

TRAINING AND INDOCTRINATION	Identifier: PRD-5001 Revision*: 9 Page: 1 of 6
------------------------------------	--

Subcontractor/Supplier	Program Requirements Document	For Additional Info: http://EDMS	Effective Date: 01/30/17
------------------------	-------------------------------	---	--------------------------

Manual: Subcontractor Requirements

Change Number: 352945

*The current revision can be verified on EDMS.

1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for training and indoctrinating responsible *subcontractor/supplier* (see def.) personnel for the Idaho Cleanup Project (ICP) Core per the subcontract requirements, when performing work activities at ICP Core.

2. APPLICABILITY

This PRD applies *ICP Core subcontractor/suppliers* when specified by a subcontract.

Supplemental requirements may be specified for all or part of the work scope as determined to be appropriate by the *contractor* (see def.). The subcontractor/supplier shall implement the requirements of this PRD and all supplemental requirements, when and as specified by the subcontract, as defined on Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability.”

3. RESPONSIBILITIES

Performer	Responsibilities
Contractor	Provide training for general site information on the employee orientation requirements. Incorporate subcontractor/supplier training documentation into the ICP Core TRAIN database.
Subcontractor/supplier	Provide specific training to affected employees prior to allowing them to perform any affected work. Prepare and maintain documentation for training provided by subcontractor/supplier personnel. Deliver training documentation to the <i>contractor point of contact (POC)</i> (see def.) Submit training documentation as vendor data, when specified by the vendor data schedule.

TRAINING AND INDOCTRINATION	Identifier: PRD-5001 Revision*: 9 Page: 2 of 6
------------------------------------	--

4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for providing employee training shall be trained to the requirements of this PRD, in accordance with this PRD.
- 4.2 Each subcontractor/supplier employee shall receive an initial orientation prior to performing any on-site work. This orientation shall address, as a minimum, the subject areas listed in Appendix A, “Employee Orientation Requirements.”
 - 4.2.1 Subcontractor/suppliers working multiple projects which utilize the same work force, may provide a general orientation prior to initiating work on the employee’s first onsite project and at least annually thereafter. Orientation on items that vary from project to project must be provided for each project.
 - 4.2.2 Employee orientation shall be delivered and documented in accordance with the requirements of this PRD.
- 4.3 Subcontractor/supplier personnel shall be indoctrinated and trained in responsibilities and authority, general criteria, including applicable codes and standards, regulatory commitments, company procedures, and quality assurance program requirements for performing their assigned responsibility. These requirements originate from, but are not limited to:
 - A. Design output documents to include but not limited to, engineering drawings and technical specifications
 - B. Work planning documents to include, but not limited to, quality assurance/control plans, job safety analyses, health and safety plans, and radiation control plans
 - C. Work controlling documents to include, but not limited to, procedures, manuals, instructions, and work orders
 - D. Installation and application instructions to include but not limited to, manufacturer’s recommendations or instructions
 - E. Subcontract or work order documents to include, but not limited to, special conditions, general provisions, and requirements for identifying suspect/counterfeit items
 - F. Contractually applicable procedures such as this PRD.

TRAINING AND INDOCTRINATION	Identifier: PRD-5001 Revision*: 9 Page: 3 of 6
------------------------------------	--

- 4.4 Subcontractor/supplier employee training shall be completed and documented prior to performing the activity to which the training applies.
- 4.5 Training shall be provided as necessary to achieve initial proficiency, to maintain proficiency, and to identify employee responsibilities and authorities. Additional project-specific training may be required and shall also be documented per this PRD and submitted as vendor data.
- 4.6 Training method(s) selected shall be commensurate with the scope and complexity of each responsibility, subject, or task.
- 4.7 Only *qualified personnel* (see def.) shall conduct training.
- 4.8 **Subcontractor/supplier employee training shall consist of one or more of the following:**
- A. *Tailgate training* (see def.). Tailgate training shall be documented on Form 361.24, “Tailgate Attendance Roster,” or a contractor approved equivalent.
 - B. *Required reading* (see def.). Required reading shall be documented on Form 361.25, “Group Read & Sign Training Roster,” and/or 361.25A, “Individual Read & Sign Training Record,” or a contractor-approved equivalent.
 - C. *Formal training* (see def.). All other training shall be documented on Form 361.02B, “Training Attendance Roster – Manual Entry,” or a contractor-approved equivalent.
- NOTE:** *Supplier's proposed equivalent forms must be submitted to the contractor for approval in accordance with the vendor data process described in PRD-5003, “Vendor Data Control.” Approval must be obtained prior to using equivalent forms.*
- 4.9 As completed by the subcontractor/supplier, required training documentation (duplicates or copies) shall be submitted per PRD-5003 to the contractor POC for processing and incorporation into the contractor’s training records system.
- 4.10 Original training documentation prepared by the subcontractor/supplier as required by this PRD, shall be completed, maintained, and stored in a central location and in a secure and protected environment during the full performance period of the contract.
- 4.10.1 All required documentation shall be legible, reproducible, free from erasures, correction fluid, and/or correction tape, and completed in black indelible ink only.

TRAINING AND INDOCTRINATION	Identifier: PRD-5001 Revision*: 9 Page: 4 of 6
------------------------------------	--

- 4.10.2 When a correction to documentation is required, a single line shall be drawn through the information to be deleted; additional information, if needed, shall be recorded adjacent to the information being changed; and the individual revising the document shall initial and date each entry adjacent to the correction.
- 4.10.3 When completed, all blanks or blocks shall be filled in on each document. If there is no relevant information, the blank or block shall be marked "N/A."
- 4.10.4 All required documentation shall be made readily available for contractor review and/or audit.
- 4.11 As required by the vendor data schedule, required training documentation shall be submitted to the contractor in accordance with PRD-5003.

5. DEFINITIONS

See the Glossary, LST-27, for definitions of the following terms:

Contractor

Contractor POC

Formal Training

Qualified Personnel

Required Reading

Subcontractor/Supplier

Tailgate Training

6. REFERENCES

Form 361.02B, "Training Attendance Roster - Manual Entry"

Form 361.24, "Tailgate Attendance Roster"

Form 361.25, "Group Read & Sign Training Roster"

Form 361.25A, "Individual Read & Sign Training Roster"

Form 540.10, "Subcontractor Requirements Manual (SRM) Applicability"

PRD-5003, "Vendor Data Control"

<p>TRAINING AND INDOCTRINATION</p>	<p>Identifier: PRD-5001 Revision*: 9 Page: 5 of 6</p>
---	---

7. APPENDIXES

Appendix A, Employee Orientation Requirements

TRAINING AND INDOCTRINATION	Identifier: PRD-5001 Revision*: 9 Page: 6 of 6
------------------------------------	--

Appendix A

Employee Orientation Requirements

- A. Employee rights and responsibilities
- B. Subcontractor/supplier responsibilities
- C. Use and maintenance of required personnel protective equipment
- D. Disciplinary procedures
- E. Alcohol and drug abuse policy
- F. First aid and medical facilities
- G. General project hazards and the applicable policies and procedures for addressing these hazards
- H. Hazard recognition and the procedures for reporting or correcting unsafe conditions or practices
- I. Procedures for reporting accidents and incidents
- J. Fire prevention and control
- K. Emergency response procedures, to include local warning and evacuation systems
- L. Hazard communication program
- M. Access to employee exposure monitoring data and medical records
- N. Location of and access to the approved project safety and health plan
- O. Programs or procedures applicable to the project (such as confined space or lock and tag procedures)
- P. Applicable quality assurance and control programs, plans, and procedures
- Q. Personnel security access and control.