



Office of Science

U.S. Department of Energy

Chicago Office (SC-CH)
Integrated Support Center (ISC)

Qualifying Official (QO) Briefing

2009



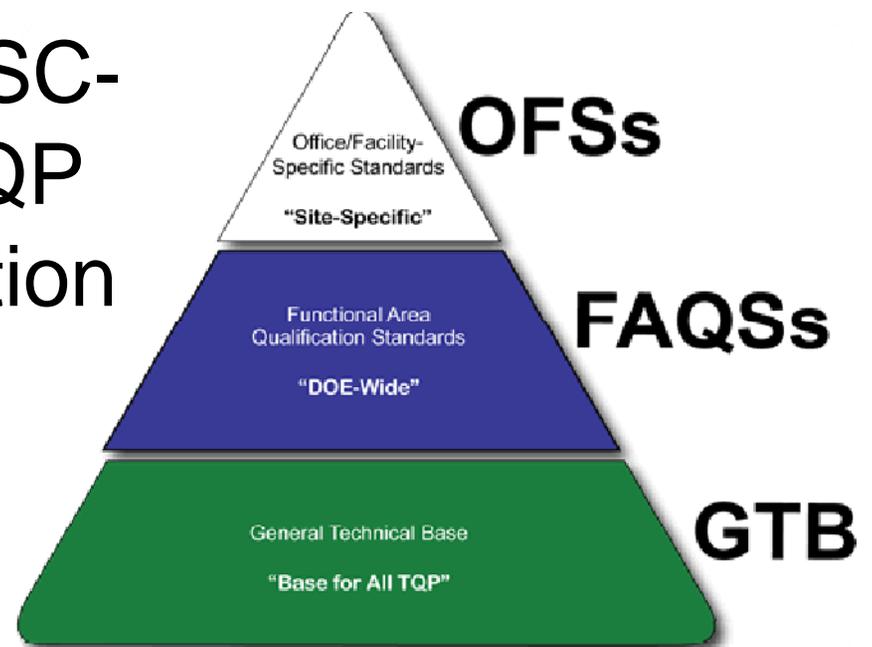
Purpose

As an SC-CH ISC QO (or participating Site Office/NBL QO), you are charged with assuring that the technical personnel whom you are evaluating have met and can apply the competencies of their assigned Technical Qualification Program (TQP) qualification standards.



Authorization

As such, each SC-CH ISC QO has received authorization from the SC-CH Manager to sign TQP documents or qualification cards for designated competencies or standards.

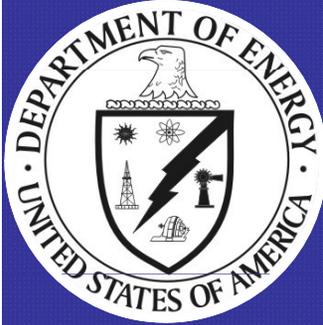


What You Need to Know

In order to ensure consistency in the qualifying process, SC-CH ISC QO's should follow a simple, 5-Step Process when serving as a Qualifying Official.



5-Step Process



Demonstrate an expert level...

"How do you..."
"Tell me about..."
"Explain the concept of..."

cc: John Smith
Subject: Qualifying Official Review - Mr. John Smith
As a Qualifying Official for the Technical Qualification Program, I certify that you have successfully fulfilled [competencies 1 through 23] contained in the Technical Program Manager Functional Area Qualification Standard (DOE-STD-1178-2004). An evaluation was performed in which you demonstrated understanding of the knowledge and skills contained in this Functional Area Qualification Standard.
Congratulations on your achievement!
Qualifying Official
Technical Qualification Program
*First Line Supervisor
*Line Supervisor
*TSG





Step 1

When you receive a package with competencies to review, begin by printing and reviewing the applicable Standard(s) and other related documents which will be used as a guide in your evaluation as a Qualifying Official.

Use the printed Standard(s) to make notations as you are evaluating the person's qualification and evidence package, as this will become part of your auditable documentation.

Always ensure that you are using the most current version of the Standard. Please bookmark the [Federal Technical Capabilities Program Website](#) (FTCP) to access a list of the most current versions.



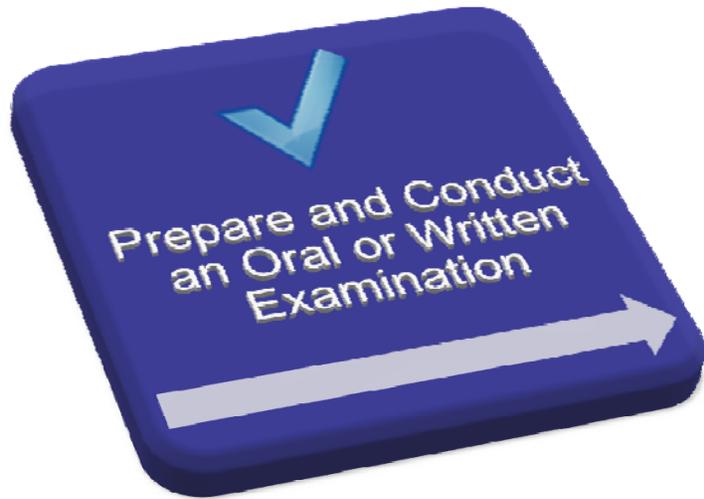
Step 2

Review and evaluate the evidence corresponding to each competency with an emphasis on the Supporting Knowledge and Skills provided in the Standard.

Use your discretion and experience in the specific area you are evaluating, but feel free to call on other qualifying officials if needed.

Use applicable DOE orders, standards, procedures, site layouts, hazards, key documents, and work products as a guide.

Accept professional certifications that are supported by management, e.g., Certified Industrial Hygienist (CIH), Certified Health Physicist (CHP), etc.



Step 3

Prepare an oral or written examination and then arrange a meeting or teleconference to evaluate the trainee to ensure he/she knows the substance of the subject to the degree needed, i.e., familiarity, working, or expert level.

Document your discussions on the printed Standard or use another method at your discretion. Keep in mind that your notes may be viewed by an auditor.

Be aware that a Standard may require a written exam. Also, consider incorporating a walk-through of a facility or contacting related references.

Your primary responsibility is to be personally convinced that the trainee knows what he or she is supposed to know and do.



Step 4

Once you are comfortable with qualifying the trainee, you are ready to issue certification. You should sign or initial the ESS record or qualification card, as applicable.

The certification is issued by a letter (sample follows). Please send the letter to the trainee's First and Second-Level Supervisors, the trainee, and Linda Media, HRS. This letter should be used as supporting evidence for the competencies or Standard.

If the results are not satisfactory, the QO should recommend remedial activities such as learning activities or other actions to perform in order to gain proficiency in that competency or set of competencies (sample follows).

SUCCESSFUL COMPLETION LETTER

SAMPLE

Date:

To: John Smith

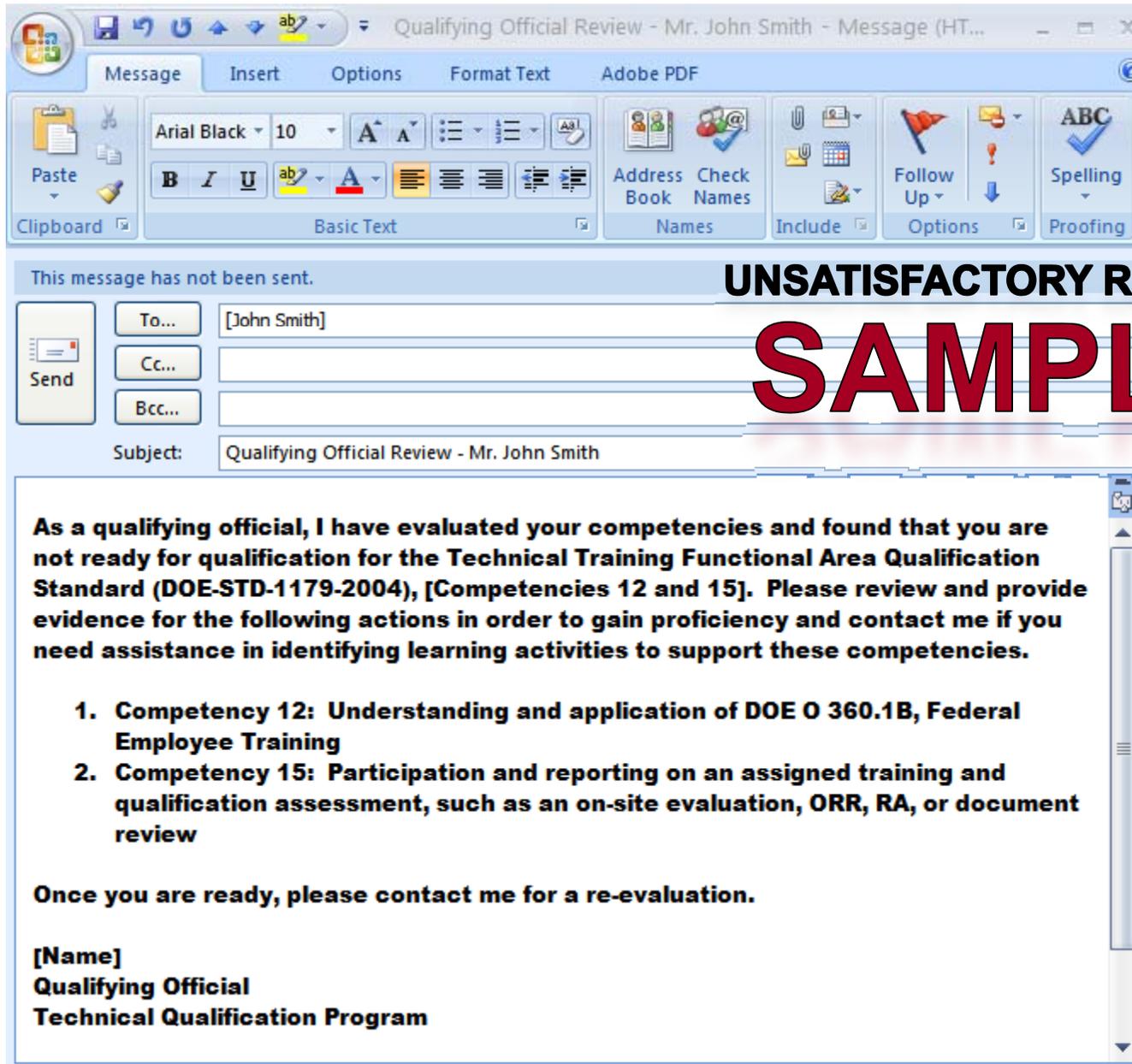
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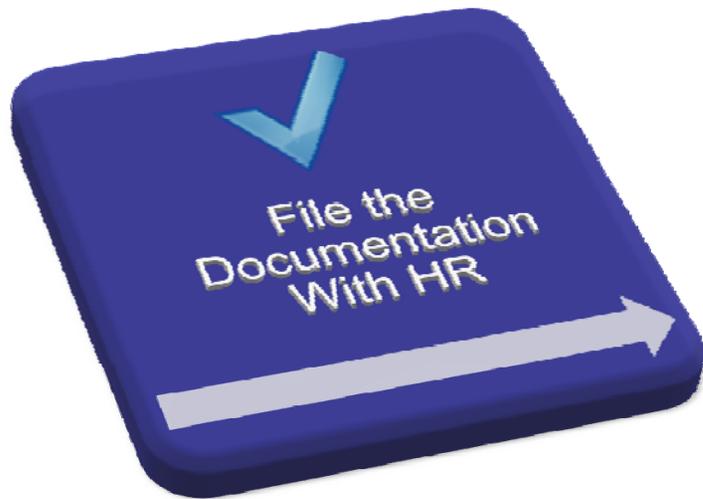
Qualifying Official
Technical Qualification Program

cc: First Line Supervisor
Second Line Supervisor
Linda Media, HRS



UNSATISFACTORY RESULTS EMAIL

SAMPLE



Step 5

Upon completion of your Qualifying Official review, take all of the documentation, e.g., printed standard with notations, emails, correspondence, appointments, etc. that has resulted from the evaluation and assemble a documentation folder for record keeping.

Send the documentation folder to Linda Media in HR and return the original qualification and evidence package to the person you evaluated.

Please keep in mind that auditors may ask how you perform your Qualifying Official duties and your evaluation process.

Additional Guidance

Chicago Office, Participating Site Office and NBL
Qualifying Officials Guidance Document

Sample of ESS Reports to be Submitted
to the QO with an Evidence File



Questions?

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(630) 252-2052



Check Out

Congratulations! You have completed the SC-CH ISC Qualifying Official Briefing. Please complete the Self Certification Form and return it to Linda Media, HRS.

