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Civilian Radioactive Waste Management

DESK INSTRUCTION DI-002

Activity: YMP Training
Requirement: AP-2.1Q Personnel Training and Qualification (Q)
Process Owner: Jose A. Archuleta

Purpose

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with the requirements of AP-2.1Q.

Goal

To show objective evidence that personnel (both SNL employees and SNL contractor employees) are adequately trained to perform assigned work.

Implementation

Completion of 'Q' training

1. Definition of 'Q' training: training required to be completed by the employee to allow him/her to perform assigned work activities in compliance with the QARD.
2. Review employee's position/ description to determine job function
3. Determine employee's training based on the following job functions:
 - a. Manager
 - b. Technical Staff
 - c. Administrative Staff
 - d. Support Staff (GET only; normally exempt from all QA training)
4. Notify employee:
 - a. Of required training
 - b. That he/she cannot perform 'Q' work until required training has been completed
 - c. Training is charge to employee's assigned work package unless otherwise stated
5. Assist employee in compliance by:
 - a. Scheduling required classroom training (Las Vegas or Albuquerque)
 - b. Completion of training via CBT/WBT/CD
 - c. Complete and submit Computer Based Certificates of Completion to BSC Training

Completion of 'NQ' training activities

1. Definition of 'NQ' training: training actions required by BSC or DOE beyond the training requirements required to comply with the QARD. Examples of NQ training: Licensing Support Network (LSN), Safety Conscious Work Environment (SCWE), CSO Briefings, Review & Approval, Litigation Briefing, Silicosis Briefing, etc.

2. NQ training is identified by BSC
3. Determine employees that need to complete the training
4. NQ training is normally completed through CBT/WBT/CD
5. Complete and submit Computer Based Certificates of Completion to BSC Training

Classroom training is coordinated and scheduled with the BSC Training Organization. A trainer conducts visits to SNL on a monthly schedule, or as requested.

Compliance achieved when: Employee has completed required training.

Verification: Certification has been entered in the BSC Training Server Database.