

Guidance on Training and Indoctrination

Qualification and training processes ensure that personnel achieve and maintain the required capabilities to perform their work.

Responsibilities

The University is responsible to facilitate the training and qualification processes for students/personnel in their organizations and ensuring that personnel meet the appropriate requirements. Each level of the organization should adequately describe its training and qualification needs including the need for continued training to maintain job proficiency. These descriptions should include requirements, interfaces, training methods, training responsibilities, and duties of line and training organizations.

Qualification of Personnel (if Qualification is Required)

Policies and procedures that describe personnel selection, training, and qualification requirements should be established for each Project (if more than one Project is awarded to a university the same procedures and policies can apply). These should include the minimum applicable requirements for education, experience, skill level, and physical condition.

Before personnel are allowed to work independently, the PI should ensure personnel have the necessary experience, knowledge, skills, and abilities. Personnel should be qualified based on factors such as:

previous experience, education, and training; performance demonstrations or tests to verify previously acquired skills; completion of training or qualification programs; and/or on-the-job training.

Training

Training assists personnel in acquiring knowledge of the correct and current processes and methods to accomplish assigned tasks. It enables personnel to understand the fundamentals of the work, the associated hazards, the context within which the work is performed, and the reasons for any special work requirements. Training should also include appropriate stop work responsibility/authority and action/response in abnormal/emergency situations. Initial training should prepare personnel to perform their job. Continuing training should maintain and promote improved job performance and proficiency. Training can be grouped into the following categories:

1. Project-/task-specific training should impart the knowledge required for personnel to perform their assigned duties safely and successfully. This training may include project/task goals and schedules, implementing procedures, safety and hazard controls

methods, requirements, process metrics, and skills. Project/task-specific training requirements should be defined by PI's and the workers.

2. University/Facility/Laboratory-specific training should convey the safety, emergency plans, security, and operations information necessary for personnel to prepare for and perform their assigned duties in the university/facility. The PI is responsible for defining training requirements and ensuring that the training is administered.
3. Personnel Performing Quality Affecting Activities should be trained sufficiently to have a knowledge of the QA requirements. This can be accomplished by watching the NEUP presentation on QA on the NEUP Portal or by other means.

Training Plans (if required)

Training plans should:

be prepared for personnel responsible for managing, planning, performing, controlling, and overseeing work; be based on the function and responsibilities of the job and any specific qualification requirements; be based on current facility, site, or organization procedures; technical and professional references; and past organization/industry experience; consider changes in hazard conditions, technology, work methods, and job responsibilities; and specify the type of training records to be maintained.