

CH2M Hill Hanford

TFC Training



Qualification Card and Guide
for
**Maintenance Person-In-
Charge**

350502
Revision 04a

Candidate's Name: _____

Candidate's HID Number: _____

When Completed, Return To:
TFC TRAINING RECORDS S7-95

Document Approval Sheet

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Approved By:	<u>Bobby A. McDaniel</u> <i>Training Manager</i>	<u>06/27/03</u> <i>Date</i>

Signatures on this page denote approval of the contents of this document. They do not indicate qualification of candidates. See the 'Qualification Completion Signatures' page for candidate qualification signatures.

REVISION RECORD

Record created: by Dennis L. Kubie 04/30/2003 for biennial review and/or revision.

Revision 4a strengthens Task 20.2 to reinforce HRA access and entry control requirements. (CH2M-PER-2003-6095.8 & 9)

Training Manager: Bobby A. McDaniel __ (Signature on File) _____

Date: __06/30/03_____

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If you find an error or have a suggestion for improving this document, please notify the TFC Training Manager.

Qualification Card Instructions

NOTE: This Qualification Card is to be completed following the process defined in TFC-BSM-TQ_IMP-C-02, Conduct Of Qualification Cards and Guides

FOR EACH QUALIFICATION REQUIREMENT:

Have the candidate demonstrate completion or competence in the qualification requirement.

Do not provide coaching during evaluation of the task. Competence means the candidate demonstrates the requirement without coaching.

Evaluate the candidate's completion of a requirement. Evaluation may include observation, questions, and review of work products.

When the candidate shows completion or competence, sign and date the 'Evaluator' line of the qualification requirement.

When all qualification requirements have been signed, complete the 'Qualification Completion Signatures' section and submit the Qualification Card and any attachments to TFC Training Records, S7-95.

Authorized Qualification Signatures

TFC Maintenance Manager or their designee may evaluate a Maintenance Person-In-Charge candidate and sign off qualification requirements.

Candidate Name:

HID Number:

Qualification Requirements

- 1 Training Requirements** The candidate has completed, and is current in, all training (other than this qualification card) as specified in the ITEM profile specific to the Maintenance Person-In-Charge

Manager's Signature

Date

- 2 Discuss the roles and responsibilities of a Field Work Supervisor**

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

- 3 Locate the latest version of a procedure, including PCAs.**

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

- 4 Locate and use Blueprints (with ECNs).**

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

- 5 Conduct a Pre-job Briefing.**

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

Candidate Name:

HID Number:

6 Discuss "Water Usage" within the Tank Farms.

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

7 Discuss "Stop Work Authority."

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

8 Discuss the requirements for control and use of Hold Points

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

9 Discuss the use of elevated work platforms/scaffolding.

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

10 Discuss "Barricading and Sign" requirements. (i.e. electrical, radiological, other hazardous work.)

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

11 Discuss excavation requirements.

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

Candidate Name:

HID Number:

12 Demonstrate use of Work Control Processes

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

13 Discuss Vehicle and Dome Loading Control in Tank Farm Facilities.

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

14 Discuss the Controlling Organization and Authorized Worker lockout/tagout programs.

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

15 Discuss electrical work safety methods/requirements.

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

16 Discuss reactions to Emergency Response Notifications. (i.e. alerts, sirens, building emergency plans, first aid, etc.)

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

Candidate Name:

HID Number:

17 Discuss Equipment Operation. (i.e. manlifts, forklifts, bucket trucks, hand tools, power tools, etc.)

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

18 Discuss the Job Hazard Analysis/Enhance Work Planning Process/Requirement.

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

19 Discuss work hazards and First Aid resources/requirements.

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

20 Supervise work in a radiological controlled area

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

21 Complete Field Work Supervisor Performance Demonstration (Observation Checklist).

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

Candidate Name:

HID Number:

22 Memorandum of designation as Field Work Supervisor.

Evaluator's Name (Print and Sign)

Date

See the attached Qualification Guide for requirements and standards.

Candidate Name:

HID Number:

Qualification Completion Signatures

My signature below indicates that I have completed this Qualification Card and consider myself qualified as a Maintenance Person-In-Charge .

Candidate Signature

Date

My signature below indicates that I have assessed the candidate, reviewed this Qualification Card and consider the candidate qualified as a Maintenance Person-In-Charge.

*Candidate's Manager or Approval Authority
(Print)*

*Candidate's Manager or Approval Authority
(Signature)*

Date

QUALIFICATION GUIDE

Qualification Guide Instructions

FOR EACH OF THE REQUIREMENTS:

Have the candidate complete each requirement activity.

Do not provide coaching during evaluation of the requirement activity. Competence means the candidate successfully completes the requirement activity without coaching.

Evaluate the candidate's completion of the requirement. Evaluation may include observation, questions, and review of work products.

When the candidate meets the standard written requirement for the activity, initial and date the requirement activity.

2 Discuss the roles and responsibilities of a Field Work Supervisor

Objective References:

IP-0842, V14, Sec 4.1, "Fitness for Duty"
TFC-BSM-HR_EP-C-02, "Employee Discipline"
TFC-BSM-TQ-STD-03, "Operations And Maintenance Field Work
Supervisor Qualification Requirements"

TFC-ESHQ-Q_C-D-01.1, "E-STARS and Problem Evaluation Request
Databases User's Guide"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
2.1	[]	[]	Describe the areas of responsibilities associated with performing as a Field Work Supervisor.

Standard: *Trainee accurately describes the areas of responsibilities associated with performing as a Field Work Supervisor, in accordance with the referenced procedures,*

3 Locate the latest version of a procedure, including PCAs.

Objective References:

TFC-OPS-OPER-C-13, "Technical Procedure Control and Use"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
3.1	[]	[]	Discuss how to verify procedures are the most current revision. Standard: <i>Candidate is aware of the master index on the electronic file system and the Procedure Change Authorization log book.</i>
3.2	[]	[]	Discuss procedure change authorizations (PCA's) vs. Revisions. Standard: <i>Candidate is aware of the use of a PCA (reflects current practices, equipment modifications, temporary modifications, procedure errors, omissions, or inadequacies) vs. a Revision (more than 5 technical procedure changes, Significant Safety issues, unusual incident/accident associated with using procedure)</i>
3.3	[]	[]	Discuss procedure user responsibility. Standard: <i>Candidate verifies procedure is current revision, all pages are included, Checks PCA logbook, reads and understands procedure prior to starting job, verifies review is completed on "Review Prior to Use" procedures.</i>
3.4	[]	[]	Discuss requirements as delineated by the "Use Type" of a procedure; i.e. Continuous Use, Reference Use, Routine. Standard: <i>Candidate is aware of the following: Continuous Use procedures must be at the job site - open - and followed step-by step. Reference Use procedures must be at the job site but do not have to be open, all steps must be completed as if it was a continuous use procedure. Routine Use procedures do not have to be at the job site.</i>
3.5	[]	[]	Discuss "Emergency Actions" necessary if the procedure is deficient. Standard: <i>Candidate is aware of the proper steps (sequenced) to take in an emergency: e.g. Place facility/equipment into a safe condition, promptly notify manager, and initiate procedure change(s).</i>
3.6	[]	[]	Discuss actions/requirements if a procedure cannot be followed as written, or unexpected results occur during the execution of a procedure. Standard: <i>Candidate is aware of the proper steps (sequenced) to take if a procedure cannot be followed as written; e.g. Halt activity, place equipment/facility in a safe condition, notify manager, initiate changes to procedure.</i>

4 Locate and use Blueprints (with ECNs).

Objective References:

IP-0842, V4, Sec 4.25, "Engineering Drawings"
TFC-ENG-STD-05, "Master Equipment List Standard"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
4.1	[]	[]	Discuss Hanford Drawing Systems, i.e. H-14 drawings, H-2 Drawings, etc.
Standard:	<i>Candidate can locate selected H-14 Drawings and H-2 Drawings and identify specific use of each; e.g. Arrangement drawings, P&I Drawings, Instrument and Electrical, Mechanical, etc.</i>		
4.2	[]	[]	Discuss the relationship between the H-14 Drawing System and the RPP Equipment Labeling System.
Standard:	<i>Candidate can determine a print number from the information provide on an Equipment Label.</i>		
4.3	[]	[]	Discuss use and handling of controlled documents, i.e. use of most current version, documenting changes, etc.
Standard:	<i>Candidate is familiar with the term "Controlled" with respects to documents, drawings, procedures, etc; and the applicable documented change(s)/revisions: e.g. ECN's, PCA's, etc.</i>		

5 Conduct a Pre-job Briefing.

Objective References:

TFC-OPS-MAINT-C-02, "Pre-Job Briefing"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
5.1	[]	[]	Discuss when Pre-Jobs Briefings are required to be conducted and/or reconvened. Standard: <i>Candidate aware of requirement to conduct pre-job: prior to starting work (utilizing the graded approach); work considered medium risk, high risk or characterized by multiple hazards and controls. Pre-jobs are reconvened whenever work scope changes result in additional or elimination of hazards or controls, changes to work instructions. When new personnel are introduced to the job.</i>
5.2	[]	[]	Discuss who is responsible for conducting the briefing and who shall attend. Standard: <i>Candidate aware of his/her responsibility for conducting the pre-job; Leads may be assigned for work that is low risk or low risk routine.</i>
5.3	[]	[]	Discuss the requirement to conduct pre-job briefings for newly assigned workers joining the work team Standard: <i>Candidate is aware that workers (all) assigned to the task have received a pre-job brief.</i>
5.4	[]	[]	Discuss the requirement(s) for documenting the pre-job briefings. Standard: <i>Candidate aware of the following requirements for documented pre-jobs: RWP requires it, Radiological exposure exceeds Trigger Levels, high risk and medium risk work or work characterized by multiple hazards or controls.</i>
5.5	[]	[]	Identify/brief personnel responsible for the completion of the hold point. Standard: <i>Candidate is aware of his/her responsibility to discuss hold point activities/requirements with individuals responsible for the completion of the hold point along with people who are performing the work immediately prior to and after the hold point.</i>
5.6	[]	[]	Review "Pre-Job Safety Meeting" form/document (in applicable procedures) and discuss required actions for use. Standard: <i>Candidate is aware of the "Pre-Job Briefing Checklist" and requirements for its' use.</i>
5.7	[]	[]	Conduct a Pre-Job Safety Briefing. Standard: <i>Candidate conducts a Pre-Job Briefing in accordance with all applicable procedures.</i>

6 Discuss "Water Usage" within the Tank Farms.

Objective References:

(TO-040-540) Raw Water Surveillance and Usage

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
6.1	[]	[]	Discuss "Water Usage" within Tank Farms.
Standard:	<i>Candidate is aware of the Administrative Control Requirements (TSR's) concerning monitoring the use and minimizing the volume of raw water added to the tank farm inventories.</i>		

7 Discuss "Stop Work Authority."

Objective References:

TFC-ESHQ-S_SAF-C-04, "Stop Work Authority"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
7.1	[]	[]	Discuss situations/conditions that require the "Stop Work Authority" to be initiated.
Standard:	<i>Candidate recognizes situations that place themselves, coworker(s) or the environment in danger constitute a Stop Work condition.</i>		
7.2	[]	[]	Discuss requirements for resumption of non-radiological work.
Standard:	<i>Candidate understands a resumption of work requires the responsible management identifying the cause of the deficiency resulting in the work stoppage and has taken corrective actions.</i>		

8 Discuss the requirements for control and use of Hold Points

Objective References:

TFC-OPS-MAINT-C-01, " Tank Farm Contractor Work Control"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
8.1	[]	[]	Discuss the definition and purpose of a Hold Point. Standard: <i>Candidate is aware a Hold Point is a certification signature steps in a technical work document in which specific personnel are required to sign for a specified action; Hold Points are used to prevent what might otherwise prove to be an (undesirable) significant event.</i>
8.2	[]	[]	Discuss applicable Procedures/Standing Orders relating to Hold Points. Standard: <i>Candidate is aware of Hold Point requirements.</i>
8.3	[]	[]	Discuss how/where Hold Points in technical work documents shall be designated. Standard: <i>Hold Points are located in the Left Margin of a technical work document and are designated; (HP), (QA).</i>
8.4	[]	[]	Discuss what a Hold Point Responder is responsible for. Standard: <i>Hold Point Responder is responsible for performing the Hold Point actions and signing the step.</i>
8.5	[]	[]	Discuss who is responsible for ensuring the Hold Point action have been completed and the Hold Point steps properly signed off prior to proceeding to the next step. Standard: <i>Candidate is aware that "Facility Personnel/Field Work Supervisor" is responsible for Hold Point completion and signature sign offs.</i>
8.6	[]	[]	Discuss the use of "Working Copies of Technical Documents" used to record Hold Point actions. Standard: <i>Candidate is aware when working copies of technical work documents are appropriate, signature requirements, and final disposition/transfer of signatures.</i>
8.7	[]	[]	Discuss actions taken to Delete a Hold Point requirement. Standard: <i>Candidate is aware that prior (formal) authorization is required in order to Delete a Hold Point requirement; e.g. PCA for procedures, a "Work Package changes per RPP Work Control procedures."</i>

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- 8.8 [] [] Discuss "Other Special Circumstances" that can arise during Hold Point actions. i.e. multiple entries into a hold point; date of sign-off for actions of a hold point is different from the date the actions were completed; person conducting the hold point action is not the location to sign the hold point step.

Standard: *Candidate is aware of his/her responsibility to document (in work control log, J-5) any unusual circumstances; disposition of "Conditional Hold Point's"; signing hold points for other personnel due to their unavailability.*

- 8.9 [] [] Discuss "Actions Required if a Hold Point is Missed."

Standard: *Candidate is aware of the actions required due to a missed hold point; e.g. stop work immediately, place area in safe condition, make notifications, etc.*

- 8.10 [] [] Discuss "Actions if a Hold Point Action Cannot be Completed as Planned."

Standard: *Candidate is aware of actions to take if a hold point cannot be performed as planned; e.g. place work place in safe condition, suspend work , revise technical work document, resume work.*

9 Discuss the use of elevated work platforms/scaffolding.

Objective References:

- IP-0842, V9, Sec 4.33, "Walking/Working Surfaces"
- IP-0842, V9, Sec 4.18, "Elevating Work Platforms"
- IP-0842, V9, Sec 4.10, "Erecting Steel Structures"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
9.1	[]	[]	Discuss the qualification requirements for erection, dismantling, maintenance, use, and inspection of scaffolding. Standard: <i>Candidate is aware procedure(s) require personnel to be qualified (generally by training) to perform these functions.</i>
9.2	[]	[]	Discuss inspection requirements prior to use of equipment. Standard: <i>Candidate is aware of the requirement to inspect all scaffolding and attach a "Hanford Scaffold Status Tag" (indicating the scaffolds' status) near the access point of any scaffold being used, erected, or dismantled.</i>
9.3	[]	[]	Discuss Manager/Supervisor responsibilities for equipment use, i.e. inspection requirements, repairs, operating manual, hazardous locations/requirements. Standard: <i>Candidate is aware of his/her responsibility to provide training to personnel erecting, dismantling, performing maintenance, use and inspection of scaffolding; Use a qualified person to design all scaffold systems; Use a competent person to inspect all scaffolds prior to use; Use of a competent person to determine fall protection during each stage of scaffold erection and dismantling; competent person to determine safety factors during storms or high winds.</i>
9.4	[]	[]	Discuss the "Setting Up and Using Elevating Work Platforms." Standard: <i>Candidate is aware of the following: construction of scaffolding only with the knowledge of the maximum intended load; construct scaffolding using compatible components; installation of fall protection; inspection requirements prior to use; wood scaffold planking must be scaffold grade lumber only; scaffold is plumb and level; leveling of scaffolding using screw jacks or other equivalent stable means; installation of toe boards (etc.) where personnel are working below; personnel do not straddle, stand on, or work outside guardrails; personnel cannot ride on scaffold while being moved; personnel must use "approved" means to ascend and descend scaffold; do not position scaffold where there is possibility of contact with energized overhead electrical lines.</i>

10 Discuss "Barricading and Sign" requirements. (i.e. electrical, radiological, other hazardous work.)

Objective References:

TFC-ESHQ-RP_MON-C-14, "Contamination Area Controls"
IP-0842, V7, Sec 14.1 "High Radiation Areas Physical Access Controls"
IP-0842, V7, Sec 16.3 "Radiological Posting"
TFC-ESHQ-RP_ADM-C-15, "Entry And Exit Controls"
IP-0842, V9, Sec 4.13, "Safety Signs, Tags, Barriers, and Color Coding"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
10.1	[]	[]	Discuss Posting requirements for electrical work and/or areas. Standard: <i>Candidate is aware that all energized (or potentially) work areas must be posted.</i>
10.2	[]	[]	Discuss Posting requirements for work involving roads, egress routes, overhead work, or general populated areas. Standard: <i>Candidate is aware of the requirement(s) for posting potentially hazardous conditions; Safety signs, tags, and barriers are strategically and prominently placed to inform those potentially at risk.</i>
10.3	[]	[]	Discuss Posting requirements for radiological work and/or areas. Standard: <i>Candidate is aware of the 'Posting Requirements' as delineated in the HSRCM-1, Chapter 2, PART 3, "POSTING." (Each access point to a radiological area (as defined in 10 CFR 835) shall be posted with conspicuous signs bearing the wording provided in this section.)</i>

11 Discuss excavation requirements.

Objective References:

TFC-ESHQ-S_IS-C-03, "Excavating, Trenching and Shoring"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
11.1	[]	[]	Define what constitutes an Excavation. Standard: <i>Candidate aware of definition: "Any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal using machinery (below existing grad) or hand tools at depths greater than 12 inches."</i>
11.2	[]	[]	Discuss the "General" requirements for excavations. Standard: <i>Candidate aware of the following requirements: Completion of a job hazard analysis, employees in excavations are protected from cave-ins, competent person assigned to inspect excavations, employees protected from water accumulations, employees exposed to vehicular traffic are provided with/wear vests, confined space requirements are adhered to, physical barriers in place to protect passer-bys, all wells, pits, and shafts are barricaded or covered, guardrails/fences used near edge of excavations six feet or greater in depth, stairway, ladder, ramps or other safe means of egress provided for all excavations spaced no more than 25' apart, mobile equipment operators working adjacent to excavations are provided with warning through the use of stop logs, barricades, or signals when they do not have clear unobstructed view of the excavation edge.</i>
11.3	[]	[]	Discuss requirements for excavating/trenching around underground obstructions. Standard: <i>Candidate aware of the following: Stop excavation in the area if underground obstructions are not found in the location indicated; Excavate by hand when within five feet of known underground obstructions; Use non-conductive tools when excavating around energized lines, CPR trained stand-by person, before handling electrical lines have an electrically qualified worker determine if insulation has been compromised, mark buried cable with red tape or red paint.</i>
11.4	[]	[]	Discuss preparation requirements prior to excavation work. Standard: <i>Candidate aware of the following: Permit requirements; Notifications made to facility owners; Location of underground utilities/systems determined; Underground electrical cables are de-energized; Excavation workers are briefed concerning hazards.</i>
11.5	[]	[]	Discuss requirements for performing machine excavations. Standard: <i>Candidate aware of the following: Equipment is not to excavate closer than five feet from underground utilities; Electrical Utilities Operations has been notified when operating equipment within 20 horizontal feet from energized overhead high voltage power lines (over 600 volts).</i>

11.6 [] [] Discuss requirements for providing protective systems.

Standard: *Candidate aware Managers/Supervisors are responsible for providing protective systems (sloping, benching, shoring, shielding, etc.) unless otherwise determined by a "competent" person. A registered professional engineer must be used for design approval of protective systems.*

11.7 [] [] Discuss excavation requirements "during" the excavation work.

Standard: *Candidate aware of requirement(s) to perform daily inspections of the excavation, adjacent areas, and protective systems for hazardous conditions, as conditions change, and after every rainstorm or other potential hazard increasing occurrence; maintain daily inspection logs in the job file (A-6001-937, "Daily Excavation/Trench Safety Inspection Checklist").*

12 Demonstrate use of Work Control Processes

Objective References:

TFC-OPS-MAINT-C-01, " Tank Farm Contractor Work Control"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
12.1	[]	[]	Discuss the Field Work Supervisors qualification/authorization program, i.e. training requirements, qualification requirements, authorization from management to perform this function. Standard: <i>Candidate understands his/her FWS qualification/re-qualification program and its' relationship with controlling work; e.g. work controlled by a qualified FWS.</i>
12.2	[]	[]	Discuss how the Field Work Supervisor executes their responsibilities for field implementation of the work authorization instructions. Standard: <i>Candidate reviews work package and verifies package has been released; latest copies of procedures are in the work package; conducts pre-job utilizing procedure(s); performs field work per instructions in technical work document.</i>
12.3	[]	[]	Describe the categories of work and the requirements associated with each. Standard: <i>Candidate is familiar with "Attachment B" of the work control procedure.</i>
12.4	[]	[]	Discuss process for "Releasing Work Packages." Standard: <i>Candidate can describe the work release process and requirements for releasing work per the work control procedure.</i>
12.5	[]	[]	Discuss review of work packages. Standard: <i>Candidate can describe the purpose of Pre-Work and Post-Work Reviews.</i>
12.6	[]	[]	Discuss performance of Field Work per Instructions. Standard: <i>Candidate understands the expectations concerning performance of field work; per work instructions, procedures and/or technical work documents, i.e. work instructions present at the job site; each step completed before starting next step.</i>
12.7	[]	[]	Discuss Suspension of Work. Standard: <i>Candidate is knowledgeable concerning the proper way to suspend a work package; e.g. Suspension Sheet, Suspension Codes.</i>

12.8 [] [] Discuss Work Package changes.

Standard: *Candidate is aware of the types of problems that will require a work package change to be initiated: e.g. change in scope, increased hazards encountered additional material required for installation in a safety class or safety significant system, incorporation of changed or new permits and/or engineering documents.*

12.9 [] [] Discuss review and closeout of packages.

Standard: *Candidate can describe the process for review and closeout of packages; e.g. Nonconformance reports, post-maintenance testing, man-hours documented, post-work review completed, disposition of package.*

12.10 [] [] Discuss Post-Work reviews.

Standard: *Candidate understands requirement to conduct post-work reviews with involved personnel for all high risk, medium risk, and complex work packages planned using the enhanced planning process. Disposition of feedback.*

12.11 [] [] Discuss Work Package marking requirements for Hold Points.

Standard: *Candidate can identify the most current method(s) used to identify Hold Points in work packages.*

13 Discuss Vehicle and Dome Loading Control in Tank Farm Facilities.

Objective References:

TFC-OPS-OPER-C-10, 'Vehicle and Dome Load Control in Tank Farm Facilities.'

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
13.1	[]	[]	Discuss Shift Manager Responsibilities (Central Command and Control)
Standard:	<i>Candidate understands the role and responsibilities of the Shift Manager concerning vehicle and dome loading controls in the tank farm facilities.</i>		
13.2	[]	[]	Discuss Field Work Supervisor Responsibilities.
Standard:	<i>Candidate is familiar with the Field Work Supervisors responsibilities with respects to vehicle and dome loading control in tank farm facilities.</i>		
13.3	[]	[]	Discuss vehicle inspection and vehicle movement requirements.
Standard:	<i>Candidate is familiar with the requirements concerning vehicle inspections and vehicle movements with the tank farm facilities. (i.e. spotters, exclusion zones walk downs, flaggers, logs of vehicle entries, route maps, etc.)</i>		

14 Discuss the Controlling Organization and Authorized Worker lockout/tagout programs.

Objective References:

TFC-OPS-OPER-C-05, "Lockout/Tagout Program"

IP-0842, V2, Sec 4.9.2, "Caution Tags"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
14.1	[]	[]	Discuss the responsibilities of the Lock and Tag Administrator. Standard: <i>Candidate should be aware of who the Lock & Tag Administer is in their facility; knows they're responsible to incorporation and adequacy of the Lockout/tagouts.</i>
14.2	[]	[]	Discuss the responsibilities of the Lock and Tag Technical Reviewer. Standard: <i>Candidate knows who is qualified to serve in this position (Cognizant Engineer, Operations Engineer, Project Manager Delegate); aware this position ensures Lock and Tag is prepared in accordance with the procedure and ensures they are technically adequate.</i>
14.3	[]	[]	Discuss the responsibilities of the Lock and Tag Controlling Organization Qualified Worker. Standard: <i>Candidate is aware this position is responsible for installing, verifying, and removing controlling organization Lockout/tagout and performing safe condition checks.</i>
14.4	[]	[]	Discuss the responsibilities of the Lock and Tag Authorized Worker. Standard: <i>Candidate acknowledges this position ensures the controlling organization's lockout/tagout is installed, installs and removes authorized worker lockout/tagout; performs safe condition checks in support of controlling organization lockout/tagout program.</i>
14.5	[]	[]	Discuss the responsibilities of the Person-in-charge with respects to the Lock and Tag program. Standard: <i>Coordinates the installation of authorized worker lockout/tagouts; determines when a task is completed, allowing the removal of the controlling organization's lockout/tagout.</i>
14.6	[]	[]	Discuss the requirements on "Installing Lockouts/Tagouts" as identified in the Lock and Tag procedure. Standard: <i>Candidate can describe the steps taken to properly install Lockouts/tagouts (Controlling Organization); verification of installation(s); and requirements/application of Safe Condition Checks.</i>

14.7 [] [] Discuss the requirements for "Verifying Lockouts/Tagouts" as identified in the Lock and Tag procedure.

Standard: *Candidate is aware of the Controlling Organizations responsibility to "Independent Verification."*

14.8 [] [] Discuss the requirements for conducting Safe Condition Checks.

Standard: *Candidate is aware of requirements for safe condition checks; who can perform a safe condition check; how/where is check is documented.*

14.9 [] [] Discuss the requirements for Removing Lockouts/Tagouts.

Standard: *Candidate is aware of who can authorize the removal of a Lock and Tag; documentation requirements; contact requirements if other than the person who originally installed Lock & Tag; disposition of old tags.*

14.10 [] [] Discuss the Usage of Authorized Worker Lockout/Tagout Without Controlling Organization Lockout/Tagouts.

Standard: *Candidate is aware of the Table 4.2 requirements.*

14.11 [] [] Discuss the Partial Clearance of a Lockout/Tagout.

Standard: *Candidate is aware of who can request a Partial Clearance of a Lockout/Tagout (Work Supervisor/Person-In-Charge) and who can authorize/facilitate that clearance. (Lock and Tag Administrator)*

14.12 [] [] Discuss adding Additional Tags and/or Work Authorizations to an Existing Lockout/Tagout.

Standard: *Candidate understands the use of a Lock Box for additional Locks and Tags.*

14.13 [] [] Initiate/supervise installation of Authorized Worker Lock and Tag.

Standard: *Candidate successfully initiates and supervises/coordinates the installation and removal of a Lockout/Tagout.*

15 Discuss electrical work safety methods/requirements.

Objective References:

IP-0842, V9, Sec 4.28, "Electrical Work Safety"
DOE-ID-10600, Electrical Safety Guidelines

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
15.1	[]	[]	Discuss training requirements associated with the various levels of electrical and non-electrical work.
Standard:	<i>Candidate is aware of the following training requirements: Personnel involved with Lock & Tag must be training; all employees must have basic electrical safety (HGET); Non-electrical workers who face a higher than normal risk of exposure to energized electrical parts of 50 volts or more (Medium Risk Electrical Training); Electrical Workers who face a higher than normal risk of exposure to energized electrical parts of 50 volts or more (High Risk Electrical Training); Supervisors shall have at least the same level of electrical safety training as the workers they are responsible for; Workers unfamiliar with the construction or operation of equipment must receive additional training.</i>		
15.2	[]	[]	Discuss the specific safety related work practice requirements associated with performing work on or near equipment or circuits which maybe energized.
Standard:	<i>Candidate is aware of the following: Exposed electrical parts of equipment operating at 50 volts or more must be de-energized; Electrical arc hazards shall be considered in pre-job planning and appropriate personal protective equipment for hands, face, and body shall be provided and used; conductive accessories such as rings, watches, etc. shall not be worn; Natural fiber clothing should be worn whenever exposed to voltages above 150 volts to ground energized work permits required for any work within the prohibited approach boundary.</i>		
15.3	[]	[]	Discuss requirement to De-energize Live, Exposed Electrical Parts.
Standard:	<i>Candidate aware of requirement to de-energize exposed electrical parts of equipment operating at 50 volts or more.</i>		
15.4	[]	[]	Discuss the requirements for use of GFCI protection for personnel.
Standard:	<i>Candidate is aware of the requirement for GFCI protection on 120 volt systems in damp or wet work areas; outdoors, for all receptacles which are not part of the structure permanent wiring.</i>		
15.5	[]	[]	Discuss the procedure requirements for Energized Electrical Work Permits.

16 Discuss reactions to Emergency Response Notifications. (i.e. alerts, sirens, building emergency plans, first aid, etc.)

Objective References:

HNF-SD-WM-HSP-002 (HASP), Chapter 9 "Emergency Response Plan"
TF-ERP's, "RPP Emergency Response Procedures"
HNF-IP-0263-TF Tank Farms Building Emergency Plan
HNF-IP-0971 Emergency Preparedness Response Plan
HNF-IP-1178, Tank Farms Event Response Manual

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
16.1	[]	[]	Describe actions upon hearing the following warning signals: GONG: SIREN (Wavering): SIREN (Steady): HOWLER: RED LIGHT/BELL:
Standard:	<i>Candidate is knowledgeable in alarm responses:</i> <i>GONG: Fire</i> <i>SIREN (wavering): Evacuation</i> <i>SIREN (steady): Take Cover</i> <i>HOWLER: Criticality</i> <i>RED LIGHT/BELL: Air Contamination</i>		
16.2	[]	[]	Discuss location of First Aid Stations.
Standard:	<i>Candidate is aware of the location of First Aid Stations.</i>		
16.3	[]	[]	Discuss requirements for reporting all injuries.
Standard:	<i>Candidate is aware of the requirement(s) to report all injuries, regardless of how minor.</i>		
16.4	[]	[]	Discuss location of Building Emergency Plans.
Standard:	<i>Candidate is aware of the location and posting of Building Emergency Plans/Escape routes.</i>		

17 Discuss Equipment Operation. (i.e. manlifts, forklifts, bucket trucks, hand tools, power tools, etc.)

Objective References:

DOE-RL-92-36, "Hanford Site Hoisting and Rigging Manual"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
17.1	[]	[]	Discuss training and qualification requirements for operators of equipment.
Standard:	<i>Candidate is aware of training requirements to qualify personnel prior to use of equipment.</i>		
17.2	[]	[]	Discuss safety requirements and lessons learned concerning equipment operation.
Standard:	<i>Incorporate facility-specific lessons learned in enhance the importance of this area and to ensure the Candidate is aware of particular hazards associated with equipment operation and the facility in-which he/she is working.</i>		

18 Discuss the Job Hazard Analysis/Enhance Work Planning Process/Requirement.

Objective References:

TFC-OPS-MAINT-C-01, " Tank Farm Contractor Work Control"

TFC-ESHQ-S_SAF-C-02, "Job Hazard Analysis"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
18.1	[]	[]	Verify the approved standing JHA is appropriate for the work being performed. Standard: <i>Candidate confirms the hazards and conditions for the work to be performed are the same as identified on the standing JHA; ensure the limiting condition stated on the standing JHA does not prohibit its use for the work being performed.</i>
18.2	[]	[]	Communicates the information identified on the JHA in a pre-job briefing. Standard: <i>Candidate allows sufficient time for communication and discussion of the hazards, controls, and personal protective equipment identified on the JHA.</i>
18.3	[]	[]	Verify Training status. Standard: <i>Candidate verifies the work team has the required training identified on the JHA.</i>
18.4	[]	[]	Perform work within the controls identified on the JHA. Standard: <i>Candidate performs work within the controls, stops work when new hazards are identified, resolves issues annotate any changes to the JHA on the J-5.</i>
18.5	[]	[]	Post work review feedback. Standard: <i>Candidate identifies/solicits recommendations for updating/revising JHA.</i>

19 Discuss work hazards and First Aid resources/requirements.

Objective References:

IP-0842, V9, Sec 2.1, "Responding to Occupational Injuries, Illnesses and Accidents"
TFC-ESHQ-S_SAF-D-05, " On-Call CH2M Hill Safety Manager Roles And Responsibilities"
TF-ERP's, "RPP Emergency Response Procedures"

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
19.1	[]	[]	Discuss the applicable hazards generally associated with work area, i.e. general construction hazards, confined space, flammable materials, reactive chemicals, heat stress, chemical exposures, energized electrical equipment, biological hazards, rotating equipment, noise and vibration, excavations, etc.
Standard:	<i>Candidate is aware of the hazards associated with their work area(s).</i>		
19.2	[]	[]	Discuss manager/supervisor requirements associated with responding to occupational injuries, illnesses, and accidents.
Standard:	<i>Candidate is aware of the requirements and responsibilities contained in HNF-IP-0842, Volume 9, Section 2.1, "Responding to Occupational Injuries, Illnesses, and Accidents" i.e. who the safety representatives are; location of first aid kits; responding to and reporting medical emergencies; classification and requirements for non-emergency injuries; classification and requirements for non-emergency illnesses, including exposures; responsibilities and requirements for providing case management, government vehicle accidents and property damage, accident/incident investigation guidelines, injury/illness and ambulance run shift operations notifications.</i>		
19.3	[]	[]	Discuss first-aid provider responsibilities.
Standard:	<i>Candidate is aware of first-aid provider responsibilities; e.g. provide first aid until emergency response services takes control; report all injuries and illnesses; report any exposure to blood or bodily fluids.</i>		

20 Supervise work in a radiological controlled area

Objective References:

- TFC-ESHQ-RP-RWP-C-03, "ALARA Work Planning"
- TFC-ESHQ-RP_ADM-C-13, "ALARA Goals"
- TFC-ESHQ-RP_RWP-C-04, "Radiological Work Permits"
- TFC-ESHQ-RP_MON-C-14, "Contamination Area Controls"
- IP-0842, V7, Sec 14.1 "High Radiation Areas Physical Access Controls"
- IP-0842, V7, Sec 16.3 "Radiological Posting"
- TFC-ESHQ-RP_RWP-C-02, "Radiological Containment"

- TFC-ESHQ-RP_MON-C-22, "Drinking in a Contamination Area or Radiological Buffer Area"
- TFC-ESHQ-RP_ADM-C-15, "Entry And Exit Controls"
- IP-0842, V7, Section 12, "ALARA Program"
- TFRCM, Tank Farms Radiological Control Manual (HNF-5183)

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
20.1	[]	[]	Review and discuss applicable sections in the HSRCM-1, Chapter 3, and "Conduct of Radiological Work."
Standard:	<i>Candidate is aware of the guidance provided in Chapter 3, Conduct of Radiological Work; e.g. Hanford Site Trigger Levels, Technical Work Documents, Radiological Work Permits, Pre-Job Briefings, Entry and Exit Requirements.</i>		
20.2	[]	[]	Review and discuss entry/exit requirements.
Standard:	<i>Candidate is aware of the procedural requirements for entry and exit from radiological areas - to include high radiation areas. (TFRCM Article 334 and Appendix 3b) (HNF-IP-0842, Vol. 7, Section 14.1) review 'Lessons Learned Bulletin's: Number IB-03-17, 'Communication is Essential to Good Conduct of Operations,' and Number IB-03-14, 'Roles and Responsibilities for Establishing and Maintaining Positive Access Control of High Radiation Areas (HRA).'</i>		
20.3	[]	[]	Review and discuss RWP requirements.
Standard:	<i>Candidate is aware of the procedural requirements concerning RWP's.</i>		
20.4	[]	[]	Perform as assistant supervisor (observer).
Standard:	<i>Candidate shall observe the preparation of and conduct of work in a Radiological Area; e.g. work package review, RWP's, conduct of work, radiological conduct, exit requirements, package closeout.</i>		
20.5	[]	[]	Perform as Supervisor with Mentor providing guidance.

Standard: *Candidate controls conduct of work (start to finish) with Mentor providing guidance as needed and/or requested from the candidate. Mentor reviews performance with Candidate.*

21 Complete Field Work Supervisor Performance Demonstration (Observation Checklist).

Objective References:

TFC-OPS-OPER-C-12, 'Observation and Evaluation of Field Work Supervisor Candidates.'

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
21.1	[]	[]	Complete "Supervision of Field Work Activities - Field Observation Checklist and submit to Training Records.

Standard: *Candidate has successfully completed Field Observation Checklist and submitted to Training Records.*

22 Memorandum of designation as Field Work Supervisor.

Objective References:

TFC-OPS-OPER-C-12, 'Observation and Evaluation of Field Work Supervisor Candidates.'

REQUIREMENT ACTIVITIES

Ref#	Evaluator Signature	Date	Requirement Activity
22.1	[]	[]	Complete Memorandum of designation.
Standard:	<i>Manager drafts memorandum designating the PIC candidate as qualified for field work supervision as per TFC-OPS-OPER-C-12, 'Observation and Evaluation of Field Work Supervisor Candidates. (see sample memo in procedure) Submit memorandum to TFC Training Records.</i>		
