

GUIDELINE	PERFORMANCE	EXCEPTIONS
<p>1) Adhere to Training Program</p> <p>a) Program should list requirements for training, and items to be accomplished</p>	<p>1) Adhere to Training Program</p> <p>a) The C-AD adheres to the SBMS Subject Areas for training for various training requirements. Specific Department policies and requirements for training programs are defined OPM 1.12, "Training and Qualification Plan." Required training needs are identified and documented for all departmental personnel. The development of these needs is a cooperative effort between the individual's supervisor, ESHQ Associate Chair, ESHQ Division Head, and the Training Manager. The training needs may be generic for the various C-A positions and may be specific for the individual or a combination of both.</p>	<p>1) Adhere to Training Program</p> <p>None</p>
<p>2) On-Shift Instructor Qualification</p> <p>a) The qualifications of instructors must be defined</p>	<p>2) On-Shift Instructor Qualification</p> <p>a) Training is conducted by qualified personnel. Instructors are selected based upon skills and subject-matter knowledge. Subject matter experts are assigned by C-A management, with the concurrence of the Training Manager, to teach specific courses on the basis of their knowledge of systems and equipment, their experience, and on their academic background. Certification of trainers for specialized courses is made by the agency or organization providing the course certification. Certain Department members are automatically considered qualified to teach courses within their authority. See CA-OPM-ATT 1.12.b, "Instructors Qualified by Department Position or Authority."</p>	<p>2) On-Shift Instructor Qualification</p> <p>None</p>
<p>3) Qualified Operator Supervision & Control of Trainees</p> <p>a) Careful observation of trainees is required</p> <p>b) Instructor should discuss procedure steps in detail</p> <p>c) Instructor should be able to intervene, if required</p> <p>d) Instructors should verify any recorded readings and discuss the implications of trends and off-normal readings</p>	<p>3) Qualified Operator Supervision & Control of Trainees</p> <p>a) Trainees are observed by senior operators. See OPM 2.4, "Operator Trainees"</p> <p>b) Procedure training is via classroom, question and answer forms or by walk-through of the procedure steps with the instructor</p> <p>c) Instructors for operators are supervisors or lead personnel and supervisors are trained to intervene or stop work when needed</p> <p>d) Verifying recorded readings and discussing implications of trends and off-normal readings is part of the training</p>	<p>3) Qualified Operator Supervision & Control of Trainees</p> <p>None</p>

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4) Operator Qualification Program a) Program should be approved and any changes reviewed by appropriate management	4) Operator Qualification Program a) The C-AD Training and Qualification plan is approved by C-AD and BNL managements. Operator tasks at the C-AD are assessed by management, the ESHQ Division, the supervisor and the workers. They assess for duties and responsibilities, competencies, education requirements and environmental, safety or health hazards. Changes to qualification programs are reviewed and approved by C-AD management.	4) Operator Qualification Program None
5) Training Documentation a) Document classroom instruction, written exam, and On-the-Job Training requirements	5) Training Documentation a) Exams, documentation of classroom or on-the-job training programs, and other written training materials are maintained by the C-AD Training and Procedures Manager	5) Training Documentation None
6) Suspension of Training a) If an abnormal or emergency condition occurs training should be suspended	6) Suspension of Training a) Operation of equipment by operator-trainees is suspended when necessary to ensure safe and reliable operation of the C-AD, see OPM 3.1 , "Emergency Procedures to be Implemented by the Department Emergency Coordinator"	6) Suspension of Training None
7) Maximum Number of Trainees a) Set limits for number of students and the ratio of instructors to trainees	7) Maximum Number of Trainees a) The maximum and minimum number of trainees allowed to simultaneously participate in training is considered for each training course	7) Maximum Number of Trainees None
8) Use of Trainees to Support Operations a) Document how and when trainees can be used	8) Use of Trainees to Support Operations a) The use of trainees to support operations is documented in OPM 2.4 , "Operator Trainees"	8) Use of Trainees to Support Operations None