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TDP.9

USE AND CONTROL OF TRAINING FACILITIES AND EQUIPMENT

1.0 PURPOSE

To provide for positive control of the Nuclear Training Division's physical resources to help ensure their effective utilization.

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 an Administrative Assistant the responsibility for control of training materials and equipment and for coordination of scheduling and for assignment of classrooms and equipment. Details of this control system are provided in Enclosure 4.1.
- .2 The Nuclear Training Superintendent shall ensure that all training equipment is catalogued and that a method of accountability is developed and implemented.
 - .1 Accountability methods shall include a sign-out system for equipment and other training materials that are to be used in other than their assigned place of storage or use.
- .3 Each group's Training Supervisor shall be responsible to ensure that their scheduling needs for classroom assignments and training equipment are identified to the Administrative Assistant in a timely manner to support the group's training commitments.
 - .1 Resolution of conflicts and procurement of needed resources is the responsibility of the Nuclear Training Superintendent.

4.0 ENCLOSURES

- .1 Equipment and Materials Control Instructions

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ENCLOSURE 4.1

EQUIPMENT AND MATERIALS CONTROL INSTRUCTIONS

.1 Equipment

- .1 An inventory list has been established showing the equipment name, ID No. and physical location. This list is kept in the Audio-Visual Logbook in the Training Library. Signout sheets for the tracking of this equipment are in the back of the book. ALL EQUIPMENT MUST BE ACCOUNTED FOR. Anytime equipment is moved from one location to another, or is in need of repair, the Librarian must be notified.

.2 Video Tapes, Cassettes, and Slides

- .1 All video tapes, cassettes, and slides have been inventoried and indexed according to shelf location. A logbook has been established with signout sheets directly behind each list. BEFORE REMOVING ANY OF THIS MATERIAL FROM THE TRAINING LIBRARY, IT MUST BE LOGGED OUT BY THE LIBRARIAN.

.3 Reading Material

- .1 All reading material has been indexed according to subject matter and title. A separate logbook for the Systems Training Manuals, Controlled Manuals, and miscellaneous material is being kept. Signout sheets for the tracking of this material are in the back of the book. BEFORE REMOVING ANY OF THIS MATERIAL FROM THE TRAINING LIBRARY, IT MUST BE LOGGED OUT BY THE LIBRARIAN.

.4 Training Program Materials (i.e., Lesson Plans, Subject Notes, etc.)

- .1 This material is kept in locked file cabinets in the Training Library. The master copy shall be maintained by the Librarian. Copies of this material will be given to the Instructors upon request.

.5 Classroom Assignment Schedule

- .1 Classrooms are assigned on a monthly basis subsequent to the issuance of the schedule by the Administrative Assistant. Deletions or additions to this schedule are implemented by the Administrative Assistant or her designated alternate.

ENCLOSURE 4.1 (Continued)
EQUIPMENT AND MATERIALS CONTROL INSTRUCTIONS

- 2→ .6 Control of equipment and material which have been signed out from the Training Library
 - .1 Custody of equipment or material is transferred to the individual when the equipment or material is signed out of the Training Library and remains transferred until the equipment or material is signed back into the library.

ALL LOGBOOKS ARE MAINTAINED BY THE LIBRARIAN