

NUCLEAR DEPARTMENT
TRAINING PROCEDURE AUTHORIZATION

SALEM GENERATING STATION

COURSE TITLE General Employee Indoctrination

REFERENCES:

TRAINING PROCEDURE NO. TP 201

SUBMITTED BY:

James Beattie
Training Specialist/Supervisor

Date

APPROVED:

K. L. Wedlick
Principal Training Supervisor

Date

APPROVED:

Robert H. Edwards
Assistant Manager - Technical/Skills Training

Date

REVIEWED AND
ACCEPTED:

James Beattie Jr.
General Manager - Salem Operations

Date

APPROVED:

K. W. Hanson
Manager - Nuclear Training

Date

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REV. 3

General Employee Indoctrination
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GENERAL EMPLOYEE INDOCTRINATION

1.0 COURSE DESCRIPTION

In accordance with Administrative Procedure 14, all station staff shall be familiarized with the site, emergency plan, security system, quality assurance and general rules of work conduct security. By examination, the trainee shows he/she knows how to respond to what is seen or heard

1.1 Instructional Objectives

Trainee will be capable of performing the following:

1. Respond to emergency situation and alarms.
2. Identify plant building and actual plant layout.
3. Respond to security procedures for entering and exiting Salem Generating Station.
4. Identify station photo badge rules.
5. Identify terms and purpose for Quality Assurance program.
6. Work safely without endangering self or others.

2.0 GENERAL INFORMATION

2.1 The General Employee Indoctrination Course (GEI) is approximately a three hour program and shall indoctrinate all personnel requiring unescorted access to Protected areas, as to special rules, conduct on the property, emergency response to alarms, and responsibilities of the individual. The training should be in accordance with Salem Nuclear Generator Administrative Procedure 14. When personnel have satisfactorily completed this program, they will be deemed qualified and capable of unescorted access to

Protected areas at the nuclear station. Access to protected areas also requires, approval from Nuclear Site Protection (Security)

- 2.2 An individual who has completed GEI and is properly badged may act as a visitor-escort in the areas where he/she is approved for access.
- 2.3 All personnel **NOT** classified as radiation workers must attend the GEI class annually. Personnel classified as **RADIATION WORKERS** requalify annually by attending the Radiation Worker Review course described in TP-202. If requalification is not accomplished within a twenty-four month period the individual must attend the GEI class again.
- 2.4 Classes will be scheduled by the Nuclear Training Center on an as-needed basis.

3.0 MONITORING PROGRAM/TESTING

- 3.1 General Employee Indoctrination requires a written test. The minimum passing grade on the test shall be 70%. Tests will be reviewed by the instructor to insure each student understands all questions and answers. All students are required to present identification to the class instructor upon completion of exam.

4.0 Attendance Requirements

- 4.1 100% attendance is desired. Short absences may be permitted at the discretion of the instructor.
- 4.2 With the approval of the Manager - Nuclear Training, students may view the NTC Learning Center video tape #VT 01742 in lieu of the classroom participation, then schedule a supervised instruction session by contacting the Training Supervisor - Access and Indoctrination.

5.0 Recordkeeping

- 5.1 Records as follows will be kept to verify all General Employee Indoctrination:
 - a) NTC form 86 - Course Completion (attachment 1) will be completed by each student before the end of class.
 - b) General Employee Training Summary (Attachment 2) - completed following the class and test grading. The above records will be maintained by the Nuclear Training Center as a permanent record. A Computer records of individuals currently qualified will be maintained in accordance with Training Center records keeping procedures.

5.2 Upon successful completion of General Employee Indoctrination the Nuclear Training Center will issue a yellow card for each individual. This card will be sent to the Security Department at the nuclear station as notification of successful GEI completion.

5.3 Those areas of the training that require requalification are handled by means of a computer recall system. The Nuclear Training Center will notify the personnel or their company of the requalification training.

6.0 Course Approval

6.1 Course content and procedural requirements will be by the General Manager - Salem Operations and the Manager - Nuclear Training.

7.0 Course Outline

7.1 Power Plant Description

- a) Fuel
- b) Fission
- c) Reactor
- d) Pressurizer
- e) Steam Generator
- f) Turbine/generator

- g) Radioactive material
- h) Radiation
- i) ALARA

7.2 Site Description

- a) Major structures

7.3 Security

- a) Purpose
- b) Area definitions
- c) Badges
- d) Personnel entrance procedures
- e) Exit procedures
- f) Vehicle entrance procedures
- g) Additional measures

- h) Report violations

7.4 Fire Protection

- a) Fire alarm
- b) Cardox evacuation alarm
- c) Fire doors
- d) Halon fire suppression system

7.5 ELSA

- a) Description/use

7.6 Emergency Plan

- a) Objective
- b) Classifications of emergencies
- c) Station alarms
- d) Personnel accountability
- e) Site evacuation procedure
- f) Emergency respirator use

7.7 Industrial Safety

- a) Purpose
- b) General rules
- c) Safety Tagging rules
- d) Station Cleanliness

7.8 Page System

- a) during emergency
- b) Normal operation
- c) To summon first aid
- d) Page lights

7.9 Quality Assurance

- a) NRC
- b) QA/QC
- c) Documentation

7.10 Review

TRAINING SUMMARY

Date _____

1. Instructor(s) _____

2. Department/Personnel _____

3. Type of Training _____

4. Method of Evaluation _____

5. Problem Areas _____

6. Instructor(s) Comments _____

USE BLACK INK OR NO. 2 PENCIL

COURSE COMPLETION

COURSE NUMBER _____

COURSE NAME _____

DATE
REQ.'D PASSING GRADE
REQ.'D COURSE FREQUENCY
COURSE START DATE
COURSE END DATE

SOC. SEC. NO.	1. Print Name 2. SIGNATURE	RESP CENTER #	COMPANY & JOB LOCATION	JOB TITLE	FINAL COURSE GRADE
	1. _____ 2. _____				
	1. _____ 2. _____				
	1. _____ 2. _____				
	1. _____ 2. _____				
	1. _____ 2. _____				
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USE BLACK INK OR NO. 2 PENCIL