

**U.S. Department of Energy**  
**Washington, D.C.**

**ORDER**

**DOE 5480.18B**

8-31-94

SUBJECT: NUCLEAR FACILITY TRAINING ACCREDITATION PROGRAM

1. PURPOSE. To establish the process and the objectives and criteria for the accreditation of training programs at Department of Energy (DOE) facilities.
2. CANCELLATION. DOE 5480.18A, ACCREDITATION OF PERFORMANCE-BASED TRAINING FOR CATEGORY A REACTORS AND NUCLEAR FACILITIES, of 7-19-91.
3. APPLICABILITY.
  - a. The provisions of this Order apply to all contractors performing work for the Department as identified below, and as provided by law and/or contract. (See Attachment 3, "Contractor Requirements Document.")
  - b. This Order shall be applicable to training programs for operations personnel, maintenance personnel, and technicians at operable DOE nuclear facilities listed in Attachment 1. All other nuclear facilities shall have training programs that are formally documented and implemented in accordance with applicable DOE Orders. This Order shall not be applicable to nuclear facilities listed in Attachment 1 that are in a standby status, as long as they remain in that status.
  - c. The provisions of this Order do not apply to: (1) The Naval Nuclear Propulsion Program which is separately covered under Executive Order 12344 and Public Law 98-525; (2) Those activities subject to the Nuclear Regulatory Commission or the Nuclear Regulatory Commission Agreement State licensing; and (3) safeguards training and security education which are included in the DOE 5630 series Orders.
4. ASSISTANCE. Nuclear Operations and Analyses Division, (301) 903-7390
5. BACKGROUND. The requirements identified in this Order formalize DOE's endorsement of the systematic approach to training and initiate requirements within DOE to ensure training program quality. The systematic approach to training has been demonstrated to be highly effective in providing the basis to ensure that personnel have qualifications commensurate with the performance requirements of their jobs. DOE-STD-1077-94, "Training Accreditation Program Standard: Requirements and Guidelines," contains the objectives and criteria that must be met to achieve accreditation for a training program. DOE-HDBK-1078-94, "Training Program Handbook: A Systematic Approach to Training," contains information and guidance that represent one approach to the development of training programs that encompass the essential elements of a systematic approach to training. Other approaches are equally acceptable if

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they are based on a systematic method of determining and implementing training that is directly related to the needs and requirements of a job position. The following five elements of a systematic approach to training are essential to accreditable training programs:

- a. Systematic analysis of the job(s) to be performed;
- b. Learning objectives derived from the analysis that describe desired performance after training;
- c. Training design, development, and implementation based on the learning objectives;
- d. Evaluation of trainee mastery of the objectives during training; and
- e. Evaluation and revision of the training based on the performance of trained personnel in the job setting.

6. OBJECTIVES. The training accreditation program objectives are to provide:

- a. Guidance for DOE Secretarial Offices, field organizations, and contractors for the development and evaluation of training programs that produce well-qualified, competent personnel to conduct and support facility operations.
- b. Standards by which contractors can systematically develop, evaluate, maintain, and improve training programs.
- c. Assurance and recognition that accredited training programs meet and maintain the objectives and criteria contained in DOE-STD-1077-94, "Training Accreditation Program Standard: Requirements and Guidelines."

7. RESPONSIBILITIES AND AUTHORITIES.

- a. Secretarial Officers, or designee, shall perform the following functions for nuclear facilities for which they have cognizance:
  - (1) Assume line management responsibility and accountability for implementation of this Order;
  - (2) Ensure that resources are provided for developing, implementing, and maintaining accreditable training programs;
  - (3) Ensure that training programs for which accreditation has been deferred are upgraded to meet the accreditation objectives;

- (4) Assign an Accreditation Coordinator for the appropriate office;
  - (5) Review and, subsequent to requesting Environment, Safety and Health - concurrence, approve the Training Program Accreditation Plans submitted by the Operations Office Managers;
  - (6) Review and, subsequent to requesting Environment, Safety and Health concurrence, approve requests for facility exemption from Attachment 1;
  - (7) Review and, subsequent to requesting Environment, Safety and Health concurrence, approve requests for program exceptions from facilities listed in Attachment 1; and
  - (8) Perform reviews to confirm implementation of this Order.
- b. Assistant Secretary for Environment, Safety and Health is the independent element responsible for environment, safety, and health oversight of line management for the Department. As the administering office for the Training Accreditation Program, Environment, Safety and Health has overall Departmental policy responsibility for nuclear facility personnel training and qualification and shall:
- (1) Develop, implement, and administer the Training Accreditation Program;
  - (2) Provide guidance and technical assistance to the appropriate Secretarial Officer and field organizations;
  - (3) Establish and communicate the Training Accreditation Program policy, standards, guidelines, and procedures to the Heads of Departmental Elements;
  - (4) Develop guidance materials and conduct training and workshops, as necessary, to implement this Order;
  - (5) Review Training Program Accreditation Plans to ensure that all appropriate positions are included in training programs and concur with the approvals granted under paragraph 7a(5);
  - (6) Review and concur with approvals for facility exemption from Attachment 1 granted under paragraph 7a(6);
  - (7) Review and concur with approvals for requests for program exception granted under paragraph 7a(7) above;

- (8) Assure adequate funding for the administration of the Training Accreditation Program;
  - (9) Assign staff proficient in the operations personnel training area to manage the development of training programs and the associated accreditation program;
  - (10) Issue and keep current Attachment 1 which identifies nuclear facilities to which this Order applies; and
  - (11) Maintain a list of accredited programs and disseminate this list to appropriate organizations.
- c. Associate Deputy Secretary for Field Management is responsible for coordinating with Secretarial Officers and Operations Offices and other field organizations to assure that training and qualification programs at DOE facilities are managed according to the requirements of this Order and that program decisions include training, qualification, and accreditation considerations, as appropriate.
- d. Operations Office Manager or designee shall:
- (1) Identify and submit adequate resource requests to the appropriate Secretarial Officer (See Attachment 2, Paragraph 2n) for implementation of training programs and their subsequent accreditation;
  - (2) Submit requests for a facility exemption from Attachment 1 to the appropriate Secretarial Officer;
  - (3) Ensure that applicable training programs under their jurisdiction are initially accredited as described in paragraph 8a, maintained as described in paragraph 8b, and renewed as described in paragraph 8c;
  - (4) Communicate information concerning accreditation to their contractors;
  - (5) Review training programs under their jurisdiction to ensure that appropriate facility training programs are included in accreditation activities;
  - (6) Review and approve Training Program Accreditation Plans and forward them to the appropriate Secretarial Officer for final approval, with copies to Environment, Safety and Health;
  - (7) Ensure that training programs for which accreditation has been deferred are upgraded to meet the accreditation objectives and criteria;

- (8) Coordinate with the appropriate Secretarial Office in determining the applicability of accreditation for existing and new nuclear facilities;
- (9) Identify senior line management personnel to participate in Accrediting Board proceedings; and
- (10) Assign Accreditation Coordinators for the Operations Office who shall:
  - (a) Coordinate review and approval of Training Program Accreditation Plans, Contractor Self-Evaluation Reports, contractor responses to team visits, and Accreditation Maintenance Reports, and forward these to the Training Accreditation Program Staff Manager;
  - (b) Maintain schedules for those training programs which are to be accredited;
  - (c) Coordinate the Accreditation Review Team visit date with the Training Accreditation Program Staff Manager and the contractor;
  - (d) Attend Accreditation Board meetings when assigned facility training programs are being reviewed; and
  - (e) Provide copies of accreditation documents to the appropriate Secretarial Office.

## 8. RETIREMENTS.

- a. Initial Accreditation. The DOE training accreditation process shall consist of the following major activities:
  - (1) Applicability. The contractor shall determine which facility training programs require accreditation by using the functional descriptions contained in DOE-STD-1077-94, "Training Accreditation Program Standard: Requirements and Guidelines."
  - (2) Initial Self-Evaluation. The contractor shall conduct an initial self-evaluation by comparing current training programs to the accreditation objectives and criteria. Guidelines for the conduct of the self-evaluation are contained in DOE-STD-1077-94, "Training Accreditation Program Standard: Requirements and Guidelines."
  - (3) Training Program Accreditation Plan. The contractor shall determine necessary improvements to the existing training program to meet the accreditation objectives and criteria, based on the results of the

initial self-evaluation. A Training Program Accreditation Plan should be prepared in accordance with the guidelines of DOE-STD-1077-94, "Training Accreditation Program Standard: Requirements and Guidelines." The Training Program Accreditation Plan shall identify and prioritize the programs to be accredited and shall address all training program implementation schedules, upgrade needs and scope, personnel needs, and facility needs. Specific training programs for which an exception to this Order is deemed appropriate shall be identified, with justification for the exception, in the Plan. The Training Program Accreditation Plan shall be approved by the Operations Office Manager and the appropriate Secretarial Officer, with Environment, Safety and Health concurrence.

- (4) Contractor Self-Evaluation Report. A second self-evaluation is performed by the contractor following completion of necessary improvements to the training program, as identified in the Training Program Accreditation Plan. A Contractor Self-Evaluation Report shall be written for the training program(s) to be accredited in accordance with the guidelines of DOE-STD-1077-94, "Training Accreditation Program Standard: Requirements and Guidelines." The Contractor Self-Evaluation Report may contain more than one program provided that all of the programs are directly related to each other (e.g., Operator, Shift Supervisor, and Shift Manager would be acceptable whereas Operator, Mechanical Maintenance Technician, and Chemistry Technician would not) and respective program strengths and weaknesses are clearly differentiated. The Contractor Self-Evaluation Report shall describe how the current training program(s) meets the accreditation objectives and criteria, document program weaknesses, and describe any corrective actions being implemented.

The report shall be forwarded to the Operations Office Accreditation Coordinator for review and coordination of approval. The report shall then be forwarded to the Training Accreditation Program Staff Manager.

(5) Accreditation Review Team Evaluation.

- (a) When the Contractor Self-Evaluation Report is received by the Training Accreditation Program Staff Manager, an Accreditation Review Team shall be appointed by the Training Accreditation Program Staff Manager to visit the facility. The Operations Office, the facility contractor, and the Training Accreditation Program Staff Manager shall agree upon a date for the team visit. Secretarial Office, Operations Office, and Accrediting Board personnel may participate in the evaluation as observers. The Accreditation Review Team shall consist of both Training Accreditation Program Staff and contractor personnel with collective expertise in nuclear facility operation, nuclear

facility training, instructional processes, and training evaluation. The team shall include individuals who are subject matter experts in the positions corresponding to the training - programs being evaluated and others who are experts in training processes. During the evaluation, members of the team shall: 1 interview training, operations, and other facility personnel, including their management; 2 observe training activities; 3 examine training facilities, equipment, procedures, and materials; 4 review instructor qualifications; and 5 examine training program content and records. The team shall evaluate whether or not the training program meets each accreditation objective on the basis of the results of this review.

- (b) The Accreditation Review Team shall document its findings in an Accreditation Review Team Report consisting of individual problem statements that succinctly state the problem and the reason it is a problem, cite specific examples of the problem, and propose possible solutions to the problem. The problem statements are inserted into the Contractor Self-Evaluation Report immediately behind the applicable objective or criterion. The Contractor Self-Evaluation Report with the inserted problem statements shall be forwarded to the contractor, the appropriate field organization, Environment, Safety, and Health, and the appropriate Secretarial Office. The contractor shall prepare a written response for each problem statement, providing clarification or describing corrective actions taken, to the Operations Office Accreditation Coordinator for review and coordination of approval. The response shall then be forwarded to the Training Accreditation Program Staff Manager. The Accreditation Review Team report, with the contractor's response incorporated, is then forwarded directly to the Accrediting Board.

- (6) Accrediting Board Decision. Senior line management from the appropriate Operations Office and the contractor, as well as the Accreditation Review Team Manager, shall be present at the Board meeting to describe the current status of programs and to answer questions prior to the Board's deliberations. The decision to award or defer accreditation shall be made by the Accrediting Board, based on the Accreditation Review Team report, the contractor response, and responses to questions from the Board. Secretarial and Operations Office Accreditation Coordinators may be present at the Board meeting as observers. The Board shall inform the Training Accreditation Program Staff Manager of its decision. The Training Accreditation Program Staff Manager shall deliver the Board's decision and basis for the decision in writing to the appropriate Secretarial and Operations Office Accreditation Coordinators and the

contractor. When accreditation is awarded, it shall normally remain in effect for 4 years. If accreditation is deferred, the Operations Office, in conjunction with the Secretarial Office, shall be responsible to ensure that the training program is upgraded to meet the accreditation objectives, and that the contractor reapplies for accreditation.

b. Maintaining Accreditation.

- (1) Accreditation shall be maintained during the 4-year period by submitting an Accreditation Maintenance Report, which includes all accredited programs, 2 years after accreditation or renewal of accreditation. The report shall provide specific information with appropriate documentation regarding actions taken during the 2-year period. The report should be brief but shall include the following:
  - (a) A description of any major changes to accredited training programs since the last accreditation;
  - (b) A description of any other activities that have had a bearing on the effectiveness of the accredited training programs;
  - (c) A report on organizational changes that may affect the accredited training programs (including an updated training staff roster);
  - (d) A description of the principal strengths and/or weaknesses of the accredited training programs determined through self-assessments;
  - (e) An assessment of the benefits and/or disadvantages derived from training modifications made in connection with accreditation; and
  - (f) Recommendations for changes in the accreditation process.
- (2) Contractors shall submit this report to the Operations Office Accreditation Coordinator for review and coordination of approval. The report shall then be forwarded to the Training Accreditation Program Staff Manager. The Training Accreditation Program Staff Manager shall forward a summary of the report to the Accrediting Board for review. The Board shall determine whether to continue accreditation, continue accreditation in a probationary status for up to 120 days, or withdraw accreditation. The Board shall inform the Training Accreditation Program Staff Manager of its decision. The Training Accreditation Program Staff Manager shall deliver the Board's decision and the basis for the decision in writing to the appropriate Secretarial and Operations Office Accreditation

Coordinators and to the contractor. If accreditation is continued, it shall remain in effect until renewal of accreditation takes place. If accreditation is continued on a probationary status or withdrawn, the Operations Office, in conjunction with the Secretarial Office, shall be responsible to ensure that the training program is upgraded to meet the accreditation objectives and criteria.

- c. Renewal of Accreditation. Renewal of accreditation shall be submitted no later than 4 years from the initial accreditation and each 4 years thereafter. The contractor shall attempt to maximize the number of programs submitted for renewal to reduce costs and impact on operations. Renewal of accreditation consists of the following activities:
- (1) The contractor shall submit a Contractor Self-Evaluation Report which includes all accredited programs prior to a request for renewal. Review, approval, and submittal of the Contractor Self-Evaluation Report shall be performed as described in paragraph 8a(4).
  - (2) When the Contractor Self -Evaluation Report is received by the Training Accreditation Program Staff Manager, an Accreditation Review Team shall be appointed by the Training Accreditation Program Staff Manager to visit the facility. The Accreditation Review Team Evaluation shall be conducted as described in paragraph 8a(5) (a).
  - (3) The Board shall determine whether to renew accreditation, continue accreditation in a probationary status for up to 120 days, or withdraw accreditation. The Board's action shall be conducted as described in paragraph 8a(6). The Board shall inform the Training Accreditation Program Staff Manager of its decision. The Training Accreditation Program Staff Manager shall deliver the Board's decision and the basis for the decision in writing to the appropriate Secretarial and Operations Office Accreditation Coordinators and to the contractor. If accreditation is renewed, it shall normally remain in effect for 4 years. If accreditation is withdrawn or continued in a probationary status, the Operations Office, in conjunction with the Secretarial Office, shall be responsible to ensure that the training program(s) are upgraded to meet the accreditation objectives and criteria and that the contractor reapplies for renewal of accreditation.

9. IMPLEMENTATION.

- a. Existing Facilities. Existing facilities that have Training Program Accreditation Plans that were previously submitted and approved shall have the option of continuing to implement those plans as written or developing and submitting new Training Program Accreditation Plans following the guidance contained in DOE-STD-1077-94, "Training Accreditation Program

Standard: Requirements and Guidelines." All Contractor Self-Evaluation Report submittals shall be made in accordance with the schedule outlined in the approved Training Program Accreditation Plan, i.e., 3 years after the approval of the associated Training Program Accreditation Plan.

- b. New Facilities. All new facilities as determined in paragraph 7d(8) shall submit a Training Program Accreditation Plan for accreditable training programs to the appropriate Operations Office prior (e.g. 1 year) to initial operations. Contractor Self-Evaluation Reports for the accreditable training program(s) shall be submitted. All Contractor Self-Evaluation Report submittals shall be made within 1 year after initial operation.
- c. Standby Facilities. Facilities reactivated from standby status shall submit a Training Program Accreditation Plan to the appropriate Operations Office prior to initial operation. Contractor Self-Evaluation Reports for the accreditable training program(s) shall be submitted. All Contractor Self-Evaluation Reports submittals shall be made in accordance with the schedule outlined in the approved Training Program Accreditation Plan, i.e., 3 year after approval of the associated Training Program Accreditation Plan.
- d. Exceptions and Exemptions. In instances where the requirements of this Order would not be applicable to individual program(s) or entire facilities, an exception or exemption should be requested following the guidance contained in Attachment 2, Reference 1b.

10. REFERENCES AND DEFINITIONS. See Attachment 2.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM  
Assistant Secretary for  
Human Resources and Administration

DOE NUCLEAR FACILITIES SUBJECT TO DOE 5480.18B

OPERATIONS OFFICE	SITE	FACILITY NAME	DESIGNATION	CONTRACTOR	PROGRAM OFFICE
AL	LANL	Plutonium Facility	TA-55	Univ. of Calif. Los Alamos National Laboratory	DP
AL	Carlsbad, NM	Waste Isolation Pilot Plant	WIPP	Westinghouse Electric Corp/Waste Isolation Division	EM
ID	INEL	Idaho Chemical Processing Plant	ICPP	Westinghouse Idaho Nuclear Company, Inc.	EM
RL	Hanford	Waste Tank Farms	200 East Area	Westinghouse Hanford Company	EM
RL	Hanford	*Plutonium Finishing/Reclamation Plant	PFP	Westinghouse Hanford Company	EM
RL	Hanford	*Purex Plant	Building 202-A	Westinghouse Hanford Company	EM
SR	SRS	Canyon Building H	Building 221-H	Westinghouse Savannah River Company	DP
SR	SRS	HB-Line	Building 221-H	Westinghouse Savannah River Company	DP

\* Facilities that are in Standby.

OPERATIONS OFFICE	Site	FACILITY NAME	DESIGNATION	CONTRACTOR	PROGRAM OFFICE
SR	SRS	Receiving Basin for OffSite Fuel	Building 244-H	Westinghouse Savannah River Company	DP
SR	SRS	Tritium Facilities	Bl dg. 232-H Bl dg. 233-H Bl dg. 234-H Bl dg. 238-H	Westinghouse Savannah River Company	DP
SR	SRS	Waste Tank Farms	200 F&H Areas	Westinghouse Savannah River Company	EM
SR	SRS	ITP/ESP	N/A	Westinghouse Savannah River Company	EM
SR	SRS	Defense Waste Processing Facility	DWPF	Westinghouse Savannah River Company	EM
SR	SRS	*K Production Reactor	K	Westinghouse Savannah River Company	DP

\* Facilities that are in Standby.

## REFERENCES AND DEFINITIONS

### 1. REFERENCES.

- a. DOE 5480.20, PERSONNEL SELECTION, QUALIFICATION, TRAINING, AND STAFFING REQUIREMENTS AT DOE REACTOR AND NON-REACTOR NUCLEAR FACILITIES, of 2-20-91, which establishes the selection, qualification, training, and staffing requirements for personnel involved in the operation, maintenance, and technical support of Department of Energy-owned (DOE-owned) Category A and B reactors and nonreactor nuclear facilities.
- b. DOE-STD-1077-94, "Training Accreditation Program Standard: Requirements and Guidelines," which provides an introduction to the accreditation process, functional descriptions for programs which require accreditation, the objectives and criteria that must be addressed within a training program, a glossary, the guidelines for conducting self-evaluations, and guidelines for writing Training Program Accreditation Plans and Contractor Self-Evaluation Reports.
- c. DOE-HDBK-1078-94, "Training Program Handbook: A Systematic Approach to Training," which describes one approach to develop and implement a training program emphasizing a systematic approach to training which includes the traditional concepts of analysis, design, development, implementation, and evaluation.

### 2. DEFINITIONS.

- a. Accreditation is a process to formally recognize reactor and nonreactor nuclear facility training programs as meeting established accreditation objectives and criteria.
- b. Accrediting Board is an independent group of individuals responsible for making the decision to award or defer accreditation. The Accrediting Board consists of five members with collective expertise in nuclear facility and reactor operations, nuclear and nonnuclear industrial training, instructional processes, and educational accreditation.
- c. Accreditation Coordinators are individuals appointed within the Secretarial Office and the field organization who are responsible for the planning and scheduling of accreditation activities and maintaining the communication between DOE and the contractor concerning all accreditation activities associated with the office.

- d. Accreditation Maintenance Report is a report written 2 years after accreditation or renewal of accreditation which describes changes in the accredited training programs since the last accreditation review.
- e. Accreditation Review Team is a group of professionals representing the Training Accreditation Program with collective expertise in nuclear facility operations, nuclear facility training, instructional processes, and training program evaluation. This team reviews the facility's Contractor Self-Evaluation Report, visits the facility, evaluates training, and documents its findings as individual problem statements and recommendations which are inserted into the Contractor Self-Evaluation Report in the appropriate locations.
- f. Category A Reactor Facilities means those production, test, and research reactors designated by DOE based on power level (e.g., design thermal power rating of 20 megawatts steady state and higher), potential fission product inventory, and experimental capability.
- g. Category B Reactor Facilities means those test and research reactors designated by DOE based on power level (e.g., design thermal power rating of less than 20 megawatts steady state), potential fission product inventory, and experimental capability.
- h. Contractor Self-Evaluation Report is a formal report prepared by the contractor summarizing the comparison of a training program to each accreditation objective and its supporting criteria.
- i. Exception is a release from the requirements of this Order for a training program(s) within an accreditable facility. Exception also refers to the release of an individual from portions of a training program through prior education, experience, training, and/or testing.
- j. Exemption is a release from the requirements of this Order for a facility listed in Attachment 1.
- k. Non-Reactor Nuclear Facility means those activities or operations that involve radioactive and/or fissionable materials in such form and quantity that a nuclear hazard potentially exists to the employees or the general public. Included are activities or operations that: (1) Produce, process, or store radioactive liquid or solid waste, fissionable materials, or tritium; (2) Conduct separations operations; (3) Conduct irradiated materials inspection, fuel fabrication, decontamination, or recovery operations; (4) Conduct fuel enrichment operations; or (5) Perform environmental remediation or waste management activities involving radioactive materials. Incidental use and generating of radioactive materials in a facility operation (e.g., check and calibration sources,

use of radioactive sources in research and experimental and analytical laboratory activities, electron microscopes, and X-ray machines) would not ordinarily require the facility to be included in this definition. Accelerators and reactors and their operations are not included.

- l. Nuclear Facility means reactor and nonreactor nuclear facilities.
- m. Operable is when the facility is being operated or has the potential for being operated to fulfill the mission it was designed for. A facility that cannot be operated on a day-to-day basis because of refueling, extensive modifications, or technical problems is still considered to be operable. A facility that has been officially placed in a standby or shutdown condition, or in an environmental remediation status, but in which personnel manipulate or handle fissionable materials, radioactive materials, or tritium in such form and quantity that a nuclear hazard potentially exists to the employees or the general public, or manipulate the controls of equipment used to produce, process, transfer, or store such materials, is also considered operable.
- n. Secretarial Officer is the head of a DOE program that has responsibility for specific facilities. For purposes of this Order, "appropriate" Secretarial Officer includes: the Assistant Secretaries for Environmental Management; Defense Programs; Fossil Energy; Energy Efficiency and Renewable Energy; the Directors of Nuclear Energy; Energy Research; and Civilian Radioactive Waste Management.
- o. Self-Evaluation is a critical evaluation of a facility training program measured against the accreditation objectives and criteria. This evaluation is conducted by the contractor.
- p. Shall, Should, and May shall is used to denote a requirement; should is used to denote a recommendation; and may is used to denote permission, neither a requirement nor a recommendation.
- q. Standby is that condition in which a reactor or nuclear facility is neither operable nor declared excess, and documentary authorization exists to maintain the facility for possible future operations.
- r. Subject Matter Expert is an individual qualified, or previously qualified and experienced in performing a particular task. A subject matter expert may also be an individual who, by education, training, and/or experience, is a recognized expert on a particular subject, topic, or system.
- s. Training Accreditation Program Staff is an organization contracted by the Office of the Assistant Secretary for Environment, Safety and Health, responsible for developing and providing documents, training, and assistance to those who must comply with this Order. This staff also manages the conduct of the team evaluations for accreditation.

- t. Training Program is a planned, organized sequence of activities designed to prepare individuals to perform their jobs, to meet a specific position or classification need, and to maintain or improve their performance on the job.
- u. Training Program Accreditation Plan (TPAP) is an action plan developed following a thorough contractor self-evaluation and an identification of training programs requiring accreditation. The Training Program Accreditation Plan identifies scope and resource needs for accomplishing accreditation for all programs at a facility.

CONTRACTOR REQUIREMENTS DOCUMENT

DOE 5480.18B, NUCLEAR FACILITY TRAINING ACCREDITATION PROGRAM, of 8-31-94, requires that the following requirements be applied to contractors awarded DOE procurement contracts involving operation of the facilities listed in Attachment 1 to the Order.

1. Contractors will determine, in conjunction with the Operations Office, the applicability of DOE 5480.18B to facility job positions based on the functional descriptions contained in DOE-STD-1077-94, "Training Accreditation Program Standard: Requirements and Guidelines;"
2. Allocate resources to implement the requirements of DOE 5480.18B for applicable programs;
3. Conduct a self-evaluation of each applicable training program;
4. Prepare a Training Program Accreditation Plan for applicable training programs, following the guidelines found in DOE-STD-1077-94, "Training Accreditation Program Standard: Requirements and Guidelines," and submit the Plan to the appropriate Operations Office Manager (or Area Office Manager as applicable) for approval;
5. Implement the Training Program Accreditation Plan;
6. Update the training program self-evaluation following completion of the improvements identified in the Training Program Accreditation Plan and document the results of the update in a Contractor Self-Evaluation Report;
7. Ensure that senior facility management participate in Accrediting Board proceedings to answer Board questions;
8. Upgrade the training program(s) to meet the requirements of the accreditation objectives and reapply for accreditation if it is deferred or withdrawn;
9. Submit the 2-year Accreditation Maintenance Report to the appropriate Operations Office Manager (or Area Office Manager as applicable) for approval; and
10. Apply for renewal of accreditation no later than 4 years from the date of initial accreditation and every 4-years after renewal.