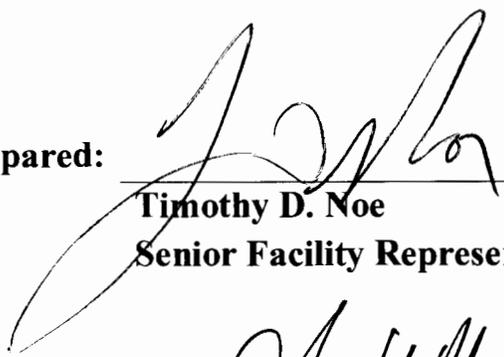


**U. S. Department of Energy
Oak Ridge Office of Environmental Management
Procedure**

**FACILITY REPRESENTATIVE
TRAINING AND QUALIFICATION PROGRAM**

**EM - 2.5
Revision 4**

Prepared:

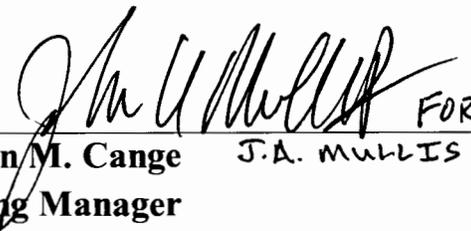


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ACRONYMS

AHA	Activity Hazard Analysis
CBT	Computer Based Training
COR	Contracting Officer's Representative
DD	Division Director
DOE	Department of Energy
EM	Office of Environmental Management
FODD	Facility Operations Division Director
FR	Facility Representative
FRC	Facility Representative Candidate
FRP	Facility Representative Program
GTB	General Technical Base
HQ	Headquarters
IQFR	Interim Qualified Facility Representative
MEM	Manager for the Oak Ridge Office of Environmental Management
NCSE	Nuclear Criticality Safety Evaluation
OJT	On-The-Job-Training
ORION	Oak Ridge Issues, Open Items, and Nonconformance Tracking System
ORO	Oak Ridge Office
ORO-EM	Oak Ridge Office of Environmental Management
PPE	Personnel Protective Equipment
RA	Readiness Assessment
RC	Records Center
SFR	Senior Facility Representative
TDG	Training and Development Group
TQP	Technical Qualification Program
TSRs	Technical Safety Requirements

1.0 PURPOSE

This procedure establishes the training and qualification requirements for an Oak Ridge Office of Environmental Management (ORO-EM) Facility Representative (FR).

2.0 SCOPE

This procedure defines the responsibilities, qualification training requirements, and qualification process for qualifying EM FRs.

3.0 REFERENCES AND DEFINITIONS

3.1. References

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

3.1.1. DOE O 360.1, *Federal Employee Training*

3.1.2. DOE-STD-1063, *Facility Representatives*

3.1.3. DOE-STD-1151, *Facility Representative Functional Area Qualification Standard*

3.1.4. DOE-STD-1146, *General Technical Base Qualification Standard*

3.1.5. DOE-HDBK-1080, *Guide to Good Practices for Oral Examinations*

3.1.6. EM Procedure EM-3.2, *Facility Representative Program*

3.2. Definitions

3.2.1. Initial Qualification: Full qualification for a Facility Representative Candidate (FRC) not previously qualified as a FR in the DOE complex. Initial qualification must be completed in 18 months.

3.2.2. Interim Qualification: Partial initial qualification to permit a FRC to perform limited oversight of assigned facilities until fully qualified. Interim qualification must be completed in six months.

3.2.3. Cross Qualification: Qualification required for additional facilities/projects where other FRs may be assigned primary responsibility. Cross qualification allows FRs who cross qualify to be reassigned with little, or no, interruption of oversight activities. The required time to complete cross qualification will be determined on a case-by-case basis.

3.2.4. Delta Qualification: Qualification required for new assignments after the initial qualification. Delta qualification must be completed in six months.

3.2.5. Facility Evaluated Walkthrough Examination: A tour, for qualification purposes, through a facility with a qualifying official to demonstrate a Facility Representative's practical skills and knowledge of the facility.

- 3.2.6 Reactivation Qualification: Qualification to be completed after a period of inactivity of FR duties in the assigned facilities/projects of more than six months. This qualification must be completed before continuing previous assignments or before being reassigned.
- 3.2.7 Requalification: Qualification subsequent to the initial qualification, previous requalification, or last delta qualification, which serves as a review and update of the qualification requirements. Requalification must be completed at a minimum of every 5 years.
- 3.2.8 Walkthrough: A tour through a facility to maintain operational awareness of the facility.

4.0 ROLES AND RESPONSIBILITIES

4.1. Manager for the Oak Ridge Office of Environmental Management (MEM)

- 4.1.1 Supports the FR program by obtaining funding for training.
- 4.1.2 Chairs oral boards and serves as qualifying official for initial qualification facility evaluated walkthrough examinations.
- 4.1.3 Provides final approval signature on the completed FR initial qualification card.
- 4.1.4 Approves acceptable requests for extensions to training qualification timeframes.
- 4.1.5 Approves FR program documents.

Note: After the initial qualification card has been approved, the MEM signs an ORO FR qualification certificate.

4.2. EM Facility Operations Division Director (FODD)

- 4.2.1 Approves the FR's assignment/reassignment.
- 4.2.2 Concurs with FR program documents.
- 4.2.3 Approves initial qualification standard/card and examination.
- 4.2.4 Provides the final approval signature for the completed FR requalification, reactivation qualification, delta qualification, and cross qualification cards.
- 4.2.5 Concurs with acceptable requests for extension to training qualification timeframes.

4.3. Senior Facility Representative

- 4.3.1 Administers the FR training and qualification program.
- 4.3.2 Concurs with program documents.

- 4.3.3 Prepares the qualification standards/cards and examinations.
- 4.3.4 Conducts facility evaluated walkthrough examinations for requalification and reactivation qualification.
- 4.3.5 Coordinates the administration of the FR training and qualification program with the ORO Training and Development Group (TDG).
- 4.3.6 Provides training status updates to the MEM and FODD.
- 4.3.7 Approves the FR Continuing Training Plan.
- 4.3.8 Concurs on all qualification documents.
- 4.3.9 Participates in and assembles oral boards for initial qualification.
- 4.3.10 Assigns, when possible, a mentor to each FRC.
- 4.3.11 Communicates by formal memorandum to FRCs the Responsibilities, Authorities, and Limitations in Attachment 2 which must be adhered to until interim qualification is achieved.

4.4. Facility Representatives

- 4.4.1 Complete assigned training/qualification requirements by the due date.
- 4.4.2 Abide by the codes of conduct specified in training documents.
- 4.4.3 Act as mentors to FRCs when assigned.
- 4.4.4 Attend and/or complete all continuing training as tasked.
- 4.4.5 Complete required reading.

5.0 TYPES OF QUALIFICATIONS

5.1. FR Initial (Full) Qualification

Note: The initial qualification process is described in Attachment 1.

- 5.1.1 Interim qualification is the first part of initial qualification and is achieved by completion of the following:
 - The proper clearances, training, and qualifications to ensure immediate, unannounced access to the assigned facilities
 - Training in Occurrence Reporting and Processing System (ORPS) and ORION
 - Level 1 and Level 2 Qualification requirements described on Attachment 1 and below
- 5.1.2 Level 1 Qualification, General Technical Base (GTB) Qualification

Standard DOE-STD-1146, is achieved by completion of the online course, SAF-101 DE 2.0, General Technical Base, located on the DOE National Training Center's Learning Management System.

5.1.3 Level 2 Qualification, FR Functional Area Qualification Standard (FAQS) DOE-STD-1151, is achieved by completion of the following:

- Written Engineering Fundamentals Exam
- FR FAQS Qualification Card

5.1.4 Level 3 Qualification, Office/Facility Specific (OFS) Qualification Standards, is achieved by completion of the following:

- Facility-Specific Qualification Card
- Written Facility-Specific Exam
- ORO Safety Basis OFS Qualification Standard (Note: Competencies 2 and 5 can be completed at any time, but Competency 9 is fulfilled by completion of Level 3 qualification requirements.)
- Facility Evaluated Walkthrough Examination and Oral Board

Note: Initial (full) qualification is achieved when 5.1.1 through 5.1.4 are completed. Initial qualification must be completed in eighteen months.

5.2. Requalification, Delta Qualification, Cross Qualification, and Reactivation Qualification

5.2.1 Requalification is required based on length of time since the initial qualification date, the previous requalification date, or the last delta qualification, whichever one was most recent. DOE-STD-1063 requires requalification at a minimum of every five years. The requalification is achieved when the following are completed:

- Written exam over the current requirements
- Facility evaluated walkthrough examination with the SFR or other designated qualifying official

5.2.2 Delta qualification is required when an FR is assigned to new facilities or when significant changes have occurred in facilities or requirements. A delta qualification must be completed in one year, and it is achieved when the following are completed:

- Written exam over the new facilities or changes, i.e., delta

- Facility evaluated walkthrough examination with the SFR or other designated qualifying official

5.2.3 Cross qualification is required for assignment of additional facilities/projects where other FRs may be assigned primary responsibility. The required time to complete cross qualification will be determined on a case-by-case basis, and the following requirements must be completed:

- Written exam over the added assignment scope
- Facility evaluated walkthrough examinations of a sufficient number to satisfy the incumbent FRs that the cross qualification candidate is qualified. If no incumbent FR is available, another qualifying official will be identified.
- Facility evaluated walkthrough examination with the SFR or other designated qualifying official

5.2.4 Reactivation qualification is similar to requalification except that it is required, not because of time since the last qualification, but because of inactivity of FR duties of more than six months. The decision to require reactivation qualification and the timeframe for completion are at the discretion of the qualifying official on a case-by-case basis. Reactivation qualification is achieved by completing the following:

- Written exam over the current requirements
- Facility evaluated walkthrough examination with the SFR or other designated qualifying official

6.0 PROCESS

6.1. Initial Qualification Process

6.1.1 The initial qualification process is described in Attachment 1.

6.1.2 The SFR directs a qualification standard/card to be developed for the assigned facilities/projects.

6.1.3 The first step of initial qualification is interim qualification, and until interim qualification has been completed, the FRC is required to adhere to the Responsibilities, Authorities, and Limitations identified in Attachment 2.

6.1.4 The SFR assigns, when possible, an FR to mentor the FRC during the initial qualification process. This is documented via a formal memorandum from the SFR to the identified mentor and the FRC.

- 6.1.5 The SFR directs examination(s) to be developed based on the facility/project's applicable documentation (safety basis, directives, procedures, nuclear criticality safety evaluation (NCSE), permits, etc.).
 - 6.1.6 The FRC completes the requirements of the qualification card, including written exams.
 - 6.1.7 The SFR directs the development of documentation to conduct an oral board evaluation.
 - 6.1.8 The SFR assembles an oral board panel to evaluate the FRC.
 - 6.1.9 The MEM chairs the oral board.
 - 6.1.10 If the oral board determines that the FRC has successfully passed the oral evaluation, the MEM conducts a facility evaluated walkthrough examination with the FRC in the assigned facilities/projects.
 - 6.1.11 The SFR ensures the oral board evaluation paperwork is completed and signed.
 - 6.1.12 The FRC documents the facility evaluated walkthrough examination with the MEM in ORION.
 - 6.1.13 After the FRC has successfully completed the oral board and facility evaluated walkthrough examination with the MEM and satisfied any outstanding items, the SFR signs the completed qualification card and obtains signatures of the designated qualifying officials, including any subject matter experts, the FODD, and the MEM.
- 6.2. Requalification, Delta Qualification, Cross Qualification, and Reactivation Qualification**
- 6.2.1 The SFR directs a qualification standard/card and written exam to be developed for the assigned facilities/projects.
 - 6.2.2 The FR completes the requirements of the qualification card, including a written exam.
 - 6.2.3 The FR successfully completes a facility evaluated walkthrough examination with the SFR.
 - 6.2.4 After the FR has successfully completed the written exam and facility evaluated walkthrough examination with the SFR, the SFR signs the qualification card and obtains signatures of any other designated qualifying officials (including any incumbent FRs for cross qualification) and the FODD.

6.2.5 The FR documents all facility evaluated walkthrough examinations in ORION.

6.3. Proficiency Requirements

6.3.1 EM FRs are required to perform a minimum of one walkthrough per week when on duty and to document the walkthrough in ORION.

6.3.2 EM FRs should attend the Plan-of-the-Day meeting and other meetings for the assigned facilities/projects sufficient to maintain their knowledge of the work being performed and the hazards encountered.

6.3.3 EM FRs should review the project/facility work packages, procedures, activity hazard assessments, and safety basis documents sufficient to remain current.

6.4. Continuing Training Program

6.4.1 The EM FR Continuing Training Plan supplements this procedure. The Continuing Training Plan identifies those topics that will be targeted over a 12 month time frame, and it is a living document and is revised periodically, as necessary. The plan covers fundamental training topics with training on specific topics covered periodically. Other training will include required reading, emergent issues, industry operating events, and revisions to applicable documents.

6.4.2 Continuing training shall also be specified on the DSA any time when as deemed by the FODD or SFR that a significant change to the safety basis has been made.

7.0 RECORDS

7.1. Guidelines

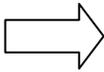
7.1.1 All original records generated by the use of this procedure will be forwarded to TDG for inclusion in the TQR.

7.1.2 Copies of all records generated will be maintained in EM FR FODD Training Coordinator.

8.0 ATTACHMENTS

Attachment 1 EM FR INITIAL QUALIFICATION PROCESS
Attachment 2 EM FRC RESPONSIBILITIES, AUTHORITIES AND
LIMITATIONS

ATTACHMENT 1 - EM FR INITIAL QUALIFICATION PROCESS

<u>ORO-EM Action</u>	
ORO-EM Sends TQP Assignment Memo to the Training and Development Group (TDG) using TDG website template	
<u>TDG Actions</u>	
<ul style="list-style-type: none"> • Due Date Memo to Facility Representative Candidate (FRC) setting required completion time of 18 months from effective date of personnel action placing FRC in position • Information to FRC about Technical Qualification Program (TQP)/electronic Technical Qualification Record (TQR) 	
<u>EM Action</u>	
Perform gap analysis using DOE-STD-1151 (latest revision) and Word template sent as part of the Due Date Memo from TDG	
<u>FRC Actions</u>	
<ul style="list-style-type: none"> • Obtain the proper clearances, training, and qualifications to ensure immediate, unannounced access to assigned facilities • Obtain Training in the Occurrence Reporting and Processing System (ORPS) and ORION 	
<p style="text-align: center;">Level 1 Qualification</p> <p>General Technical Base (GTB) Qualification Standard DOE-STD-1146 (latest revision)</p> <p>FRC completes online course, SAF-101 DE 2.0, General Technical Base, on the DOE National Training Center's Learning Management System.</p> <p style="text-align: center;"></p>	<p style="text-align: center;">Level 2 Qualification</p> <p>FR Functional Area Qualification Standard (FAQS) DOE-STD-1151 (latest revision)</p> <ul style="list-style-type: none"> • FRC completes written Engineering Fundamentals Exam • FRC completes FR FAQS • Qualification Card <p style="text-align: center;"></p>
Interim Qualification is achieved	
<p>Level 3 Qualification</p> <p>Office/Facility-Specific Standards</p> <ul style="list-style-type: none"> • FRC completes Facility-Specific written exam • FRC completes Oral Board and Facility Evaluated Walkthrough Examination • FRC completes ORO Safety Basis Qualification Standard (Competencies 2 and 5 can be completed any time; Competency 9 is fulfilled by completion of Level 3 qualification requirements.) • FRC completes Facility Specific Qualification Card 	
<u>SFR, FODD, and MEM Sign Qual Card</u>	
Initial (Full) Qualification is Achieved	
<u>ORO Manager Signs FR Qualification Certificate</u>	

ATTACHMENT 2 - EM FRC RESPONSIBILITIES, AUTHORITIES, AND LIMITATIONS

Note: The Facility Representative Candidate (FRC) shall work with the Senior Facility Representative (SFR) to tailor their responsibilities, authorities, and limitations in accordance with DOE-STD-1063. The responsibilities, authorities, and limitations include, but may not be limited to, those listed below.

Responsibilities:

- Maintaining frequent communication with DOE field element supervision
- Ensuring that DOE line management is cognizant of current facility conditions
- Spending the majority of their time in the assigned facility(s) reviewing:
 - Related safety documentation (DSAs, TSRs, AHAs, etc.) within the first 3 months after assignment
 - Facility layout and boundaries
 - Operating procedures
 - Operating organizational structure (org charts, org plans etc.)
 - Key process control personnel
- Being aware of major work in progress and in planning
- Being available to respond to facility events
- Knowing which personnel are controlling the work, what procedures are to be used, and whether training and qualification requirements have been established and are being met
- Verifying whether work activities are being performed safely
- Being in a position to provide information to DOE line management independent of programmatic responsibilities (i.e., FRs do not perform programmatic functions for their assigned facilities/projects)
- Observing, evaluating, and reporting on the effectiveness of the operating contractor in multiple areas important to safe, efficient, and productive operations, such as operational performance, quality assurance, management controls, emergency response readiness activities, readiness activities, and assurance of worker health and safety
- Evaluating the overall effectiveness of the operating contractor in implementing corrective actions to deficiencies identified by facility reviews
- Varying day-to-day presence in assigned facilities to show a degree of unpredictability and spontaneity

Authorities:

- Stop work authority
- Direct reporting to line management on performance of the facility
- Direct interaction with the contractor and its representatives

Limitations:

- FRCs cannot approve final occurrence reports (ORs) until they have achieved interim qualification. Prior to interim qualification, FRCs must request assistance from the SFR, or interim FR, or fully qualified FRs, on final ORs.