

OAK RIDGE OFFICE QUALIFYING OFFICIALS GUIDANCE

Designation of Qualifying Officials

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

Qualifying Officials (QOs) shall be designated based on the following factors:

- TQP Qualifications – QOs shall have completed the FAQs in the area designated as QO.
- Experience – QOs shall have experience in the specific area that they are evaluating.
- Site Specific Knowledge – QOs shall have reviewed and have developed a working level knowledge of applicable DOE Orders, standards, and site specific Orders 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.

The AM, or ORO Manager, submits the list of designated Qualifying Officials to the TQP Manager for compilation.

The ORO Manager approves the list of ORO Qualifying Officials.

The TQP Manager is responsible for maintaining the Qualifying Officials list and posting it on the Human Capital Assessment Group web site.

The TQP Manager, or their designee, provides a briefing for all Qualifying Officials that describes the Qualifying Officials' roles and responsibilities. This briefing will be conducted in a classroom, one-on-one or web-based.

Qualifying Officials' Roles and Responsibilities

Qualifying Officials:

- Complete any required training on the roles and responsibilities of a Qualifying Official.
- Develop and present learning activities in their area of expertise. Maintain awareness and recommend high quality classes and/or effective learning activities.
- Develop evaluation process for their assigned area of expertise.
- When their services are requested, prepare for qualifying and evaluation duties by reviewing applicable TQP documents.
- Evaluate a trainee in such a manner (oral checkout, written exam, walkthrough, etc.) that he/she demonstrates adequate understanding of the subject being reviewed before signing off on a qualification card or record.
- Understand the expectation that any person can be questioned 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 TQP Manager for disposition.
- Maintain working level knowledge in their designated area of expertise. Stay current with the status of assigned functional area qualification standard revisions.