

TEXAS UTILITIES GENERATING CO CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
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DOCUMENTATION WITHIN QA/QC PERSONNEL QUALIFICATION FILE	PREPARED BY: <u>C. Manning</u>			11/9/83 DATE
	APPROVED BY: <u>[Signature]</u>			1/19/83 DATE

1.0 REFERENCES

1-A CP-QP-2.1, "Training of Inspection Personnel"

2.0 GENERAL

The purpose of this Instruction is to supplement the technical training requirements of Reference 1-A by:

- Defining typical content of a CPSES QA/QC individual's personnel training file;
- Defining responsibility and procedure for maintenance of the QA/QC personnel file;

3.0 INSTRUCTION

3.1 INITIAL HIRE

Individuals hired for CPSES QA/QC functions by TUGCO or an integrated organization subcontractor shall be processed appropriately by the personnel office of their employer.

The new employee will receive a QA/QC Resume Draft (Figure 1). The QA or QC Secretary will assist, if necessary, by typing a finished resume for personnel file inclusion. A previously prepared resume is optional, at the discretion of the QA Supervisor, for TUGCO or contract employees. A completed resume will be maintained in the Permanent Plant Records Vault by the Training Coordinator.

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3.2 PERSONNEL FILE FORMAT

Each QA Quality Engineer, QC Technician or Inspector shall be interviewed and trained in accordance with Reference 1-A. Thus, for example, each QC Technician or Inspector will have in a personnel file at least the following:

- a. Record of QA/QC Indoctrination
- b. Record of Eye Exam, with color-discrimination waiver, if required, signed by TUGCO Site QA Supervisor
- c. Record copy of Resume
- d. General Training Outline (Required in Reference 1-A, completed in 60 days following employment)
- e. CPSES QC (Specific Discipline) General Training Outline (An example is Figure II of QI-QP-2.1.-3, which is required for Qualification of Electrical Inspection and Test Personnel.)
- f. Certification for each QC instruction/function/activity for which individual has been certified knowledgeable (Documentation of certification is per Reference 1-A and content of this certification is discussed below.)
- g. Certification as OJT Instructor in each QC instruction/function/activity for which the individual has been qualified. (Content of OJT Instructor Certification is discussed below.)

3.3 CONTENT OF CERTIFICATION FILE

3.3.1 Examinations

- a. An examination for Level I personnel is required prior to certification per Reference 1-A.
- b. The minimum passing grade on an examination is 80%.
- c. Examinations shall be prepared by, and administered by, Quality Engineering staff using written questions which have been approved by an individual qualified as CPSES Level III.

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- d. Each examination shall be signed and dated by the individual being tested; each page of multiple page examinations will be initialed or signed, and dated.
- e. Each examination shall be signed and dated by the individual evaluating the examination; an evaluation shall be made to a prepared answer key.
- f. Any change of answer made on an examination shall be initialed/dated by the individual being tested.
- g. Each change of evaluation of an answer shall be initialed/dated by the examiner, who will also make brief explanation of any test response marked "acceptable" if it is not the correct response on the prepared answer key.
- h. "Whiteout" or "Liquid Paper" shall not be used on an examination.

3.3.2 Formal Training Records

A record of Formal Training shall contain at least the following:

- a. Individuals receiving the instruction shall sign an Attendance Record. Use of a Social Security number as identification of an otherwise illegible signature is optional.
- b. Instructors shall sign and date the Attendance Record, which shall include:
 - 1) CPSES Title of Procedure/Instruction;
 - 2) Name of Procedure/Instruction/Activity;
 - 3) Length of Time of Instruction;

3.3.3 OJT Training Records

It is the responsibility of the QC Supervisor to ensure that all OJT Training following the date of this Instruction shall be instructed only by an individual for whom an

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Instructor Certification Certificate signed by the QA Site Supervisor/Level III designee has been issued.

Each OJT Training Record Sheet (Figure 2) shall bear both the identification number and the CPSES title of the procedure/instruction for which it is valid.

The Training Record Sheet shall identify the date(s) of instruction, including month, day(s), year.

The Training Record shall identify the individual being trained, and shall be signed and dated by the Instructor.

The content of the Training and an appraisal of the individual's responsiveness are encouraged, but are not obligatory.

3.4 CONTENT OF OJT INSTRUCTOR'S PERSONNEL FILE .

3.4.1 Certification as OJT Instructor

The personnel file "built" for CPSES QA/QC Technicians/Inspectors to perform inspection, test and evaluation functions for a specific QA/QC procedure/instruction/activity shall include an Instructor Certification Form (Figure 3), when the Level I has qualified as a CPSES QA/QC OJT Instructor. A QA/QC Level II Certification shall qualify the Level II Inspector as an OJT Instructor.

It is intended to certify that the individual's proficiency in the procedure/instructions/activity is sufficient to train other individuals in the specific activity. It is issued only upon review of the inspector/technician's proficiency in a specific activity and must be signed/dated by the QA Site Supervisor/Level III designee.

3.5 DOCUMENTATION

Qualification and certification records of CPSES QA/QC inspection, test, and examination personnel shall be monitored and maintained by the CPSES QA/QC Training Coordinator in the Permanent Plant Records Vault per Reference 1-A and this Instruction. Forms referenced herein and identified as "TYPICAL" may be substituted for by similar forms which serve the same purpose(s) and which may pre-date this Instruction. Nothing herein is intended to obsolete previously satisfactory records/files' content.

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FIGURE 1

QA/QC RESUME DRAFT

JOB PHONE EXT. _____

DATE _____

NAME _____
LAST FIRST MIDDLE

SSN _____ BADGE # _____

DATE & PLACE OF BIRTH _____

EDUCATION:

NAME OF HIGH SCHOOL, CITY & STATE _____

MONTH & YEAR GRADUATED _____

NAME OF COLLEGE, CITY & STATE (Also list major or degree obtained, no. of semester hours, months & years attended)

SPECIAL TRAINING (List names of schools or businesses where training occurred, city and state, and length of courses, i.e., hours or months, month and year of courses)

TYPICAL

NUCLEAR QA/QC EXPERIENCE (List name of company, city, state, job title and job description - begin with current Brown & Root employment and work backwards from there) (If certified in any area list those and levels certified in.)

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FIGURE 3

TEXAS UTILITIES GENERATING COMPANY
QUALITY ASSURANCE DEPARTMENT
INSTRUCTOR QUALIFICATION

NAME: _____ DATE: _____

LEVEL OF CERTIFICATION: _____

ACTIVITY CERTIFIED TO PERFORM: _____

TUGCO PROCEDURE/INSTRUCTION NO.: _____

TYPE OF EXAMINATION GIVEN: _____ ORAL _____ WRITTEN _____ PRACTICAL _____

RESULT OF EXAMINATION(s): _____

COMMENTS: Based upon a consideration of the education, previous work experience, formal training in the current revision of the CPSES procedure/instruction, and the individual's own on-the-job training, a previous certification has been made for this Q.C. Trainee in this activity. A satisfactory evaluation of the individual's demonstrated proficiency in the performance of daily work has now been made, and, with recognition that the CPSES QC inspector training program addresses specific QC inspection functions, it is felt that there is reasonable assurance that the individual can competently perform as an OJT QC Instructor in this activity. This certification specifically covers giving OJT instruction in this procedure, including the use of personal knowledge and observation to participate in the On-The-Job Q.C. Trainee's instruction. This OJT Training Certification expires in one year if no inspections are performed in this activity by the individual, and regardless, on _____.

Supervisor

Approval