

<b>TRAINING AND INDOCTRINATION</b>	Identifier: RD-1008
	Revision: 3
	Effective Date: 12/19/2012 <span style="float: right;">Page: 1 of 7</span>

Subcontractors	Requirements Document	eCR Number: 608954
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Manual: INL Subcontractor Requirements

Entire Document Changed

## 1. PURPOSE

This Requirements Document (RD) provides the minimum requirements for training, indoctrination and documentation of subcontractors and any lower tier subcontractors or suppliers.

Requirements for achieving Competence Commensurate with Responsibility (CCR) are also defined. CCR ensures that subcontractors and lower tier contractors possess the experience, knowledge, skills and abilities that are necessary to discharge their assigned responsibilities under the contract or purchase order.

## 2. APPLICABILITY

This RD applies to subcontractor/suppliers and their lower tier subcontractor/suppliers for work when specified by a contract or purchase order. Supplemental requirements may be specified for all or part of the work scope as determined to be appropriate by the Contractor.

## 3. REQUIREMENTS

Performer	Responsibilities
Contractor	Provide Contractor specific training to the subcontractor Maintain documentation of Contractor provided training in the contractor training records system. Incorporate Subcontractor/Supplier training documentation into the Contractor training records system.
Subcontractor/ Supplier	Ensure all subcontractor/supplier personnel have the education, experience, training and qualifications to perform work safely and in compliance with the contract requirements. Ensure required training is completed and documented prior to allowing personnel to perform work. Prepare and maintain documentation of training provided by subcontractor/supplier personnel. Deliver copies of training documentation to the Contractor POC Submit training documentation as vendor data, when specified by the vendor data schedule.

<b>TRAINING AND INDOCTRINATION</b>	Identifier: RD-1008	Page: 2 of 7
	Revision: 3	
	Effective Date: 12/19/2012	

#### **4. TRAINING REQUIREMENTS**

All subcontractor/supplier personnel shall receive an initial orientation prior to performing any on-site or town work.

Subcontractor/supplier shall conduct and document project specific training in responsibilities and authority, general criteria, including applicable codes and standards, regulatory commitments, company procedures, and quality assurance program requirements for performing their assigned tasks. These requirements originate from, but are not limited to:

- A. design output documents to include but not limited to, engineering drawings and technical specifications
- B. work planning documents to include but not limited to, quality assurance/control plans, job safety analyses, health and safety plans, and radiation control plans
- C. work controlling documents to include but not limited to, procedures, manuals, instructions, and work packages
- D. installation and application instructions to include but not limited to, manufacturer's recommendations or instructions
- E. contract or purchase order documents to include but not limited to, Special Conditions, General Provisions, and Requirements for Identifying Suspect/Counterfeit Items

contractually applicable procedures such as this RD.

#### **5. TRAINING DOCUMENTATION REQUIREMENTS**

##### **5.1 Documentation of Training Conducted by the Contractor**

- 5.1.1 Documentation of all completed training conducted by the Contractor shall be maintained in the Contractor training records system.
- 5.1.2 The Contractor will provide completed training information for subcontractor personnel only from the Contractor training records system to the subcontractor/supplier.
- 5.1.3 Training documentation provided to the subcontractor/supplier may be in hard copy or, when applicable, the subcontractor may be provided read and copy access to the Contractor training records system outside the firewall.

<b>TRAINING AND INDOCTRINATION</b>	Identifier: RD-1008	
	Revision: 3	
	Effective Date: 12/19/2012	Page: 3 of 7

## **5.2 Documentation of training provided by the subcontractor/supplier or lower tier subcontractor/supplier**

- 5.2.1 Subcontractor/supplier documentation (duplicates or copies), see Appendix A for acceptable objective evidence, shall be provided to the Contractor POC for incorporation into the Contractor's training records system as required.
- 5.2.2 Original subcontractor/supplier training documentation shall be completed, maintained, and available for Contractor review during the full performance period of the contract or purchase order.

## **6. QUALITY ASSURANCE TRAINING**

Subcontractor/Supplier personnel who work under a contract considered quality significant shall meet the requirements of the Quality Assurance training program as outlined in Appendix B "Required Quality Assurance Training and Indoctrination" prior to performing any *quality affecting work* (see def.).

## **7. DEFINITIONS**

For definitions of terms used throughout the INL Subcontractors Requirements manual, refer to LST-359.

## **8. REFERENCES**

RD-5000, Subcontractor Quality Assurance Program Requirements  
Subcontractor Requirements Manual (SRM)

## **9. APPENDIXES**

Appendix A, Documentation of Minimum CCR Elements  
Appendix B, Required Quality Assurance Training and Indoctrination

<b>TRAINING AND INDOCTRINATION</b>	Identifier: RD-1008	
	Revision: 3	
	Effective Date: 12/19/2012	Page: 4 of 7

## Appendix A

### Documentation of Minimum CCR Elements

Objective evidence is required to ensure valid achievement of Competence Commensurate with Responsibility (CCR) and to ensure that all regulatory and safety driven requirements have been met.

#### 1. Training provided by the Contractor

- 1.1 All training provided by the Contractor shall be entered in the Contractor training records system.
- 1.2 Contractor training records data for subcontractor personnel only shall be made available to the subcontractor upon request. Data in the Contractor training records system constitutes objective evidence of completion.
- 1.3 Training records system data shall be maintained by the Contractor.

#### 2. Training provided by sources other than Contractor.

- 2.1 The subcontractor shall maintain relevant training documentation throughout the period of performance of subcontract work.
- 2.2 Copies of training documentation shall be provided to the Contractor POC.

#### 3. Additional options for objective evidence.

Subcontractor conducted training documentation

- 3.1.1 Certificate, roster, or card of course completion

Education and training institutions documentation

- 3.1.2 Degree or diploma
- 3.1.3 Vocational school certificate of completion
- 3.1.4 Technical school certificate of completion
- 3.1.5 Specialty school certificate of completion
- 3.1.6 Trade school certificate of completion

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<b>TRAINING AND INDOCTRINATION</b>	Identifier: RD-1008	
	Revision: 3	
	Effective Date: 12/19/2012	Page: 5 of 7

3.1.7 Industrial training program certificate of completion

3.1.8 Documentation of completion of apprenticeship program(s)

Government and subject matter program documentation

3.1.9 Local, State or Federal license

3.1.10 National consensus standards program completion record

3.1.11 Government agency topical training endorsement

Non-traditional documentation

**NOTE:** *The use of non-traditional documentation should be limited to those persons without other formal means to demonstrate CCR. The acceptance of this documentation is subject to Contractor review and acceptance.*

3.1.12 Written description of acceptable past performance endorsed by appropriate subcontractor management.

3.1.13 Description of relevant experience endorsed by appropriate subcontractor management.

<b>TRAINING AND INDOCTRINATION</b>	Identifier:	RD-1008	
	Revision:	3	
	Effective Date:	12/19/2012	Page: 6 of 7

## Appendix B

### Required Quality Assurance Training and Indoctrination

The Quality Assurance training program focuses on providing employees with knowledge and skills necessary to perform tasks that meet acceptance and performance criteria for quality affecting work.

The Contractor defines training, qualification, and certification requirements for the quality assurance program and implementing procedures required for the subcontractor/supplier. Training and qualification requirements are established and periodically reviewed to ensure that requirements are reflective of the skills necessary to perform the work.

Prior to the initiation of any quality affecting work, subcontractor/supplier shall submit to contractor an organizational structure detailing functional responsibilities, levels of authority, and interfaces for those managing activities affecting quality. Specific responsibilities for implementing RD-5000, Subcontractor Quality Assurance Program Requirements (SQAP), shall be identified. The form used is SQAP Form 540.44.

Personnel managing activities affecting quality shall be trained and submit a Required Reading for RD-5000 and all Contract applicable QA 5000 series RDs. Additional RDs may apply when one RD is listed as applicable on Form 540.10C or Form 540.10S in the Contract, see the Quality RD Applicability Matrix below. These Required readings shall be documented on Form 361.25, Read and Sign Training Record, or equivalent.

Subcontractor/supplier shall provide specific training to affected personnel prior to the performance of affected work, including applicable quality assurance and control programs, plans, and procedures.

Subcontractor/supplier personnel training shall be completed and documented prior to performing the activity to which the training applies.

**Idaho National Laboratory**

<b>TRAINING AND INDOCTRINATION</b>	Identifier: RD-1008
	Revision: 3
	Effective Date: 12/19/2012 <span style="float: right;">Page: 7 of 7</span>

Contract Applicable RD	Additional RD Applicability and Training Required																
	RD-1008	RD-5002	RD-5003	RD-5004	RD-5005	RD-5006	RD-5007	RD-5008	RD-5009	RD-5010	RD-5012	RD-5014	RD-5015	RD-5016	RD-5017	RD-5018	RD-5019
RD-5000	x																
RD-5002			x				x									x	
RD-5003		x															
RD-5004		x	x				x	x									
RD-5005			x				x										
RD-5006																	
RD-5007		x	x														
RD-5008			x	x											x	x	
RD-5009			x														
RD-5010			x														
RD-5012			x										x				
RD-5014			x										x				
RD-5015			x														
RD-5016			x														
RD-5017								x			x		x			x	
RD-5018															x		
RD-5019																	

00INL711, Suspect/Counterfeit Items Awareness Training is required for personnel who verify or determine, during acceptance of material activities, that items being accepted for use do not exhibit indications attributed to potential suspect/counterfeit items. These personnel function in one or more of the following job categories: operations engineering managers and supervisors; engineers & their supervisors (facility, program, project, component, design, maintenance, new construction, or modifications); System Engineers; Quality Engineers & Inspectors; Planners & Schedulers; Project Engineers & Managers; Procurement and Supplier Quality; Facility Maintenance Supervisors; Purchase Card Holders; Crafts (fitters, welders, mechanics, carpenters, machinists, electricians, equipment operators, etc.); Construction Managers; Procurement Agents; and Occurrence Reporting personnel. This training is available on the Contractor Training Directorate Homepage, On-line Training Courses.