

**Florida
Power**
CORPORATION

NUCLEAR OPERATIONS TRAINING DEPARTMENT PROCEDURE

TDP-109 REV. 4

DATE: 06/21/85

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TITLE:

TRAINING RECORDS MANAGEMENT

Document Section
INFORMATION ONLY

C. R. Nuclear

1.0 PURPOSE

This procedure establishes the methodology for identifying, handling, checking, processing, and storing quality records.

2.0 SCOPE

This procedure applies to those records which demonstrate that a person has been satisfactorily trained to perform those functions necessary to safely operate, maintain, repair, supervise, inspect or to perform other activities which affect the safety of CR-3. This procedure applies only to those training records generated by the Nuclear Operations Training Department.

Training records generated by other departments must be handled in accordance with NOD-02, "Training Development and Documentation Program".

3.0 REFERENCES

3.1 Nuclear Quality Assurance Plan DOCC "Document and Records Control and Retention".

3.2 Nuclear Operations Department NOD-04, "Records Management Program".

3.3 TDP-100 "Preparation and Control of Training Department Procedures".

3.4 10CFR55 - Appendix A 5.a/5.b "Records".

3.5 ANSI N45.2.9-1974, Requirements for Collection, Storage and Maintenance of Quality Assurance Records for Nuclear Power Plants.

4.0 DEFINITIONS

4.1 QUALITY RECORD

A completed document or document package which can be used to demonstrate that personnel who perform activities which affect the safe operation of CR-3 have been satisfactorily trained.

REVIEW/CONCURRENCE*

8512270298 851223
PDR ADOCK 05000302
V PDR

Department

Representative

Date

NTS/NOTSS

NOTM

MSNOTS*

DSNO*

Date

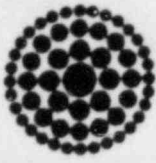
James F. Byler 6/21/85

L.C. Kelly 6/21/85

L.C. Kelly for J. Byler 6/21/85

E. M. Davis 6-21-85

* As applicable



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4.2 COMPLETED DOCUMENT(S)

A document or document package which contains the necessary information and signatures required by that document(s). See Reference 3.2 for further explanation.

5.0 RESPONSIBILITIES

5.1 NUCLEAR OPERATIONS TRAINING MANAGER (NOTM)

Responsible for: Approving Quality Records Index (Appendix 2).

5.2 NUCLEAR OPERATIONS TRAINING SUPPORT SUPERVISOR (NOTSS)

Responsible for: developing and maintaining the document control procedure; monitoring the quality records process at the Training Center to ensure all requirements are met; identifying and correcting records handling problems and deficiencies; maintain the Quality Records Index.

5.3 NUCLEAR TRAINING SUPERVISORS (NTS)

Responsible for: identifying Quality Records; maintaining Attachment 2 up to date; expeditious review of quality records and forwarding of completed document to the training clerk for appropriate handling; ensuring that Nuclear Instructors under their supervision are properly completing quality records; approval of Quality Records Transmittals.

5.4 NUCLEAR INSTRUCTORS (NI)

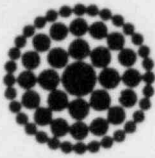
Responsible for: accurately completing those quality records identified in this procedure; expeditious forwarding of the records to Clerk for processing.

5.5 TRAINING CLERK (TC)

Responsible for: collating all daily training attendance sheets and entering the information into the Training Attendance Tracking System (TATS); forwarding all completed quality records identified in this procedure to the NORM within ten (10) working days of completion; tracking and filing quality records transmittals.

5.6 TRAINING CLERK (LIBRARIAN)

Responsible for: requesting and receiving Security Safeguards information; ensuring that such information is properly controlled by users; ensuring that such information is properly stored when not in use.



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5.7 STUDENT

Responsible for: completing the Training Attendance sheet accurately and completely.

5.8 NUCLEAR OPERATIONS RECORDS MANAGER (NORM)

Responsible for: handling quality records received from Nuclear Operations Training Department in accordance with NOD-04.

6.0 ACTION

6.1 DISCUSSION

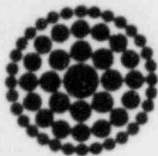
Quality records are vital to the efficient operation of the Training Department. Documentation must be accurate and complete in order to prove that personnel who operate, maintain and manage CR-3 are satisfactorily knowledgeable and proficient in their jobs. It is extremely important that students, nuclear instructors and supervisors complete and review the quality records for accuracy because these records are the only proof of satisfactory completion of the training requirements.

6.2 PREPARATION OF TRAINING DEPARTMENT RECORD INDEX (ATTACHMENT 2)

6.2.1 Identification and Classification of Quality Assurance Records

Each Nuclear Training Supervisor must identify to the Nuclear Operations Training Support Supervisor, those documents to be processed under his responsibility, which are considered to be quality records. He shall also identify when the records are considered complete and the classification of each record as "Lifetime" or "Non-permanent" in accordance with guidelines provided by Ref. 3.4. If the classification is non-permanent, he shall specify the number of years for retention.

The NOTSS must assemble the inputs from the NTS's into the Quality Records Index.



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6.2.2 Quality Records Index

The Quality Records Index (Attachment 2) must identify all quality documents generated within Nuclear Operations Training Department.

The Index must include as a minimum:

QA Record Description - Title of Record and associated documents which require transmittal.

Reference TDP - Identify the associated Training Department Procedure which describes the generation of the QA Record.

Retention - Designate whether the QA Record as "LIFETIME". Use "YES" for Lifetime Records.

EXAMPLE:	<u>LIFETIME</u>	<u>NON-PERM.</u>
	Yes	6 yrs.

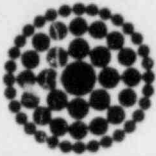
Responsible Training Section - Designate the initials (NOT, NTT) of the section responsible for the QA Record as described in department procedures.

6.2.3 Revision to the Index must be submitted by the NOTSS and approved by the NOTM.

6.2.4 The NOTSS must perform and document an annual review of the Quality Records Index, concurrent with the annual procedure review, defined in TDP-100, to assure that Quality Records generated within the Training Department have been identified and documented on the Index because these records are the only proof of satisfactorily completing the requirements.

6.2.5 A copy of this procedure (and any subsequent revisions) including the completed Quality Records Index must be forwarded to the NORM for review in accordance with NOD-04, Section 1.A.

6.2.6 The Quality Records Index must be revised each time a TDP revision changes the Quality Records requirements. See Reference 3.3 for more details.



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6.3 ACTIVITIES

6.3.1 Completion of Quality Records

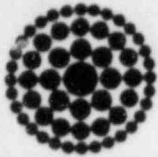
When completing a Quality Record, the following provisions must be adhered to:

- 6.3.1.1 All Quality Records must be completed in ink and must be legible.
- 6.3.1.2 Any change to a Quality Record must have one line drawn through the error and initialed by person making the change.
- 6.3.1.3 The reason for the change must be noted if not obvious (typo, etc.).
- 6.3.1.4 The Training Supervisor responsible for the record must initial the change during his review.
- 6.3.1.5 When an activity is signed off as having been completed, that means satisfactorily completed and that the action has been verified as complete.
- 6.3.1.6 There must be no blanks left on the record. If requested information is not applicable, put "NA" and initial the blank.
- 6.3.1.7 After the last person has signed the attendance sheet, put an "X" through the remaining page so that entries cannot be made later.

6.3.2 Class Records

The NI must ensure that all required quality records for the course/class he/she teaches are completed accurately, signed and forwarded to the Training Clerk for processing.

All Training Class Attendance Record information must be entered into the computer. This activity should be completed in accordance with TDP-117, "Scheduling and Tracking of Training". Attendance records may be originated by organizations outside the Nuclear Operations Training Department, but must be forwarded to the TC for handling.



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6.3.3 Other Records

Records such as On-Shift Training, Quarterly Review Records, may come directly to the NTS from the students or plant supervisors. The NTS may review and approve the record at that time. All records must be forwarded to the TC for processing.

6.3.4 Initiation of Record Transmittals

- 6.3.4.1** The Training Clerk must prepare a Transmittal Form (Attachment 1), and attach the quality records to the Transmittal Form.

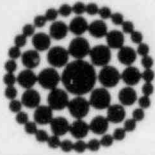
The Clerk must assign the next sequential transmittal number from the transmittal log, duplicate the designated quality records, as required, and forward the entire package to the responsible NTS.

- 6.3.4.2** The NTS must review the documents for accuracy, completeness, legibility and reproducibility in accordance with NOD-04, Section V.A.3. The NTS then approves the documents or document package and signs the transmittal form.

NOTE:

Upon approval by the Supervisor, the document or document package becomes a quality record and must be forwarded to Nuclear Operations Records Manager within ten working days.

- 6.3.4.3** The quality records are then returned to the Training Clerk (TC) for transmittal to NORM.



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6.3.5 Transmittal Approval and Issue

The TC must forward the entire approved package to the Nuclear Operations Records Management Supervisor. A copy of the approved Transmittal Form must be filed. When the acknowledged receipt copy is returned, it must be put on file and retained until the next annual records audit.

A copy of the Quality Records should be returned to the NTS for retention as desired. The NTS may establish a hard copy working file in the Training Center for staff use. However, the official record is the record retained by Nuclear Records Management.

6.4 TEMPORARY STORAGE

There will be no temporary storage of quality records at the Training Center. Once the NTS approves the record it must be transmitted to NORM within ten (10) working days.

6.5 SECURITY SAFEGUARDS INFORMATION

6.5.1 Storage

Security Safeguards Information located at the Training Center must be stored within a GSA-approved security container (Class 6 or equivalent). Each container used for storage must be labeled to indicate "Security Safeguards Information".

6.5.2 Handling

All requests for and receipts of Security Safeguards Information must be processed through the Training Clerk (Librarian). The Training Clerk (Librarian) must log in and check out such information to Training Center users. When the user finishes with the information or at the end of each working day, whichever is sooner, the material must be returned to the Librarian for proper storage in the fire proof vault.

6.5.3 Reviews

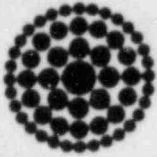
Every six months the Librarian should review the materials in the vault and return to Security any information that is no longer needed.



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Date: _____ Person Conducting Review: _____ Comments: _____



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ATTACHMENT 1

NUCLEAR OPERATIONS TRAINING DEPARTMENT

QUALITY RECORDS TRANSMITTAL NO. _____

Date of Transmittal: _____

ATTENTION: Nuclear Operations Records Manager
Crystal River Unit No. 3

DOCUMENTS TRANSMITTED: _____

The quality assurance records listed above are hereby transmitted for inclusion in the Nuclear Plant Quality Document file.

Insofar as possible, these records are complete, legible, and in compliance with the requirements of FPC's Quality Program.

Future retention of these records is your responsibility.

NUCLEAR TRAINING SUPERVISOR: _____
Date

Receipt of above records acknowledged by: _____
Date: _____

Return this form to: Nuclear Operations Training Center, Clerk

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Approved by: _____
NOTM Date