

## VI. INSTRUCTIONS

### A Training Needs Assessment (TNA)

- 1 The Instructor/ Developer, utilizing the references from Section III of this Work Instruction, initiates a TNA for a facility, project, program, organization, or other group of jobs or individuals
- 2 The Instructor/Developer assembles a group of individuals (e g , Facility/Project Manager, Line Management, Technical Support personnel, Union personnel, Training Coordinator, to include an SME) to participate in the TNA
- 3 The Instructor/Developer facilitates the TNA
  - a Define the purpose and the scope of the TNA
  - b Review the documents which contain training and qualification requirements (TIM, Authorization Basis, DOE Order 5480 20A, Training User Manual, etc )
  - c Determine who requires training and qualifications
  - d Using the TRT, determine which plant wide training and qualifications the identified personnel require
  - e Determine which job-specific activities require a JTA
  - f Determine when the training will occur
  - g Determine who will prepare, deliver, facilitate, and administer the training and qualifications
  - h Prepare the final report

### B Job and Task Analysis (JTA)

- 1 The Instructor/ Developer, utilizing the references from Section III of this Work Instruction, initiates a JTA for the job-specific areas leading to qualification which were identified in the TNA
- 2 Assemble a group of individuals (ex Line Management, Technical Support personnel, Union personnel, Training Coordinator, to include an SME) to participate in the JTA
- 3 Perform the JTA
  - a Define the purpose and the scope of the JTA
  - b Develop a detailed listing of duty areas and tasks
  - c Utilize the references in Section III of this Work Instruction and sample JTA forms available through Building 060 Training and Qualifications to complete the JTA
  - d Prepare the final report
  - e File the JTA with KH training and qualifications personnel in Building 060

### C. Documentation of Training and Qualification Requirements

1. **Qualification Program Tracking (QPT)** - Using the information from the TNA and the JTA(s), the Training Coordinator includes the identified training and qualification requirements in the appropriate QPTs

2. **Training Implementation Plan (TIP)** - Using the information from the TNA and the JTA(s), the Instructor/Developer includes the identified training and qualification requirements in the appropriate TIP
3. **Training Implementation Matrix (TIM)** - Using the information from the TNA and the JTA(s), the Instructor/Developer ensures consistency between the identified training and qualification requirements and the appropriate TIM Appendix

**VII. RECORDS PROCESSING INSTRUCTIONS**

- A JTAs and TNAs are In-Process QA documents for record-keeping purposes  
**IF** the JTAs and TNAs pertain to the TWCP TIP or Appendix 9, Low Level Waste Management Plan  
**TNEN** they are WIPP/LL/LLM In-Process QA documents

**Table 6-1, Records Processing**

<b>Record Identification</b>	<b>Record Type Determination</b>	<b>Protection / Storage Methods</b>	<b>Processing Instructions</b>
JTAs and TNAs	In-Process Quality Assurance Document  And/or  (In-Process WIPP/LL/LLM QA document)	Responsible Manager <b>SHALL</b> implement a reasonable level of protection to prevent loss and/or degradation while in use Documents <b>SHALL</b> be protected utilizing standard office equipment and methods while in use	Continue prescribed processing is document(s)  After approval by the Responsible Manager, transmit all documents to Training Records, Bldg 131 Also, transmit copies of WIPP/LL/LLM In-Process QA documents to the NQA-1 Waste Records Center in accordance with 1-PRO-077-WIPP-005, Management of WIPP Information Prior to Transmittal to NQA-1, Waste Records Center in Building 441

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