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TOP.1

## TRAINING DIVISION PROCEDURES

### 1.0 PURPOSE

To provide for the establishment, review, and revision of training division procedures that govern the operation, development, and administration of training and training programs of the Nuclear Training Division.

### 2.0 REFERENCES

- .1 AP.700, NUCLEAR OPERATIONS TRAINING PROGRAM
- .2 Criteria, INPO 82-011

### 3.0 PROCEDURE

- .1 Training Division Procedures (TDPs) are established as directed by the Nuclear Training Superintendent and shall meet requirements of REVIEW, APPROVAL AND MAINTENANCE OF PROCEDURES, (AP.2), and ADMINISTRATIVE PROCEDURE DESCRIPTION AND FORMAT, (AP.304).
- .2 TDPs in effect shall be listed in Enclosure 1. The original and all subsequent revised copies of the TDPs shall be retained in the master files in accordance with TRAINING DIVISION RECORD KEEPING (TDP.7).
- .3 Training Division Procedures shall be reviewed biennially as directed by the Nuclear Training Superintendent to ensure that they adequately reflect training division practices and are effective in promoting quality instructional programs for plant personnel.
  - .1 Subsequent to procedure review, Enclosure 2, shall be completed itemizing procedures reviewed, corrective actions if needed, assigned responsibility for corrective action, and signature of reviewer.
  - .2 Procedure review forms shall be retained in the training division master files in accordance with TRAINING DIVISION RECORD KEEPING (TDP.7).
- .4 Revision of training division procedures shall be in accordance with AP.2.

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TDP.1-1

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4.0 ENCLOSURES

- .1 List Of Effective Traingin Division Procedures
- .2 Procedure Review Form

## LIST OF EFFECTIVE TRAINING DIVISION PROCEDURES

NO.	TITLE
TDP.1	TRAINING DIVISION PROCEDURES
TDP.2	TRAINING DIVISION GOALS AND OBJECTIVES
TDP.3	TRAINING DIVISION ORGANIZATION
TDP.4	DEVELOPMENT AND EVALUATION OF TRAINING DIVISION STAFF
TDP.5	DEVELOPMENT AND IMPLEMENTATION OF TRAINING PROGRAMS AND MATERIALS
TDP.6	EVALUATION AND REVISION OF TRAINING PROGRAMS
TDP.7	TRAINING DIVISION RECORD KEEPING
TDP.8	TRAINEE EVALUATION FOR PLACEMENT OR CHANGE OF STATUS
TDP.9	USE AND CONTROL OF TRAINING FACILITIES AND EQUIPMENT
TDP.10	CONTRACTED TRAINING
TDP.11	RECOGNIZING NEED FOR TRAINING
TDP.12	SCHEDULES AND SCHEDULING

PROCEDURE REVIEW FORM

.1 Title of procedure under review:

.2 Do division practices comply with procedure.

YES \_\_\_\_\_ NO \_\_\_\_\_ If NO, explain.

.3 Does procedure accomplish its purpose.

YES \_\_\_\_\_ NO \_\_\_\_\_ If NO, explain.

- .4 Does procedure conflict with any other procedures, regulation, policies, etc.

YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, explain.

- 1→ .5 Based on Procedure Review, the following is recommended:

\_\_\_\_\_ .1 Procedure be retained as is.

\_\_\_\_\_ .2 Procedure should be changed as follows.

\_\_\_\_\_ .3 Explanation.

.6 Signature of Reviewer \_\_\_\_\_

Date \_\_\_\_\_

- .7      \_\_\_\_\_ .1 Retain procedure as is.
- \_\_\_\_\_ .2 Change procedure as follows and submit for revision in  
         accordance with REVIEW, APPROVAL AND MAINTENANCE OF  
         PROCEDURES (AP.2). All revisions require the TDP Index to  
         be updated to reflect the latest procedure revision number  
         (Rev. No.).

\_\_\_\_\_  
Nuclear Training Superintendent

\_\_\_\_\_  
Date

- .8      Procedure revised per No. 7 above.

\_\_\_\_\_  
Nuclear Training Superintendent

\_\_\_\_\_  
Date

This completed form is to be forwarded to Training Division Files in  
accordance with TDP.7.