



7.0 Training

7.1 Purpose

This section provides information about introductory courses that facilities and/or sites may use to train personnel: (1) to perform occurrence reporting tasks, and (2) to meet occurrence reporting requirements.

7.2 Scope

These courses are applicable to all DOE facilities and/or sites. The facility manager and training administrators should provide additional instruction about reporting events unique to a particular facility or site.

7.3 Guidance

Occurrence reporting involves many different functions, activities, and areas of expertise. A successful training program must address this broad range of topics. Most facilities and/or sites have already developed courses for topical areas such as root-cause determination, significance determination, and corrective action management. Therefore, the OR SIG Training Task Team has developed three training courses that focus on basic occurrence reporting responsibilities. These courses will provide a broad foundation on which the site-specific occurrence reporting courses may be built.

Such tasks as event/condition, recognition, categorization, notification, and OR writing and submittal will be covered in these courses. Through presentations, example problems, and student exercises, the courses provide information on occurrence reporting requirements and good practices. Each course also contains the necessary generic information to fulfill the training requirements of DOE Manual 232.1-1. However, to establish a site-specific training program, training administrators should build on this information by providing appropriate site-specific examples and requirements.

"Course I - Introduction to Occurrence Reporting." This course provides students with the necessary information to expediently and accurately report occurrences. Topics include the identification of reportable events, exercises in the categorization of occurrences, notification requirements, and a brief overview of the Occurrence Reporting and Processing System (ORPS). This course design allows trainers to insert site-specific examples at many points during the course.

"Course II - Occurrence Report Writing." This course provides students with the mechanics and materials to effectively complete ORs. A Field-by-Field discussion of possible entries into the OR uses examples from actual ORs. Again, site trainers will



insert site specific examples at many points in the class to illustrate requirements and good practices.

"Course III - Reportable Occurrence Investigative Techniques" This course teaches participants how to conduct effective, efficient, and consistent initial investigations of a reportable event. The techniques taught in this class can be applied to initial investigations for any purpose. However, the techniques are intended for use on events that must be reported through ORPS, in accordance with DOE Manual 232.1-1. This course is NOT designed to teach participants how to perform Type A or B investigations, how to perform root cause analyses, or how to develop corrective actions to preclude recurrences.

These courses can easily be integrated into an overall training program designed to provide a well-rounded education for individuals assigned to implement the occurrence reporting requirements. A hard copy or electronic copy of the training materials can be obtained by contacting the TRADE OR SIG Coordinator at the Oak Ridge Institute for Science and Education at (423) 576-0595. Each course comes complete with lesson plans, copies of overheads, and student handouts.