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Civilian Radioactive Waste Management

DESK INSTRUCTION DI-009

Activity: YMP Miscellaneous NQ Training
Requirement: M&O Direction (NQ)
Process Owner: Jose A. Archuleta

Purpose

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with M&O Direction for completion of miscellaneous NQ training.

Goal

To show objective evidence that personnel (both SNL employees and SNL contractor employees) have adequately completed NQ training as directed by the M&O.

Implementation

Completion of 'NQ' training

1. Definition of 'NQ' training: training not required to meet QARD requirements. This training is required to be completed as directed by the YMP M&O.
2. Identify personnel required to complete the training.
3. Coordinate and schedule the required NQ training.
4. Send out notification of training.
5. Document completion of training.

Examples of Required NQ training:

1. Licensing Support Network (LSN)
2. Safety Conscious Work Environment (SCWE)
3. CSO Continuing Education
4. Continuing Training for RD Scientific Staff
5. Quality Focus Briefings

Compliance achieved when: All identified employees have completed required training.

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