

Implementation Guidance for Safety Basis Training Requirements

March 2011

Where to Find the Safety Basis Training Requirements

Refer to the TDG Web site (<http://www.orau.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 accompanying Fulfillment Plan, 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. Check the Safety Basis Competency Fulfillment Plan. It describes those specific training activities that need to be accomplished. Note that some competency-specific training materials are currently being developed. As applicable, complete those identified activities.
6. For those courses that are identified in the Fulfillment Plan, review the training bulletins on the TDG Web site (<http://www.orau.gov/tdd/bulletins.htm>) to see if those safety basis courses are being offered. If not, contact TDG for assistance.
7. Complete the Training Request form to register for the course(s) that will fulfill your training requirement.
8. When you have completed your required competencies, access your ESS 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 three safety basis competencies that apply to you as "equivalencies" and document the training and/or activity you completed to satisfy each competency. Print the following reports: Equivalencies Summary, Equivalencies Justifications, Exemptions Summary, and Exemptions Justifications. Obtain appropriate signatures and submit the signed reports and supporting documents to the TDG, in accordance with the ESS/TQP Competency Data Entry Guidance.

Who To Call

- Call Patty Dockery at 865-576-1875 if you have any questions about the training or to let her know which competencies you still need training for.
- Call Jorge Ferrer at 865-576-6638, Brenda Hawks at 865-576-2503, or Randy Persinger at 865-241-6588 if you have any questions about the safety basis competencies, assignments, or any other related safety basis information.