

Oak Ridge Technical Qualification Program (TQP) Qualifying Official (QO) Designation, Roles, and Responsibilities

Designation of Qualifying Officials

Oak Ridge Site Managers designate technical personnel within their respective organizations who have specific subject matter knowledge to serve as Technical Qualification Program (TQP) Qualifying Officials (QOs). The designation shall be based on a review of specific knowledge factors and experience as documented in the individual's Technical Qualification Record, resume, and/or personnel file. Supervisors may serve as QOs. However, the supervisor may request a subject matter expert (SME) to serve as a QO to assist in the review and evaluation of TQP documents and competencies. As such, QOs and/or supervisors verify and document TQP participants' completion of competencies.

QOs shall be designated based on the following factors:

- TQP Qualifications – QOs shall have completed the FAQs in the area designated as QO.
- Agent Certification – QOs shall have been interviewed and evaluated by the ORO Federal Technical Capability Program (FTCP) agent to certify that they have met all requirements for qualification as a qualifying official. (**New Requirement, 2012**).
- Experience – QOs shall have experience in the specific area that they are evaluating and be an individual who, by experience, is considered an SME in their field.
- Site Specific Knowledge – QOs shall have reviewed and have developed a working level knowledge of applicable DOE Orders, standards, and site specific directives and procedures for which they are evaluating. If the area of expertise involves a facility or process, the QO must have a working level knowledge of that facility or process, including the layout, hazards (nuclear and industrial), key documents (such as operating procedures and safety basis documents), operations, mission, and contractor organization.

Oak Ridge Site Managers approve the list of QOs.

The Oak Ridge Office (ORO) TQP Manager is responsible for maintaining the list of QOs and posting it on the Training and Development Group web site.

The ORO TQP Manager, or designee, provides a briefing for all QOs that describe the QOs' roles and responsibilities. This briefing will be conducted in a classroom, one-on-one, or web-based format.

QO Roles and Responsibilities

- Complete any required training on the roles and responsibilities of a QO.
- Schedule an interview/evaluation by the ORO Federal Technical Capability Program (FTCP) agent to certify that all requirements for qualification as a qualifying official have been met. (**New Requirement, 2012**).
- Maintain working level knowledge in the designated area of expertise. Complete continuing training to stay current with the assigned functional area qualification standard.
- Develop and present learning activities in their area of expertise. Maintain awareness and recommend high quality classes and effective learning activities.
- When QO services are requested, prepare for qualifying and evaluation duties by reviewing applicable TQP documents.
- Develop an evaluation process for the assigned area of expertise.
- Determine that the TQP candidate demonstrates the appropriate level of knowledge and skills that fulfills the requirements of the competencies.
- Evaluate a trainee in such a manner (oral exam, written exam, walk-through, etc.) that he/she demonstrates adequate understanding of the subject being reviewed before signing off on an ESS Report, qualification card or record.
- Understand the expectation that any person can be questioned by an auditor about a subject for which he/she has been evaluated and can provide an answer which demonstrates acceptable knowledge of the subject matter.
- Provide documentation from each qualifying review or evaluation to the ORO TQP Manager for disposition.