

## SUBJECT AREA CONTENT



### Training and Qualifications Subject Area

Effective Date: **Sep 30, 2016** ([Rev 5.0](#))

Periodic Review Due: **Sep 30, 2019**



### Introduction

The purpose of the Training and Qualifications program at Brookhaven National Laboratory (BNL) is to ensure that BNL employees, guests, users, visitors, and contractors are trained and qualified to perform their assigned tasks and job functions. The Laboratory has established training requirements in accordance with regulatory requirements for work to be performed, hazards that may be encountered, areas that will be accessed, potential for risk, and general site requirements. BNL has defined minimum training requirements for work to be performed, and monitors the completion of these requirements. In addition to ensuring that personnel receive appropriate training, the Laboratory is committed to ensuring that its workers are qualified to perform their jobs.

Qualification is defined in terms of education, experience, training, and any special requirements (e.g., medical exams, external certification) necessary for unescorted performance of assigned responsibilities. For concerns regarding varying degrees of literacy and/or English comprehension, training and qualification requirements may be tailored (through use of verbal exams, use of escorts/interpreters, etc.) to address specific needs based on the issue and work required.

Staff need only meet the necessary training and qualification to perform a task regardless of whether it is linked by their job training assessment (JTA) or not. Supervisors are responsible for ensuring that staff are trained and qualified for work before assigning tasks. Qualification is granted only after ensuring that staff has completed all necessary associated requirements (e.g., entry level training, and other types of performance assessment/evaluation) for their role, and have demonstrated the knowledge and skills needed to perform the work unsupervised. Supervisors are responsible for ensuring that workers do not perform tasks without having first completed initial required training or with lapsed required training or qualifications.

JTAs are linked and assigned to personnel in BTMS at the discretion of managers, supervisors, and Training Coordinators to track and manage training requirements.

The Training and Qualifications Program Office has outlined a systematic approach to the design, development and delivery of training in support of Brookhaven National Laboratory's strategic goals and initiatives.

This subject area contains the following sections:

- [Training and Qualification](#)
- [Developing or Revising Training Courses](#)
- [Instructor Qualification](#)
- [Job Performance Measures](#)
- [Training Exemptions and Extensions](#)
- [Recordkeeping](#)

### References

[Construction Safety](#), Subject Area

[Job Assessment \(JAE\) & Additional Medical Surveillance \(AMS\) Forms](#), [Occupational Medicine Clinic](#) Home page

### Standards of Performance

All staff and users shall ensure that they are trained and qualified to carry out their assigned responsibilities, and shall inform their supervisor if they are assigned to perform work for which they are not properly trained or qualified.

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## SUBJECT AREA PROCEDURE CONTENT



### Training and Qualifications Subject Area

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This information applies to anyone who performs work at BNL and includes determining, assigning, and maintaining training and qualification requirements for all employees, guests, users, visitors, and contractors.

### Training and Qualification

#### Minimum Training and Qualification Requirements for All Work at BNL [^back to top](#).

The supervisor/host or BNL Point of Contact is responsible for ensuring that employees, guests, users, contractors, and visitors have successfully attained qualification prior to performing work at BNL.

Each individual will be provided the opportunity to successfully complete qualification in required knowledge and skills. If an individual is unable to qualify after three attempts in an online course or challenge exam, or if the individual fails a classroom course examination, the supervisor/host or BNL Point of Contact (POC) and the individual are notified, and the individual is provided an opportunity to be remediated to successful completion of the training requirement. The individual is not to perform any jobs or tasks requiring training until remediation has been performed and subsequent qualification or requalification has been achieved.

For concerns regarding varying degrees of literacy and/or English comprehension, training and qualification requirements may be tailored (through use of verbal exams, escorts/interpreters, etc.) to address specific needs based on the issue and work required.

#### New Employee/Guest Training [^back to top](#).

1. In consultation with the department's Environmental, Safety, and Health (ES&H) Coordinator and the Training Coordinator, as appropriate, the supervisor/host uses the documents and tools listed below to identify tasks, hazards, risks, and training requirements associated with the position for which they are hired. The supervisor/host should consider the following in determining training requirements: external qualifications, required medical surveillances, whether the employee will be working in more than one department, and what additional job-specific training is needed (e.g., training on procedures, on-the-job performance evaluations, equipment training, and indoctrination).

**Note:** The Training and Qualifications (T&Q) Program Office and Department/Division Training Coordinator may provide assistance as needed.

The following are the most commonly used documents:

- Work planning documents
    - Experimental Safety Reviews
    - Work Permits
    - Standard Operating Procedures
  - Job descriptions
  - Roles, Responsibilities, Accountabilities and Authorities (R2A2)
  - [Job Assessment Form \(JAE\)](#)
  - [Job Training Assessment Form](#) (or equivalent)
  - [Training Requirements and Needs Assessment Tool](#)
  - [Task analysis](#)
  - Area-based personal protective equipment (PPE) requirements
  - Construction Health and Safety Plan (see the [Health and Safety Plan Outline/Template](#) in the [Construction Safety](#) Subject Area)
  - Facility hazard/risk analysis/categorization documents
  - [Hazard Validation Tool](#)
  - [Risk-Based Analysis for Determining Additional Job Qualification Requirements](#)
2. If the individual is a transfer or a returning employee, the supervisor/host determines whether any prior training is valid. If so, follow the procedure for [Requesting Training Exemptions](#).
  3. The supervisor/host completes the [New Employee/Guest Orientation \(NEO\) Form](#) (or equivalent) and submits it to the Department Administrator for processing and approvals.
  4. The Department Administrator forwards the NEO Form to Personnel Records to assign a Life/Guest number, enter information in PeopleSoft or the Guest Information System (GIS), and coordinate first day activities, including badging and orientation training.
  5. On the start date, the new employee/guest attends registration, orientation, and briefing sessions, receives an identification badge and Life/Guest number, and obtains signatures in the appropriate sections of the NEO Form. Briefing sessions may include, but are not limited to the following
    - ESH Coordinator
    - Training Coordinator
    - Facility Support Representative
    - Any additional facility/work contacts that may be applicable to the job assignment.
  6. The Training Coordinator enters the new employee's/guest's training requirements into the Brookhaven Training Management System (BTMS).
  7. The new employee/guest completes all required training. The supervisor/host ensures the New Employee/Guest is trained and qualified to perform all tasks assigned. Upon completion of all briefings and courses indicated on the NEO form, the new employee/guest returns the form to his/her Training Coordinator.
  8. The supervisor/host monitors the new employee/guest's completion of training and verifies that training and qualifications are maintained for the work performed. In addition, the supervisor/host reviews training requirements annually or as responsibilities, assignments, and requirements change, and forwards the changes to the Training Coordinator. Identify and provide continuing training as needed to address the following items:
    - Changes to facility structures, systems, and components
    - Changes to procedures and requirements
    - Change to role or responsibility
    - Advances in technology/equipment
    - Refresher need for infrequently performed tasks
    - Lessons Learned
    - Updated materials.

**Note:** Contact the Training and Qualifications Program Office for assistance.

## Contractor/Vendor Training [back to top](#)

This information applies to all contractors, vendors, and their personnel who work on-site, their BNL contacts, the Identification Badging Office, and training provider organizations.

1. The BNL POC arranges for new contractor/vendor personnel to come on-site.
2. In consultation with the Environment, Safety, and Health (ESH) Coordinator, Work Control Coordinator, Training Coordinator, and Facility Support Representative, as appropriate, the BNL POC determines which, if any, BNL [site-specific training](#) requirements and safety instructions are required for contractors and vendors. Consider the following circumstances:
  - Potential exposure to risk and creation of hazards based on the location, facility assessment, and the work to be performed
  - Duration and frequency of the on-site activity.
3. If the contractor/vendor personnel will be performing work under a BNL accepted Health and Safety Plan (HASP), he/she is required to attend Contractor/Vendor Orientation (CVO). Upon successful completion of the course, the T&Q Instructor signs the CVO form.
4. If the contractor personnel is a short-term consultant or visitor who will be performing administrative work only, then no BNL site-specific training is required. In lieu of training, the BNL POC arranges for a review of the [Environment, Safety, Health and Security Briefing Checklist](#) (or equivalent).
5. If the contractor/vendor personnel will be performing work that does not require a HASP, he/she may take CVO or Guest Site Orientation (GSO), at the discretion of the BNL POC, or the BNL POC may arrange for an escort (see the [Escort Guidelines](#)) to accompany the contractor personnel and to ensure that they are advised of any ESH hazards and precautions.

**Note:** In any of the above circumstances, if hands-on work will be performed, the [Work Planning and Control for Experiments and Operations](#) Subject Area **must** also be followed and prior notification provided to the [Work Control Coordinator](#).

Escort Guidelines do **not** apply to radiological areas or radiological work. For escort requirements for radiological areas or work, see the [Entry and Egress Requirements for Areas Controlled for Radiological Purposes](#) Subject Area.

6. The Training Coordinator assigns any additional required training courses as indicated by the BNL POC and communicates to the contractor personnel. All training assignments are documented and tracked in BTMS.
7. The BNL POC fills out the appropriate section of the Contractor Identification Badge Application and brings the contractor personnel to their Guest Information System (GIS) administrator, who enters the contractor personnel's information into the system, and forwards it to HR to assign them a Contractor Identification number/Guest number.
8. Contractor personnel reports to the Identification Badging Office, Bldg. 400, for an identification badge with the signed Contractor/Vendor Orientation form and/or the Contractor Identification Badge Application form and valid photo identification (e.g., driver's license). The Identification Badging Office verifies completion of the Contractor/Vendor Orientation course or other specified training or verifies that an escort has been provided.
9. After receiving an identification badge, the contractor personnel reports to the BNL POC for instructions.
10. The BNL POC ensures the contractor personnel is trained and qualified to perform all tasks assigned before permitting contractor personnel to work unescorted.

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## SUBJECT AREA PROCEDURE CONTENT



### Training and Qualifications Subject Area

Effective Date: **Sep 30, 2016** ([Rev 5.0](#))

Periodic Review Due: **Sep 30, 2019**



This information applies to program owners, Management System Stewards, Management System Executives, and Subject Matter Experts (SMEs) who establish Laboratory-wide compliance and regulatory training requirements with significant cross-department audiences. For departmental-specific training, SMEs should consult with their local Training Coordinator (see [List of BNL Training Coordinators](#)). The Training and Qualifications (T&Q) Program Office is available for consultation on adult-learning theory and best practices in instructional design and development.

## Developing or Revising Training Courses

The program owner, Management System Stewards, Management System Executive, or Subject Matter Expert completes the following steps when requesting the creation of a new training course or revision to an existing course.

1. The Subject Matter Expert (Requester) notifies the T&Q Program Office of new or changed requirements for training.
2. The T&Q Program Office Manager or designee meets with the Requester to review the training request and discuss further details. The purpose of this initial consultation is to evaluate training requests against the needs of the Laboratory and available resources, specifically addressing
  - Drivers for the training (regulatory needs or changes, audit findings, occurrences, program changes, improved practice, etc.)
  - Targeted required audience for the training
  - Goals/objectives for the training
  - Purpose for the training
  - Scope of the change to existing training
  - Results from course feedback (using the [Course Evaluation Form](#))
  - Required Delivery Date (if applicable).
3. The T&Q Program Office Manager assigns the project to a Principal Technical Training Specialist for development of the learning solution. The T&Q Program Office utilizes the DOE-approved, industry standard ADDIE approach for designing and developing training. Detailed instructions on these internal operating procedures are located in the Training and Qualifications Program Office.
4. The T&Q Program Office Manager and/or Principal Technical Training Specialist meets with the Requester as well as other experts, stakeholders, and focus group(s) to analyze the existing content, as well as relevant external training, discuss options, and agree upon learning method and modality.

**Note:** The analysis should include a review of the [Risk-Based Analysis for Determining Additional Job Qualification Requirements](#), in order to define hazard/risk level of the subject to be covered in the training course.

- Following analysis, the Principal Technical Training Specialist will proceed to design and develop course content in collaboration with the appropriate and impacted Subject Matter Expert(s), trainees, and department representatives.
- Once the training solution is approved and complete, the T&Q Program Office updates BTMS with the appropriate course information for classroom or online courses, and notifies employees of the available training.
- If the training update involves a minor change to process, with no impact to safety or compliance, the T&Q Program Office may create a brief refresher course that highlights the key changes, which staff may take in lieu of mandatory re-qualification.
- The T&Q Program Office documents training completions and reports back to the line organizations.
- The T&Q Program Office collects and evaluates feedback for continuous improvement opportunities and modifications to course content as appropriate.

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### Training and Qualifications Subject Area

Effective Date: **Sep 30, 2016** ([Rev 5.0](#))  
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This information applies to all classroom Training and Qualifications (T&Q) instructors who provide Lab-wide training in support of DOE, OSHA, or other regulatory compliance or operations training.

### Instructor Qualification

- The T&Q Manager reviews the candidate's (instructor to be qualified) intended instructional assignments and determines qualification requirements and process based on technical expertise, experience, education, and demonstrated instructional skills.
- The current course instructor and candidate review the course material to ensure understanding of content, course flow, and basic instructional requirements. Dependent upon the candidate's expertise and experience, the candidate observes a minimum of one course delivered by a T&Q instructor to become comfortable with delivery expectations.  
**Note:** In addition to the above, new instructors should meet with the Subject Matter Expert (SME) to review course materials and additional subject information that might come up in class presentations.
- At the discretion of the T&Q Manager or designee, the candidate begins instructing with supervision from another T&Q instructor, either part or all of a class.
- The T&Q Manager or designee observes the candidate as he/she facilitates the class to determine qualification.  
**Note:** For new instructors who have not yet demonstrated identified competencies, the T&Q Manager may establish development goals and mentoring assignments to address gaps.
- The T&Q Manager or designee approves the [Instructor Qualification Form](#) for individuals qualified to present assigned courses.  
**Note:** In those cases where additional approval is required to qualify an instructor, the T&Q Manager will forward the Instructor Qualification Form to the designated Department/Division Manager (e.g., Radiological Control Division) and/or SME.
- T&Q's Training Administrator maintains the Instructor Qualification Forms.

### Guidance

T&Q instructors and courses are evaluated periodically to ensure effectiveness and gather feedback for continual improvement. The tools that should be used to evaluate instructors include the [Instructor Evaluation Form](#) and [Course Evaluation Form](#).

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## Job Performance Measures

This information applies to individuals who are designated by their organization to serve in the support roles of Field Evaluators. Field Evaluators use a [Job Performance Measure \(JPM\)](#) to evaluate the skill of a trainee under controlled conditions.

Job Performance Measures are required for several course topics. The Field Evaluator and Trainer are responsible for reviewing the requirements on the [Training & Development](#) website.

During the JPM session with the trainee, the Field Evaluator uses the JPM form to record the overall evaluation by observing the trainee performing, simulating, and/or demonstrating the skill(s) being evaluated.

### Appointing Field Evaluators [^back to top](#)

1. BNL organizations nominate experienced workers on their staff to serve in the roles of Field Evaluators. These individuals are chosen based on technical expertise, experience, education, and instructional skills.
2. The Department Chair/Division Manager or designee submits a signed [T&Q Instructor Qualification Form](#), nominating the individual Field Evaluator with the above qualifications to the Training & Qualifications (T&Q) Program Office for review.
3. The Training & Qualifications Manager or designee appraises the nominee of any prerequisite training, including on-the-job training that may be required to serve as a Field Evaluator.  
**Note:** An individual may become a Field Evaluator only after all prerequisites are satisfied.
4. After reviewing the nominee's training history to ensure all prerequisites are satisfied, the Training & Qualifications Manager or designee forwards a nominating memo to the subject matter expert (SME) for their concurrence.
  - If approved, the SME signs and returns the nominating memo to the Training & Qualifications Program Office.
  - If not approved, the SME notifies the requestor and the Training & Qualifications Program Office of the decision with an explanation for the disapproval.
5. After concurrence is received, the Training & Qualifications Manager issues a memo to the Field Evaluator stating that he/she is qualified to perform instructional activities as assigned.
  - It is understood that this qualification is limited to tasks consistent with the limits of the Field Evaluator's own qualifications.
  - Field Evaluators must maintain their own qualifications as operators to continue in these support roles.
6. The Training & Qualifications Program Office adds the Field Evaluator's name to the list of approved Field Evaluators published on the [Training & Development](#) website.

### Conducting Job Performance Measures (JPMs) [^back to top](#)

1. Trainees are eligible for a Job Performance Measure (JPM) skills evaluation in a given subject only if they have satisfactorily completed all required training and/or testing.  
**Note:** The JPM may not proceed until all prerequisites are satisfied.
2. Prior to meeting with the trainee for the JPM, the Field Evaluator ensures that the trainee has:
  - Completed all prerequisite training courses and that their qualification status is up-to-date by checking the trainee's training record in the Brookhaven Training Management System (BTMS), available on the [Training & Development](#) website.
  - The latest version of the applicable JPM form, available from the [Training & Development](#) website.
3. The Field Evaluator makes arrangements for accessing the area and equipment needed for the JPM assessment.
4. The Field Evaluator may answer any questions asked by the trainee prior to JPM commencement. However, once the JPM begins, the Field Evaluator only observes the trainee's performance of each procedural step without offering any (and is not permitted to offer any) assistance.  
**Note:** The trainee may have applicable organization-specific operating procedures in hand while being evaluated, as appropriate.
5. During the JPM, the Field Evaluator observes the trainee performing, simulating, and/or demonstrating the skill(s) being evaluated and records the trainee's progress on the JPM form. After a specific step in the evaluation process is completed, the Field Evaluator checks the corresponding box: SAT (Satisfactory)/YES if the step was done correctly, UNSAT (Unsatisfactory)/NO if the step was done incorrectly, or N/A if that step is not applicable to the skill being evaluated.
  - "Satisfactory/Yes" means verbatim compliance with the procedural step.
  - At the discretion of the Field Evaluator, the trainee may be remediated on the spot for a minor error or may require retraining in the equipment/task prior to reattempting the JPM if the error was more substantial (i.e., could result in injury or damage to equipment).
6. A JPM is considered successfully passed only if 100% of all steps are marked "SAT/YES" or "N/A," as appropriate.
7. If the trainee completes the JPM satisfactorily, then the Field Evaluator, trainee, and the trainee's supervisor sign and date the "Completed Satisfactorily" line on the JPM.
8. Once all signatures are in place, the Field Evaluator forwards the completed JPM to the Training & Qualifications Program Office at the address on the back of the form for incorporation into the trainee's records.
  - It is recommended that the Field Evaluator retain a copy of the completed JPM form for their records.
  - Upon receipt of a satisfactorily completed JPM, the trainee's training records are updated with the date of completion and all applicable course codes by the T&Q Program Office.

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This information applies to employees, guests, users, visitors, and Subject Matter Experts (SME).

## Requesting Training Exemptions and Extensions

### Training Exemptions [^back to top](#)

Individuals may be exempt from BNL required training courses based on knowledge and skills acquired through previous education and/or relevant work experience.

1. To request an exemption, the individual completes the [Request for Training Exemption/Waiver Form](#) and attaches the appropriate documentation (e.g., a certificate of course completion, college transcript, etc.).
2. The individual submits the form and all supporting documentation to Training and Qualifications (T&Q) Program Office.
3. The T&Q Program Office contacts the Subject Matter Expert (SME) to approve/disapprove the request.
4. If approved, the T&Q Program Office enters the approved exemption in the training database, tracks the exemption expiration date, and notifies the individual's Training Coordinator.
5. The T&Q Program Office notifies the incumbent when the exemption is due to expire.

### Training Extensions [^back to top](#)

An individual may request extensions of retraining deadlines for courses that have requalification periods to support operating or scheduling commitments that impact an organization's mission.

**Note:** Extensions for radiological retraining are not allowed.

1. To request an extension, the individual completes the [Request for Retraining Extension Form](#).
2. The individual submits the form to the SME for the subject area that owns the requirement.
3. The SME reviews the request and determines whether or not to approve the extension.
  - If approved, the SME forwards the approved request to the T&Q Program Office.
  - If not approved, the SME notifies the requestor of the decision with an explanation for the disapproval.
4. The T&Q Program Office enters the approved extension in the training database and tracks the expiration date for the extension.
5. The T&Q Program Office notifies the responsible supervisor and employee when the extension period has lapsed.

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This information applies to all online, classroom, and on-the-job training in support of DOE, OSHA, or other regulatory compliance.

## Recordkeeping

### Online Courses [^back to top](#)

1. To complete on-line training, BNL employees, guests, and contractors need to have a valid BNL identification number (Life/Guest number). Once assigned an active or pending identification number, staff

may access the [Training & Development](#) website to review status of their required training needs, view their training history, and access online courses.

**Note:** The Brookhaven Training Management System (BTMS) contains a training history for each BNL employee, guest, user, visitor, and contractor who completes training, including course titles, course numbers, dates of training, BNL identification numbers, and trainee score (pass or fail, if applicable).

2. For Laboratory training courses with mandatory requalification dates, employees, guests, users, and contractors are notified via BTMS of the need to complete training prior to expiration.
3. The Training and Qualifications Program Office maintains electronic files of training records entered into the Brookhaven Training Management System. For radiological records, the T&Q Program Office maintains records for 75 years and archives data in a retrieval manner in accordance with Records Management Program requirements (see the [Records Management](#) Subject Area).

#### Classroom and On-the-Job Performance Evaluations [back to top](#).

1. For Laboratory training courses with mandatory requalification dates, employees, guests, users, and contractors are notified via BTMS of the need to complete training prior to expiration.
2. To register for classroom training or On-the-Job Performance Evaluations, staff must have a valid BNL identification number (Life/Guest number). Registration is completed by accessing the [Training & Development](#) website.
3. The cognizant course instructor delivers training and documents completion on the [Training Attendance Roster](#) or equivalent form that contains course title, course number, date of training, instructor name, participant names, their BNL identification number, and trainee score (pass or fail, if applicable). Course documentation that is maintained includes course outlines (e.g., set of PowerPoint slides and/or a Lesson Plan, procedures) and any supporting materials (e.g., handouts, exams, etc.).
4. The cognizant course instructor forwards the roster to the Training Coordinator or designee for retention of department-specific course records, or to the [Training and Qualifications Program Office](#) for Laboratory-wide training courses.
5. The Training Coordinator or designee enters records into the BTMS.
6. The Training Coordinator or designee retains original training records as specified by DOE, OSHA, BSA, or other regulation. For courses that address radiological exposure and safety, hardcopy rosters, tests, and Job Performance Measures (JPMs) must be maintained for 75 years. Job Performance Measures (JPMs) for non-radiological tasks must be maintained for 36 months or until date of expiration. For course records with no regulatory-driven retention period for hard copy records, once course records are incorporated into the Brookhaven Training Management System, the database becomes the official record. See the [Records Management](#) Subject Area for more information.

**Note:** Contact the [Training and Qualifications Program Office](#) for assistance in determining retention requirements for records.

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# REQUIREMENTS CONTENT



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## Reporting Obligations

None

## External/Internal Requirements

BNL has to abide by all applicable Prime Contract clauses, DOE directives, industry standards, as well as Federal, state, and local laws. BNL develops its policies and procedures based on an evaluation of these external requirements. This Subject Area implements the following requirements:

Requirement Number	Requirement Title
<a href="#">10 CFR 830, Subpart A</a>	Energy, Nuclear Safety Management, Quality Assurance Requirements
<a href="#">10 CFR 835</a>	Energy/Occupational Radiation Protection
<a href="#">DOE Memorandum 08-26-2013: FBPTA</a>	Federal Buildings Personnel Training Act - FBPTA
<a href="#">O 150.1A (March 31, 2014)</a>	Continuity Programs
<a href="#">O 151.1C</a>	Comprehensive Emergency Management System
<a href="#">O 414.1D Admin Chg 1 (May 8, 2013)</a>	Quality Assurance
<a href="#">O 456.1(May 31, 2011)</a>	The Safe Handling of Unbound Engineered Nanoparticles

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## TRAINING CONTENT

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### Training

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Revision History

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Revision Number	Revision Type	Revision Date	Revision Description
5.0	Major	09/30/2016	<p>The Training and Qualifications Subject Area was completely reviewed and published in the new format. This was a major revision to incorporate procedural changes and clarifications.</p> <ul style="list-style-type: none"> <li>The section <i>Training and Qualification</i> combines content from the sections formerly titled <i>Determining, Assigning, and Maintaining Training and Qualification Requirements</i>, <i>New Employee/Guest Training and Processing</i>, and <i>Contractor/Vendor Training and Processing</i>, and a link was added to the new exhibit <i>Escort Guidelines</i>;</li> <li>The section <i>Developing or Revising Training Courses</i> combines content from the sections formerly titled <i>Determining, Assigning, and Maintaining Training and Qualification Requirements</i> and <i>Establishing and Reviewing Training Requirements</i>;</li> <li>The section <i>Instructor Qualification</i> was revised;</li> <li>The section <i>Job Performance Measures (JPMs)</i> was added as a new procedure which includes both evaluator qualification and administration of JPMs;</li> <li>The section <i>Training Exemptions and Extensions</i> was revised to combine two processes into one procedure;</li> <li>The section <i>Recordkeeping</i> was revised and the processes for <i>Online Courses and Classroom</i> and <i>On-the-Job Performance Evaluations</i> were separated into two subsections;</li> <li>The exhibit <i>Escort Guidelines</i> was added to provide guidance for the BNL Point of Contact who may arrange for an escort in lieu of training;</li> <li>The following forms and exhibits were revised:               <ul style="list-style-type: none"> <li><i>Contractor/Vendor Orientation Form</i></li> <li><i>Environment, Safety, Health, and Security Briefing Checklist</i></li> <li><i>Job Training Assessment Form (optional)</i></li> <li><i>Request for Training/Exemption Waiver Form</i></li> <li><i>Risk-Based Analysis for Determining Additional Job Qualification Requirements</i></li> <li><i>T&amp;Q Instructor Qualification Form</i></li> </ul> </li> <li>The term "site-specific training" was added to the <i>Definitions</i> section.</li> </ul>
4.1	Minor	04/01/2014	The subject area was completely reviewed and no changes were needed.
4.0	Major	05/21/2013	<p>The Training and Qualifications Subject Area has been revised to establish a policy on the use of JTAs, including limitations. These changes to the Introduction section and section 1. Determining, Assigning, and Maintaining Training and Qualification Requirements (formerly titled Determining Training and Qualification Requirements) include the following</p> <ol style="list-style-type: none"> <li>JTAs are linked and assigned to personnel in BTMS at the discretion of Managers, Supervisors, and Training Coordinators to track and manage training requirements. No general mandate exists that necessitates training be assigned to personnel by the use of a JTA. However, department-specific procedures may require the use of JTAs for select training requirements.</li> <li>Staff need only meet the necessary training and qualification to perform a task regardless of whether it is linked by JTA or not. There is no limitation on the use of JTAs in terms of the number of JTAs or training requirements that can be assigned to an employee.</li> <li>Supervisors/managers are responsible for ensuring that staff are trained and qualified for work before assigning tasks. Grant qualification (independent performance of tasks) only after ensuring that staff has completed all requirements (entry level, training, and other specified requirements) that are listed in the individual's JTAs and have demonstrated the knowledge and skills needed to perform the work unsupervised.</li> <li>Supervisors/managers are responsible for ensuring that staff, do not perform tasks without having first completed initial required training or with lapsed required training or qualifications.</li> <li>Staff are authorized to perform tasks independently only after successful completion of the required training and when required, have demonstrated the knowledge and skills needed to perform the work unsupervised.</li> <li>The new term "Job Training Assessment (JTA)" was added to the Definitions section.</li> </ol>
3.12	Minor	06/15/2012	In the section Recordkeeping, step 4 was revised to clarify Job Performance Measure (JPM) retention times for radiological and nonradiological tasks.
3.11	Minor	09/27/2011	In the section Recordkeeping, step 1 was revised to clarify the course documentation that is included in a training package.
3.10	Minor	07/28/2010	The subject area was completely reviewed and no changes were needed.
3.9	Minor	05/12/2009	A minor fix to the format was made in the Environment, Safety, Health, and Security Briefing Checklist.
3.8	Minor	04/23/2009	The Environment, Safety, Health, and Security Briefing Checklist was updated and the word "Guest" was added to the ID number, name, and signature lines on page 2.
3.7	Minor	05/12/2008	Corrected title to Environment, Safety, Health and Security Briefing Checklist in the section Contractor/Vendor Training and Processing.
3.6	Minor	08/02/2007	The following minor revisions were made: Suspect/Counterfeit Items Awareness training was added to the Contractor/Vendor Orientation Form, and the Work Control Coordinator/Manager was added to consult with the BNL Contact in step 1 of the section Contractor/Vendor Training and Processing.

3.5	Minor	07/31/2007	The subject area was completely reviewed and minor changes were made. In the section Contractor/Vendor Training and Processing, the location of the Identification Badging Office was changed to Bldg. 400. The Contractor/Vendor Orientation Form was revised and the location of the Contractor Vendor Safety Orientation was changed to Bldg. 938. The Request for Training Exemption/Waiver Form and the Request for Retraining Extension Form were revised and the location of the Training Office was changed to Bldg. 400B.
3.4	Minor	02/02/2007	Updated link to entry/egress to Entry and Egress Requirements for Areas Controlled for Radiological Purposes and removed the word subject areas from the reference.
3.3	Minor	01/31/2007	Protecting Personally Identifiable Information (for Employees Only), Aerial Lift, Fall Protection, and Tick/Chigger Bite Prevention were added as Common Course Requirements to the New Employee/Guest Orientation Form. The row for Location Access was deleted from the bottom of the form, and "Access, Procedure, and On-the-job Training Needs" was added to the row for Departmental and Job Requirements.
3.2	Minor	01/12/2006	Changed links to retired RAD subject areas to direct user to radiological control procedures.
3.1	Minor	07/30/2004	Minor Change.
3.0	Major	02/20/2004	A new section Establishing and Reviewing Training Requirements was added to provide procedures for cross-organizational training requirements.
2.2	Minor	07/07/2003	Minor Change.
2.1	Minor	12/16/2002	Minor Change.
2.0	Major	09/01/2001	This subject area was revised to establish procedures and guidelines for qualifying instructors who deliver compliance training, and for maintaining training records. Section 7. Instructor Qualification and Section 8. Recordkeeping were added to the subject area. The Course Evaluation Form, Instructor Evaluation Form, Instructor Qualification Form, and the Training Attendance Roster also were added.
1.2	Minor	07/27/2001	Minor Change.
1.1	Minor	07/13/2001	Minor Change.
1.0	Major	06/01/2000	This subject area was developed to establish the procedures and guidelines to follow to ensure that workers are trained and qualified to perform work. This subject area will enable organizations to identify training and qualification requirements for positions by providing clear and consistent guidance and criteria. In addition to a site-wide procedure for Determining Training and Qualification Requirements, this subject area formalizes several processes on site with new procedures, including Requesting Training Exemptions and Using Escorts Instead of Providing Training. The New Employee/Guest Orientation and Contractor/Vendor Orientation Procedures were also updated in this subject area. Exhibits include appropriate forms for use in processes and criteria for determining and applying requirements.

**NOTE:** The dates for "Major Revisions" match the Subject Area Effective Date. Major and/or Minor revisions may not always match with the "Last Modified Date", since this date could reflect changes to links or spelling. Records of changes are maintained in the SBMS documentation for each subject area.

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## DEFINITION CONTENT



### Training and Qualifications Subject Area

Effective Date: **Sep 30, 2016** (Rev 5.0)

Periodic Review Due: **Sep 30, 2019**



### Definitions

Term	Definition
BNL Contact	A BNL employee responsible for overseeing the work performed by contractors and for determining whether the contractor employee(s) require BNL site-specific training or an escort.
challenge exam	Challenge exams are an alternative to classroom training for certain BNL courses. They are designed for individuals with prior experience, similar qualifications at a similar facility, or prior formal training in a subject area (e.g., radiological controls, health physics, electrical engineering).
continuing training	Continuing training programs provide the skills and knowledge required to maintain and enhance proficiency. They provide current information in areas such as: changes to facility structures, systems, and components; changes to procedures and requirements; advances in technology/equipment; and lessons learned.
contractor or contractor employee	An organization or individual (contractor, subcontractor, consultant, or vendor) that performs work or provides a service under contract to the Laboratory. (This does not include people who make routine deliveries, e.g., Federal Express, UPS.)
escort	A BNL-designated trained and qualified individual who accompanies an untrained individual, ensuring that the individual is advised of BNL site-specific hazards, and ensuring the proper performance of a task by an unqualified worker.
indoctrination	A training method where trainees read and document that they have read and understood a particular procedure or document. Indoctrination may also include a documented small group discussion about a procedure, requirement, or document.
initial training	Initial training programs provide the basic knowledge and skills needed to perform job functions.
Job Performance Measure (JPM)	A Job Performance Measure (JPM) is a type of assessment of a worker's ability to perform a task properly and safely. If the worker passes the JPM, he/she is judged competent to perform that task without supervision or assistance beyond what is normally required.
Job Training Assessment (JTA)	A tool that is used to track, manage, and communicate training assigned to workers. The JTA is continually updated depending on an employee's changing roles and responsibilities. JTAs may also include qualification requirements. Qualifications are other non-training events (abilities, procedures) that are required to be fulfilled. (Qualification examples are: required reading, medical surveillances, respirator fit tests.) JTA codes and information are maintained in the Training Database - Brookhaven Training Management System (BTMS).
line management	Department/division managers and supervisors.
on the job training	A training method where an "unqualified" worker works with a qualified worker to learn the correct way to perform a procedure.
Organization	Department, division, or office.
Qualification	The process whereby the responsible supervisor attests that an individual has met requirements and demonstrated the skills and knowledge needed to perform specific program operations without supervision or escort. The formality of the qualification process is dependent upon the potential consequences that may result from incorrect task performance. Considerations for qualifications include: education, experience, training and any special requirements (e.g., medical exam) necessary for the unsupervised and unescorted performance of work.
qualified	A worker's ability to perform an assignment unsupervised and unescorted.
qualifier/evaluator	An individual formerly qualified in a procedure that is designated by the responsible supervisor to qualify others in the procedure. Procedure authors are qualified by their technical expertise to train others on the procedures they write. The responsible supervisor may qualify others on procedures. For example, employees trained by a manufacturer on its equipment are qualified to train others on that equipment.
responsible requirement manager	The owner of a training requirement, i.e., point of contact for the subject area that is responsible for the requirement.
responsible supervisor, work planner, or sponsor	The individual responsible for the activity being performed. The supervisor who is responsible for planning the work activity, assigning work to staff, and supervising performance of work.
retraining or requalification	Training and qualifications that require periodic (usually 12, 24, or 36 month) renewal in order to maintain qualification.
short-term consultant or visitor	An individual who performs work or provides a service at the Laboratory who will be on-site for one to three days during a calendar year.
site-specific training	Training in regards to BNL-specific processes, tools, facilities, or systems, which may differ from other laboratories, universities, or businesses.
sponsoring organization	The department/division that contracts for and oversees the work of a contractor.
task analysis	The systematic break down of a job into its component parts.
untrained	Not having the required training or qualifications for independent task performance.

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## LESSONS LEARNED CONTENT

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### Training and Qualifications Subject Area

Effective Date: **Sep 30, 2016** ([Rev 5.0](#))

Periodic Review Due: **Sep 30, 2019**



### Lessons Learned

BNL's Lessons Learned Program supports ongoing learning by collecting and sharing work experiences and good practices. This allows us to better understand risks and hazards and develop strategies to control them. Many managers share selected Lessons Learned with their staff at daily briefings and morning meetings to update everyone's knowledge and skills. The Program draws information from BNL, the DOE complex, and private industry. For more, [see the BNL Lessons Learned Program website](#).

Here is a selection of recent Lessons Learned related to this particular Subject Area:

Title	Date
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## FORMS/EXHIBITS CONTENT

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### Training and Qualifications Subject Area

Effective Date: **Sep 30, 2016** ([Rev 5.0](#))  
Periodic Review Due: **Sep 30, 2019**



## Contractor/Vendor Orientation Form

Effective Date: **Sep 30, 2016**

[Contractor/Vendor Orientation Form](#)

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## Course Evaluation Form

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[Course Evaluation Form](#)

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## Environment, Safety, Health, and Security Briefing Checklist

Effective Date: **Sep 30, 2016**

[Environment, Safety, Health, and Security Briefing Checklist](#)

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## Escort Guidelines

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**Training and Qualifications** Subject Area  
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### Instructor Evaluation Form

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[Instructor Evaluation Form](#)

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### Job Training Assessment Form

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[Job Training Assessment Form](#)

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### Training and Qualifications Subject Area

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## New Employee/Guest Orientation Form

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[New Employee/Guest Orientation Form](#)

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### Training and Qualifications Subject Area

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## Request for Retraining Extension Form

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[Request for Retraining Extension Form](#)

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### Training and Qualifications Subject Area

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## Request for Training Exemption/Waiver Form

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[Request for Training Exemption/Waiver Form](#)

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### Training and Qualifications Subject Area

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## Risk-Based Analysis for Determining Additional Job Qualification Requirements

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**Training and Qualifications** Subject Area  
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### T&Q Instructor Qualification Form

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[T&Q Instructor Qualification Form](#)

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