


QUALITY ASSURANCE SYSTEMS DOCUMENT

 <p>Franklin Research Center A Division of The Franklin Institute 20th and Race Streets, Phila., Pa. 19103 (215) 448-1000</p> <p>QUALITY ASSURANCE SYSTEMS</p>	QASD No. 4-1	Page 1 of 4
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<p>TITLE QUALITY ASSURANCE INDOCTRINATION TRAINING, AND QUALIFICATION OF PERSONNEL</p>	<p>Concurred By <i>T. S. Hermann</i> Dr. T.S. Hermann, President</p>	

1.0 PURPOSE

- 1.1 The purpose of this document is to establish systems for Quality Assurance indoctrination and training, and for the qualification of personnel such that:
- 1.1.1 All employees responsible for performing activities that affect quality are indoctrinated as to the purpose, scope, and implementation of regulatory codes, standards and the Franklin Quality Assurance Program;
 - 1.1.2 Quality Assurance audit personnel, including Lead Auditors, are trained and qualified to specified requirements;
 - 1.1.3 Technical personnel who perform verifying activities such as inspection, test, engineering evaluation and nondestructive examination are qualified in the principles, techniques and requirements of the activity being performed.
- 1.2 This document implements Section 4 of the Franklin Quality Assurance Manual and Criterion II. "Quality Assurance Program" of 10CFR50, Appendix B.

2.0 RESPONSIBILITIES

- 2.1 The Quality Assurance Manager, or his designee, is responsible for:
- 2.1.1 Creating, maintaining, and presenting a suitable Quality Assurance Indoctrination course for employees who conduct activities which affect quality;
 - 2.1.2 Establishing in a Quality Assurance Procedure (QAP) the qualification requirements of personnel selected for Quality Assurance auditing assignments.
- 2.2 The Director of each Operating Department has the responsibility for implementing the Quality Assurance Program for his Department, and ensuring that project personnel are formally instructed in Quality Assurance policies and procedures. He shall establish written procedures (QAPs) for the qualification of technical personnel in his department who perform activities that affect quality.

2.3 The Project Manager is responsible for:

- 2.3.1 Indoctrinating project personnel concerning the technical objectives of a task, the contractual specifications of the client, and the Quality Assurance Program elements which are required.
- 2.3.2 Selecting technical personnel for verifying activities, who have been qualified in accordance with established procedures; and who possess the experience and training commensurate with the scope, complexity, or special nature of the activities.

3.0 DEFINITIONS

- 3.1 Auditor is any individual who performs any portion of an audit, including Lead Auditors, technical specialists, and others such as management representatives and auditors-in-training.
- 3.2 Client is the individual/organization that has retained the services of FRC/FIRL through a contractual/purchase order agreement.
- 3.3 Inspection is the actual act of verifying the conformance of a material, structure, component or system to its requirements.
- 3.4 Nondestructive Examination is the use of inspection methods which do not affect or change the item being evaluated such as radiography, ultrasound, liquid penetrant, magnetic particle, eddy current, visual examination, leak testing, and neutron radiography to detect surface and internal discontinuities in materials, welds, fabricated parts, and components.
- 3.5 Personnel Qualification refers to the characteristics or abilities gained through training and/or experience that enable an individual to competently perform a required function.
- 3.6 Testing is the determination or verification of the capability of an item to meet specified requirements by subjecting the item to a set of physical, chemical, environmental or operating conditions.

4.0 INSTRUCTIONS

- 4.1 The following system is established to ensure the Quality Assurance indoctrination of new employees, and reinforce the training annually of personnel performing quality-related activities.
 - 4.1.1 The Quality Assurance Manager, or his designee, shall present on an annual basis a Quality Assurance Indoctrination Course in one or more sessions to familiarize employees with regulatory codes, industry standards, and the Franklin Quality Assurance Program.

- 4.1.2 Course material shall cover, but not be limited to: 10CFR50, Appendix B; ANSI N45.2 (1977); 10CFR21; and the policies and procedures of the Franklin Quality Assurance Program as documented in the QA Manual and supporting Quality Assurance Procedures (QAPs). Course material shall be updated on a timely basis to accommodate current regulatory codes, standards, client-imposed contractual/purchase order specifications, and revisions to the Franklin QA Manual.
- 4.1.3 Employees performing quality-related activities shall be notified of pending indoctrination sessions through the use of the Quality Assurance Indoctrination Notice form (Exhibit I). This form will be completed as follows: (1) the employee's name, (2) the employee's number, (3) the department where the employee works, (4) the date of the notice, (5) the scheduled date of the indoctrination session to which the employee has been assigned, (6) the session's start time, (7) finish time, (8) the location where the course will be given, (9) the name of the person who sent the notice, (10) that person's title, and (11) telephone number.
- 4.1.4 An employee unable to attend the session as scheduled shall have his or her supervisor arrange a new date by contacting the person who prepared the notice.
- 4.1.5 The Department Director shall be notified of departmental personnel who have been scheduled for a particular Quality Assurance Indoctrination Session through the use of the Quality Assurance Memorandum form (Exhibit II).
- 4.1.6 Each attendee of an Indoctrination Session shall acknowledge his attendance and the receipt of distributed course material by his signature on the Quality Assurance Indoctrination Record of Attendance form (Exhibit III).
- 4.1.7 The Quality Assurance Manager shall collect the Attendance forms, and maintain the Quality Assurance Indoctrination Log (Exhibit IV) which indicates each employee's name, number, department, initial and subsequent indoctrination attendance dates.
- 4.2 A Quality Assurance Procedure (QAP) shall be established for the qualification of audit personnel (including Lead Auditor), and records shall be maintained by the Quality Assurance Manager to ensure that personnel selected for auditing assignments have the appropriate training, experience, and Lead Auditor certification.
- 4.3 Technical personnel who perform verifying activities such as inspection, test, engineering evaluation, and nondestructive examination shall be trained and qualified in accordance with procedures documented in a QAP that is specific for the activity being performed.

5.0 CROSS REFERENCES

- 5.1 Quality Assurance Manual - Section 4.

6.0 COUNSEL AND REVIEW CONTACT

6.1 Manager of Quality Assurance

7.0 DISTRIBUTION

7.1 Manager of Quality Assurance

7.2 Department of Directors

7.3 Project Managers

QUALITY ASSURANCE INDOCTRINATION NOTICE

TO (EMPLOYEE)

EMPLOYEE NO.

DEPARTMENT

DATE

You have been scheduled to attend the next Quality Assurance
Indoctrination session.

DATE _____

START TIME _____

COMPLETE TIME _____

LOCATION _____

All Quality Assurance employees are required to attend one of
these sessions when hired, and thereafter to repeat this train-
ing on an annual basis. If the above date conflicts with an im-
portant activity please have your supervisor contact the under-
named person.

NAME

DEPARTMENT

PHONE



EXHIBIT II

Franklin Research Center

A Division of The Franklin Institute

20th and Race Streets. Phila., Pa. 19103

QASD NO. 4-1, REV. 0

QUALITY ASSURANCE

Memorandum

To _____

From _____



EXHIBIT III

QASD NO. 4-1, REV. 0

Franklin Research Center

A Division of The Franklin Institute

20th and Race Streets, Phila., Pa. 19103

QUALITY ASSURANCE

INDOCTRINATION RECORD OF ATTENDANCE

To Attendees

From A. Saggiomo, QA Manager

Please acknowledge by your signature your attendance at the following meeting, and your receipt of the distributed course material. Return this signed record to me at the end of the session.

Thanks for your cooperation.

QUALITY ASSURANCE INDOCTRINATION SESSION NO. _____ DATE _____

TITLE _____

RECORD OF ATTENDANCE:

I have attended the above session.

I have received the distributed course material.

Signature_____
Position Title_____
TBU_____
Employee Number

QUALITY ASSURANCE INDOCTRINATION LOG

EMPLOYEE NAME	EMPL. NO.	DEPARTMENT	INITIAL INDOCT. DATE	DATES OF SUBSEQUENT ANNUAL INDOCTRINATION									