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TDP.12

SCHEDULES AND SCHEDULING

1.0 PURPOSE

To provide for the necessary plans and schedules to support the Training Division and to define scheduling responsibilities.

2.0 REFERENCES

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

3.0 PROCEDURE

- 1→ .1 Each of the training division's Training Supervisors shall prepare a two-year training plan for the group's training program. Their plans will be updated on an annual basis.
 - .1 The first year of a training plan should contain the following details:
 - 1→ .1 Each program name/number and individual course or module name/number.
 - .2 Estimated number of trainees assigned to each course or module.
 - .3 Required instructor support.
 - ← .4 Dates of each course or module.
 - .2 The second year of the training plan should contain the following outline:
 - 1→ .1 Program names/numbers.
 - .2 Estimated number of personnel assigned to each program.
 - .3 Approximate dates.
 - .3 The Training Supervisor shall provide a monthly update to the training plan.

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PROCEDURE (Continued)

3.2 The Nuclear Training Superintendent shall assign duties for scheduling to an Administrative Assistant.

.1 The Administrative Assistant shall combine the group training plans into a station training plan.

.2 The Administrative Assistant shall coordinate with the various Training Supervisors to prepare, update, and distribute a one-month schedule.

.1 The one-month schedule should be broken down into weekly schedules to facilitate short-term planning of the various plant divisions.

.3 The one-month schedule and its associated weekly schedules shall contain the following information:

.1 Dates of instruction.

.2 Times of each class to indicate duration.

.3 Assigned classroom.

.4 Number and title of lesson plan.

.5 Instructor's name.

.6 Applicable group of trainees.

.4 The Administrative Assistant shall coordinate with the various Training Supervisors to prepare schedules for the items listed below, and shall include these schedules on the Station Training Plan:

• Training Division Procedure reviews

• Training Program reviews

• Training materials inventory

• Training which is not included or scheduled as a component of an accredited training program.

4.0 ENCLOSURES

None