

# memorandum

DATE: June 16, 2008

REPLY TO

ATTN OF: EM-972:T.Noel

SUBJECT: ENVIRONMENTAL MANAGEMENT PROCEDURE EM-2.5, REVISION 2, "EM FACILITY REPRESENTATIVE TRAINING AND QUALIFICATION PROGRAM" - APPROVED

TO: Environmental Management Staff, EM-90

The attached Environmental Management Procedure EM-2.5, Revision 2, "EM Facility Representative Training and Qualification Program" is issued for your use. Please read and familiarize yourself with the procedure. It will be placed onto the Office of Environmental Management's Office Policies and Procedures Webpage (see <http://www.oakridge.doe.gov/External/Default.aspx?tabid=120>) as soon as possible and will be available there for future reference. This procedure will go into effect July 15, 2008.

If you have any questions or concerns about this procedure, please contact Tim Noel of my staff at 576-0693.

  
Stephen H. McCracken  
Assistant Manager for  
Environmental Management

Attachment

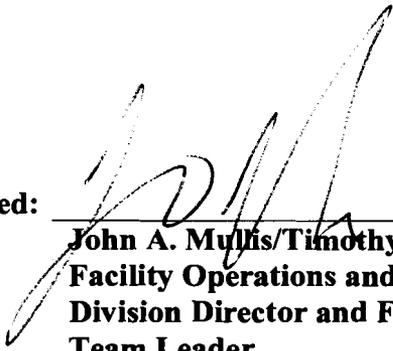


**Department of Energy  
Oak Ridge Office  
Office of Environmental Management  
Procedure**

**EM FACILITY REPRESENTATIVE  
TRAINING AND QUALIFICATION PROGRAM**

**EM - 2.5  
Revision 2**

**Prepared:**



**John A. Mullis/Timothy D. Noe  
Facility Operations and Safety Management  
Division Director and Facility Representative  
Team Leader**

*6/12/08*

**Date:**

**Approved:**



**Stephen H. McCracken  
Assistant Manager for  
Environmental Management**

*6/16/08*

**Date:**

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
LIST OF ACRONYMS.....	3
1.0 PURPOSE.....	4
2.0 SCOPE .....	4
3.0 REFERENCES AND DEFINITIONS.....	4
3.1 References .....	4
3.2 Definitions.....	4
4.0 ROLES & RESPONSIBILITES .....	4
4.1 Assistant Manager for Environmental Management.....	4
4.2 EM Facility Operations and Safety Division Director .....	4
4.3 Facility Representative Team Leader.....	4
4.4 Nuclear Safety Team Leader .....	5
4.5 Facility Representative.....	5
4.6 Safety Systems Oversight Personnel.....	5
5.0 PROCEDURE.....	5
5.1 General Training Requirements.....	5
5.2 Types of Qualification .....	7
5.3 Interim Qualification Process .....	8
5.4 Initial Qualification Process .....	8
5.5 Delta Qualification Process .....	9
5.6 Requalification Processes.....	10
5.7 Conduct of OJT .....	10
5.8 Conduct of Examinations .....	11
5.9 Conduct of Oral Boards/Oral Evaluations/Oral Checkouts.....	11
5.10 Profeciency Requirements.....	11
5.11 Continuing Training Program.....	11
6.0 RECORDS .....	12
7.0 ATTACHMENTS.....	12

## LIST OF ACRONYMS

AHA	Activity Hazard Analysis
AMEM	Assistant Manager for Environmental Management
BJC	Bechtel Jacobs Company
COR	Contracting Officer's Representative
DD	Division Director
DOE	Department of Energy
EM	Office of Environmental Management
FR	Facility Representative
FRC	Facility Representative Candidate
FRP	Facility Representative Program
FRTL	Facility Representative Team Leader
HCAG	Human Capital Assessment Group
HQ	Headquarters
IQFR	Interim Qualified Facility Representative
NCSE	Nuclear Criticality Safety Evaluation
OJT	On-The-Job Training
ORION	Oak Ridge Issues, Open Items, and Nonconformance Tracking System
ORO	Oak Ridge Operations
PPE	Personnel Protective Equipment
RA	Readiness Assessment
RC	Records Center
NSTL	Nuclear Safety Team Leader
SSO	Safety Systems Oversight
FO&SMDD	Facility Operations and Safety Management Division Director
TQP	Training and Qualification Program

## 1.0 PURPOSE

This procedure will establish the requirements applicable to training and qualifying an Oak Ridge Office (ORO) Office of Environmental Management (EM) Facility Representative (FR) and Safety Systems Oversight (SSO) Personnel.

## 2.0 SCOPE

This procedure will set the flow, templates, process, and responsibilities for training and qualification in accordance with the reference documents listed below as deemed applicable by ORO EM FR and SSO Management.

## 3.0 REFERENCES AND DEFINITIONS

### 3.1. References

- 3.1.1. DOE O 360.1 B, *Federal Employee Training*
- 3.1.2. ORO O 360, Chapter 1, Chg 2, *Federal Employee Training*
- 3.1.3. ORO O 420, Chapter XV, *Safety Systems Oversight Program*
- 3.1.4. ORO O 420, Chapter XVII, *Facility Representative Program*
- 3.1.5. DOE STD 1063-2006, *Facility Representatives*
- 3.1.6. DOE HDBK 1080-97, *Guide to Good Practices for Oral Examinations*
- 3.1.7. EM Procedure EM-3.2, *Facility Representative Program*

### 3.2. Definitions

- 3.2.1. None

## 4.0 ROLES AND RESPONSIBILITIES

### 4.1. Assistant Manager for Environmental Management (AMEM)

- 4.1.1. Support the FR and SSO program in obtaining funding to attend needed and requested training.
- 4.1.2. Provide the final approval signature for FR and SSO candidates who complete initial qualification training requirements to become an FR and SSO.

### 4.2. EM Facility Operations and Safety Division Director (FO&SDD)

- 4.2.1. Support the Facility Representative Team Leader (FRTL) and Nuclear Safety Team Leader (NSTL) in the assignment/reassignment of an FR and SSO.
- 4.2.2. Support the FRTL in the development of a continuing training plan.
- 4.2.3. Support the FRTL in determining refresher training requirements for an FR who has not maintained his/her proficiency requirements.
- 4.2.4. Approves FR and SSO Program Documents
- 4.2.5. Provide the final approval signature for an FR who completes the Requalification, and Delta-Qualification processes.

### 4.3. Facility Representative Team Leader

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

- 4.3.3. Chair Oral Boards and Oral Checkouts
- 4.3.4. Assigns personnel (EM and available subcontractors) to assist with the administration of the training and qualification program.
- 4.3.5. Provides training status updates to the AMEM and FO&SDD on a monthly basis.
- 4.4. **Nuclear Safety Team Leader**
  - 4.4.1. Administers the SSO training and qualification program.
  - 4.4.2. Concurs with program documents
  - 4.4.3. Conduct comprehensive oral interviews with SSO personnel prior to the qualifying official granting qualification.
  - 4.4.4. Provides a training status update to the AMEM and FO&SDD when personnel are in training.
  - 4.4.5. Follow the process flow in Attachment "E" to develop and implement the qualification of SSO personnel.
- 4.5. **Facility Representatives**
  - 4.5.1. Complete his/her assigned training when requested.
  - 4.5.2. Abides by the codes of conduct specified in his/her training documents.
  - 4.5.3. Assists with the assemblage of documents specific to the projects/facilities to which he/she is assigned.
  - 4.5.4. Completes their designated reading activities as assigned in their On-The-Job Training (OJT) Guide.
  - 4.5.5. Completes their designated performance activities as assigned in their OJT Guide.
  - 4.5.6. Acts as a mentor to newly assigned FRs until the newly assigned FR is qualified.
- 4.6. **Safety Systems Oversight Personnel**
  - 4.6.1. Complete his/her assigned training when requested.
  - 4.6.2. Abides by the codes of conduct specified in his/her training documents.
  - 4.6.3. Assists with the assemblage of documents specific to the projects/facilities to which he/she is assigned.
  - 4.6.4. Completes their designated reading activities as assigned in their OJT Guide.
  - 4.6.5. Completes their designated performance activities as assigned in their OJT Guide.
  - 4.6.6. Acts as a mentor to newly assigned SSO personnel until the newly assigned SSO is qualified.
  - 4.6.7. Follow the process flow in Attachment "E" when qualifying as an SSO.

## 5.0 PROCEDURES

### 5.1. FR General Training Requirements

- 5.1.1. The ORO EM FR training and qualification program may contain all or part of the following training elements depending on the type of qualification being obtained. These elements are also depicted in Attachment "A".
  - 5.1.1.1. Core Training Level 1– General Technical Base Qualification

- 5.1.1.2. Core Training Level 2 – Facility Representative Functional Area Qualification
- 5.1.1.3. ORO Specific – ORO EM Safety Basis Training and Qualification Program
- 5.1.1.4. Contractor Company/Functional Level Documents and Regulations/Standards
  - 5.1.1.4.1. These are the documents (Directives, Plans, Guides, Descriptions, and Regulations/Standards) that support a contractor’s overall programmatic approach to contract implementation and running the facility and/or project as dictated by the approved Safety Basis.
  - 5.1.1.4.2. Interim Qualification in support of Initial Qualification will require a written examination(s) covering the above mentioned documents prior to granting Interim Qualification status.
  - 5.1.1.4.3. An Interim Qualification Card will be developed identifying target competencies covering all of the above.
    - 5.1.1.4.3.1. Interim Qualifications may be required for Delta assignments on an as needed basis depending on the facility categorization, hazards, and activity level.
    - 5.1.1.4.3.2. The FO&SDD and FRTL will make this determination.
- 5.1.1.5. Interim Qualification (For Initial or Delta Assignment) is achieved.
- 5.1.1.6. Site Specific – Facility Assigned Specific Documents and Processes
  - 5.1.1.6.1. Complete additional reviews of project specific documents dealing with facility operation, environmental safety, and the health and safety of workers, co-located workers, and the public.
  - 5.1.1.6.2. Complete identified performance activities to support the overall understanding of facility operation, environmental safety, and the health and safety of workers, co-located workers, and the public.
  - 5.1.1.6.3. A comprehensive written examination will be completed covering the above mentioned facility specific documents prior to granting Initial Qualification status.
    - 5.1.1.6.3.1. Comprehensive written examinations are not required for Delta Qualifications or Requalifications.
  - 5.1.1.6.4. An Oral Evaluation/Checkout will be required prior to granting Initial Qualification, Delta Qualification, or Requalification.
    - 5.1.1.6.4.1. Oral Boards are only required for Initial Qualification.
- 5.1.1.7. Delta Qualification/Requalification Training
  - 5.1.1.7.1. The Initial, Delta, and Requalification process for an FR will follow the flow depicted above and in Attachment “A”.

## 5.2. Types of Qualifications

### 5.2.1. Interim Qualification

5.2.1.1. This is the knowledge received by an FR when they complete the training entailed in steps 5.1.1.1 through 5.1.1.5. Completing the training entailed in these steps will qualify an FR candidate or FR to perform oversight activities for the facility/project to which they have been assigned until fully complete with their Initial or Delta qualification processes.

5.2.1.2. This process is further described in section 5.3

### 5.2.2. Initial Qualification

5.2.2.1. This is the qualification process received by a new FRC who has never qualified as a FR anywhere in the DOE complex. The initial training for a new FRC will entail the processes and documents contained in steps 5.1.1.1 through 5.1.1.6.

5.2.2.1.1. An FR who transfers to the EM FR program from another group typically does not have to requalify on any training elements that they have already completed via their previous assignment. Only ORO EM elements and project/facility specific training requirements will have to be completed.

5.2.2.2. This process is further described in section 5.4.

### 5.2.3. Delta Qualification

5.2.3.1. This is the additional site specific qualification(s) obtained based on project/facility assignment(s) after or in addition to the FR's Initial assignment and qualification. A Delta qualification may also suffice for requalification if the FR is within his/her requalification window.

5.2.3.2. This process is further described in section 5.5.

### 5.2.4. Requalification

5.2.4.1. This is the process by which a currently qualified FR obtains updated training on his/her current assignment. This is usually a requalification of his/her initial qualification materials taking into account any changes that were made to company, functional, and facility specific documentation. The periodicity for requalification shall not exceed 36 months without approval from the FO&SDD and AMEM. With additional notification and approvals being submitted to the Human Capital Assessment Group as needed.

5.2.4.2. This process is further described in section 5.7.

### 5.3. Interim Qualification Process

- 5.3.1. The typical FR is formally assigned to a facility/project via verbal announcement followed up by a formal memo to the Human Capital Assessment Group (HCAG) and a memo to file.
- 5.3.2. FR completes or has completed the training requirements for steps 5.1.1.1 through 5.1.1.5.
- 5.3.3. An Interim Qualification Card will be developed identifying all of competencies that must be completed to grant Interim Qualification status..
- 5.3.4. The Interim Qualification Card is signed by the FR when completed.
- 5.3.5. The Interim Qualification Card is signed by the FRTL and FO&SDD when completed.
  - 5.3.5.1. Until the Interim Qualification process has been completed, the FRC is required to adhere to the Roles, Responsibilities, and Authorities identified in Attachment "D". These Roles, Responsibilities and Authorities will also be communicated to the FR via formal memo issued by the FRTL upon official assignment to a facility(s) and/or project(s).
- 5.3.6. For new FRs, Interim Qualification should be completed within 12 months of formal assignment.
  - 5.3.6.1. For incumbent FRs (fulfilling a delta assignment) the interim qualification processes described in 5.1.1.4 and 5.1.1.5 should be completed if they are assigned to a new contractor/facility for which they have not already completed an Interim Qualification.
    - 5.3.6.1.1. Interim Qualifications for Delta Assignments should be completed within 6 months of assignment.
  - 5.3.6.2. Once an FR has achieved Interim Qualification status they are able to relieve other FRs as requested by the FO&SDD and FRTL.

### 5.4. Initial Qualification Processes

- 5.4.1. In addition to the steps in section 5.3, the following steps must be completed:
  - 5.4.1.1. The FRTL directs an OJT Guide/Qualification Standard to be developed for the assigned facility/project including objectives, knowledge standards, performance standards, and Qualification Card.
    - 5.4.1.1.1. Due to the dynamics associated with ORO EM project/facility processes and/or documents, OJT Guide/Qualification Standards may need to be partially or totally revised each time they are used. This is also a possibility when developing OJT Guide/Qualification Standards as a result of sections 5.5, 5.6, and 5.7.
  - 5.4.1.2. The FRTL assigns, when possible, a mentor to the Facility Representative Candidate (FRC).
    - 5.4.1.2.1. This is documented via a formal memo to the identified mentor, FRC, and signed by the FRTL.
    - 5.4.1.2.2. A copy of the memo will be retained in the FRC training file or in the ORO electronic document control system.
  - 5.4.1.3. FR completes the performance requirements specified in their OJT Guide/Qualification Standard.

- 5.4.1.4. FR completes the knowledge requirements specified in their OJT Guide/Qualification Standard.
- 5.4.1.4.1. FRTL directs examination(s) to be developed based on the facility/project's applicable documentation (Safety Basis, Plans, Directives, procedures, Nuclear Criticality Safety Evaluation (NCSE), Permits, etc).
- 5.4.1.4.2. Examination Banks will be developed where practical.
- 5.4.1.5. FR completes the examination(s) associated with their assigned facility/project's applicable documentation (Safety Basis, Plans, Directives, procedures, NCSE, Permits, etc).
- 5.4.1.6. FRTL directs the development of documentation in order to conduct an Oral Board Evaluation.
- 5.4.1.7. FRTL assembles an Oral Board panel to evaluate the FRC through facility/project walkdown and oral questioning.
- 5.4.1.8. FR completes Oral Board Evaluation for his/her assigned facility/project.
- 5.4.1.9. FRTL ensures the Oral Board Evaluation paperwork is completed and signed.
- 5.4.1.10. FRTL ensures a Qualification Card is signed by himself and designated qualifying officials, FO&SDD, and AMEM. Initial qualification completion requires AMEM signature.
- 5.4.1.11. Attachment "B" reflects the qualification and evaluation process that must be completed.
- 5.4.1.12. The following is a list of qualifying officials by title:
- Assistant Manager for Environmental Management
  - Facility Operations & Safety Division Director
  - Facility Representative Team Leader
  - Safety Basis Team Leader
  - ORO EM Safety Systems Oversight Personnel
  - ORO EM Subject Matter Experts
  - Designated Subcontracted Subject Matter Experts
- 5.4.1.13. Initial Qualification shall be completed within 18 months of assignment to a facility(s) and/or project(s).

## 5.5. **Delta Qualification Process**

- 5.5.1. In addition to the steps in section 5.3 (as applicable) the following steps must be completed.
- 5.5.1.1. FRTL directs an OJT Guide/Qualification Standard to be developed for the assigned facility/project including objectives, knowledge standards, performance standards, and Qualification Card.
- 5.5.1.2. FR completes the performance requirements specified in his/her OJT Guide.
- 5.5.1.3. FR completes the knowledge requirements specified in his/her OJT Guide.

- 5.5.1.4. FRTL directs the development of documentation in order to conduct an Oral Checkout or Written Examination.
- 5.5.1.5. FRTL and FR complete the Oral Checkout or Written Examination if required and complete associated paperwork.
- 5.5.1.6. FRTL ensures a Qualification Card is signed by himself and designated qualifying officials, and FO&SDD. Delta qualification completion requires FO&SDD signature.
- 5.5.1.7. Attachment "B" reflects the qualification and evaluation process that must be completed.
- 5.5.1.8. Delta Qualifications shall be completed within 12 months of assignment.

#### 5.6. **Requalification Process**

- 5.6.1. FRTL directs the development of requalification training when an FR is approaching his/her requalification date (36 months from Initial qualification or last Delta qualification) and requires additional training to maintain a highly skilled and qualified status.
- 5.6.2. If, for any reason, the 36 month period for requalification is exceeded, an extension for requalification will be explained, documented and approved using Attachment "C".
- 5.6.3. In addition to the steps in section 5.2, 5.3, or 5.4 the following steps must be completed.
  - 5.6.3.1. FRTL directs an OJT Guide/Qualification Standard to be developed for the assigned facility/project including objectives, knowledge standards, performance standards, and Qualification Card.
  - 5.6.3.2. FR completes the performance requirements specified in his/her OJT Guide.
  - 5.6.3.3. FR completes the knowledge requirements specified in his/her OJT Guide.
  - 5.6.3.4. FRTL directs the development of documentation in order to conduct an Oral Checkout.
    - 5.6.3.4.1. The FRTL may direct the development of a Written Examination in place of or in conjunction with the Oral Checkout if needed. Otherwise all that is required is an Oral Checkout.
  - 5.6.3.5. FRTL and FR complete the Oral Checkout and complete associated paperwork.
  - 5.6.3.6. FRTL ensures Qualification Card is signed by himself and designated qualifying officials, and FO&SDD. Delta qualification completion requires FO&SDD signature.
  - 5.6.3.7. Attachment "B" reflects the qualification and evaluation process that must be completed.

#### 5.7. **Conduct of OJT**

- 5.7.1. The development of OJT guides should follow the form and format associated with Attachment "F".
- 5.7.2. Applicable EM personnel and the FR should adhere to the specific conduct and direction information specified in the project/facility specific OJT guide. The direction and conduct information is usually consistent from one OJT guide to the next; however, some differences may surface based on the complexities and hazards associated with the assignment.

**5.8. Conduct of Examinations**

- 5.8.1. The development of examinations should follow the form and format associated with Attachment "G".
- 5.8.2. The FRTL and FR should adhere to the specific conduct and direction information specified in the examination bank and examination version.

**5.9. Conduct of Oral Boards/Oral Evaluation/Oral Checkouts**

- 5.9.1. The development of oral board evaluation should follow the form and format associated with Attachment "H".
- 5.9.2. Applicable EM personnel and the FR should adhere to the specific conduct and direction information specified in the project/facility specific Oral Board Evaluation documentation. The direction and conduct information is usually consistent from one Oral Board Evaluation document to the next, however, some differences may surface based on the complexities and hazards associated with the assignment.

**5.10. Proficiency Requirements**

- 5.10.1. An FR should perform a regimented set of activities to maintain proficiency. To maintain proficiency an FR should complete the following steps:
  - 5.10.1.1. An FR assigned to a project/facility should walk his/her spaces sufficient to maintain a high level of awareness of changing conditions. An FR should walk his/her spaces three times a week at a minimum.
  - 5.10.1.2. An FR should attend the project/facility specific Plan of the Day, briefings, and training sessions sufficient to maintain his/her knowledge of the work being performed and the hazards encountered.
  - 5.10.1.3. An FR should review the project/facility specific work packages, procedures, Activity Hazard Assessments (AHA), Unreviewed Safety Question Determination, and Safety Basis sufficient to stay current on changes made to facility documentation.
  - 5.10.1.4. The FRTL and the FO&SDD should minimize special assignments and projects that keep an FR from performing his/her proficiency requirements.
- 5.10.2. Any FR who has been on leave, out sick, or temporarily reassigned for a period greater than six months, shall be evaluated by the FRTL and either undergo some level of refresher training or be assigned back to his/her project/facility.
  - 5.10.2.1. If the project/facility is no longer active or has been completed, then the FRTL and FO&SDD should reassign the FR.
  - 5.10.2.2. The level of refresher training shall be stipulated in a memo to file and signed by both the FRTL and FR when completed.
  - 5.10.2.3. Refresher training can consist of any number of activities including required reading, performance actions, formal training and evaluations. This is left solely to the discretion of the FRTL and FO&SDD.

**5.11. Continuing Training Program**

- 5.11.1. The FRTL and FO&SDD should create a continuing training plan that designates the classes, courses, computer based training, seminars, or workshops that will be targeted for the next 18 months.

- 5.11.1.1. The FRTL and FO&SDD should review and revise the Continuing Training Plan as needed to account for dynamic program changes and budget.
- 5.11.2. If any of the classes, courses, computer based training, seminars, or workshops requires funding above allocated or available funds, then the additional funds should be requested through the proper channels at the time of the plan approval.
- 5.11.3. Training that is denied due to a lack of funds should be noted and attached to the current continuing training plan and reconsidered during the development of the next training plan.
- 5.11.4. A sampling of FRs should be polled periodically to obtain a bin list of training topics they would like to have included supporting their assigned duties.

## 6.0 RECORDS

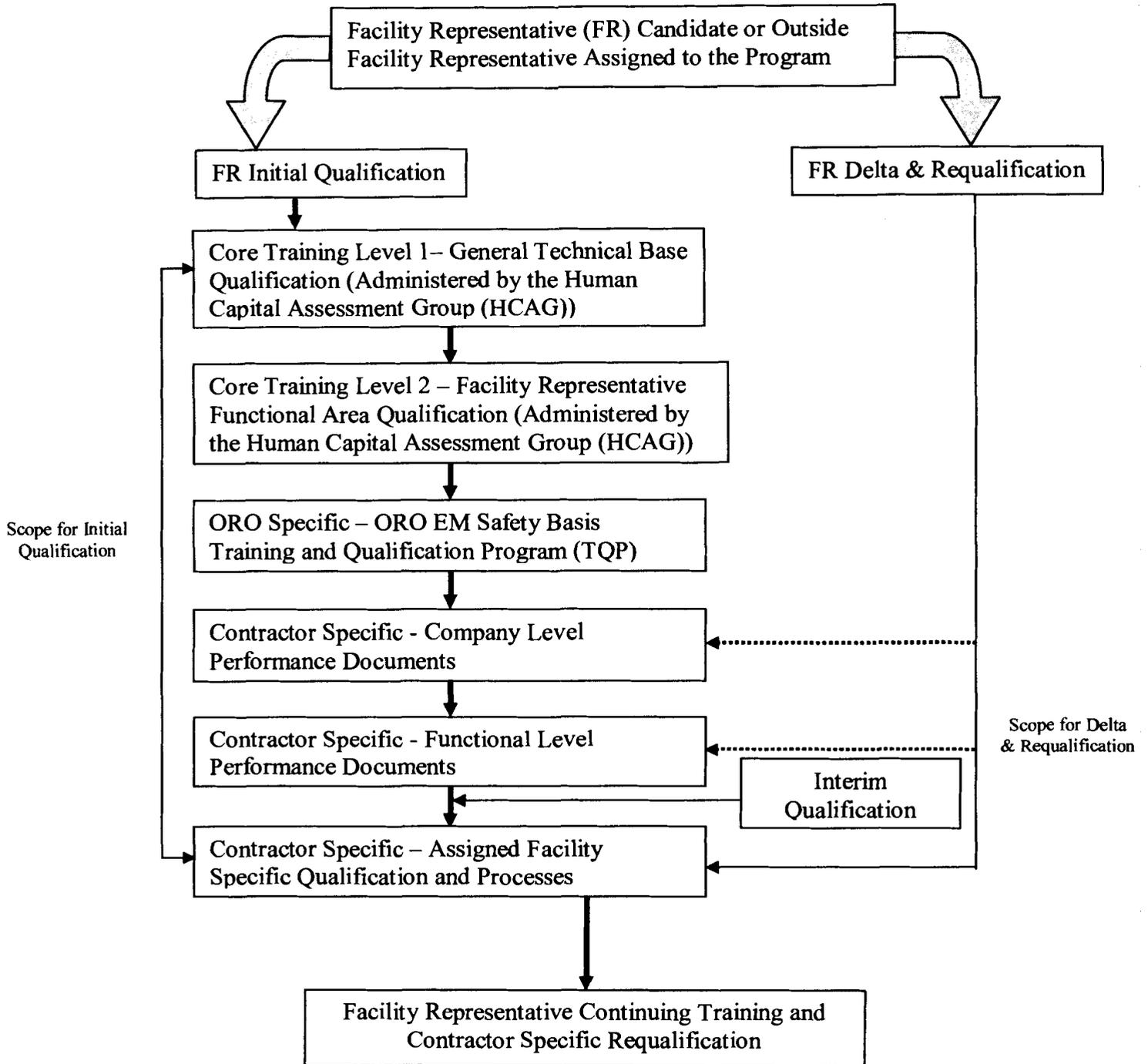
- 6.1. The records generated as a result of this procedure will be maintained at a central FR Records Center (RC) located at the DOE ORO 2714 Complex, and handled in the following fashion:
  - 6.1.1. Requalification Extension and Approval Forms will be maintained in the FR RC personnel records.
  - 6.1.2. Assignment memos/forms will be either maintained in the FR RC personnel records or in the ORO EM Electronic Records Management System.
  - 6.1.3. Completed OJT Training and Qualification Guides and completed Qualification Cards will be maintained in the FR RC.
  - 6.1.4. Approved Examination Banks will be maintained in FR RC.
  - 6.1.5. Completed Examinations will be maintained in the FR RC.
  - 6.1.6. Completed Oral Board/Checkout documents will be maintained in the FR RC.
  - 6.1.7. Records generated above will be forwarded to HCAG on an as needed basis or as requested by HCAG.

## 7.0 ATTACHMENTS

- 7.1. Attachments "F" "G" and "H" are primarily examples and should be followed as closely as possible. However they can be modified to meet the needs of various FR assignments and to meet the needs of the SSO qualification process.
  - Attachment "A" *FR Training and Qualification Process Flow*
  - Attachment "B" *Qualification Matrix*
  - Attachment "C" *Requalification Extension and Approval Form*
  - Attachment "D" *ORO EM Candidate and Interim Qualified Facility Representative Roles, Responsibilities, and Authorities*
  - Attachment "E" *SSO Training and Qualification Process Flow*
  - Attachment "F" *On-The-Job Training and Qualification Guide*
  - Attachment "G" *Examination Bank and Version Template*
  - Attachment "H" *Oral Board/Oral Checkout Documentation*

**ATTACHMENT "A"**

**FR Training and Qualification Process Flow**



**ATTACHMENT "B"**  
**Qualification Matrix**

	Qualification Process	DOE STD-1146-2001 General Technical Base Qualification Standard	DOE STD-1151-2002 FR Functional Area Qualification Standard	Contractor Company and Functional Level Documents	Project/Facility Specific Competencies	Evaluated Facility Walkthrough (Oral Checkout)	Written Exam	Oral Board (Note 4)
1.	<b>Core Qualification</b>	X (Note 1)	X	X (Note 5)			X	
2.	<b>Interim Qualification</b>	X (Note 1)	X	X (Note 5)	Determined by the Field Element Manager when a FR provides interim coverage in a facility for which he or she is not fully qualified.			
3.	<b>Full (Initial) Qualification</b>	Core Qualified		X (Note 5)	X	X (Note 4)	X	X
4.	<b>(Delta) Qualification on additional facilities after Full (Initial) Qualification</b>	Core Qualified		X	X	X (Note 4)		
5.	<b>Requalification [Note 3]</b>	Core Qualified		X	System or Process Changes, Required Documents added or revised	X (Note 4)		
6.	<b>To regain proficiency after inactivity as an FR</b>	Core Qualified		Document Revisions or Added	System or Process Changes, Required Documents added or revised	X (Note 4)	X	

Notes:

- Satisfactory completion of the General Technical Base Course on the DOE Online Learning Center may be used.
- Written exams for Core Qualification and Full Qualification may be combined into a single written exam.
- The steps in Row 5, Periodic Requalification, may be combined with steps in Rows 4 and/or 7 to meet those qualifications concurrently, if necessary.
- Oral boards and oral checkouts are described in more detail in DOE-HDBK-1080-97, Guide to Good Practices for Oral Examinations.
- Also includes the ORO Safety Basis TQP competencies with the exception of competency 9 which is only obtained after full qualification as a Facility Representative.

**ATTACHMENT "C"**  
**Requalification Extension and Approval Form**

**Requalification Extension and Approval**

**Facility Representative:** \_\_\_\_\_

**Qualification Area:** \_\_\_\_\_

**Missed Requalification Date:** \_\_\_\_\_

**New Requalification Date** \_\_\_\_\_

**Reason for Extension:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recovery Plan:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Concurrence and Approval:**

Prepared By: \_\_\_\_\_  
Print Name and Sign Date

FR Concurrence: \_\_\_\_\_  
Print Name and Sign Date

FRTL Concurrence: \_\_\_\_\_  
Print Name and Sign Date

FO&SDD Approval: \_\_\_\_\_  
Print Name and Sign Date

## ATTACHMENT "D"

### ORO EM Candidate and Interim Qualified Facility Representative Roles, Responsibilities, and Authorities

The following describes the duties and responsibilities normally expected of a Facility Representative Candidate (FRC) and Interim Qualified Facility Representative (IQFR). The FRC or IQFR shall work with the Facility Representative Team Lead (FRTL) to tailor these responsibilities in accordance with DOE-STD-1063-2000 to reflect the current conditions and operations of the assigned facility(s) and/or program(s). The FRC or IQFR duties include, but may not be limited to:

- 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, PHAs, 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 help 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, based on periodic observations and spot-check reviews of frequency commensurate with the hazard and difficulty of the work;
- Being in a position to provide information to DOE line management independent of programmatic responsibilities (i.e. FRCs do not perform programmatic functions for their assigned facility(s));
- 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, 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; and
- Varying day-to-day presence in assigned facilities to show a degree of unpredictability and spontaneity.

#### Authorities:

The FRC and IQFR shall have the following authorities:

- Stop Work Authority;
- Report directly to line management on performance of the facility
- Interact directly with the contractor and it's representatives

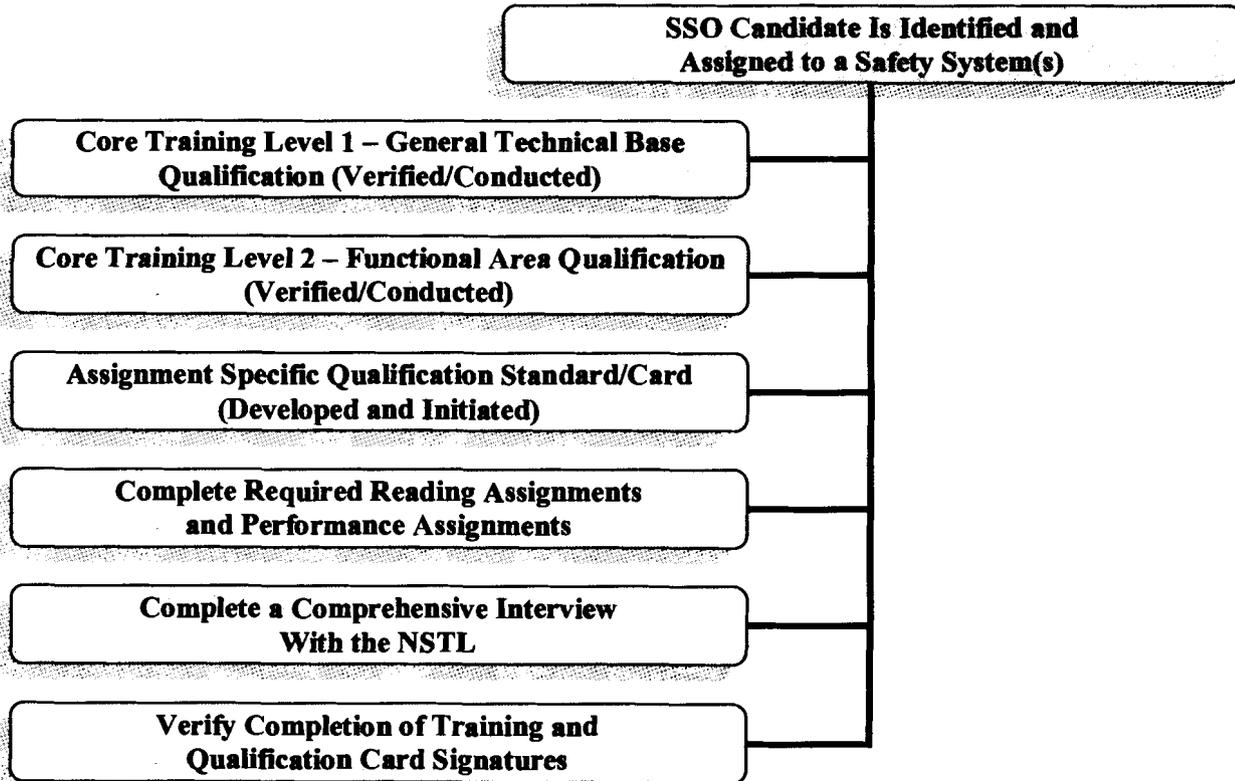
#### Limitations:

- The FRC can not approve final occurrence reports until they have achieved Interim Qualification. They must seek the assistance of the FRTL or other qualified Facility Representative.

**ATTACHMENT "E"**

**SSO Training and Qualification Process Flow/Description**

- 1 The SSO qualification process flow is as follows:



- 2 SSO personnel will utilize the templates identified in the following attachments to document the SSO qualification process. These templates will be modified to meet the specific needs of the SSO program.

- 2.1. Attachment "F" *On-The-Job Training and Qualification Guide*
- 2.2. Attachment "H" *Oral Board/Oral Checkout Documentation*
  - 2.2.1. SSO personnel are not required to complete a written examination.
  - 2.2.2. SSO personnel will utilize a modified version of Attachment "H" to document the Comprehensive Interview process.

**ATTACHMENT "F"**  
**On-The-Job Training and Qualification Guide**

Oak Ridge Office, Office of Environmental Management Facility Representatives Training and Qualification Program			
<b>On-The-Job Training Guide and Qualification Standard</b>			
<b>DOCUMENT NUMBER</b>	?????	<b>REVISION #:</b>	000
<b>*PROJECT/ACTIVITY TITLE</b>	?????		

\* Based on the Project and Activities on the EM Facility/Activity Rankings and Assignment Matrix.

<b>QUALIFICATION TYPE:</b>	<input type="checkbox"/> Initial Qualification	<input type="checkbox"/> Requalification	<input type="checkbox"/> Delta Qualification	<b>ESTIMATED TRAINING TIME:</b>	<b>Hours</b>	??
					<b>Days</b>	??
<b>SITE</b>		<b>METHOD OF TRAINING:</b>		<b>METHOD OF EVALUATION:</b>		
<input type="checkbox"/> ETPP	<input type="checkbox"/> ORNL	<input type="checkbox"/> Y-12	<input type="checkbox"/> Perform	<input type="checkbox"/> Observe	<input type="checkbox"/> Written Exam	<input type="checkbox"/> Oral Board
			<input type="checkbox"/> Simulate	<input type="checkbox"/> Required Reading	<input type="checkbox"/> Self-Sign	<input type="checkbox"/> Interviews
<b>Facility(s)/Project(s):</b>		???????				

Prepared by: _____	IT Review: _____	Fac. Rep. Review: _____
Name Organization/Title	Name Organization/Title	Name Title
_____	_____	_____
Date	Date	Date

Recommended by: _____ Tim Noe Facility Representatives Team Leader (FRTL)
_____ Date

Approved by: _____ Jay Mullis Facility Operations and Safety Division Director (FO&SDD)
_____ Date



**ATTACHMENT "F" (Continued)**  
**On-The-Job Training and Qualification Guide**

**ON-THE-JOB TRAINING GUIDE**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

**1.0 PREREQUISITE TRAINING AND QUALIFICATION(S)**

- 1.1. Education and Experience
- 1.2. Clearance and Facility Representative General Qualifications
- 1.3. Site Specific, Entry Level Requirements & DOE ORO Required Training
- 1.4. BJC Company and Functional Training Requirements

**2.0 DOE ORDERS, STANDARDS, GUIDES AND FEDERAL REGULATIONS**

- 2.1. Previously Credited Orders, Standards, Guides, and Federal Regulations
  - 2.1.1. Attachment "A" ?????
- 2.2. Orders, Standards, Guides, and Federal Regulations Covered In This Standard
  - 2.2.1. Attachment "B" ?????

**3.0 PROJECT/ACTIVITY SPECIFIC DOCUMENTS**

3.1. Site Specific General Documents

Document Number	Document Title	Rev#	Rev Date
•			

3.2. Facility/Project Specific Safety Basis Documents

Document Number	Document Title	Rev#	Rev Date
•			

3.3. Facility/Project Specific Plans and Program Procedures

Document Number	Document Title	Rev#	Rev Date
•			

**ATTACHMENT "F" (Continued)**  
**On-The-Job Training and Qualification Guide**

**ON-THE-JOB TRAINING GUIDE**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

3.4. Facility/Project Specific Operating Procedures

Document Number	Document Title	Rev#	Rev Date
•			

3.5. Facility/Project Specific Maintenance Procedures

Document Number	Document Title	Rev#	Rev Date
•			

3.6. Facility/Project Specific Nuclear Criticality Safety Documents

Document Number	Document Title	Rev#	Rev Date
•			

3.7. Facility/Project Specific Regulatory Requirements (Permits, CFRs, NFPA, ANSI, ASME, etc..)

Document Number	Document Title	Rev#	Rev Date
•			

**4.0 GENERAL GUIDANCE**

- 4.1. The Terminal Objectives in section 5 are topical areas that must be covered by the Facility Representative Training Candidate (FRTC). Once the content of the Terminal Objective has been satisfied, then the corresponding sign-off on the attached Qualification Card is completed by the designated Qualifying Official or the Facility Representatives Team Leader (FRTL).
- 4.2. The scope of the terminal objectives are covered in the corresponding Enabling Objectives. Completion of an Enabling Objective is accomplished by satisfying the knowledge/reading assignments (Section 6) and/or performance standard (Section 7).
- 4.3. The knowledge requirements (Section 6) are obtained by reading and understanding the target documents. They are not required to be committed to memory, however, they should be familiar enough to the FRTC in order to navigate them in the event an oral or written examination question is asked and the document is needed to answer the question.

**ATTACHMENT "F" (Continued)**  
**On-The-Job Training and Qualification Guide**

**ON-THE-JOB TRAINING GUIDE**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

- 4.4. Listed knowledge and skills requirements that have been satisfied via previous training and/or qualification activities can be signed off as completed and omitted from the final written examination. The qualifying official should annotate on the Qualification Card next to their printed name the word "Exempt" if this is the case. The individual preparing the final examination shall then omit any questions from the examination dealing with this topic.
- 4.5. The performance activities (Section 7) must be completed by the FRTC to support the knowledge obtained from Section 6. These performance activities will help the FRTC to understand the scope of operations for the subject project or activity. It is the responsibility of the FRTC taking this training to document the completion of the performance activities. Initialing the completion of these activities signifies that the candidate takes accountability for completing the activity as stated in the "Observable Performance Standard."
- 4.6. Attachments "???" represent all of the documents that have been covered via other training standards, courses, and programs.
- 4.7. A comprehensive written examination must be completed before the Qualification Card can be signed-off by the FO&SDD. The written examination is developed using the documentation referenced in this OJT-Guide. The written examination is typically an open book examination that should be completed in a prescribed time period. The references required to complete examination will be provided to the FRTC prior to the examination and should not contain any markings or highlights other than those normally appearing on the document. Written examinations are not required for Just-In-Time Training.
- 4.8. Attachment "???" is the Qualification Card that is signed-off as the FRTC completes the prescribed knowledge and performance activities. The card is also signed-off by designated qualifying official(s) or the FRTL as applicable. The qualifying official(s) signs the card signifying that the FRTC has completed the identified knowledge and performance activities. Once the Qualification Card is completed it is then detached and copied with the copy being given to the FRTC and the original being maintained by the FRTL in an auditable file.

**ATTACHMENT "F" (Continued)**  
**On-The-Job Training and Qualification Guide**

**ON-THE-JOB TRAINING GUIDE**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

**5.0 OBJECTIVES**

<b>Terminal Objective(s)</b>	
1.0	

<b>Enabling Objective(s)</b>	
1.1	
1.2	
1.3	
1.4	
1.5	

**6.0 TRAINING TOPICS AND KNOWLEDGE REQUIREMENTS**

<b>Training Candidate:</b>		<b>Date:</b>	
----------------------------	--	--------------	--

<b>Knowledge Categories and Topics Imparted:</b>	<b>Obtain a working level knowledge of the listed topics by reviewing the following documents:</b>	<b>FR INITIALS</b>
1. Site Specific General Documents	•	
	•	
2. Facility/Project Specific Safety Basis Documents	•	
	•	
3. Facility/Project Specific Plans and Program Procedures	•	
	•	

**ATTACHMENT "F" (Continued)**  
**On-The-Job Training and Qualification Guide**

**ON-THE-JOB TRAINING GUIDE**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

<b>Training Candidate:</b>		<b>Date:</b>	
----------------------------	--	--------------	--

<b>Knowledge Categories and Topics Imparted:</b>	<b>Obtain a working level knowledge of the listed topics by reviewing the following documents:</b>	<b>FR INITIALS</b>
4. Facility/Project Specific Operating Procedures	• •	
5. Facility/Project Specific Maintenance Procedures	• •	
6. Facility/Project Specific Nuclear Criticality Safety Documents	• •	
7. Facility/Project Specific Regulatory Requirements	• •	

**7.0 TRAINING PERFORMANCE ACTIVITIES AND STANDARDS**

<b>Training Candidate:</b>		<b>Date:</b>	
----------------------------	--	--------------	--

<b>Topic/Title</b>		<b>Safety Systems</b>		
<b>TASK STEP NO.</b>	<b>PERFORM/SIMULATE/OBSERVE</b>	<b>STEP (ACTIVITY DESCRIPTION)</b>	<b>OBSERVABLE PERFORMANCE STANDARD</b>	<b>FR INITIALS</b>
1.	P	Safety Systems	• Walked down the facility(s) Safety Systems to understand locations and protection boundaries.	

**ATTACHMENT "F" (Continued)**  
**On-The-Job Training and Qualification Guide**

**ON-THE-JOB TRAINING GUIDE**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

<b>Training Candidate:</b>		<b>Date:</b>	
----------------------------	--	--------------	--

Topic/Title		Safety Systems		
TASK STEP NO.	PERFORM/SIMULATE/OBSERVE	STEP (ACTIVITY DESCRIPTION)	OBSERVABLE PERFORMANCE STANDARD	FR INITIALS
2.	P/O	Safety System Surveillance and Test	<ul style="list-style-type: none"> <li>Reviewed the tests of or the completed work packages for Safety System Surveillances and Tests.</li> </ul>	
3.	P	Interview Safety System Engineer(s)	<ul style="list-style-type: none"> <li>Interviewed Safety System Engineers to understand the operation, maintenance, and testing requirements of the Safety Systems.</li> </ul>	

Topic/Title		Fissile Material Storage		
TASK STEP NO.	PERFORM/SIMULATE/OBSERVE	STEP (ACTIVITY DESCRIPTION)	OBSERVABLE PERFORMANCE STANDARD	FR INITIALS
4.	P	Fissile Material Storage Arrays	<ul style="list-style-type: none"> <li>Reviewed the projects fissile material storage array locations to understand established control and monitor storage practices.</li> </ul>	

Topic/Title		Emergency Management/Preparedness		
TASK STEP NO.	PERFORM/SIMULATE/OBSERVE	STEP (ACTIVITY DESCRIPTION)	OBSERVABLE PERFORMANCE STANDARD	FR INITIALS
5.	P	Emergency Drill	<ul style="list-style-type: none"> <li>Participated in at least one facility Emergency Drill in the past six months.</li> </ul>	

**ATTACHMENT "F" (Continued)**  
**On-The-Job Training and Qualification Guide**

**ON-THE-JOB TRAINING GUIDE**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

**Attachment A**

**Previously Credited Orders, Standards, Guides, and Federal Regulations**

- .....Page Break.....

**Attachment B**

**Orders, Standards, Guides, and Federal Regulations Covered In This Standard**

- .....Section Break.....

**Attachment C**

**QUALIFICATION CARD**

**PREREQUISITE TRAINING AND QUALIFICATION(S)**

Verified By \_\_\_\_\_  
Print Name
Signature
Date

**BJC COMPANY LEVEL PERFORMANCE DOCUMENTS SELF-STUDY & EXAMINATION**

Verified By \_\_\_\_\_  
Print Name
Signature
Date

**BJC COMPANY LEVEL PERFORMANCE DOCUMENTS SELF-STUDY & EXAMINATION**

Verified By \_\_\_\_\_  
Print Name
Signature
Date

**COMPLETE STUDY OF AREA AND PROJECT SPECIFIC DOCUMENTS**

Verified By \_\_\_\_\_  
Print Name
Signature
Date

**ATTACHMENT "F" (Continued)**  
**On-The-Job Training and Qualification Guide**

**ON-THE-JOB TRAINING GUIDE**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

**Attachment C**

**QUALIFICATION CARD**

**COMPLETE REVIEW OF PROJECT ACTIVE SAFETY SYSTEMS**

Verified By \_\_\_\_\_  
Print Name
Signature
Date

**COMPLETED REVIEW OF FISSILE MATERIAL STORAGE AREAS**

Verified By \_\_\_\_\_  
Print Name
Signature
Date

**COMPLETE REVIEW OF PROJECT EMERGENCY MANAGEMENT PROGRAM**

Verified By \_\_\_\_\_  
Print Name
Signature
Date

**COMPLETED COMPREHENSIVE WRITTEN EXAMINATION ; ORAL CHECKOUT ; NA**

Verified By \_\_\_\_\_  
Print Name
Signature
Date

**COMPLETED ORAL EVALUATION ; ORAL BOARD ; NA**

Verified By \_\_\_\_\_  
Print Name
Signature
Date

I certify that \_\_\_\_\_ meets all necessary selection and training requirements and has completed  
 Initial Qualification     Requalification     Delta Qualification     JIT Qualification   
 and is now a Facility Representative for the following project: \_\_\_\_\_

Approved By Jay Mullis  
Facility Operations and Safety Division  
Director (FO&SDD)

\_\_\_\_\_  
Signature
Date

This qualification card shall stay attached or with the OJT Guide until it is completed. Once the final approval signature is obtained the Qualification Card should then be detached from the OJT Guide. The original signed copy of this Qualification Card shall be maintained in the candidates official training completion file with a copy being given to the candidate.

**ATTACHMENT "G"**

**Examination Bank and Version Template**

**Examination Bank Template**



**Examination and Evaluation  
Question and Answer Bank**

**Facility Representative Training and Qualification Program**

**Course/Module Number:** EM-ORO-ETTP-WM-002

**Course/Module Title:** ETTP TSCAI and UF6 Cylinder Storage

**Developed By**

**Instructor/Developer:** \_\_\_\_\_

**Name Print/Signature**

**Date**

**Reviewed By**

**Instructional Technologist:** \_\_\_\_\_

**Name Print/Signature**

**Date**

**Facility Representative  
Team Leader:** \_\_\_\_\_

**Name Print/Signature**

**Date**

**Approved By**

**Facility Operations and  
Safety Division Director:** \_\_\_\_\_

**Name Print/Signature**

**Date**



**Prepared By:**  
El Review and Company

**ATTACHMENT "G" (Continued)**  
**Examination Bank and Version Template**

**Examination Bank Template**

**Course/Module Number:** EM-ORO-ETTP-WM-002

**Course/Module Title:** ETTP TSCAI and UF6 Cylinder Storage

**Objective Number:** EM-ORO-ETTP-WM-002-01.01

**Objective:** Explain the various BJC requirements for operating and maintaining the East Tennessee Technology Park

1. **Point Value:** 2 **Question Type:** Multiple Choice

What is the maximum size for exterior signs on ETTP buildings, according to the BJC directive on ETTP Signage and Postings?

- A. 2 feet by 4 feet
- B. 3 feet by 5 feet
- C. 4 feet by 6 feet
- D. 5 feet by 7 feet

**Correct Answer:**

- B. 3 feet by 5 feet

**Source Document Number:** ETTP-1001 (Directive 450-1)

**Page Number:** Page 3

**Source Document Title:** ETTP Signage and Postings

**Revision:** 0

**Note:** For more examples of Examination Bank question content and question types review the Exam Bank Database and completed Exam Banks in the training records history file.



**Prepared By:**  
EI Review and Company



**ATTACHMENT "G" (Continued)**  
**Examination Bank and Version Template**

**Examination Version Template**



---

**Course/Module Number:** EM-ORO-ETTP-WM-002

**Course/Module Title:** ETTP TSCAI and UF6 Cylinder Storage

---

**1. Point Value: 2 Objective Number: EM-ORO-ETTP-WM-002-01.01**

What is the maximum size for exterior signs on ETTP buildings, according to the BJC directive on ETTP Signage and Postings?

- A. 2 feet by 4 feet
  - B. 3 feet by 5 feet
  - C. 4 feet by 6 feet
  - D. 5 feet by 7 feet
- 

**2. Point Value: 2 Objective Number: EM-ORO-ETTP-WM-002-01.01**

What is the maximum size for interior signs on ETTP buildings, according to the BJC directive on ETTP Signage and Postings?

- A. 2 feet by 4 feet
  - B. 3 feet by 5 feet
  - C. 4 feet by 6 feet
  - D. 5 feet by 7 feet
- 

Wednesday, February 15, 2006

Page 2 of 2

**Note:** For more examples of Examination version question content and question types review the Examination Bank Database and completed examination versions in the training records history file.

**ATTACHMENT "H"**  
**Oral Board/Oral Checkout Documentation**

Oak Ridge Office, Office of Environmental Management Facility Representatives Training and Qualification Program			
<b>ORAL BOARD/ORAL CHECKOUT DOCUMENTATION</b>			
<b>DOCUMENT NUMBER</b>	?????	<b>REVISION #:</b>	000
<b>*PROJECT/ACTIVITY TITLE</b>	?????		
* Based on the Project and Activities on the EM Facility/Activity Rankings and Assignment Matrix.			

SITE		METHOD OF EVALUATION:	
ETTP	<input type="checkbox"/>	ORNL	<input checked="" type="checkbox"/>
Y-12	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/> Initial Qualification	<input checked="" type="checkbox"/> Requalification	<input type="checkbox"/> Delta Qualification	

CONTENT DEVELOPMENT AND APPROVAL:			
Prepared by: _____ ??Name?? ??Title?? _____ Date	Instructional Quality Review: _____ ??Name?? ??Title?? _____ Date	Reviewed by Current/Interim Fac. Rep.: _____ ??Name?? ??Title?? _____ Date	

Recommended by: _____ Tim Noe Facility Representatives Team Leader (FRTL) _____ Date	Approved by: _____ Jay Mullis Facility Operations and Safety Division Director (FO&SDD) _____ Date
---	---

ORAL BOARD/CHECKOUT PARTICIPANTS:	Check The Board Member owning this document Provide initials by the box that is checked.
<b>Chairman:</b>	
• Tim Noe, Facility Representative Team Leader	<input type="checkbox"/>
<b>Participant:</b>	
• Dean Jackson, Training Specialist	<input type="checkbox"/>
• _____	<input type="checkbox"/>
• _____	<input type="checkbox"/>
Write in name and title for last Participant:	

**ATTACHMENT "H" (Continued)**

**Oral Board/Oral Checkout Documentation**

**ORAL BOARD/ORAL CHECKOUT DOCUMENTATION**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

**1. ORAL BOARD/ORAL CHECKOUT GUIDANCE**

- 1.1. The contents of this document shall be developed using the subject matter contained in any of the training documentation developed for this qualification/requalification or any referenced documents identified in said documentation.
- 1.2. The Facility Representative Team Leader shall determine the make-up of the Oral Board/Checkout participants. With the help of the participants he shall also determine the method for evaluation, given the workloads and schedule constraints of the participants (e.g. assemble as a team or perform the oral evaluation separately).
- 1.3. When developed, this document shall be reviewed, commented on, concurred with, and approved by those individuals/positions identified on the cover.
- 1.4. Upon approval of this document, the Facility Representative Team Leader shall ensure this document is distributed to all participants and that an oral board oral checkout is scheduled with the training candidate.
- 1.5. The Facility Representative Team Leader shall act as the Board/Checkout Chairman. If for any reason the Facility Representative Team Leader can not fulfill this role, then one should be appointed by the Facility Representative Team Leader. It is desirable to give as much notice as possible so that the new Board/Checkout Chairman can properly prepare.
- 1.6. The Board/Checkout Chairman should discuss the topics in section 2 with the participants prior to the Oral Board/Checkout. The participants should then review the list of topics then prepare any follow-up questions they would like to ask using the reference materials that were used to qualify the Facility Representative candidate.
- 1.7. For Oral Boards the Facility Representative Candidate will be asked to perform a walkthrough of their area of responsibility. The Facility Representative Candidate will be given a choice to perform the walkthrough before or after the Oral Board. This is meant to be a free flow of information to explain, clarify, or ascertain what the Facility Representative Candidate knows about their area of responsibility.
- 1.8. If any of the topics for discussion in section 2 are not sufficient for the participants to ascertain qualification they are free to add additional discussion topics by adding them to section 3 and bringing them up at the Oral Board/Checkout. Once a participant opens a topic for discussion other participants can also ask an associated question.
- 1.9. The Board/Checkout Chairman shall ensure comments are properly addressed and scores are properly recorded. The Board/Checkout Chairman shall maintain the primary copy of the Oral Board/Checkout Evaluation and assemble all completed evaluations to determine the candidate's final score and approve the final outcome.
- 1.10. If the final outcome of the evaluation is **unsatisfactory** and the candidate did not pass, the Board/Checkout Chairman should explain where the candidate fell short and what the candidate must do to remediate and how much time he/she has to complete remediation before another oral board can be scheduled.
- 1.11. If the final outcome of the evaluation is **satisfactory, but there are some deficiencies** that need to be addressed, the Board/Checkout Chairman shall inform the candidate where he/she fell short and what he/she should do to correct the deficiency.
- 1.12. If the final outcome is **satisfactory** the Board/Checkout Chairman shall tell the candidate and assemble the completed Oral Board/Checkout documentation for records disposition.
- 1.13. Upon satisfactory completion of the oral board/checkout, the Board/Checkout Chairman shall inform those parties that need to know the outcome that the candidate has passed the oral board.



**ATTACHMENT "H" (Continued)**  
**Oral Board/Oral Checkout Documentation**

**ORAL BOARD/ORAL CHECKOUT DOCUMENTATION**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

**4. LINES OF INQUIRY AND INQUIRY DETERMINATION**

4.1.	Discuss facility entry level requirements/process and how they were completed.  Comments:  _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.2.	Discuss how the FR is kept apprised of and interacts with the contractor(s) during planning, scheduling, operations, and safety review meetings.  Comments:  _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.3.	Discuss with the FR the contractor(s) organization structure and how they interact with those organization(s).  Comments:  _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.4.	Discuss with the FR the processes utilized to keep DOE management informed of facility events and activities as well as issues associated with those events and activities. Also how issues are communicated to the contractor(s)  Comments:  _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)

**ATTACHMENT "H" (Continued)**  
**Oral Board/Oral Checkout Documentation**

**ORAL BOARD/ORAL CHECKOUT DOCUMENTATION**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

4.5.	Discuss facility radiological protection program including: RWPs, PPE requirements for work, radiological protection equipment, and Radcon personnel qualifications.
	Comments: _____ _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.6.	Discuss with the FR the contractor(s) safety basis documents that are utilized as well as identified safety systems and controls (augment with facility walkthrough).
	Comments: _____ _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.7.	Discuss overall general process flow and description of work keeping in mind: industrial safety, radiological protection, and fire protection (augment with facility walkthrough).
	Comments: _____ _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.8.	Discuss facility Conduct of Operations primarily focusing on: supervisor and operator training and qualification, control of equipment and systems status, logs and rounds, and lockouts/tagouts (augment with facility walkthrough).
	Comments: _____ _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)

**ATTACHMENT "H" (Continued)**  
**Oral Board/Oral Checkout Documentation**

**ORAL BOARD/ORAL CHECKOUT DOCUMENTATION**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

4.9.	Discuss Conduct of Maintenance primarily focusing on: work control, spare parts, testing, and maintenance personnel qualifications (augment with facility walkthrough).  Comments:  _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.10.	Discuss the preparation, storage, and transportation of waste to and from the facility (augment with facility walkthrough).  Comments:  _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.11.	Discuss the facility Emergency Management Program.  Comments:  _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)
4.12.	Discuss environmental impact/control to include the use of permits.  Comments:  _____
	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)

**ATTACHMENT "H" (Continued)**  
**Oral Board/Oral Checkout Documentation**

**ORAL BOARD/ORAL CHECKOUT DOCUMENTATION**

<b>DOCUMENT NUMBER</b>	????	<b>REVISION #:</b>	???
<b>PROJECT/ACTIVITY TITLE</b>	????		

<p>4.13. Discuss with the FR the Stop Work Authority they possess and how it is exercised.</p> <p>Comments:</p> <hr/> <hr/>
<p><input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)</p>
<p>4.14. Discuss with the FR how he obtains and maintains Unencumbered Access to the facility(s).</p> <p>Comments:</p> <hr/> <hr/>
<p><input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)</p>
<p>4.15. Discuss the process a Facility Representative follows when performing informal and formal walkthrough and assessment of contractor space, including the documentation of those walkthroughs and assessments in Orion.</p> <p>Comments:</p> <hr/> <hr/>
<p><input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)</p>

**5. WRITE-IN LINES OF INQUIRY AND INQUIRY DETERMINATION**

<p>5.1. ???Fill In Topic???</p> <p>Comments:</p> <hr/> <hr/>
<p><input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory with room for improvement (see comments) <input type="checkbox"/> Unsatisfactory (needs remediation)</p>

