1.0 Purpose

This document describes the process for documenting training completed by Safety Systems Section employees. This procedure is intended as an aid to ensure that Section employees possess the experience, knowledge, skills, and abilities that are necessary to discharge their responsibilities, which is one of the seven guiding principles of SLAC’s Integrated Safety and Environmental Management System (ISEMS).

2.0 Scope

This procedure applies to any individual or group training performed in support of the responsibilities and daily operations of the Safety Systems Section.

3.0 Accountability

All employees of the Safety Systems section who train others or are trained by others are responsible for following this procedure.

The Documentation Manager is responsible for maintaining the training form archive.

4.0 References

SLAC-I-720-0A00B-001, SLAC Integrated Safety and Environmental Management System Description

DOE 450.4, Safety Management System Policy

DOE 450.4-1B, Integrated Safety Management System Guide

5.0 Types of Training

There are three types of training used by the Safety Systems Section:

- Read and understood
- Performed under supervision
- Group

The first two types of training are documented on an Individual Training form. The Group training form documents training for more than one person at a time.

Completed training forms are given to the Documentation Manager to be archived as historical records.

6.0 Individual Training

The Individual Training Record is used to document both Read and Understood training or Supervised Training. It is designed to be used repeatedly for each new
6.1 Read and Understood

Initiate a new form if the procedure training has not been previously documented. If it is a subsequent training for a new revision, contact the Documentation Manager to retrieve the form.

6.1.1 Training Description

Use this section to record the title of the procedure or to describe the type of training being given.

6.1.2 Procedure Number(s)

Use this field to record controlled document numbers or industry standard numbers (such as DOE, ISO, ASQ) that are being used for the training.

6.1.3 Rev No.

Record the current revision of the procedure that is being used for the training.

6.1.4 Read and Understood

Once the procedure has been read and understood, the trainee initials and dates this field.

6.1.5 Supervised Training

If no supervised training occurs, record “NA” (not applicable) in each cell of these cells.

6.1.6 Trainee Initials/Date

The trainee initials and dates the completed form.

6.1.7 Supervisor Initials/Date

The supervisor initials and dates the form to acknowledge that the training has been completed.

6.1.8 Return the completed form to the Documentation Manager for archiving.
6.2 Supervised Training

6.2.1 Training Description

Use this section to record the title of the procedure or to describe the type of training being given.

6.2.2 Procedure Number(s)

Use this field to record controlled document numbers or industry standard numbers (such as DOE, ISO, ASQ) that are being used for the training.

6.2.3 Rev No.

Record the current revision of the procedure that is being used for the training.

6.2.4 Read and Understood

Record initials and date for any documents read and understood prior to the supervised training, if applicable. If not, record “NA” in the cell.

6.2.5 Supervised Training

Initial and date the cells at each step of the supervised training:

a. Observed by Trainee

Trainee observes a qualified person perform the procedure.

b. Performed under Supervision

Trainee performs the procedure while a qualified person observes.

c. Performed Independently

6.2.6 Trainee performs the procedure independently, then a qualified person checks the result.

6.2.7 Trainee Initials/Date

The trainee initials and dates the completed form.
6.2.8 Supervisor Initials/Date
The supervisor initials and dates the form to acknowledge that the training has been completed.

6.2.9 Return the completed form to the Documentation Manager for archiving.

7.0 Group Training
The Group Training Record is used to document training that has occurred for more than one person at a time.

7.1 Training Description

7.2 Use this section to record the title of the procedure or to describe the type of training being given.

7.3 Procedure and Revision Number(s)

7.4 Use this field to record controlled document numbers or industry standard numbers (such as DOE, ISO, ASQ) that are being used for the training.

7.5 Trainer and Training Date

7.6 Record the name of the trainer and the date that the training is performed.

7.7 Training Table

7.8 Each trainee records his/her name and initials beside it to acknowledge their attendance at the training.

7.9 Page ___ of ___
If more than one page of the form is used to document the attendees at the training, use “Page ___ of ___” at the bottom of the form to record each page number and the total number of pages used for the training.

7.10 Return the completed form to the Documentation Manager for archiving.
8.0 Revision History

<table>
<thead>
<tr>
<th>Rev No.</th>
<th>Effective Date</th>
<th>DCO No.</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>19 Sep 08</td>
<td>0008</td>
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</table>
Individual Training Record

Read and Understood:
1. Enter current revision of procedure being read.
2. Initial and date Read and Understood cell upon completion.
4. Supervisor initials and dates upon completion.

Supervised Training:
1. Enter current revision of procedure being read.
2. Initial and date each applicable cell upon completion.
3. Record “NA” in cells that are not applicable.
4. Supervisor initials and dates upon completion.
### Group Training Record

<table>
<thead>
<tr>
<th>Training Description</th>
<th>Procedure Number(s)</th>
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<tbody>
<tr>
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<td>(Include Revision Number(s))</td>
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<th>Trainer</th>
<th>Training Date</th>
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<table>
<thead>
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<th>Signature</th>
<th>Name (Print)</th>
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Page ____ of ____