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TDP.7

## TRAINING DIVISION RECORD KEEPING

### 1.0 PURPOSE

To provide for the establishment, maintenance and retrieval of training records and to set forth training division record keeping requirements.

### 2.0 REFERENCES

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

### 3.0 PROCEDURE

- .1 The Nuclear Training Superintendent shall assign the duties and responsibilities of record keeping to an Administrative Assistant.
  - .1 The Administrative Assistant shall establish and maintain current, a training division master file. Methods of the computer records keeping, data entry, and data retrieval are detailed in the Training Records Information Management System user's manual.
  - .2 The Administrative Assistant shall implement a filing system that provides effective methods for the following:
    - .1 Data entry into individual training records.
    - .2 Review of content, schedules and results of completed and current training programs or courses including those conducted by contractors or vendors.
    - .3 Retention of training records.
    - .4 Retrieval of active and inactive training records, reports, procedures and other materials contained in the training division master files.
- .3 Training Division documents and records may be retained in the form of hardcopy, microfilm, or computer based.

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Rev. 1  
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PROCEDURE (Continued)

3.2 The Nuclear Training Superintendent shall delineate the documentation to be retained in the training division master files.

.1 Training division record keeping shall meet requirements of applicable segments of:

- .1 10 CFR.
- .2 Technical Specifications.
- .3 NRC Reg. Guides.
- .4 AP.700.
- .5 Criteria, INPO 82-011.
- .6 Training division procedures.
- .7 OA's, LER's and other intra-organizational memorandum and response of action items.

.2 The training division master files shall include, but not be limited to, the following:

- the master copy of Training Division Procedures and all procedure review documents in accordance with TDP.1,
- the training division goals and objectives and annual reviews in accordance with TDP.2,
- 1→• instructor performance evaluation results in accordance with TDP.4,
- 1→• the master copy of all station training programs and program review documents in accordance with TDP.6,
- a training record for each utility and non-utility person trained in accordance with training division programs,
- the master copy of quizzes, tests, and answer sheets used in all training programs,
- a training matrix that can show training required and training received for all persons that perform tasks at the station,
- training program evaluation findings, recommendations and actions in accordance with TDP.6,
- trainee evaluations in accordance with TDP.8,

PROCEDURE (Continued)

3.2 .2 (Continued)

- all source documents that direct training to occur, such as Operational Assessments, Nuclear Regulatory Commission directives, plant modifications, Technical Specification change, fuel cycle reports, etc.
- records of training in response to source documents,
- the results of contracted training evaluations in accordance with TDP.10.

4.0 ENCLOSURES

- .1 None