reviewing and approving SB documents (available from the AM's Organization POC), and complete a self-cert form and attach it to the qual package.</p>
6. Demonstrate an expert level knowledge of the process for preparing, reviewing, approving, and updating safety basis documents.	<p>Part 1: Review the Safety Basis Review Process training course material, and complete the written exam (available in the Training Center), sending the completed exam to HCAG for grading and credit.</p> <p>Part 2: Read the applicable ORO AM's process for reviewing and approving SB documents (available from the AM's Organization POC), and complete a self-cert form and attach it to the qual package.</p> <p>Part 3: Read the applicable Prime Contractor's Safety Basis Processes including DSA/TSR Preparation and Maintenance, USQ Process (available from the applicable ORO Line Organization), and complete a self-cert form and attach it to the qual package.</p>
7. Demonstrate a familiarity level knowledge of how the safety basis documents flow down to operating procedures, processes, and programs and how these flow downs are maintained through the change control process.	Review applicable line organization's process for verifying the adequacy of safety basis implementation (such as EM-3.3, "Integrated Assessment Program" AND an example of an assessment plan for the safety basis implementation verification review), and fill out a self-cert form that the material has been read and attach it to the qual package.

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8. Demonstrate a working level knowledge of how the safety basis documents flow down to operating procedures, processes, and programs and how these flow downs are maintained through the change control process.	<p>Parts 1 & 2: Review applicable line organization's process for verifying the adequacy of safety basis implementation (such as EM-3.3, "Integrated Assessment Program" AND an example of an assessment plan for the safety basis implementation verification review), and fill out a self-cert form that the material has been read and attach it to the qual package.</p> <p>Part 3: Read the applicable Prime Contractor's change control processes (available from the applicable ORO Line Organization), and complete a self-cert form and attach it to the qual package.</p>
9. Demonstrate an expert level knowledge of the assigned facilities and the operating procedures, processes, and programs that flow down from the facility-specific safety basis documents and the change control process for flow downs.	Complete required facility representative (FR) activities, qualifications, and maintenance of proficiency in accordance with ORO FR policy and practices.