

Activity Qualification and Certification

1.0 Purpose This guideline provides a method for evaluating the facility's qualification and certification programs.

2.0 Scope This guideline has been developed for use in the review and evaluation of qualification and certification programs.

- QC inspection.
- NDE examination.
- Licensed reactor operator.
- Certified nuclear welder.
- Qualification/certification of test personnel.

References

1. ANSI N45.2.6, "Qualification of Inspection, Examination, and Testing Personnel for Nuclear Power Plants."
2. ANSI N45.2.23, "Qualification of Quality Assurance Audit Personnel for Nuclear Power Plants."
3. INPO 84-003, "Guidelines for Quality Control Inspector and Nondestructive Examination Technical Training."
4. NRC NUREG-1220, "Training Review Criteria and Procedures."

3.0 Guidelines

3.1 In preparation for and during the conduct of this surveillance

- Obtain and review implementing procedures, instructions, and drawings governing this activity.
- Prepare a guide or checklist using the selected items from this guideline.
- Review past surveys, audits, surveillances, and other evaluations/assessments.
- Ensure that checklists include, where applicable, actual observations of performance, general plant conditions, radiological work practices, housekeeping, work document controls and use, and safety practices.

Note: Refer to Chapter 1 for specific details on the attributes listed above.

3.2 Select a sample of personnel (or during surveillance activities), observe the personnel performing their daily functions. From these observations, select several personnel and verify the following:

- A. Question the individual and observe his/her performance to determine if the individual is knowledgeable in the activity being performed.
- B. Qualification or certification documentation exists for each person and is current for the activity being performed.

- C. Qualification or certification documentation is being maintained by the plant's records storage facility and is current with the documentation being maintained in departmental files.
 - D. Prerequisites (minimum qualifications, such as training, experience, and successful completion of physical and technical exams) were met prior to initial certification.
 - E. Site specific on-the-job training has been completed and properly documented.
 - F. Visual examinations are satisfactorily completed, up-to-date, and properly documented, and
 - G. Upon expiration of initial certification, recertification is being conducted as required prior to the performance of inspections.
- 3.3 If contract personnel are performing activities requiring specific qualification or certification, select several of these personnel and verify the following:
- A. Question the individual and observe his/her performance to determine if the individual is knowledgeable in the activity being performed.
 - B. Certification documentation was approved by appropriate personnel and is current for the activity being performed, and
 - C. Certification documentation is being properly maintained by the responsible department.
 - D. The contractor's QA program is approved for the service being provided.
- 3.4 Select a sample of personnel from each of the various disciplines and verify the following:
- Note:** If the plant is utilizing personnel who are on loan from other sites, include a representative number of these personnel.
- A. Certification documentation exists and is current.
- 3.5 Verify that an up-to-date list of certified personnel is being maintained and distributed regularly.
- 3.6 Verify that an up-to-date list of certified contract personnel is being maintained and distributed regularly.
- 3.7 If during the course of this review insufficient training is suspected as a cause, refer to References 4.2, 4.3, and 4.4 to identify the deficient activity.

4.0 Other Guidelines for Consideration

- 4.1 See Chapter 1, "General Quality Surveillance Guidance."
- 4.2 See Chapter 20, "On-the-Job Training (OJT)."
- 4.3 See Chapter 20, "Simulator Training."