

PPPL PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE		No. TR-007 Rev 2 Page 1 of 7
	Effective Date: July 23, 2010	Initiated by: Head, Human Resources	
Guidelines for Developing Training Matrices	Supersedes: TR-007, Rev 1 Dated Jan. 14, 2010	Approved: Director	

Applicability

This procedure applies to PPPL Offices, Departments, Divisions and Projects for use in the development of training requirements.

Introduction

This procedure describes the methods for establishing individual training requirements based primarily on Laboratory commitments to Environment, Safety and Health and Laboratory training requirements.

Definitions

Training matrices are approved, uncontrolled documents (they are assigned neither a document number nor revision level). The development of training matrices is recommended for all Laboratory work groups. Development of training matrices is done on a “need to have” basis. Training matrices are designed to detail training that is required and training that is recommended for a specific position.

Per the policy on *Staff Training and Development* “...in a case where a staff member from a Department is assigned (“matrixed”) to a Project, the Project’s management is responsible for including that individual in the Project organization and ensuring that any additional project-specific training requirements are established and fulfilled”. Projects should document their training requirements on a matrix.

For positions where a qualification or certification procedure is required, the qualification or certification procedure is a higher-level document than the training matrix, and shall take precedence over the matrix. The training requirements detailed in qualification or certification procedures shall be followed in lieu of those identified on the training matrix. The original approved training matrices will reside in the Office of Human Resources.

Reference Documents

P-008	Staff Training and Development
TR-001	Laboratory Training Program

TR-006

Establishing Qualification and Certification Requirements

Procedure

<u>Responsibility</u>	<u>Action</u>
Department, Division, Project Head or Supervisor	<p>1. Refers to PPPL Training Guide, to initially identify primary Training and Qualification needs of positions, based upon:</p> <ul style="list-style-type: none"> a. job requirements b. environment, safety, and health requirements
	<p>2. Details specific training requirements and recommended (optional) training for each of the following areas, as appropriate:</p> <ul style="list-style-type: none"> a. site access and radiological requirements b. safety training (ES&H courses) c. technical training d. practical training (OJT)
Training Specialist and Department, Division/Project Head or designee	<p>3. Discusses initial training requirements and recommended (optional) training for each applicable position including principal procedures within the job, additional or ancillary responsibilities assigned to position.</p>
Department, Division or Project Head or designee	<p>4. Documents training requirements and recommendations on a training matrix for the positions identified. This includes listing positions and training by course name for subject areas.</p>
	<p>5. Completes the matrix with the appropriate symbols for required training and for recommended (optional) training, as identified.</p>
Training Specialist or designee	<p>6. Validates training requirements established by the Department/ Project/ Division and incorporates Laboratory mandatory courses, such as General Employee Training (GET) and reviews the matrix for accuracy.</p>
	<p>7. Coordinates review, approval, and signature by Department/ Project or Division Head or designee.</p>
	<p>8. Enters training information into the appropriate database</p>

	Cyber Security	GET	Hazard Awareness	Sexual Harassment/ Sex Discrimination Awareness	Ladder Safety	Laser Safety	Radiation Safety	Lockout/ Tagout	Basic Electrical Safety
<i>Frequency</i>	A	***	*	*	*	**	**	***	***
Positions									
Mechanical Engineer	R	R	R	R	R	X	X	X	X
Engineering Technician	R	R	R	R	P	R	R	R	R
Diagnostic Technician	R	R	R	R	X	X	R	R	R
Research Staff	R	R	R	R	X	X	R	X	R
Administrative Assistant	R	R	R	R	X	X	X	X	X
Supervisor	R	R	R	R	R	R	R	R	R
Division Head	R	R	R	R	X	X	X	X	X
Department Head	R	R	R	R	X	X	X	R	R

This matrix is not to be used for Certification and Qualification requirements.

Approved by:

_____ (Date)

*Management Approval

Reviewed by:

_____ (Date)

Training Specialist

Frequency Legend:

- * One time only
- A Annual
- ** Every 2 years
- *** Every 3 years
- AN As Needed

Training Level:

- R** Training required for position
- S** Suggested training for position
- O** Optional Training for position
- X** Not Applicable

*Management Approval = Department, Division, Project Head or Their Designee

PRINCETON PHYSICS LABORATORY	PLASMA	PROCEDURE	No. TR-007 Rev 2 Page 4 of 7
PPPL Training Guide			Attachment 2



Training Guide

This tool is designed to help guide managers and supervisors in identifying Training and Qualification needs for individual employees based on job function and individual tasks. When considering the work to be performed, please refer to this resource.

* Indicates "Training Required For All Staff"

Check Required Training	Training
<input type="checkbox"/>	Aerial Boom Written Test & On Job Training (OJT)
<input type="checkbox"/>	Audiogram
<input type="checkbox"/>	Basic Electrical Safety
<input type="checkbox"/>	Black Seal/Boiler Operator
<input type="checkbox"/>	Bloodborne Pathogen Training (Waste Management)
<input type="checkbox"/>	Cardio Pulmonary Resuscitation (CPR)
<input type="checkbox"/>	Cardio Pulmonary Resuscitation (CPR) - Professional Level (ESU)
<input type="checkbox"/>	Capacitor Bank Access Written Test & OJT
<input type="checkbox"/>	Commercial Driver's License
<input type="checkbox"/>	Compressed Gases/Cryogenic Liquid Training
<input type="checkbox"/>	Confined Space Entry
<input type="checkbox"/>	Crane Operator Written Test & OJT
<input checked="" type="checkbox"/>	*Cyber Security Awareness
<input type="checkbox"/>	Digging Permit
<input type="checkbox"/>	Disposable Respirator Training
<input type="checkbox"/>	Physical Agility - Emergency Services Unit (ESU)
<input type="checkbox"/>	Electric Power Operator
<input type="checkbox"/>	Electric Utilization Training
<input type="checkbox"/>	Excavation Safety/Competent Person
<input type="checkbox"/>	Fall Protection Training
<input type="checkbox"/>	Fire Extinguisher Training
<input type="checkbox"/>	Firefighter 1
<input type="checkbox"/>	Forklift Training Written Test & OJT
<input checked="" type="checkbox"/>	*General Employee Training
<input type="checkbox"/>	HILTI Firestop Training
<input type="checkbox"/>	Hand and Knife Safety (video)
<input checked="" type="checkbox"/>	*Hazard Awareness
<input type="checkbox"/>	Hazard Communication
<input type="checkbox"/>	Hearing Conservation
<input type="checkbox"/>	Hoisting & Rigging Written Test & OJT
<input type="checkbox"/>	Host Training: Foreign Visits & Assignments
<input type="checkbox"/>	Hydrogen Gas Safety Training
<input type="checkbox"/>	Infection Control (ESU)
<input type="checkbox"/>	Ladder Safety

PRINCETON PHYSICS LABORATORY	PLASMA	PROCEDURE	No. TR-007 Rev 2 Page 5 of 7
PPPL Training Guide			Attachment 2

Check Required Training	Training
<input type="checkbox"/>	Laser Pointer Awareness
<input type="checkbox"/>	Laser Safety
<input type="checkbox"/>	Lead Safety
<input type="checkbox"/>	Lockout/Tagout
<input type="checkbox"/>	Mobile Crane Operator
<input type="checkbox"/>	National Elect Code (NEC)
<input type="checkbox"/>	NJ EMT-B (ESU)
<input type="checkbox"/>	Nuclear Fundamentals
<input type="checkbox"/>	OSHA 10-hr Construction
<input type="checkbox"/>	OSHA 301 Excavation, Trenching
<input type="checkbox"/>	PSE&G High Voltage Safety
<input type="checkbox"/>	Personal Protective Equipment
<input type="checkbox"/>	Powder Actuated Tools
<input type="checkbox"/>	Radiation Safety
<input type="checkbox"/>	Respiratory Protection
<input type="checkbox"/>	Scaffold Inspection
<input type="checkbox"/>	Scissor Lift Written Test & OJT
<input checked="" type="checkbox"/>	*Sexual Harassment Prevention
<input type="checkbox"/>	STOP For Safety
<input type="checkbox"/>	Suspect/Counterfeit Parts Training
<input type="checkbox"/>	Tritium Technology Fundamentals
<input type="checkbox"/>	Tritium Work Practices (Donning & Doffing)
<input type="checkbox"/>	Vacuum Technology
<input type="checkbox"/>	Welding
<input type="checkbox"/>	Wood Structure Fabrication
<input type="checkbox"/>	Wood Structure Inspection/PPPL

Check Required Qualifications	Qualifications
<input type="checkbox"/>	AWS Certified Weld Inspector Qualification
<input type="checkbox"/>	CASL Technician Qualification
<input type="checkbox"/>	Carpenter Qualification
<input type="checkbox"/>	D-Site MG Operator Qualification
<input type="checkbox"/>	D-Site Shift Supervisor Qualification
<input type="checkbox"/>	Facilities Technician Qualification
<input type="checkbox"/>	HVAC Mechanic Qualification
<input type="checkbox"/>	HVAC Technician Qualification
<input type="checkbox"/>	Health Physicist Qualification

PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. TR-007 Rev 2 Page 6 of 7
PPPL Training Guide		Attachment 2

Check Required Qualifications	Qualifications
<input type="checkbox"/>	Health Physics Technician Qualification
<input type="checkbox"/>	Helium Mass Spectrometer Qualification
<input type="checkbox"/>	Instructor – On Job Training Qualification
<input type="checkbox"/>	Instructor – Subject Matter Expert (SME) Qualification
<input type="checkbox"/>	LECS Technician Qualification
<input type="checkbox"/>	Lead Auditor - PPPL Qualification
<input type="checkbox"/>	Machinist Qualification
<input type="checkbox"/>	Metal Fabricator Qualification
<input type="checkbox"/>	Metrology Qualification
<input type="checkbox"/>	NB Helium Refrigeration Operator Qualification
<input type="checkbox"/>	NB Ion Source Operator Qualification
<input type="checkbox"/>	NB Refrigerator Operator Qualification
<input type="checkbox"/>	NSTX COE Qualification
<input type="checkbox"/>	NSTX ECH-PI Operator Qualification
<input type="checkbox"/>	NSTX FCPC Systems Operator Qualification
<input type="checkbox"/>	NSTX HHFW Source Operator Qualification
<input type="checkbox"/>	NSTX Machine Systems Operator Qualification
<input type="checkbox"/>	NSTX NB Helium Refrigerator Operator Qualification
<input type="checkbox"/>	NSTX NB Ion Source Operator Qualification
<input type="checkbox"/>	NSTX NB Operations Supervisor Qualification
<input type="checkbox"/>	NSTX NB Subsystem Operator Qualification
<input type="checkbox"/>	NSTX Vacuum Systems Operator Qualification
<input type="checkbox"/>	NSTX Water Systems Operator Qualification
<input type="checkbox"/>	Nuclear Material Custodian Qualification
<input type="checkbox"/>	Nuclear Material Representative
<input type="checkbox"/>	PEARL Supervisor Qualification
<input type="checkbox"/>	Pearl Senior Radiochemist Qualification
<input type="checkbox"/>	QC Inspector Mechanical Level I Qualification
<input type="checkbox"/>	QC Inspector Mechanical Level II Qualification
<input type="checkbox"/>	QC Inspector, Electrical Level I Qualification

PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. TR-007 Rev 2 Page 7 of 7
PPPL Training Guide		Attachment 2

Check Required Qualifications	<h2 style="text-align: center;">Qualifications</h2>
<input type="checkbox"/>	QC Inspector, Electrical Level II Qualification
<input type="checkbox"/>	QC Inspector/Elect Level III Qualification
<input type="checkbox"/>	QC Inspector/Mechanical Level III Qualification
<input type="checkbox"/>	Radio Frequency (RF) Surveyor Qualification
<input type="checkbox"/>	Safeguard Seals Custodian Qualification
<input type="checkbox"/>	Safeguards Manager
<input type="checkbox"/>	Tritium Area Inventory Supervisor Qualification
<input type="checkbox"/>	Tritium Operator Qualification
<input type="checkbox"/>	Tritium Shift Supervisor/Operator Qualification
<input type="checkbox"/>	Tritium Technician/Electrical Specialist Qualification
<input type="checkbox"/>	Waste Certification Official Qualification
<input type="checkbox"/>	Waste Management Engineer Qualification
<input type="checkbox"/>	Waste Management Tech Qualification
<input type="checkbox"/>	Waste Mgmt Qualified Shipper Qualification
<input type="checkbox"/>	Waste Management Technical Specialist Qualification
<input type="checkbox"/>	Welding - GMAW (MIG) Qualification
<input type="checkbox"/>	Welding - GTAW (Orbital) Qualification
<input type="checkbox"/>	Welding - SMAW (STICK) Qualification
<input type="checkbox"/>	Welding - STUD Qualification
<input type="checkbox"/>	Welding -GTAW (TIG) Qualification