

CONTROL OF ON-SHIFT TRAINING

1.0 Objective

The objective of this surveillance is to verify that on-shift training is properly controlled and is conducted in accordance with laboratory instructions and procedures. This surveillance provides a basis for evaluating the effectiveness of the laboratory's program for control of on-shift training and for establishing compliance with DOE requirements.

2.0 References

- 2.1 DOE O 360.1, *Training*
- 2.2 DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities*
- 2.3 DOE-STD-1043-93, *Guide to Good Practices for Control of On-Shift Training*

3.0 Surveillance Activities

The Facility Representative or Environmental, Safety, and Health Support Specialist should review laboratory instructions and procedures related to the control of on-shift training. The Facility Representative or Environmental, Safety, and Health Support Specialist observes control of on-shift training for one or more trainees. It is preferable that the Facility Representative or Environmental, Safety, and Health Support Specialist observe the training from the pre-training briefing by the instructor through completion and documentation of the training.

Surveillance Guideline
CONTROL OF ON-SHIFT TRAINING

Surveillance No.: _____

Facility: _____

Date Completed: _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Does the training conform to facility instructions and procedures for conduct of and control of on-shift training?	_____	_____	_____
2. Prior to the conduct of the training, has it been confirmed that the trainee understands safety practices and procedures, work station responsibilities and authorities, and administrative procedures?	_____	_____	_____
3. Has the on-shift training instructor been trained and qualified as an on-shift or on-the-job training instructor?	_____	_____	_____
4. Prior to beginning the on-shift training session, does the instructor conduct a pre-training brief to discuss training goals for the session, and control of the trainee by the trainer?	_____	_____	_____
5. Does the instructor provide direction to the trainees on how training will be stopped in the event of unanticipated or abnormal situations?	_____	_____	_____
6. Does the instructor explain the objectives to the student prior to starting an operation or task?	_____	_____	_____
7. If the trainee assumes responsibility for a particular work station (under instruction), does he conduct a turnover and sign into the log?	_____	_____	_____
8. Is the trainee under close supervision of a qualified operator when performing operational tasks?	_____	_____	_____

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		<u>YES</u>	<u>NO</u>	<u>N/A</u>
9.	Does the instructor verify that the trainee has the requisite knowledge and skills prior to performing the training tasks?	_____	_____	_____
10.	Does the instructor have the trainee review the procedures and reference documents for performing the task?	_____	_____	_____
11.	Does the instructor have the trainee explain the action to be performed, including any cautions or notes?	_____	_____	_____
12.	Does the instructor have the trainee physically identify the component to be manipulated (e.g., valve, switch, etc.)?	_____	_____	_____
13.	Does the instructor assume a position to observe the trainee's action and to prevent the trainee from incorrectly operating the equipment?	_____	_____	_____
14.	Does the instructor require the trainee to use proper communication techniques, including the use of correct nomenclature, abbreviations, and acronyms?	_____	_____	_____
15.	Is the training immediately suspended in the event of unanticipated or abnormal situations?	_____	_____	_____
16.	Does the instructor or an on-shift operator assume control of the work station after termination of the training session due to unanticipated or abnormal situations?	_____	_____	_____
17.	If more than one trainee is involved in the training, are ratios of instructors to trainees specified?	_____	_____	_____
18.	If more than one trainee is involved in the training, does the instructor exercise close control of all trainees and accomplish the training objectives?	_____	_____	_____
19.	Are communications between the instructor and trainee clear and concise?	_____	_____	_____
20.	Does the instructor formally inform the trainee that the training session is concluded?	_____	_____	_____

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PERSONNEL CONTACTED: _____

**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

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Finding No.: _____

Description: _____

OBSERVATIONS:

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

Surveillance Guideline
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Observation No.: _____

Description: _____

FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

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Followup Item No.: _____

Description: _____

LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist