



Oak Ridge Office

Training and Development Group

Oak Ridge Qualifying Official (QO) Online Training





Purpose

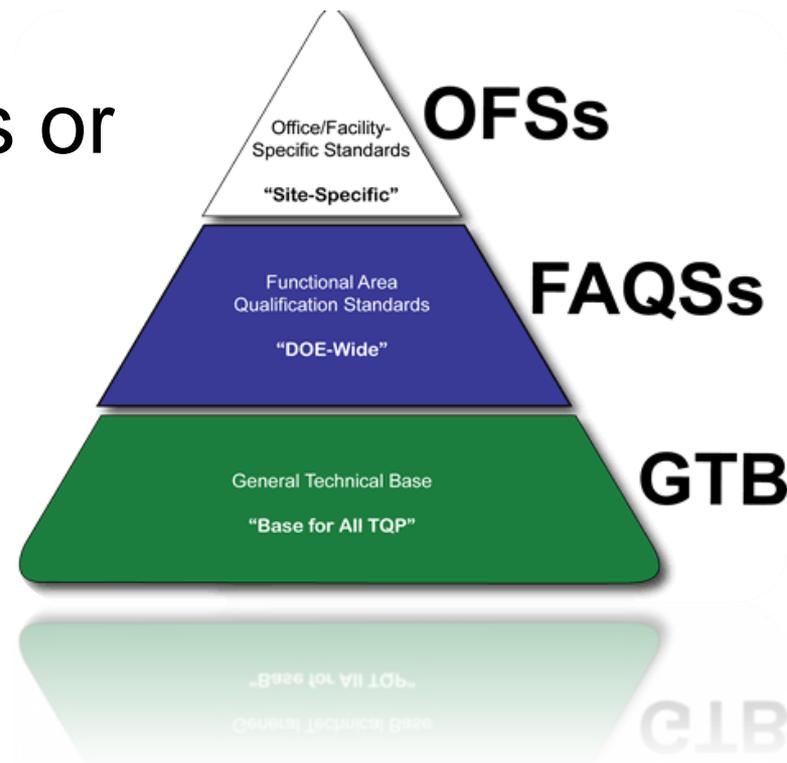
As an Oak Ridge QO, you are charged with assuring that the technical personnel whom you are evaluating have met and can apply the competencies of their assigned Technical Qualification Program (TQP) qualification standards.



[Click here](#) to view the List of Oak Ridge Qualifying Officials

Authorization

Oak Ridge QOs are authorized to sign TQP documents or qualification cards for designated competencies or standards.



What You Need to Know

In order to ensure consistency in the qualifying process, Oak Ridge QOs should follow a simple, **5-Step Process** when serving as a Qualifying Official.



Keep in mind that you may be asked to evaluate and certify a TQP package received from another DOE location.

5-Step Process Overview



Print and Review the Standard(s)

demonstrate a working level

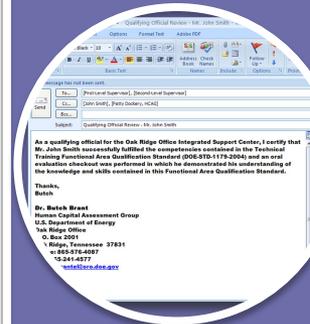
Review Each Competency and Supporting Evidence

"How do you..."

"Tell me about..."

"Explain the concept of..."

Prepare and Conduct an Oral or Written Examination



Certify and Send a Notification



File the Documentation





Step 1

When you receive a TQP package with competencies to review, begin by printing and reviewing the applicable standard(s) and other related documents which will be used as a guide in your evaluation as a Qualifying Official.

Make notations on the printed standard(s) as you are evaluating the trainee's qualification(s) and evidence package, as this will become part of your auditable documentation.

Always ensure that you are using the most current version of the standard. Please bookmark the [FTCP Website](#) to access a list of the most current versions.



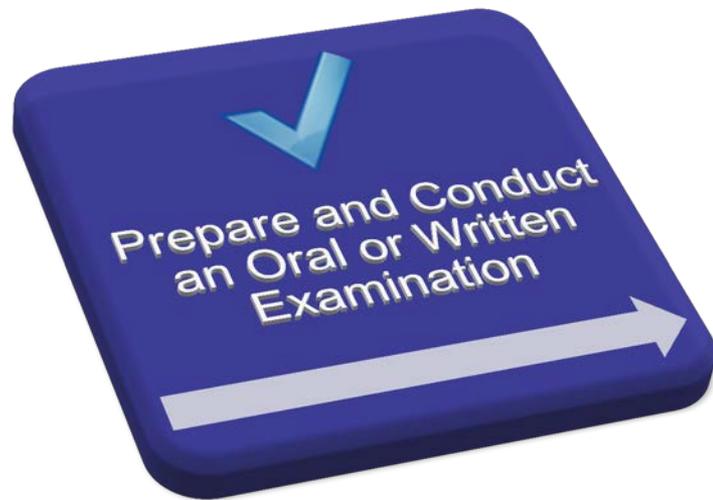
Step 2

Review and evaluate the evidence corresponding to each competency with an emphasis on Supporting Knowledge and Skills statements provided in the standard.

Use your discretion and experience in the specific area you are evaluating, but feel free to call on other qualifying officials, if needed.

Use applicable DOE orders, standards, procedures, site layouts, hazards, key documents, and work products as a guide.

Accept professional certifications that are supported by management, (e.g., PE, CIH, CSP, CEM, CHP, etc.) **only** if the Standard allows the certification as fulfillment of the competency.



Step 3

Prepare an oral or written examination and then arrange a meeting or teleconference to evaluate the trainee to ensure he or she knows the substance of the subject to the degree needed, (i.e., familiarity or working level).

Document your discussions on the printed Standard or use another method at your discretion. Keep in mind that your notes may be viewed by an auditor.

Be aware that a Standard, or DOE O 426.1 Federal Technical Capability, may require a written exam. Also, consider incorporating a walkdown of a facility or reviewing related references.

Your primary responsibility is to be personally convinced that the trainee knows what he or she is supposed to know and do.



Step 4

Once you are comfortable qualifying the trainee, you are ready to issue certification. You should sign or initial the ESS report or qualification card, as applicable.

The certification is issued by letter or email (sample letter follows). Send the letter or email to the trainee's First and Second-Level Supervisors, the trainee, and the TQP Manager. This notification will become part of the official QO file and be used as supporting evidence.

If the results are not satisfactory, the QO should recommend remedial activities, such as learning activities or other actions to perform, to gain proficiency in that competency or set of competencies (sample email follows).

SUCCESSFUL COMPLETION LETTER SAMPLE

Date:

To: John Smith

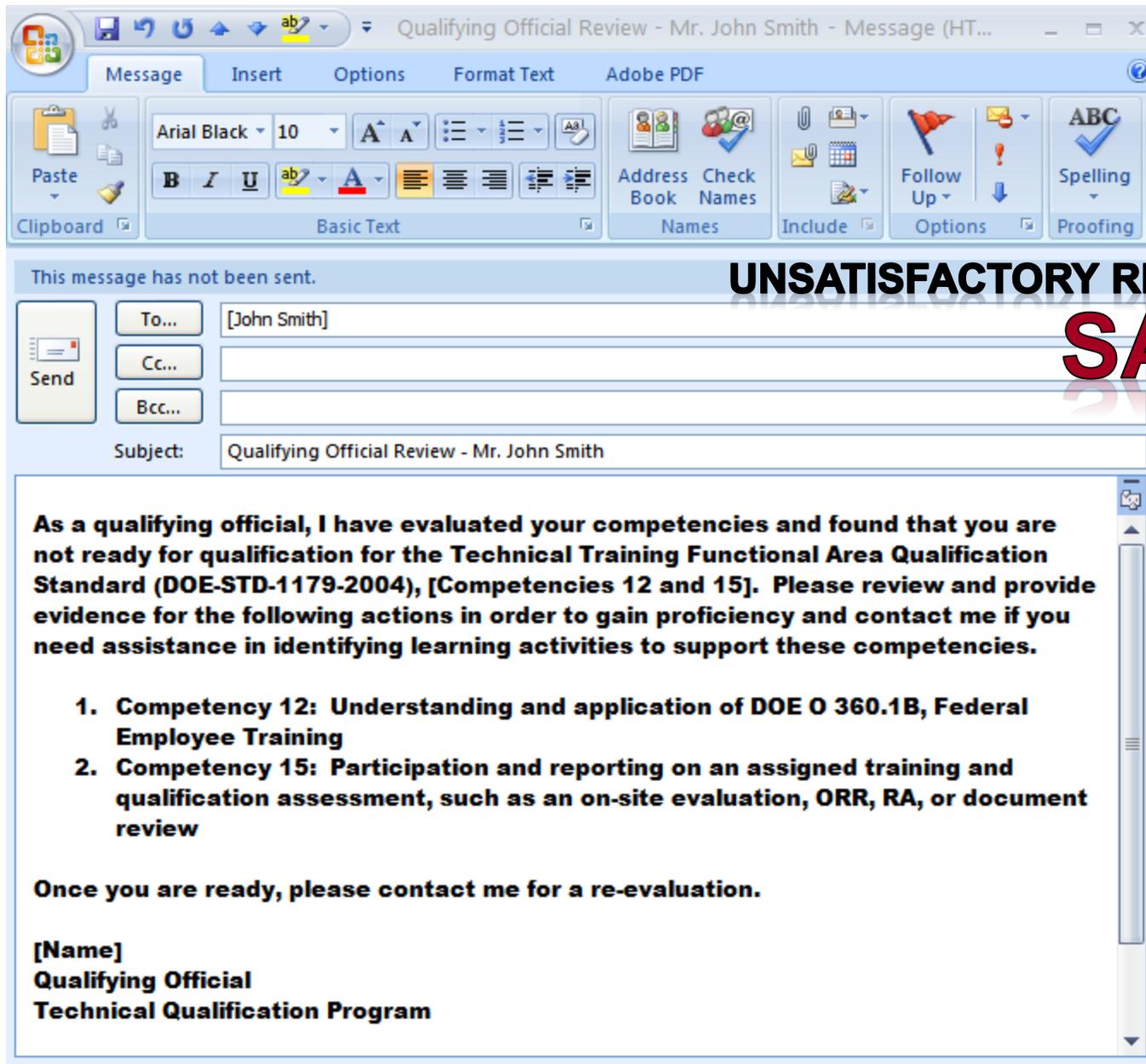
Subject: Qualifying Official Review – Mr. John Smith

As a Qualifying Official for the Technical Qualification program, I certify that you have successfully fulfilled [Competencies 1 through 23] contained in the Environmental Compliance Functional Area Qualification Standard (DOE-STD-1156-2011). An evaluation was performed in which you demonstrated understanding of the knowledge and skills contained in this Functional Area Qualification Standard.

Congratulations on your achievement!

Qualifying Official
Technical Qualification Program

cc: First Line Supervisor
Second Line Supervisor
TQP Manager



**UNSATISFACTORY RESULTS EMAIL
SAMPLE**



Step 5

Upon completion of your Qualifying Official review, take all of the documentation (e.g., printed standard with notations, letters, emails, correspondence, appointments, etc.) that has resulted from the evaluation and assemble a documentation package for record keeping.

Send the original evaluation documentation package to the TQP Manager (keep a file copy) and return the original qualification and evidence package to the person who was evaluated.

Please keep in mind that auditors may ask how you perform your Qualifying Official duties and your evaluation process.



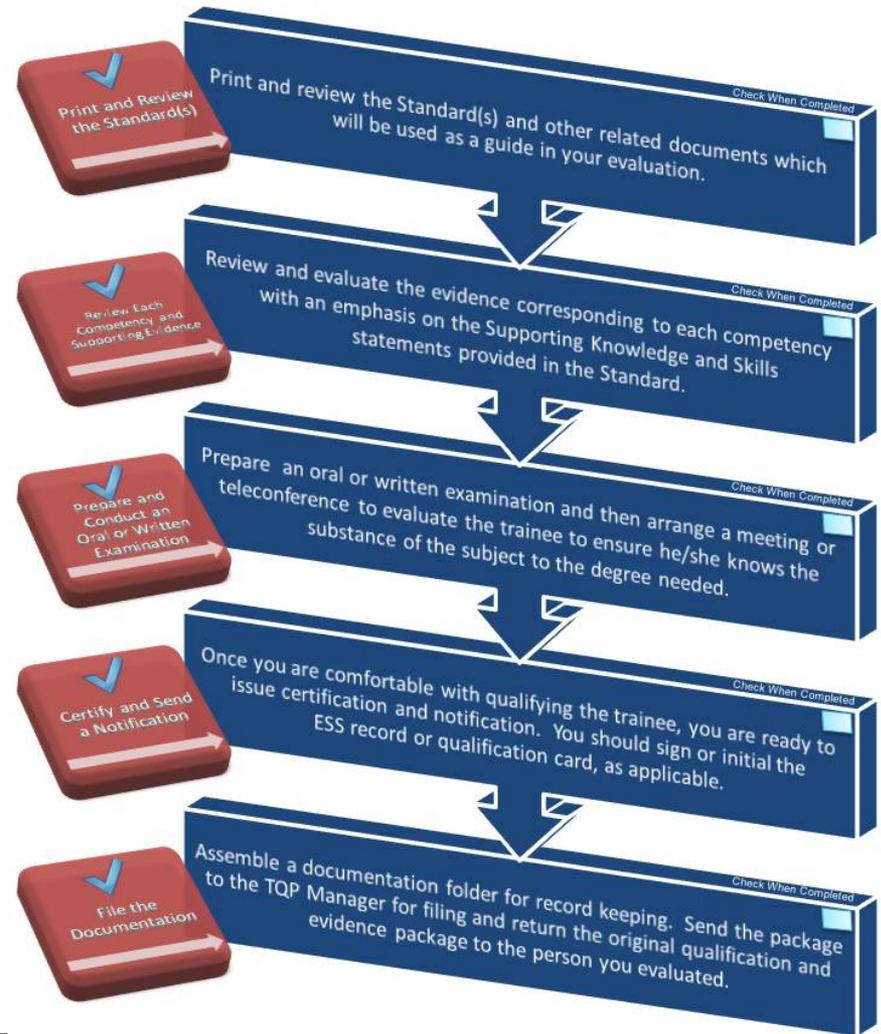
Review of Responsibilities

- Develop and present learning activities.
- Develop an evaluation process.
- Prepare for qualifying and evaluation duties by reviewing applicable TQP documents.
- Evaluate trainees in such a manner that they can demonstrate an understanding of the subject.
- Understand that any person you have qualified can be questioned about the subject.
- Provide QO documentation to the TQP Manager.
- Maintain own expertise.

[Click here](#) to view your QO roles and responsibilities in detail.

Office of Science Integrated Support Center
Qualifying Official 5-Step Process Checklist

Job Aid



[Click here](#) for an electronic version of the 5-Step Process.

Resources and Questions

Helpful Links

Oak Ridge TQP Qualifying Officials Website:

http://www.oro.gov/tdd/QualPrgm/Qualifying_Officials.htm

Federal Technical Capability Program (FTCP) Website,
List of Functional Area Qualification Standards:

<https://www.hss.energy.gov/deprep/ftcp/directives/QualStdSchedule.asp>

Questions?

Patty Dockery

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Training and Development Group

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Email: dockeryph@oro.doe.gov

Check Out

Congratulations! You have completed the Oak Ridge Qualifying Official Online Training.



Please click below to print and complete the [Oak Ridge Qualifying Official Online Training Qualification Form](#)

(Certification includes an interview/evaluation with the ORO FTCP Agent. New requirement, 2012)

Please return your Qualification Form to the Training and Development Group at AD-443 to receive credit for this training.