

Plan

Project No. 23843

Training and Indoctrination Plan for the Next Generation Nuclear Plant Project



The INL is a U.S. Department of Energy National Laboratory operated by Battelle Energy Alliance.

NGNP Project	Plan		eCR Number: 553031
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SUMMARY

This plan describes responsibilities and defines the personnel training and indoctrination process, for individuals who implement Next Generation Nuclear Plant (NGNP) Project applicable requirements and support the NGNP Project 50% or more of their time, or whose work activity is important to the project mission.

This plan will be reviewed annually and revised as needed to reflect changes in facility direction and federal and state regulatory, contractual, company, and NGNP Project specific requirements.

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ACRONYMS

EDMS	Electronic Document Management System
EUNS	End User Notification System
INL	Idaho National Laboratory
LWP	Laboratory Wide Procedure
M&TE	measuring and test equipment
NGNP	Next Generation Nuclear Plant
PDD	Program Description Document
QA	quality assurance
TDO	Technology Development Office
VHTR	Very High Temperature Reactor

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1. PURPOSE AND SCOPE

This plan describes responsibilities and defines the personnel training and indoctrination process, for individuals who implement Next Generation Nuclear Plant (NGNP) Project applicable requirements and support the NGNP Project 50% or more of their time, or whose work activity is important to the project mission.

In accordance with Program Description Document – INL Training (PDD-12005) this training plan assigns the INL NGNP Project Director or their designee responsibility to ensure that personnel are qualified prior to commencing NGNP Project related work and are provided the necessary training and indoctrination to accomplish assigned tasks.

2. INL NGNP TRAINING ORGANIZATION

2.1 Organization

Organizational responsibilities for the NGNP Project and Very High Temperature Reactor (VHTR) Technology Development Office (TDO) are described in the NGNP Quality Assurance Program Plan (QAPP)(PLN-2021) and the VHTR TDO QAPP (PLN-2690). Training and indoctrination responsibilities are described below.

2.2 Responsibilities

The NGNP Project or VHTR TDO Director, or their designee, is responsible for implementing this training plan, to ensure that personnel are qualified prior to commencing NGNP Project related work, and are provided the necessary training and indoctrination to accomplish assigned project tasks.

NGNP Project and VHTR TDO work lead/manager are responsible to:

- Assign and track work for individuals supporting their respective areas of responsibility
- Determining specific training and indoctrination needs for their respective areas of responsibility
- Determining specific training and indoctrination needs for individuals in their area of responsibility who support the NGNP Project 50% or more of their time, or whose work activity is important to the project mission

INL Training Coordinator is responsible to:

- Develop job codes in TRAIN
- Assign job codes to personnel indicated by NGNP Project and VHTR TDO work lead/manager
- Track training and indoctrination status for NGNP Project and VHTR TDO personnel
- Provide training reports to the INL NGNP Project and VHTR TDO manager, as requested

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Employee responsibilities include:

- Complete assigned NGNP Project and VHTR TDO specific and organizational training and indoctrination prior to performing any related activities
- Review Individual Training Plans to ensure training and indoctrination is current and complete
- Maintain qualification to perform specified work

3. INDOCTRINATION AND TRAINING

3.1 Indoctrination

Indoctrination is defined as a familiarization of the fundamental criteria, program elements, responsibilities, and authority applicable to assigned tasks.

Indoctrination includes (1) general criteria, such as quality assurance (QA) plans, codes, regulations, and standards, and (2) specific criteria, such as applicable Quality Assurance Project Plans and implementing procedures.

Prior to performing work activities requiring INL NGNP Project related procedures or plans, personnel must receive indoctrination in the applicable scope, purpose, and objectives of the INL NGNP Project, and meet the specific quality assurance program requirements of the assigned task. All INL NGNP Project personnel shall be indoctrinated for their assigned positions.

Indoctrination will be accomplished once the required reading associated with each NGNP Project and VHTR TDO Job Code is completed and credit for the reading has been documented in TRAIN.

When revisions are issued to documents included in required reading, the reading should be completed as soon as practical, and will be tracked and reported to managers by the NGNP Project and VHTR TDO Training Facilitator on at least a quarterly basis. Managers are responsible for taking corrective action as deemed necessary relative to delinquent training.

3.2 Training

Training is defined as achievement and maintenance of proficiency while adapting to changes in technology, methods, processes, or responsibilities when performing assigned tasks.

All NGNP Project and VHTR TDO personnel are required to maintain their training, qualification, and certifications throughout the duration of their work assignment with the INL NGNP Project. Training records generated by or for the home organization or other projects/programs will be maintained by that organization.

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3.3 Position Descriptions

Position Descriptions (Form 325.01) will be developed by the Home Org with input from the NGNP Project Director, the VHTR TDO Director, or their designee. Position Descriptions will be reviewed periodically when assigned work activities require development of new skills.

3.4 Subcontractors

Subcontractors will follow the requirements set forth in the INL Subcontractor Requirements Manual, Training and Indoctrination (RD-1008). Individuals implementing INL NGNP Project specific plans and procedures will meet project indoctrination requirements, as identified by their respective manager.

3.5 Training Reviews

The NGNP Project or VHTR TDO Director, or their designee, will establish project specific training and/or indoctrination which will be reviewed on at least an annual basis. Documentation of NGNP training and indoctrination requirements will be reflected in individual training plans in TRAIN.

3.6 Job Codes

Specific NGNP Project and VHTR TDO Job Codes, established by the NGNP Project or VHTR TDO Director, or their designee, will be developed in TRAIN by the Training Coordinator and will list qualifications, training courses, and required reading. Job Codes will be reviewed on at least an annual basis by the NGNP Project or VHTR TDO Director, or their designee, and will be updated as necessary. Job Codes will be used as tracking tools only. They are *not* to be considered quality records.

3.7 Training and Qualification Records

NGNP Project personnel must have a current Position Description, evidence of education and experience, and documented training and indoctrination for work being performed. The Human Resource Department is responsible for verification of education and experience. Copies of Position Descriptions and resumes will be included in the project file, reviewed annually and updated as necessary. Individual training plans delineating completed indoctrination and training are considered quality records that will be reviewed and updated annually by the NGNP Project or VHTR TDO Director, or their designee, and maintained in the project file. The requirements contained in LWP-12003, Individual Training Plans, apply to all BEA employees

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3.7.1 Calibrated Materials and Testing Equipment (M&TE) Equipment

Personnel performing calibrations must have a record on file that the calibrator is trained. The following are ways to meet the minimum requirement.

- Laboratory notebook entry by the work organization manager identifying which personnel have been trained to perform calibrations on what equipment. State each person and each piece of M&TE they are trained to calibrate. Include a statement on how each person was trained (by vendor during installation, by personal education and verification by manager, or vendor course).
- A letter to file by the work organization manager or vendor certificate
- For long-term use of an instrument consider entering information into TRAIN. See the Nuclear Programs Training Coordinator for information for accomplishing that entry.

Additional work related training is identified by the laboratory instruction associated with the work.

3.7.2 Software Training Requirements

In accordance with LWP-13620, Software Quality Assurance, all employees performing software development and/or SQA work and/or involved in the use of the safety software will have up-to-date training plans and completed required training identified in PDD-13610, "Software Quality Assurance Program," prior to performing work.

3.8 End User Notification System

Required Reading shall be grouped by Job Code and entered in the Electronic Document Management System's (EDMS) End User Notification System (EUNS). Group Web Pages reflect the required reading for each job code and provide immediate notification of revisions to documents that impact job performance. EDMS automatically updates TRAIN once a required read is complete.