

**Florida
Power**
CORPORATION

NUCLEAR OPERATIONS TRAINING DEPARTMENT PROCEDURE

TDP-117 Rev.1

DATE: 11/1/85

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TITLE:

Document Section
INFORMATION ONLY
C. R. Nuclear
SCHEDULING AND TRACKING TRAINING

1.0 PURPOSE

This procedure specifies the method for establishing approved training schedules and tracking training attendance.

2.0 SCOPE

This procedure applies only to that training which is conducted in fulfillment of those training requirements specified in Training Department procedures. Other training activities may be scheduled and tracked using this procedure as desired by the Training Manager and/or other managers.

3.0 REFERENCES

- 3.1 NOD-02 "Training Development and Documentation Program".
- 3.2. NUCLEAR OPERATIONS COMMITMENT SYSTEM

4.0 DEFINITIONS

NONE

5.0 RESPONSIBILITIES

5.1 NUCLEAR OPERATIONS TRAINING MANAGER (NOTM)

Responsible for: Approving all training schedules and revisions thereto.

8512270302 851223
PDR ADOCK 05000302
V PDR

REVIEW/CONCURRENCE*

APPROVAL

Department

Representative

Plt. Staff

P. E. McRae

NTS/NOTSS

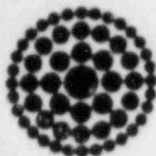
NOTM

MSNOTS*

DSNO*

* As applicable

James F. Baker
Larry C. Keller
J. Albrecht
Joe Parker for EMH 11/24/85



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5.2 NUCLEAR TRAINING SUPERVISORS (NTS)

Responsible for: Developing, maintaining, and revising training schedules; reviewing and approving attendance records; notifying Job Superintendents of scheduled trainee absences.

5.3 NUCLEAR OPERATIONS TRAINING SUPPORT SUPERVISOR (NOTSS)

Responsible for: Distributing a monthly integrated, approved training schedule; proper implementation of this procedure.

6.0 ACTION

6.1 TRAINING SCHEDULES

6.1.1 Monthly, the responsible NTS's must issue training schedules which identify planned training for at least the next 6 months. These schedules must be submitted to the NOTSS for integration with other NTD training schedules.

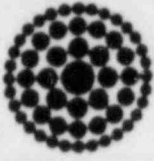
6.1.2 The NOTSS must develop an integrated training schedule showing all planned training to be conducted. This schedule should project training for the next 6 months.

6.1.3 Training Schedule Approvals

The Training Schedule must be reviewed and concurred with/approved by the following personnel.

6.1.3.1 NOTSS - Sign as developer

6.1.3.2 NOTS - Sign as review and concur



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- 6.1.3.3 NTTS - Sign as review and concur
- 6.1.3.4 NOTM - Signed as review and approve
- 6.1.4 Training Schedule Transmitted

The Training Schedule must be transmitted to those Managers and Superintendents whose personnel will be involved in the scheduled training. The schedule may be transmitted to all Managers and Superintendents in the NOD.

6.2 TRAINING ATTENDANCE

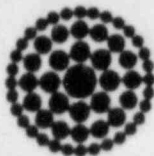
- 6.2.1 The Job Superintendent should send a list of scheduled trainees to the responsible NTS at least 10 working days prior to the start of training. GET will be scheduled by separate correspondence.

It is recognized that this list may change due to plant/personnel status, but reasonable effort should be taken to minimize change.

- 6.2.2 Upon receipt of the trainee list, the NTS should have the appropriate attendance records and training manuals prepared. This list of trainees should then be given to the assigned Clerk.

- 6.2.3 The assigned Clerk should prepare appropriate attendance records (see Attachment 1) with the heading filled in and ready for student information and signature.

These prepared Attendance Records should then be given to the responsible Instructor.



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6.2.4 On the first day of class, the Instructor must compare the list of scheduled trainees with the actual attendees and notify the responsible NTS as soon as practical of any discrepancies.

6.2.5 The NTS or designee must notify the responsible Job Superintendent of attendance discrepancies as soon as practical. This notification may be orally or in writing.

6.2.6 Those persons present on the first day of training will be officially enrolled in the class.

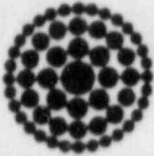
Personnel who are required by procedure to attend the training and who show up for the course after the first day must have the responsible NTS or designee approval to be enrolled in the course, and must make up the missed training in accordance with Section 6.3 below.

6.2.7 The NTS will be notified by the Instructor of any absences on subsequent days of the class. Absentees will be summarized on a weekly basis by the Class Instructor using Attachment 2 and sent to the responsible NTS with a copy to the NOTM and responsible Job Superintendent.

6.3 MISSED TRAINING

6.3.1 Makeup of Missed Training

Training sessions missed by those trainees who are required to attend the training must be made up in order to have satisfactorily completed the course of study.



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6.3.2 Documentation

Make up of missed training must be documented using an attendance record. Additionally, any exams, quizzes or other evaluations missed must be completed.

6.4 ATTENDANCE RECORDS

6.4.1. Attendance Record Information

All attendance records must contain the following information. A new attendance record must be completed for each lesson plan used.

6.4.1.1 Training Program Name (per controlling TDP)

6.4.1.2 Course/Subject Title (per controlling TDP)

6.4.1.3 Lesson Plan Number (per controlling TDP)

6.4.1.4 Instructor Name

6.4.1.5 Instructor Signature

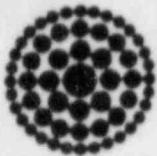
6.4.1.6 Length of Lesson

6.4.1.7 Trainee Name

6.4.1.8 Trainee Employee Number; if not FPC employee, than the trainee's social security number is acceptable.

6.4.1.9 Trainee Signature

6.4.1.10 Attendance records may contain additional information as desired by the Instructor and/or responsible NTS.



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6.4.2 Attendance Records Forms

Attachment 1 is a sample of an acceptable attendance record form used for various courses. This form or other forms containing the same information may be used.

6.4.3 Completing Attendance Records

The Attendance Record is a quality record. As such, the requirements specified in TDP-109 and summarized below must be met.

6.4.3.1 Must be completed legibly and in black ink.

6.4.3.2 All blanks must be filled in or "NA'd".

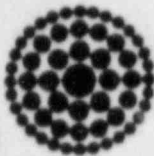
6.4.3.3 All information required by Section 6.4.1 above must be completed.

6.4.3.4 Any space left after the last student entry must be deleted to prevent future entries.

This deletion may be made by any of the following methods.

- . Adding the words "No other entries" or "last entry" directly beneath the last valid entry.
- . Drawing a single black ink line through each remaining blank space.
- . Putting an "X" through the remaining lines.

6.4.3.5 Any changes to the Attendance Record must be done in black ink, have a line drawn through wrong information, initialed by the person making the change, dated, and reason for making the stated change if not obvious.



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6.4.4 Review of Attendance Records

6.4.4.1 The Instructor must review the Attendance Record for the following:

- . All items in 6.4.3 are satisfactory
- . The information on the Attendance Record is accurate and complete.
- . Determination of absentees.

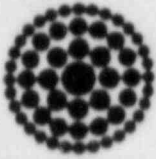
When the Instructor is satisfied that the above items are complete, he must sign the attendance record. If the record is more than one page, each sheet must be signed. The signature should be above the Instructor's name.

6.4.4.2 At least weekly or at the end of the training program whichever is sooner, the Instructor must give the Training Clerk the Attendance Records for entry into the Training Attendance Tracking System.

The Instructor must also prepare a summary of program absentees and submit to the NTS on a weekly basis (see Attachment 2.)

6.4.4.3 When the Clerk has entered the attendance information, the Attendance Records will be prepared for transmittal to NORM in accordance with TDP-109 "Training Records Management" and sent to the responsible NTS for approval for transmittal.

6.4.4.4 The NTS will notify the Job Superintendent and NOTM of program absentees on a weekly basis (see Attachment 2.)



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7.0 ATTACHMENTS AND APPENDICES

7.1 ATTACHMENT 1 - "Training Class Attendance Record"

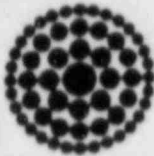
7.2 ATTACHMENT 2 - "Weekly Summary Program Absentees".

8.0 QUALITY RECORDS

8.1 ATTACHMENTS 1 (when complete). This document becomes a quality record when the responsible NTS signs the document transmittal sheet. (Lifetime)

9.0 INTERPRETATION CONTACT

Nuclear Operations Training Support Supervisor



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10.0 REVISION HISTORY

Rev 0 Date: 10/1/85 New Issue

11.0 REVIEW HISTORY

<u>Date</u>	<u>Person Performing Review</u>	<u>Comments</u>
-------------	---------------------------------	-----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Attachment 1

**NUCLEAR OPERATIONS TRAINING DEPARTMENT
TRAINING CLASS ATTENDANCE RECORD**

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COURSE/SUBJECT:

ASSOCIATES 1999/2000

INSTRUCTION

CLASSROOM NO.

TIME OF CLASS

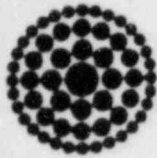
HOURLY RATE RE. TRAINING REQUIRED _____

TIME (HOURS) OF PREPARATION

THE UNIVERSITY OF CHICAGO

[illegible]

To be used by the Instructor for grades and/or other class information as appropriate.



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ATTACHMENT 2

Weekly Summary of Program Absentees

Training Program: _____

Inclusive dates of Summary: _____ to _____

Student Name	Employee I.D. #	Dates Absent	Topics Missed

Instructor Signature: _____ Date: _____

Copy to: Responsible NTS
NOTM