



Rocky Mountain  
Remediation Services, L.L.C.  
... protecting the environment

# INSTRUCTION

Development, Use and Control of  
List of Qualified Individuals (LOQI)

INSTR.004

Revision 1

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APPROVED: \_\_\_\_\_

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## 1. PURPOSE

This work instruction is an implementing document for the nuclear facility training and qualification program established by the RMRS Training Manual (RTM) and the RMRS Directive OPS-DIR-007, "List of Qualified Individuals". These documents require RMRS nuclear facilities to use a List of Qualified Individuals (LOQI) for positions requiring training & qualification (T&Q) as identified in the facility's Training Implementation Matrix (TIM) Appendix 2. The work instruction serves as the explanation for the development, use, and control of the List of Qualified Individuals (LOQI). The LOQI is used as a means to document the training and qualification status for RMRS personnel assigned to nuclear facilities. It is a non-QA record, but since it is used as an administrative record each LOQI should be kept on file for one year.

This instruction also describes the application of Site access training requirements for nuclear facilities to personnel entering RMRS TIM-applicable nuclear facilities.

## 2. SCOPE

This work instruction applies to all RMRS nuclear facility, project, support program, and operation positions and tasks which require training or qualification as designated in nuclear facility-specific TIM appendices.

## 3. WORK INSTRUCTION APPLICATION REQUIREMENTS

### 3.1. LOQI REQUIREMENTS

#### 3.1.1 Mandatory

A LOQI must be maintained by RMRS operated nuclear facilities, for all positions and tasks where training or qualification is designated in their respective nuclear facility TIM Appendix 2. LOQI information must be provided to facility management in RMRS TIM-applicable nuclear facilities by RMRS supporting program management (e.g. maintenance) for their personnel. LOQI information must also be provided for RMRS personnel supplied to positions and performing tasks in TIM-applicable nuclear facilities managed by other Site Contractors. LOQIs must be

updated monthly and maintained by the Responsible Manager (line manager) for all tasks relative to individual assigned positions.

### 3.1.2 Non-Exclusive

Responsible Managers are not precluded from employing additional means for tracking, scheduling, and documenting training and qualifications. Facilities, projects, support programs and operations not designated in the TIM, are not required to have LOQIs. However, management remains responsible for ensuring that only properly trained and qualified personnel are assigned to all tasks.

## 3.2 FACILITY ACCESS REQUIREMENTS

### 3.2.1 RMRS Operated Nuclear Facilities

In RMRS operated nuclear facilities access training requirements are mandatory for all personnel, per this Instruction.

### 3.2.2 Non-RMRS Operated Facilities

In non-RMRS nuclear facilities the access requirements of the Site Contractor responsible for the building apply.

## 4. DEFINITIONS

Entry Requirements - A posting of training and qualifications requirements for entry into a nuclear facility.

Entry Log - A document used by personnel entering a facility / building to attest to the status of their building access training.

Controlled Distribution - Distribution of the (LOQI) document to RMRS Facility Managers listed as controlled copy holders; requires receipt acknowledgment. (TUM Rev. 1).

List of Qualified Individuals - A list of personnel who are trained and qualified in a specific facility, area, job category, or process. This is the required method of identifying personnel authorized for the task(s).

Qualification Program Tracking (OPT) - A program in the Training & Scheduling Records (TSR) database which records training course completion and upcoming training dates for a list of predetermined courses, as related to a specific individual.

Responsible Manager / Facility - The manager directly responsible and accountable for facility personnel and operations within an RMRS nuclear facility, including T&Q and maintaining the facility LOQI.

Responsible Manager / Projects, Support Programs, and Operations - The RMRS projects, support programs, and operations manager directly responsible and accountable for supplying trained and qualified individuals to a nuclear facility and documenting their training and qualification status in LOQI information.

Training Coordinator - An individual who is delegated responsibility by line management for the tracking, scheduling, and documentation of training and qualifications required for facilities, projects, support programs, and operations personnel.

Training Implementation Matrix (TIM) - The TIM is comprised of the RMRS Narrative and facility-specific compliance matrices which are used to document the compliance status with DOE Order 5480.20A and describe how compliance is achieved for training and qualification of personnel in positions that influence nuclear safety at RMRS nuclear facilities. The TIM is approved by DOE, Rocky Flats Field Office.

Training Implementation Plan (TIP) - The document which details the training and qualification requirements, including core training, job-specific training and position- or task-specific qualification documents, for personnel in positions identified in the TIM relative to each nuclear facility. As such, the TIP is the primary implementing document for the RMRS TIM, and for other Site Contractor TIMs when they reference positions occupied by RMRS personnel.

Training Requirements Table (TRT) - The section of the Training User's Manual (TUM) which categorizes the Site training courses offered, retraining frequency, and applicable audiences for the individuals who are employed at the Rocky Flats Environmental Technologies Site.

Work Restrictions - Identifies specific position and/or task related work limitations based on a deficiency.

## 5. IMPLEMENTATION INSTRUCTIONS

### 5.1 LOQI FLOW DIAGRAM

5.1.1 Development, Use, and Control (see Appendix #1)

### 5.2 LOQI INFORMATION

5.2.1 Required Information for Facility Personnel (See example in Appendix #2)

- Applicable functional levels and position titles of personnel, per facility specific TIM appendices.
- Names of personnel holding titles.
- List the training and qualification due for retraining per individual for current month, by due date and list the scheduled date for retraining.
- List delinquent T&Q and the scheduled date for retraining.
- List work restrictions based on training or qualification deficiencies as identified in Appendix #3 and/or in Section 5.3, "Development of Work Restrictions."

Note (1): LOQI information is determined by the required Training and Qualifications (T&Q), Training Implementation Plan (TIP) core and job specific [Appendix 1 and 2] T&Q requirements, and the individuals skill T&Q requirements for the position and/or task in which personnel are assigned.

#### 5.2.2 Required Information for Non-Facility Personnel

The LOQI information provided by the Responsible Manager to the Facility Manager must list the names and functional levels and position titles of the individuals, thereby indicating that they are trained and qualified in accordance with Note (1). The Responsible Manager assumes the liability for personnel training and qualifications, including program development tracking and scheduling.

### 5.3 DEVELOPMENT OF WORK RESTRICTIONS

Work restrictions are activity limitations which are based on personnel class delinquencies, new assignments, and additions or deletions. The restrictions identify specific positions and/or task related work limitations. These restrictions are to be utilized by the RMRS Responsible Manager to prevent an employee from performing work for which they have a training or qualification deficiency. An example list of standard work restrictions is provided in Appendix #3. Work restrictions for specialized positions or tasks not identified in Appendix #3 must be reviewed and documented on a case by case basis by the responsible manager. Concurrence must be obtained from Compliance Training on case by case restrictions which are then approved for use by line management.

### 5.4 FACILITY ACCESS

#### 5.4.1 Requirements

Entry requirements are based on the minimum training requirements as described in the Rocky Flats Environmental Technologies Site Training Requirements Manual (1-S52-T&Q-TR-004). Available on the AppleShare network for Mac users, Apple Talk Zone 060, T&Q Server/060, Training Share, Building Entry Requirements.

#### 5.4.2 Entry Procedure

The following entry procedure shall be followed:

1. Individuals who are not on the current LOQI are considered visitors and must review posted access training requirements and sign in on the Visitor's Entry Log indicating their access training status (see example in Appendix #4).
2. All personnel whose position descriptions are listed in the TIM, but who are not on the LOQI, must contact the facility manager (or applicable technical manager or project manager in non RMRS operated facilities) before proceeding to an assigned work area, regardless of their company affiliation.
3. Individuals who do not meet building access training requirements must notify facility management before proceeding beyond the sign-in point and must be

escorted. The sign-in point is maintained prior to the first point where entry into a controlled area occurs.

4. Visitor escorts must possess all required access training for unescorted building or duty area access, as applicable.

## 5.5 RESPONSIBILITIES AND DUTIES

### 5.5.1 Project, Support Program, and Operation Managers

#### 5.5.1.1 Responsibilities

- Review training and qualification (T&Q) program for personnel under his/her management with Training Coordinator to ensure that specific T&Q needs are met for the affected positions and personnel assigned to the facility, project, support program, and/or operation.
- Work with the Training Coordinator to identify, track and schedule personnel training and qualifications for the facility, project, supporting program, and/or operation in which personnel are assigned.
- Work with the Training Coordinator to maintain / up-date the LOQI information on the first day of each month and provide the information to the facility manager for the area in which personnel are assigned.
- Immediately submit any status changes to the Facility Manager of facility in which personnel are assigned that affect the current monthly LOQI information (e.g., work restrictions due to delinquent qualifications, new assignments, additions, deletions, etc.).
- Ensure RMRS subcontractors (e.g., E2, RTG, SEG, etc.) meet the T&Q requirements and submit LOQI information monthly to the Facility Managers of facilities in which personnel have been assigned.
- Communicate with responsible managers, facilities, projects, support programs, and/or operations on T&Q entry requirements, and core and job specific T&Q requirements in the TIP.

#### 5.5.1.2 Duties

- Reviews, approves, and submits LOQI information to nuclear facility management on a monthly basis.
- Ensures that LOQI information is constantly available and updated for use.
- Consults LOQI when assigning work.
- Consults LOQI to verify qualification of workers.
- Consults LOQI to determine work restrictions (Appendix #3) applicable due to delinquent training or expired qualification.

### 5.5.2 Facility Managers

#### 5.5.2.1 Responsibilities

- Review training and qualification (T&Q) program for personnel under his/her management (as line manager) with Training Coordinator to ensure that specific T&Q needs are met for the affected positions and personnel.
- Work with the Training Coordinator to identify, track and schedule training and qualifications for the facility personnel.
- Work with the Training Coordinator to maintain / up-date the LOQI information on the first day of each month.
- Ensure assigned RMRS subcontractors (e.g., E2, RTG, SEG, etc.) meet the T&Q requirements and are included on the facility LOQI.
- Communicate with responsible managers of projects, support programs, and/or operations who have management responsibility for assigned positions in facility-specific, TIM-applicable positions on T&Q entry requirements, any other applicable core and job specific T&Q requirements in the TIP, and any other conditions or requirements in the facility which may require specialized T&Q.
- Requests LOQI information from other Site Contractor(s) (Safe Sites of Colorado, DynCorp of Colorado, etc.), projects, support programs, and operations whose personnel are assigned to TIM-applicable positions in the RMRS facility.
- Incorporates LOQI information provided by other Site Contractor(s), and/or project, support program, or operations responsible managers, into the facility LOQI information.
- Reviews interim LOQI changes due to work restrictions or new assignments.

#### 5.5.2.2 Duties

- Reviews and approves facility LOQI on a monthly basis.
- Ensures that LOQI is constantly available and updated for use.
- Consults LOQI to assign work.
- Consults LOQI to verify qualification of workers.
- Consults LOQI to determine work restrictions (Appendix #3) applicable due to delinquent training or expired qualification.

#### 5.5.3 Training Coordinator

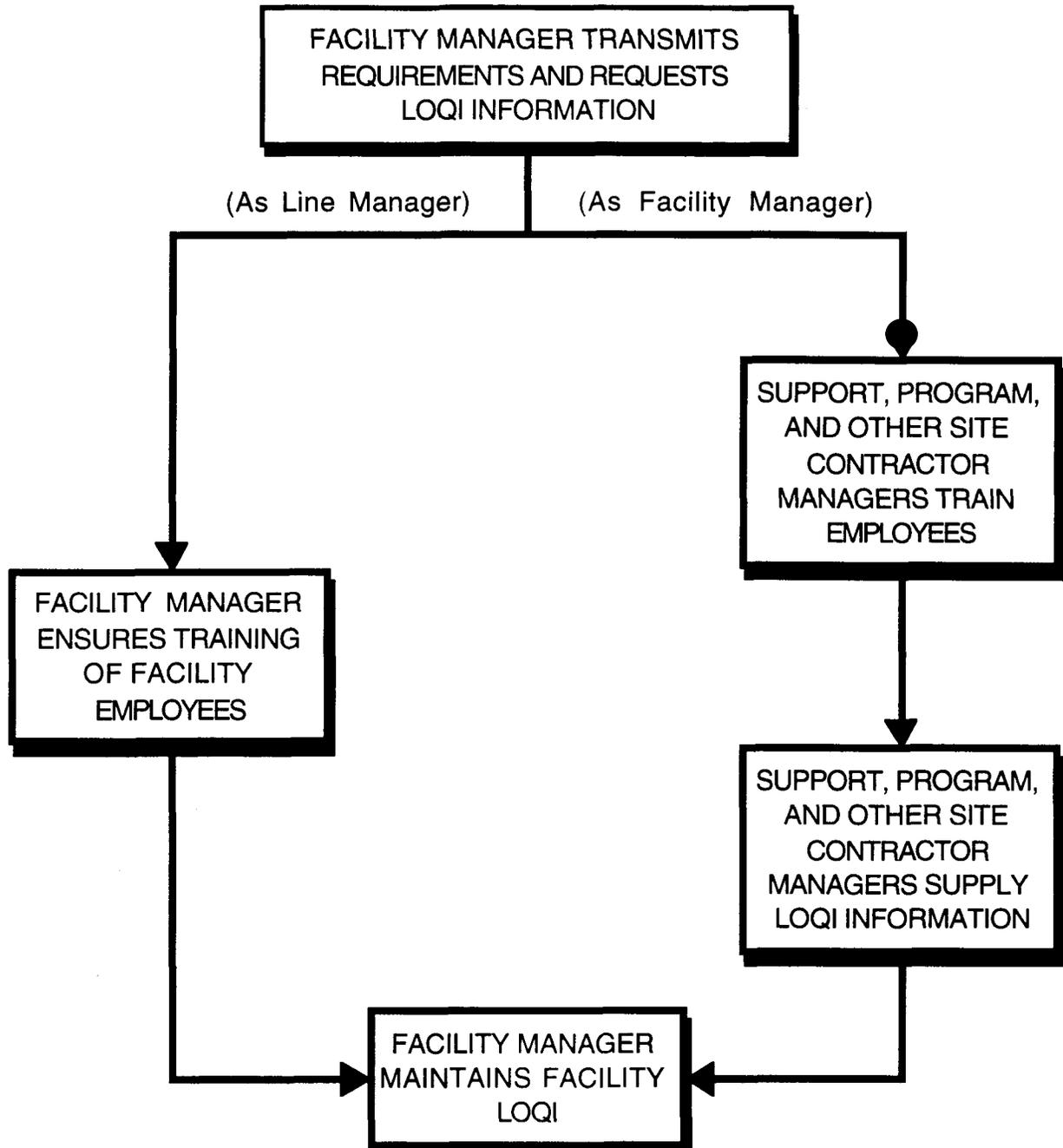
##### 5.5.3.1 Responsibilities

- Review personnel training and qualification (T&Q) program of the facility, support program, project or operations Manager per building and work area entry requirements, and the Training Implementation Plan (TIP) core and job specific T&Q requirements for the position and/or task in which personnel are assigned.
- Compare, track and schedule training of facility, support program, project or operations Managers' personnel T&Q requirements, utilizing the TSR information and QPT system.
- Supports the support program, project or operations Manager in providing the monthly LOQI information to the facility in which personnel are assigned.
- Assists the support program, project or operations Manager with the immediate submittal of any status changes that affect the current monthly LOQIs (due to work restrictions or new assignments) to the facility manager of the facility in which personnel are assigned.

#### 5.5.3.2 Duties

- Completes facility LOQI, or LOQI information, for responsible manager.
- Develops controlled distribution list with input from responsible manager and transmits LOQI or LOQI information.
- Provides revision control (per TUM Rev. 1).
- Updates LOQI Monthly.
- Reviews LOQI monthly (minimum) with facility, support program, project, or operations Manager to determine applicability to the current facility T&Q requirements.
- Assists Facility Manager with the facility LOQI by reviewing and incorporating LOQI information (provided by the other Site Contractor(s), and projects, support programs, or operations responsible manager).

APPENDIX #1 - FLOW DIAGRAM  
**RMRS LIST OF QUALIFIED INDIVIDUALS (LOQI)**



Appendix #2 (Example Format)

**List Of Qualified Individuals (LOQIs) for Facility No.**

Company Name:  
Organization:  
Responsible Manager:

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PERSONNEL TITLES / NAMES	COMMENTS
FACILITY MANAGER	
TEAM LEAD	
BUILDING MANAGER	
Names holding position	
	Due: List the T&Q due for retraining this month per individual.
	Delinquent: List training and qualifications past due.
TECHNICAL SUPERVISOR	
Names holding position	
WASTE TECHNOLOGISTS	
PROCESS SPECIALIST	
Names holding position	
WASTE INSPECTORS	
Names holding position	
COMPLIANCE	
Names holding position	
MAINTENANCE *	* Personnel are tracked and scheduled for core training by their training groups
	and are added to this LOQI based on information supplied by Supporting
	Program management.

Appendix #3

**EXAMPLE LIST OF WORK RESTRICTIONS BASED  
ON TRAINING OR QUALIFICATION DEFICIENCIES**

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<b>TRAINING/QUAL DEFICIENCY</b>	<b>RESTRICTED ACTIVITY</b>
Aerial Lift Training	Manual/powered vertical lift/extensible lift operation & supervisors
Alarms Sound and Responses-CBT	Unescorted access to the PA or 400/800 areas that contain fiss materials
Asbestos Awareness	Unesc. entry areas w/asbestos-containing material (actual or presumed)
Basic Root Cause Analysis Workshop	ORC Membership
Basic Instructor Training-Classroom	Delivering formal classroom training
Basic Instructor Training-OJT Instructors	Delivering On-The-Job Training
Beryllium Operations CBT	Unescorted access to beryllium processing areas
Building A Plastic House	Building a plastic house
Building Orientation Tour	Unescorted entry into areas of operations of the affected building/area
Classroom Design and Development	Design Development of trng. materials for classroom training
Computer Training: Classified Security User	Use of classified computer
Computer Training: Computer Security Officer	Using computers and acting as Computer Security Officer
Computer Training: Unclassified Security User	Use of computers
Confined Space Entry	Entering a confined space and performing attendant or supervisor duties
Controller/Evaluator Training	Performing as EP Drill/Exercise Controllers and/or Evaluators
Crane and Hoist Inspection	Crane and Hoist Inspections
DOE Basic Transp. of Haz. Materials	Transportation, traffic & packaging and job responsibilities that affect transportation safety
DOE Basic Transp. of Rad. Materials	Transportation, traffic & packaging and job responsibilities that affect transportation safety
DOT Awareness	Labeling hazardous packages for shipping & transportation
Electrical Sfty for Electrical Workers	Performing electrical work
Electrical Sfty for Electrical Workers-Requal.	Performing electrical work
Electrical Sfty for Non-Electrical Workers	No restriction
Electrical Sfty for Non-Electrical Wkrs Requal.	No restriction
Electrical Safety-CPR Qualification	Performing electrical work- 3 working together, one must be CPR Trained
Electrical Safety-CPR Re-Qualification	Performing electrical work- 3 working together, one must be CPR Trained
Fall Protection	Performing tasks using harness & lanyard devices & ladders (6 ft. or more)
GET and Refreshers	Unescorted access to Category 1,2,or 3 Nuclear Facilities
GERT and Refreshers	Unescorted access to plant site (excluding Radiation Workers and RCTs)
Glovebox Causal User	Working in or on of gloveboxes or hoods
Glovebox Support Activities	Working in or on of gloveboxes or hoods
Haz Communications CBT	Unescorted entry to area of exp. to haz. chems. & supervision of personnel
Haz Communications Work Area Indoctrination	Unescorted entry to area of exp. to haz. chems. & supervision of personnel
Haz Mat. Awareness for First Responders	Unescorted entry to area where may witness/discover a haz. substance release & initiation of an emergency response sequence
Haz Mat. Awareness for First Responders Refr	Unescorted entry to area where may witness/discover a haz. substance release & initiation of an emergency response sequence

**EXAMPLE LIST OF WORK RESTRICTIONS BASED  
ON TRAINING OR QUALIFICATION DEFICIENCIES**

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<b>TRAINING/QUAL DEFICIENCY</b>	<b>RESTRICTED ACTIVITY</b>
Haz Mat. Operations for First Responders	Performance in initial response team for a hazardous substance release
Haz Mat. Operations for First Resp. Refresher	Performance in initial response team for a hazardous substance release
Haz Waste Operations (OSHA)-24 or 40 hr	Unescorted entry or work in an hazardous waste area
Haz Waste Operations (OSHA)-Refresher	Unescorted entry or work in an hazardous waste area
Haz Waste Operations (OSHA)-Supervisor	Supervising work with hazardous waste
Hearing Conservation CBT	Working in a 85db area for 8 hr time weighted average (with protection)
Hoist Apparatus	Using cranes, hoists, or chainfalls
Incident Command	Acting as Incident Commander
Incident Command Refresher	Acting as Incident Commander
Industrial Truck (Forklift and/or Pallet)	Performing forklift/highlift and/or pallet jack/lowlift operations
Integrated Work Control Program	OM/STA/SM designees, Maint. mgrs., member of the IWC Team
Job-Specific Qualification Documents	Performing work specified by the qualification document
Ladder Safety Awareness	Perform tasks requiring use of ladders (Fall Protection also covers this)
Lead in the Workplace	Working in potential Lead Contamination Exposure area above applicable threshold levels, per I. H.
Lockout/Tagout	Performing any lockout/tagout duties
Lockout/Tagout Workshop	Unescorted entry into LO/TO areas
Medical/Physical	No restrictions
Nuc. Crit. Sfty. /Fissionable Mat. Handlers	Unescorted entry into RBA, MAA, RMAA
Nuclear Crit Sfty Supervisor/Design Personnel	Unescorted entry into RBA, MAA, RMAA & supervising Nuc Crit tasks
Nuc. Crit. Safety-Support	Unescorted entry into RBA, MAA, RMAA
Nuc. Mat. Handler & Transporters (NMH&T)	Performing Handler/Transporter designated on access control badge
Nuclear Material Safeguards CBT	Unescorted access to an RBA or RMA
Occurrence Reporting & Processing Overview	Personnel who require an ORPS passwork
Occurrence Reporting Workshop	Calling in occurrences to the EOC.
ORPS Search Techniques Workshop	Personnel who require an ORPS passwork
Painting a Plastic House	Painting of supplied-air house
Personnel Security Assurance Prog. (PSAP) Init	Handling of Category 1 or greater quantities of SNM
Personnel Security Assurance Prog. (PSAP) Refr	Handling of Category 1 or greater quantities of SNM
PremAire Respirator Trng.	Use of PremAire supplied air system
Pressure Safety Awareness	Operating, maintaining, inspecting, or transporting 150 psig pressure systems or gas cylinders up to 4600 psig and supervising these personnel
Qualified Preparer Workshop	Preparation of Safety Evaluation , Prescreens, screens, and USQDs
Radioactive Source Custodian Trng.	Performing as a radioactive sources custodian
Radioactive Source User Trng.	Use of radioactive sources
RadCon: High Level Trng., Suprv of Rad Wkers	Supervise Rad. workers
RadCon Manual Trng. for Mgrs.	No restriction

**EXAMPLE LIST OF WORK RESTRICTIONS BASED  
ON TRAINING OR QUALIFICATION DEFICIENCIES**

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<b>TRAINING/QUAL DEFICIENCY</b>	<b>RESTRICTED ACTIVITY</b>
Rad. Glovebag Classroom/JPM	Work in Rad. glovebags
Rad. Glovebag Containment: User	Work in Rad. glovebags
Radiation Worker Level I and Requal	Unescorted entry into RBAs or other posted radiological areas
Radiation Worker Level II and Requal	Unescorted entry into RBAs or other posted radiological areas
RCRA Compliance	Performing any position in the RCRA personnel matrix, RCRA Permit
RCRA/Waste Generator Annual Training	Maintaining any position in the RCRA personnel matrix, RCRA Permit
RCRA Organic Air Emissions Qualification	Performing RCRA Organic Air Emissions inspections
RCRA Tanks Custodian	Completing the RCRA qualification
RCRA Waste Management	Completing the RCRA qualification or acting as RCRA Unit Owner
RCRA Waste Management Qualification	Performing RCRA inspections/transfers to or from a RCRA tank
Respirator Fit	Wearing a respirator
Respirator Indoctrination	Completion of a Respirator Fit
Respirator Indoc: Mgrs & Issuers of Respirators	Completion of a Respirator Fit
RF Safety Review Systems	Act as ORC member, prepare safety eval prescreens, screens, USQDs
Rocky Flats Qual. Process	Signature as OJT instructor or Qualification Examiner on qual documents
Scaffold Safety	Working on/using scaffolds
SCBA	Performing SCBA tasks
TID	Applying or removing TIDs or obtaining TIDs from NMC
USQD Process Overview	Act as ORC member, prepare safety eval prescreens, screens, USQDs
Waste Determination/WSRIC	Completing the Waste Generator qualification
Waste Generator All Areas Classroom Trng.	Completing the Waste Generator qualification
Waste Generator All Areas Qualification	Generating or packaging waste or signature of WR/Ts
Welding Safety	Work around or use of welding equipment, standing fire watch for welding operations, supervisors of these personnel
Working Safely/w X-ray Radiation	Work with radiation generating devices

