

SSO Qualifying Official Training

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Overview

- Why are you here?
- What are your duties?
- Lessons Learned
- What are my expectations?
- Summary

Why are you here?

- The Site Office Manager will assign qualifying officials to sign TQP or site-specific qualification cards to verify that the TQP candidate possesses the required level of knowledge or skills. (DOE O 426.1, Sec 5.b.(5))
- SSO TQP Procedure, Section 5.6.1, Qualifying Officials complete training provided by SSO Manager
- The rigor of any qualification program relies on the integrity, knowledge, and skills of the qualifying officials.

What are your duties?

- Prepare for qualification evaluations by:
 - Reviewing qualification standards and applicable references
 - Evaluating any participant-submitted objective evidence materials
- Meet with participants to evaluate knowledge level
- Conduct evaluations according to the guidance provided in this training and in the handout
- Ensure that participants can demonstrate the appropriate level of knowledge in the applicable competencies
- Document when the participant meets or performs the applicable competencies
- Maintain a working knowledge in your technical discipline
- Do not sign for things you do not know!

Lessons Learned

- Issue
 - Qualifying official signs qualification cards without formally evaluating participant's level of knowledge or performance
 - Evaluation of level of knowledge or performance was not completed for each individual in the group
- Contributing Factors
 - Confusing communication concerning qualifying official's duties → train or qualify?
 - Qualification standard requiring a knowledge level in a practical factor
- Lesson Learned
 - Signing a qualification card indicates the participant has the appropriate level of knowledge, or performed the required actions, as identified in the associated qualification standard
 - In a group evaluation, each member must individually demonstrate competency
 - Qualification standards must clearly state applicable knowledge requirements

Lessons Learned

- Issue
 - Qualifying Official incorrectly recorded evaluated level of knowledge
 - Qualification competencies required “Working-level” knowledge
 - QO recorded evaluation of knowledge at “Familiarity-level”
 - Impacts “Transportability” of qualifications and brings rigor of qualification process in question
- Contributing Factors
 - Inattention to detail during documentation of competency evaluation
 - Participant “pre-filled” qualification card incorrectly
- Lesson Learned
 - Use the qualification standard as a guide while completing evaluations
 - Always ensure evaluated level of knowledge is greater than or equal to the required level of knowledge for each competency signed

What are my expectations?

- Your signature on a TQP participant's qualification card:
 - Represents you
 - Represents me
 - Represents Sandia Site Office
 -don't just give it away!
- The SSO TQP relies on the integrity of the qualifying officials.

Summary

- Review the handout “SSO Qualifying Officials Training”
- Fill out the “Qualifying Official Attestation Form”
- Remember: Our TQP relies on you as a Qualifying Official

- Go Forth and Qualify!

Change Summary

- References
- Additional Lesson Learned