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SMD Operations Procedures Manual

2.1 Training and Qualification

Text Pages 1 through 5
Attachment(s) none

Hand Processed Changes

HPC No.	Date	Page No.	Initials

Approved: Signature on File Feb. 1, 2007
Division Head Date

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1.0 Purpose and Scope

The purpose of this document is to establish policy for, and outline the activities of, the SMD Training and Qualification Program.

1.1 It is the policy of the SMD to ensure that all personnel are trained, including employees, guests, visitors, contract employees, and all others who perform work at the Division. Training shall be provided, to the level appropriate, to ensure that work is performed at the highest level, in a safe and environmentally sound manner.

2.0 Responsibilities

2.1 Division Head

The Division Head shall have overall responsibility for implementation of the Training Plan and shall appoint a Training Coordinator.

2.2 Section Heads

Section Heads are responsible to ensure the requirements of this Training Plan are implemented in their respective section, and shall:

a. Ensure that job training assessments (JTAs) are conducted for all work performed within their section, and are updated annually.
b. Ensure that all personnel are linked to the appropriate JTA codes, and that the links are updated annually.

2.3 Supervisors

Supervisors shall be responsible for the training of employees under their supervision. To fulfill this responsibility they shall:

a. Ensure that employees are trained and qualified to perform assigned tasks unsupervised.
b. Suspend qualifications for individuals who are unable to re-qualify successfully, until successful performance is demonstrated.
c. Review status of training and qualification requirements prior to making work assignments, to ensure that personnel have fulfilled the training and qualification requirements needed to perform assigned activities.

d. Ensure that employees do not perform tasks with lapsed qualifications that

are regulatory-driven or required for specific task performance.

e. Assist the Training Coordinator in the identification and updating of job training requirements, for positions and personnel under their supervision, that result from facility modifications, changes in tasks, changes in requirements, or changes in personnel assignments.

f. Notify the Training Coordinator of new training needs or new positions/tasks that need to be assessed for training and qualification requirements.

g. Provide or oversee on-the-job training (OJT). Keep signed rosters or OJT checklists of the training provided and forward a copy to the Training Coordinator.

2.3 Training Coordinator

The Training Coordinator is responsible for the management and coordination of the training program, and shall:

a. Coordinate and assist Section Heads and Supervisors in the assessment and documentation of training requirements for personnel.

b. Consult with the ES&H Coordinator and Supervisors to achieve a coordinated effort to ensure appropriate training.

c. Represent the Division in matters pertaining to training, including participation in the formulation of site training policies, the identification of training needs and priorities, and the evaluation of training activities.

d. Serve as the focal point for the development and implementation of training initiatives.

e. Assist in the communication of lapsed training qualifications for incumbents to appropriate supervisors.

f. Provide assistance in the administration, documentation, and record keeping of Division training courses.

g. Ensure that attendance records for internally delivered required training courses are incorporated into the Brookhaven Training Management System (BTMS) and retain original hard copies of signed training rosters, on-the-job training checklists, and/or examinations.

h. Assist in defining and prioritizing Division training initiatives and coordinate their accomplishment.

2.5 Staff

All Division staff members shall be responsible for their own training and qualification and shall:

a. Attend required training courses prior to date training expires to maintain training and qualification needed for task performance.

b. Maintain the level of knowledge required for safe and efficient performance of assigned duties.
c. Provide feedback on training adequacy/quality to course instructors, supervisors and the Training Coordinator.
d. Refrain from performing tasks that they are not trained and qualified to perform.
f. Identify new training and qualification needs for assigned work to their supervisor and the Training Coordinator.

3.0 Requirements

3.1 Required training needs shall be identified and documented for all SMD personnel. The development of these needs shall be a cooperative effort between the individual's supervisor, the applicable Section Head, the ESH Coordinator, and the Training Coordinator. The training needs may be generic for the various SMD positions, may be specific for the individual, or a combination of both.

3.2 Required training and employee links to required training shall be reviewed when jobs or requirements change, when new jobs are created, or at minimum yearly. These reviews shall be coordinated by the Training Coordinator and will be a cooperative effort as described in paragraph 3.1.

3.3 The assurance of required training for each person shall be based on a monitoring system under the direction of the Training Coordinator. The BNL Training and Qualification Office notifies incumbents of training due to expire; and notifies both incumbents and the Training Coordinator of lapsed qualifications. In addition, the Training Coordinator shall notify an incumbent's supervisor of lapsed qualifications. Incumbents schedule and complete needed training or request their supervisor to obtain exemptions or extensions from the Division Head, where applicable.

3.4 Reports listing outstanding training requirements are reviewed by the Training Coordinator and are used to track the completion of outstanding training. Percentage of completion of required training is tracked and reported by the BNL Training and Qualification Office each month.

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3.5 Qualification to perform a task is established by the appearance of an employee-to-JTA link in the BTMS. Individuals who are qualified to perform several jobs will be linked to more than one JTA. In addition, the Training Coordinator maintains a list of individuals who are qualified to perform specific magnet production operations.