

PHYSICS DIVISION PROCEDURE

TRAINING

10/18/02

1. APPLICABILITY

1.1 This procedure provides requirements to (1) implement ORNL/UT/Battelle Institutional and Local Training programs as required to meet Division needs, (2) ensure development and implementation of Local Training programs specific to Physics Division facilities, in full compliance with applicable procedures and regulations, (3) ensure adequate training of individuals who work in, or visit, Physics Division facilities, and (4) ensure adequate training for work done off-site.

2. APPLICABLE STANDARD

2.1 Training Program Management Subject Area

3. DEFINITIONS

3.1 Annual: To be performed twice each two years with no interval greater than 15 months.

4. REQUIREMENTS

4.1 The Division Training Manager (DTM) shall be responsible for ensuring that all required training is implemented in the Physics Division.

4.2 When Institutional Training is developed by the Physics Division, the DTM shall ensure that the training programs have the written approval of the appropriate ORNL Subject Matter Expert or functional policy manager.

4.3 All Local Training generated within the Division to meet Division-specific needs shall be developed using the graded approach, applicable to the task to be performed, in accordance with ORNL standards. Written lesson plans shall be developed, reviewed annually by knowledgeable staff and approved by appropriate management positions.

4.4 Training frequencies shall be included in lesson plans, consistent with the prescribed frequencies given in Division Facility Training Qualification Requirement Matrices.

- 4.5 The Division Training Manager shall establish standards and processes for granting exceptions to specific areas of training based on education and experience.
- 4.6 Division training programs shall be performance based, with the exception of awareness level training.
- 4.7 The Division Training Manager shall be responsible for the maintenance and retention of Division training records. This responsibility may be delegated to other Physics Division positions by the Division Training Manager.
- 4.8 Training requirements for Division Staff, Guests, and Facility Users shall be identified by the person's supervisor and documented on the latest version of the Physics Division Training Requirements Review Form (Attachment 1 - the latest version is available from the Physics Division Home Page, Training, Training Requirements Review Form).
- 4.9 Training Requirements Review Forms for Division Staff and long-term Guests shall be reviewed annually as part of a performance evaluation process.
- 4.10 Division Staff and long-term Guests shall be notified at least 30 days prior to expiration of training. Verification of completion of training will be reviewed monthly, and training deficiencies will be used as a performance indicator.
- 4.11 Training for intermittent Facility Users and Guests will be reviewed and verified prior to performing work which requires the training.
- 4.12 All Physics Division Staff, Guests, and Facility Users who conduct hands-on experimental work must complete all required training for hands-on experimental work prior to beginning work.
- 4.13 Physics Division Line Management, or designees, shall be responsible for assuring that Physics Division Staff and long-term Guests have completed required training.
- 4.14 The Division Training Program will be reviewed as part of the Division Self-Assessment Program.

Training Requirements review Form:

<http://www.phy.ornl.gov/training/trainform.pdf>