

memorandum

DATE: May 23, 2011

REPLY TO
ATTN OF: EM-93: Moon

SUBJECT: ENVIRONMENTAL MANAGEMENT PROCEDURE EM-2.9, REVISION 0, "SAFETY SYSTEMS OVERSIGHT TRAINING AND QUALIFICATION PROGRAM" - APPROVED

TO: Environmental Management Staff, EM-90

The subject procedure (attached) is issued for your use. Please read and familiarize yourself with it. It will be placed onto the Office of Environmental Management's Office Policies and Procedures Webpage, <http://www.oakridge.doe.gov/External/Default.aspx?tabid=120>, as soon as possible and will be available there for future reference.

If you have questions or if we can be of any further assistance, please contact me at 576-0742 or Sherry Moon at 576-0109.



John R. Eschenberg
Assistant Manager for
Environmental Management

Attachment
(as stated)

cc w/attachment:
Melyssa Noe, EM-92

**U.S. Department of Energy
Oak Ridge Office
Office of Environmental Management
Procedure**

**SAFETY SYSTEM OVERSIGHT TRAINING
AND QUALIFICATION PROGRAM**

**EM-2.9
Revision 0**

Prepared: Sherry D. Moon 4/22/11
Sherry D. Moon Date
Instrumentation & Control Safety System Oversight

Approved: John R. Eschenberg 5/23/11
John R. Eschenberg Date
Assistant Manager for Environmental Management



EM Environmental Management

safety ♦ performance ♦ cleanup ♦ closure

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ACRONYMS

AB	Authorization Basis
AMEM	Assistant Manager for Environmental Management
CSE	Cognizant System Engineer
DOE	Department of Energy
EM	Office of Environmental Management
EDD	Engineering Division Director
ORO	Oak Ridge Office
QO	Qualifying Official
SME	Subject Matter Expert
TDG	Training and Development Group
SSO	Safety System Oversight
TQP	Technical Qualification Program
TQR	Technical Qualification Record

1.0 PURPOSE

This procedure will establish the requirements applicable to training and qualifying Department of Energy (DOE) Oak Ridge Office (ORO) Office of Environmental Management (EM) Safety System Oversight (SSO) Personnel.

2.0 SCOPE

This procedure defines the process and responsibilities for training and qualification in accordance with requirements and ORO direction.

3.0 REFERENCES AND DEFINITIONS

3.1 References

Note: The latest revision of all references should be used.

- 3.1.1 DOE-HDBK-1080-1997, *Guide to Good Practices for Oral Examinations*
- 3.1.2 DOE EM-2.2, *Safety System Oversight*
- 3.1.3 *ORO Safety System Oversight Office/Facility-Specific Qualification Standard*
- 3.1.4 DOE-STD-1146-2007, *General Technical Base Qualification Standard*
- 3.1.5 DOE Order 426.1, *Federal Technical Capability*
- 3.1.6 *Office of Science Integrated Support Center Technical Qualification Program Manual*
- 3.1.7 DOE-STD-1063-2011, *Facility Representatives*
- 3.1.8 DOE Order 420.1B, *Facility Safety*

3.2 Definitions

- 3.2.1 Facility Evaluated Walkthrough Examination: A tour through a facility with a qualifying official (QO) for the purpose of verifying an SSO candidate's knowledge of the facility. (DOE-STD-1063-2011)
- 3.2.2 Oral Examination: An examination of a candidate's knowledge during which the candidate answers oral questions related to a knowledge requirement for the applicable learning objectives, tasks, or qualification standard. (DOE-STD-1063-2011)

4.0 ROLES AND RESPONSIBILITIES

4.1 Assistant Manager for Environmental Management (AMEM)

- 4.1.1 Obtains funding for training to support the SSO program described in DOE EM-2.2.
- 4.1.2 Approves SSO Program Documents.

4.1.3 Performs as Certifying Official and approves the qualification card.

4.2 Engineering Division Director (EDD)

4.2.1 Administers the SSO training and qualification program in coordination with the ORO Training and Development Group (TDG).

4.2.2 Approves continuing training in accordance with Reference 3.1.5.

4.2.3 Approves the assignment/reassignment of SSO personnel.

4.2.4 Directs the preparation of SSO Program Documents.

4.2.5 Assigns, when possible, a mentor to SSO candidates.

4.2.6 Directs the preparation of qualification standards/cards which incorporate elements in Attachment 2 as applicable and approves completed SSO qualification standards.

4.2.7 Provides training status updates to the AMEM.

4.2.8 Performs as Qualifying Official (QO) by conducting an oral examination and /or a facility evaluated walkthrough examination of the applicable safety system with the SSO candidate for the purpose of verifying the candidate's knowledge of the facility. (DOE-HDBK-1080 may be used as a guide for conducting the examination.)

4.3 Safety System Oversight Personnel

4.3.1 Follow the qualification process shown in Attachment 1.

4.3.1.1 Complete the General Technical Base (GTB) Qualification Standard by completing the DOE Online Learning Center, OLC-2, courses *General Technical Base* and *General Technical Base Addendum*.

4.3.1.2 Complete a DOE Functional Area Qualification Standard applicable to the SSO candidate's position description, if not previously completed. This is typically completed prior to being assigned to the SSO Program.

4.3.1.3 Complete the tailored SSO Qualification Card that is based on the ORO SSO Office/Facility-Specific Qualification Standard (Reference 3.1.3). (Note: A DOE-wide SSO Functional Area Qualification Standard (FAQS) does not exist.)

4.3.1.4 Complete other training and performance requirements specified by the qualification standard/card.

4.3.1.5 Satisfactorily complete an oral examination and/or a facility evaluated walkthrough with the QO.

4.3.2 Abide by the codes of conduct specified in training documents.

- 4.3.3 Mentor, as requested, SSO candidates.
- 4.3.4 Participate in approved continuing training, education, and other professional development activities to maintain proficiency. (Reference 3.1.5.)
- 4.3.5 Prepare program documents as directed.

5.0 PROCESS

5.1 Qualification Process

- 5.1.1 The SSO qualification process is described in Attachment 1.
- 5.1.2 The EDD directs a qualification standard/card to be developed for the assigned safety system(s) and approves the standard/card.
- 5.1.3 The EDD ensures a gap analysis is performed using DOE Order 426.1, Appendix D, and the SSO candidate's qualification standard/card to compare the SSO candidate's knowledge and skills to the required SSO knowledge and skills.
- 5.1.4 The EDD assigns, when possible, a mentor to the SSO candidate during the qualification process. This is documented via a formal memorandum from the EDD to the identified mentor and the SSO candidate.
- 5.1.5 The SSO candidate completes the requirements of the qualification standard/card.
- 5.1.6 The EDD conducts a comprehensive oral examination and/or facility evaluated walkthrough examination of the SSO candidate.
- 5.1.7 The SSO candidate documents the facility evaluated walkthrough examination, if applicable, in ORION.
- 5.1.8 After the SSO candidate has successfully completed the oral examination and/or facility evaluated walkthrough examination with the EDD, the EDD signs the qualification card, and the AMEM approves the completed qualification card.

6.0 RECORDS

6.1 Guidelines

- 6.1.1 The records generated as a result of this procedure will be provided to TDG for inclusion in the SSO personnel's Technical Qualification Record, and copies may be maintained at a central Records Center located at the DOE ORO 2714 Complex.

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7.0 ATTACHMENTS

Attachment 1 EM SSO QUALIFICATION PROCESS

ATTACHMENT 1
EM SSO QUALIFICATION PROCESS

<u>EM Action</u>	
EM Sends TQP Assignment Memo to Training and Development Group (TDG) using the TDG website template.	
<u>TDG Actions</u>	
<ul style="list-style-type: none"> • Sends Start Date Memo to Safety System Oversight (SSO) candidate for starting clock on qualification with a required completion time of 18 months. • Provides information to SSO candidate about Technical Qualification Program/electronic Technical Qualification Record (TQR). 	
<u>EM Action</u>	
Performs a gap analysis using DOE Order 426.1, Appendix D, and the SSO candidate's qualification standard/card to compare SSO candidate's knowledge and skills to the required knowledge and skills.	
<u>SSO Candidate Training</u>	
SSO qualification includes Level 1, Level 2, and Level 3 Qualification as well as completion of all other requirements of the candidate's qualification standard/card.	
<u>SSO Level 1 Qualification</u>	<u>SSO Level 2 Qualification</u>
General Technical Base (GTB) Qualification Standard DOE-STD-1146 (latest revision) <ul style="list-style-type: none"> • If not previously completed, SSO candidate completes two online courses in the Online Learning Center OLC-2 database: <ol style="list-style-type: none"> 1. GTB online course (2001 version of DOE-STD-1146). 2. GTB online addendum course (delta between 2001 & 2007 versions). 	SSO candidate qualifies to the DOE Functional Area Qualification Standard appropriate to their area of expertise and completes their qualification standard/card. (This is typically completed prior to being assigned to the SSO Program.)
	
<u>SSO Level 3 Qualification</u> <u>Specific Safety System</u>	
<ul style="list-style-type: none"> • SSO candidate completes ORO Safety Basis Qualification Standard (Competencies 2, 5 and 8). • SSO candidate completes Safety System Oversight Qualification Standard/Card. • SSO candidate completes Oral Examination and/or Facility Evaluated Walkthrough Examination with the Qualifying Official (QO). 	
<u>QO Signs Qualification Card</u>	
<u>Certifying Official Signs Qualification Card</u>	
SSO Qualification is Achieved	
<u>ORO Manager Signs SSO Qualification Certificate</u>	