

Florida  
Power  
CORPORATION

## NUCLEAR OPERATIONS TRAINING DEPARTMENT PROCEDURE

TDP-209 Rev.1

DATE: 6/21/85

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### TITLE:

OPERATIONS INSTRUCTOR QUALIFICATION PROGRAM

1.0

#### PURPOSE

The purpose of this procedure is to define the program and process by which operations instructors who teach systems, integrated responses, transient and simulator courses at Crystal River Unit 3 (CR-3) are trained and certified to the Nuclear Regulatory Commission (NRC) as being technically competent.

2.0

#### SCOPE

This procedure applies only to those Instructors who teach certain systems, integrated responses, transient and simulator courses as part of the CR-3 Replacement Operator Regualification Program, or designated courses as part of this procedure.

3.0

#### REFERENCES

3.1

ANSI N18.1 - 1971, "Selection and Training of Nuclear Power Plant Personnel."

3.2

INPO Guidelines, "Guidelines for Technical Instructor Qualifications"; June, 1982.

3.3

NUREG - 0737, "Clarification of TMI Action Plant Requirements"; October 31, 1980.

3.4

TDP-105- "Lesson Plan Preparation".

3.5

TDP-106- "Examination, Preparation, Administration and Grading".

3.6

TDP-107- "Instructor Evaluations".

3.7

TDP-108- "Training Program Evaluation".

8512270311 851223  
PDR ADOCK 05000302  
V PDR

### REVIEW/CONCURRENCE\*

Department

Representative

Date

MNDLFM

E. Carlson for  
GR Westafar per telecon 6/25/85

### APPROVAL

NTS/NOTSS

NOTM

MSNOTS\*

DSNO\*

Date

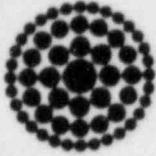
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\* As applicable



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- 3.8 TDP-109- "Training Records Management".
- 3.9 TDP-111- "Instructor Development Program".
- 3.10 TDP-112- "Training Waivers".
- 3.11 TDP-202- "Replacement Operator Training Program".
- 3.12 TDP-203- "Licensed Operator Regualification Program".
- 3.13 NL-03 "Processing of NRC Correspondence".

4.0 DEFINITIONS

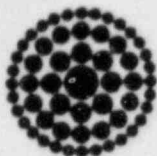
4.1 CERTIFICATION - The method used by the NRC to verify and attest that Instructors are technically competent, and meet all applicable requirements necessary to teach certain courses and topics identified in References 3.11 and 3.12.

4.2 QUALIFIED OPERATIONS INSTRUCTOR - Person who teaches licensed operator candidates in the replacement program, licensed operators in the regualification program or Instructor candidates in the Operations Instructor Qualification Program. See Section 6.1 for a detailed list of topics.

A qualified Operations Instructor shall have at least one of the following certifications and/or licenses:

- 4.2.1 A current or former SRO license on CR-3.
- 4.2.2 A former SRO license on a Pressurized Water Reactor.
- 4.2.3 An NRC Instructor Certification on CR-3 or another Pressurized Water Reactor.

Additionally, each qualified Operations Instructor must have satisfactorily completed an Instructor Skills Training Program and be enrolled in the regualification program describes in this procedure.

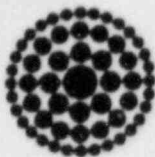


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5.0 RESPONSIBILITIES

- 5.1 Vice President Nuclear Operations (VPNO) - Responsible for certifying to the NRC that the Instructor candidate is technically competent and ready for examination.
- 5.2 Director, Site Nuclear Operations (DSNO) - Responsible for certifying to the VPNO that the Instructor Candidate has met all requirements to be an NRC Certified Instructor.
- 5.3 Nuclear Operations Training Manager (NOTM) - Responsible for: managing the development of the training programs for the Qualification Nuclear Operations Instructors; certifying that the Instructor Candidate has completed all training requirements, designating those Instructor who are qualified Operations Instructors.
- 5.4 Nuclear Operations Training Supervisor - Responsible for: implementation of the technical training portion of the Operations Instructor Qualification Program; ensuring that all Instructors who teach subjects identified in Appendix A are qualified in accordance with this procedure; preparing the NRC Form 398 for distribution.
- 5.5 Nuclear Operations Training Support Supervisor - Responsible for: monitoring the Operations Instructor Qualification Program; implementing the "Instructional Skills" training portions of Operations Instructor Qualification Program.
- 5.6 Qualified Operations Instructors - Responsible for teaching those subjects and courses identified in Appendix A.
- 5.7 Manager Nuclear Operations Licensing and Fuel Management (MNOLFM) - Responsible for: processing NRC correspondence for transmitted of NRC Form 398 for NRC certification as necessary.



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6.0 ACTIONS

6.1 Except as authorized in paragraph 6.3 below, the NOTS and all Instructors who teach the following subjects to Crystal River Unit 3 (CR-3) Licensed Operator Candidates as part of the Replacement Operator Training Program or teach CR-3 Licensed Operators as part of the Requalification Training Program or teach Operations Instructor Candidates shall be Qualified Operations Instructors as defined in 4.2 above.

6.1.1 Systems that are unique to nuclear power plants and are covered by CR-3 Technical Specifications. See Appendix A for a list of these topics.

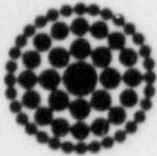
6.1.2 Integrated plant response including general operating procedures, abnormal and emergency procedures, and operating limitations such as technical specifications and curves. See Appendix A for a specific list of these topics.

6.1.3 CR-3 Transient and Accident Analysis including Abnormal Transient Operating Guidelines. See Appendix A for a specific list of these topics.

6.1.4 Simulator Training where the training is delivered as part of the Replacement Operator, or Requalification Training Program, or Operations Instructor Qualification Program.

6.2 GUEST LECTURERS

The following situation is an acceptable exception to the requirements of this procedure. The use of this provision must be authorized in writing by the Nuclear Operations Training Manager using Attachment 4 prior to implementation. This waiver must become part of the quality record file in accordance with TDP-109.



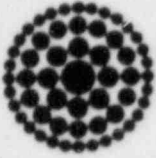
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- 6.2.1 The Nuclear Operations Training Supervisor may use guest lecturers and subject matter experts who possess the technical competency and appropriate instructional capabilities to teach topics identified in 6.1 above.
- 6.2.2 For example, the Instrumentation and Control Supervisor may teach the Integrated Controls System or a CR-3 staff engineer assigned licensing responsibilities may teach technical specifications.
- 6.2.3 The NOTS must recommend the use of a guest lecturer and the NOTM must approve the recommendation by completing Attachment 4. This approval is effective for one year from date of approval.
- 6.3 TECHNICAL TRAINING REQUIREMENTS

All FPC Operations Instructors seeking qualification as required by this procedure shall satisfactorily complete the Senior Reactor Operator Upgrade Training Program as described in Appendix B of Reference 3.11, with the following exceptions.
- 6.3.1 Phase 3 - "3 month on-shift" requirements. However, if the Instructor Candidate has not been or is not licensed on CR-3, he must still perform or direct the performance of five reactivity changes or manipulations and perform or simulate all the evolutions in Table 1 of Appendix E of Reference 3.11 as required by Phase 3 - "On-Shift Training Program".
- 6.3.2 The Instructor Candidate need not meet the medical requirements.
- 6.3.3 Any exceptions or waivers to these training requirements must be requested by the NOTS and approved in writing by the Nuclear Operations Training Manager using training waivers per TDP-112 "Training Waivers".





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- 6.3.4 Any such waivers must become part of the Instructor's Training Record and filed in accordance with TDP-109.

6.4 INSTRUCTOR SKILLS TRAINING

In addition to the technical training required above, all FPC Nuclear Operations Instructors and the Nuclear Licensed Operator Training Supervisor must demonstrate proficiency in the performance-based training methods or satisfactorily complete the Instructional Skills Training courses as required by Reference 3.9.

6.5 CONTRACT INSTRUCTORS

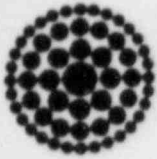
Instructors who teach the subjects referred to in Section 6.1 above and who are not FPC employees must meet the requirements of Section 4.2 above at the time they report to FPC. This must be certified in writing to FPC by their employer(s). This written certification must be filed in the "program" file.

6.6 OPERATIONS INSTRUCTOR REQUALIFICATION TRAINING

All Qualified Operations Instructors shall be enrolled in the appropriate requalification program to ensure they are cognizant of current operating history, problems, and changes to procedures and administrative limitations. (Reference 3.3). Attachment 3 must be used to document this training.

- 6.6.1 The NOTS must complete Attachment 3 which documents what training the Instructors attended and/or completed.

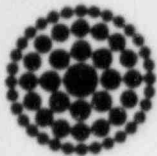
- 6.6.2 As a minimum, all FPC Operations Instructors and all Contract Instructors assigned full time to CR-3 site who teach subjects identified in Section 6.1 shall participate in the following portions of the Licensed Operator Requalification Program and at the specified participation frequencies as described in Reference 3.12.



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- 6.6.2.1 Those portions of the Pre-planned Lecture Series which address operating history, problems, changes to procedures and limitations, and Special Training; additionally each Instructor must attend lectures on subjects for which the Instructor is the primary or backup Instructor including procedures and changes thereto.
- 6.6.2.2 Each Operations Instructor must satisfactorily complete Regualification Simulator Training annually and complete all items in Attachments 3 and 4 as specified in Ref. 3.12. CR-3 procedures must be used to the maximum extent practical.
- 6.6.2.3 Quarterly procedure reviews of the following topics so that they are all completed annually:
- All applicable operations procedures
  - All abnormal procedures
  - All emergency procedures
  - Precautions, limitations, and setpoints
  - Changes in plant design, procedures and facility license
  - Technical Specifications
  - Related nuclear industry operating experience
- 6.6.2.4 All additional items in the Quarterly Review Record.
- 6.6.3 Instructors will be credited for attending a specific topic if he performs the instruction for the class.
- 6.6.4 Those non-FPC Instructors who are not assigned to CR-3 but do teach portions of Licensed Operator Replacement or Regualification Training shall participate in an regualification program administered by their employer. For example, Simulator Instructors at PowerSafety International.



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6.6.5 Those Instructors who hold current active licenses on CR-3 shall participate in the full Regualification Training Program per reference 3.12.

6.6.6 The NOTM must review and approve the completed Attachment 3 in order for the Operations Instructor to maintain his qualifications.

6.7 INSTRUCTOR EVALUATIONS

All FPC Operations Instructors and Contract Instructors assigned to CR-3 must be evaluated on their teaching skills by the NOTS and the NOTSS and technical competency at twice a year in accordance with reference 3.6.

All other Instructors who must meet the requirements of this procedure should be evaluated in accordance with existing programs which cover their activities. This applies to the PowerSafety International Simulator Instructors.

6.8 REMEDIAL TRAINING

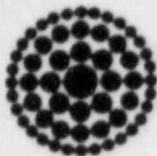
Those Instructors who do not meet the requirements of Section 4.2 or 6.2 and 6.6 above must not teach courses and subjects which require qualifications per this procedure.

6.8.1 Those Operations Instructors who are removed from Instructor duties for reason (such as unsatisfactory performance in the simulator) must be requalified in accordance with a special remedial training program recommended by the Nuclear Operation Training Supervisor and approved by the Nuclear Operations Training Manager.

6.9 INSTRUCTOR REQUIREMENTS

Those Instructors who teach the technical requirements as specified in references 3.11 and 3.12 to Instructor Candidates must meet the requirements of this procedure.





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**6.10 PROGRAM EVALUATION**

This Qualification program must be evaluated in accordance with Reference 3.7.

**6.11 FPC OPERATIONS INSTRUCTOR QUALIFICATION PROCESS**

Attachment 1 must be used by the NOTS to certify to the NOTM that all requirements have been met and the Instructor is ready for Operations Instructor responsibilities.

6.11.1 Upon successful completion of the technical training and instructor skills training, the Nuclear Operations Training Supervisor must assure that Attachment 2, "NRC Form 398", is completed and signed by the Instructor candidate.

6.11.2 The Nuclear Operations Training Supervisor must certify by signature on Attachment 1 that the specified technical training was completed satisfactorily. The NOTS shall also sign the NRC Form 398.

6.11.3 The NOTS must sign Attachment 1 certifying that the Instructor candidate has completed the instructor skills training satisfactorily.

6.11.4 The NOTM must sign Attachment 1 certifying that the Instructor candidate's training records have been reviewed, and that the Instructor candidate has been interviewed, and found to meet all necessary requirements.

6.11.5 The DSNO must sign Attachment 1 certifying to the VPNO that the Instructor Candidate is ready for Qualified Operations Instructor duties.

6.11.6 The VPNO must sign Attachment 1 certifying that the Instructor candidate is approved for examination by the NRC. The Vice President shall also sign the NRC Form 398.



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6.11.7 The MNOLFM must submit the application and associated correspondence in accordance with reference 3.13. A copy of the NRC Form 398, coverletter and Attachment 1 and supporting documentation must be returned to the NOTS.

7.0 ATTACHMENTS AND APPENDICES

7.1 Appendix A - Subject Requiring Operations Instructor Qualifications in order to teach.

7.2 Attachment 1 - Qualification Checklist.

7.3 Attachment 2 - NRC Form 398.

7.4 Attachment 3 - Operations Instructor Annual Requalification Checklist.

7.5 Attachment 4 - Guest Lecturer Approval

8.0 QUALITY RECORDS

The following Attachments must be retained in accordance with TDP-109:

8.1 Attachment 1, Certification Checklist.

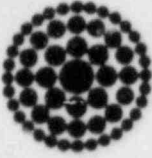
8.2 Attachment 2, NRC Form 398.

8.3 Attachment 3, Requalification Checklist.

8.4 Attachment 4, Guest Lecture Approval.

8.5 All exams, quizzes, and evaluations completed by or on an Instructor Candidate as part of his/her initial qualifications or requalification.

8.6 Any accelerated or upgrade training for Operations Instructors.



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## 9.0 INTERPRETATION CONTACT

Nuclear Operations Training Supervisor

## 10.0 REVISION HISTORY

Rev. 0      Date: 1/10/85      Initial Issue as NRC  
Certified Instructor  
Training Program

Rev. 1      Date: 6/21/85      Total revision to include  
new requirements and  
format change.

11.0 REVIEW HISTORY

<u>Date</u>	<u>Person Performing Review</u>	<u>Comments</u>
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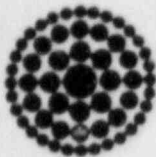
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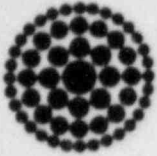
OPERATIONS INSTRUCTOR QUALIFICATION PROGRAM

APPENDIX A

Subjects and Courses which require Operations  
Instructor Qualification

1. Replacement Operator Training Program Topics.

<u>TITLE - DESCRIPTION</u>	<u>NOTES</u>
<u>PRIMARY SYSTEMS</u> Reactor Coolant Make-up and Purification Decay Heat Core Flood Reactor Building Spray	
<u>PRIMARY SUPPORT SYSTEMS</u> Nuclear Services Cooling Water Decay Heat Closed Cycle Cooling Nuclear Services and Decay Heat Raw Water	
<u>EMERGENCY CORE COOLING AND REACTOR BUILDING ISOLATION</u>	
<u>SPENT FUEL COOLING</u>	
<u>FUEL HANDLING EQUIPMENT</u>	
<u>EMERGENCY FEEDWATER</u>	
<u>FIRE PROTECTION</u>	
<u>VENTILATION</u> Reactor Building Auxiliary Building Control Complex	
<u>ELECTRICAL DISTRIBUTION</u> 6,900 Volt Bus 4,160 Volt Unit/ES Bus 480 Volt Unit/ES Bus 120 Volt Vital Bus 250/125 VDC Bus	



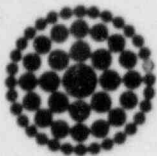
TITLE:

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APPENDIX A (Continued)

<u>TITLE - DESCRIPTION</u>	<u>NOTES</u>
<u>RADIATION MONITORING</u>	
<u>EMERGENCY DIESEL GENERATOR</u>	
Mechanical	
Electrical	
<u>CONTROL ROD DRIVE</u>	
Mechanical	
Electrical	
<u>NUCLEAR INSTRUMENTATION</u>	
<u>INCORE MONITORING</u>	
<u>LOOSE PARTS MONITORING</u>	
<u>PLANT COMPUTER</u>	
<u>NON-NUCLEAR INSTRUMENTATION</u>	
<u>REACTOR PROTECTION</u>	
<u>MAIN STEAM RUPTURE MATRIX</u>	
<u>EMERGENCY SAFEGUARDS ACTUATION</u>	
<u>INTEGRATED CONTROL SYSTEM</u>	
<u>POST ACCIDENT SAMPLING SYSTEM</u>	
<u>REMOTE SHUTDOWN PANEL</u>	
<u>EMERGENCY FEEDWATER INITIATION AND CONTROL</u>	
<u>EMERGENCY DOSE ASSESSMENT SYSTEM</u>	
<u>RECALL SYSTEM</u>	
<u>SAFETY PARAMETER DISPLAY SYSTEM</u>	





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OPERATIONS INSTRUCTOR QUALIFICATION PROGRAM

APPENDIX A (Continued)

TITLE - DESCRIPTION

NOTES

HANDLING, DISPOSAL AND HAZARDS  
OF RADIOACTIVE WASTES

TRANSIENT ASSESSMENT PROGRAM

SEISMIC MONITORING SYSTEM  
Mitigating Core Damage

ATOG  
Loss of Coolant

ATOG  
Natural Circulation

ATOG  
OTSG Tube Rupture

ATOG  
Over/Under Cooling

ATOG  
Loss of Off-site Power  
Pressurized Thermal Shock

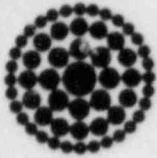
STS/ETS  
Sec. 1.0

STS/ETS  
Sec. 2.0

STS/ETS  
Sec. 3.0, 4.0

STS/ETS  
Sec. 3/4.1, 3/4.2

STS/ETS  
Sec. 3/4.3, 3/4.4

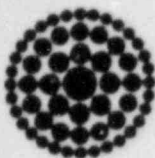


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<u>TITLE - DESCRIPTION</u>	<u>NOTES</u>
<u>STS/ETS</u> Sec. 3/4.5, 3/4.6	
<u>STS/ETS</u> Sec. 3/4.7, 3/4.8	
<u>STS/ETS</u> Sec. 3/4.9, 3/4.10	
<u>STS/ETS</u> Sec. 3/4.11, 3/4.12	
<u>STS/ETS</u> Appendix B	
<u>STS/ETS</u> STS/ETS Worksheet	
<u>CURVES</u> OP-103	
<u>OPERATING PROCEDURES</u> OP-202, OP-203, OP-204, OP-210	
<u>OPERATING PROCEDURES</u> OP-208, OP-209, OP-211	
<u>OPERATING PROCEDURES</u> OP-305	
<u>OPERATING PROCEDURES</u> OP-304	
<u>OPERATING PROCEDURES</u> OP-302, OP-501, OP-502 OP-504, OP-503, OP-401	
<u>SURVEILLANCE PROCEDURES</u> SP-312	



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APPENDIX A (Continued)

TITLE - DESCRIPTION

NOTES

SURVEILLANCE PROCEDURES  
SP-317

SURVEILLANCE PROCEDURES  
SP-421

SURVEILLANCE PROCEDURES  
SP-325, SP-362

SURVEILLANCE PROCEDURES  
SP-356, SP-357, SP-358

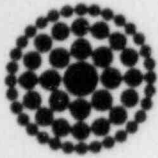
SURVEILLANCE PROCEDURES  
SP-440, SP-441, SP-442  
SP-443

EMERGENCY/ABNORMAL PROCEDURES  
Familiarization of Annunciator  
Procedures/EP's/AP's

EMERGENCY/ABNORMAL PROCEDURES

AP-241	AP-330	AP-541	AP-990	EP-120
242	360	542	1013	140
243	380	543	1061	220
244	450	550	961	260
245	460	555	1071	290
251	513	580	1072	390
272	521	660	1076	
277	530	770		
320	540	880		

VERIFICATION PROCEDURES  
VP-540, VP-580

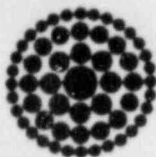


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APPENDIX A (Continued)

2.       Requalification Program Topics.  
  
Plant Design: Including Safety and Emergency Systems.  
  
Instrument and Controls.  
  
Procedures:       Normal,       Abnormal,       Emergency,       and  
Radiological Control.  
  
Administrative Procedures, Conditions and Limitations,  
including Technical Specification.  
  
Plant Modifications, Licensee Event Reports, Industry  
Operating Experiences.  
  
All associated quizzes and the annual written  
requalification exam will be prepared, administered,  
and graded by Qualified Operations Instructor.
3.       All exam preparation, administration, and grading will  
be performed by Qualified Operations Instructor.



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### ATTACHMENT 1

Instructor Candidate

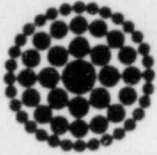
#### OPERATIONS INSTRUCTOR CANDIDATE QUALIFICATION CHECKLIST

1. The above named person has satisfactorily completed the technical training requirements specified in Section 6.3 of this procedure. See the Attachments from TDP-202 for documentation.
  - A. Phase 1 - Technical Classroom Training  
(Attachment 1 TDP-202) NOTS Initial/date
  - B. Phase 2 - Simulator Training  
(Attachment 2 TDP-202) NOTS Initial/date
  - C. Phase 3 - Reactivity Manipulations  
and Evolutions NOTS Initial/date  
(Attachments 3 and 4 TDP-202)
  - D. Phase 4 - Evaluation and Review  
(Attachment 6 TDP-202) NOTS Initial/date

Nuclear Operations  
Training Supervisor

Date





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ATTACHMENT 1 (Continued)

Instructor Candidate

2. The above named person has satisfactorily completed the Instructor Skills Training Program described in TDP - 111.

Grade      Nuclear Operations      Date  
Training Support Supervisor

3. The above named person's records have been reviewed, an interview has been conducted, and the person has been found to meet all requirements.

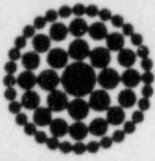
Manager Nuclear      Date  
Operations Training

4. The above named individual is ready for Qualified Operations Instructor duties.

Director Site      Date  
Nuclear Operations

5. The above named individual is approved for examination and certification by the NRC.

Vice President      Date  
Nuclear Operations



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**NUCLEAR OPERATIONS TRAINING  
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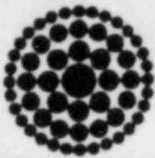
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ATTACHMENT 2

NRC Form 398



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### ATTACHMENT 3

#### NRC CERTIFIED INSTRUCTOR ANNUAL REQUALIFICATION CHECKLIST

Operations Instructor

1. Preplanned Lecture Series satisfactorily completed.

- a. Lectures on operating history,  
problems, changes to procedures  
and Tech Specs and special topics.

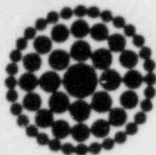
NOTS/Date

Identify topics covered:

Instructor/Date

Instructor/Date

Instructor/Date



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### ATTACHMENT 3 (Continued)

Operations Instructor

- b. Lectures on subjects for which the Instructor is the primary or backup teacher.

Identify topics covered:

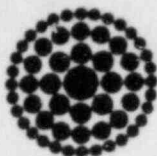
_____	_____ Instructor/Date
_____	_____ Instructor/Date
_____	_____
_____	_____

2. Time on shift has been satisfactorily completed.

_____	_____ /
_____	_____ /
_____	_____ /
_____	_____ /
SS Signature	/Date
_____	_____ /
NOTS	/Date

3. Simulator Training has been satisfactorily completed. See attached simulator evaluation. Attachments 3 and 4 of reference 3.6 are attached.

\_\_\_\_\_  
NOTS/Date



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ATTACHMENT 3 (Continued)

Operations Instructor

4. Quarterly Reviews have been completed.  
See attached.

\_\_\_\_\_/\_\_\_\_\_  
NOTS/Date

5. Two Instructor evaluations have  
been completed satisfactorily, at  
least one evaluating technical  
competency. See attached.

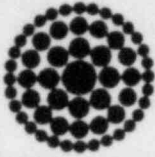
\_\_\_\_\_/\_\_\_\_\_  
NOTS/Date

6. I have reviewed and approved the completed requalifications  
training of the above named Operations Instructor. The  
Instructor is qualified to continue Operations Instructor  
duties.

\_\_\_\_\_  
Nuclear Operations  
Training Manager

\_\_\_\_\_  
Date





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**ATTACHMENT 4**

**GUEST LECTURE APPROVAL**

\_\_\_\_\_  
Guest Lecturer Name

1. The above named Guest Lecturer is recommended to teach the following subjects. The person has appropriate qualifications as described below.

Subject/Course

Qualification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Recommended: NOTS

\_\_\_\_\_  
Date

2. The above named Guest Lecturer is approved to teach the above identified subjects for 1 year from the date below.

\_\_\_\_\_  
Nuclear Operations  
Training Manager

\_\_\_\_\_  
Date