

# ANDE Qualification Card Procedure

## 1.0 PURPOSE

This procedure establishes the responsibilities and requirements for conducting on-the-job training (OJT) and task performance evaluation (TPE). The objective of this process is to produce trained and qualified NDE and QC personnel, along with developing appropriate documentation of their training and qualification.

## 2.0 SCOPE

This procedure applies to training programs for qualifying personnel to the ANDE-1 standard for the purpose of achieving ANDE certification in NDE or QC.

## 3.0 REFERENCES

- 3.1 “Latest Approved” ANDE – 1 Standard
- 3.2 Guidelines for On-The-Job Training and Evaluation (INPO ACAD 91-0006)
- 3.3 ANDE Quality Manual

## 4.0 DEFINITIONS

- 4.1 **On the Job Training (OJT)** – a systematic method of providing job-related experience to a Candidate(s) for the purpose of developing knowledge and skills in a task. Key elements in the OJT process include: objectives, training, evaluation and documentation.
- 4.2 **Performance Level** – There are 3 levels of task performance. They are listed below from highest (most effective) to lowest (least effective) level of performance. OJT or Task Performance Evaluation (TPE) can be performed at a higher level but not a level lower than indicated on the applicable Qualification Card.
  - 4.2.1 **Perform (P)** – the Candidate physically performs each step in the procedure or task as the OJT Trainer and Candidate discuss each step to ensure understanding.
  - 4.2.2 **Simulate (S)** – the Candidate simulates each step in the procedure or task as the OJT Trainer and Candidate discuss each step.
  - 4.2.3 **Discuss (D)** – the Candidate and OJT Trainer discuss each step in the procedure task.

- 4.3 **Task Performance Evaluation (TPE)** – A formal evaluation of a Candidates' task performance by a Qualified Task Performance Evaluator to determine the Candidate's ability to independently perform a task. Task performance evaluation is separate and distinct from on-the-job training.
- 4.4 **Qualified Task Performance Evaluator (QTPE)** – A ANDE certified Level III that is a subject matter expert for a specific job duty/endorsement area and has been trained and qualified to conduct task performance evaluation.
- 4.5 **Task** – A performance item (activity), identified in the Job and Task Analysis (JTA), where by the Candidate must develop the skill through OJT and demonstrate proficiency during Task Performance Evaluation.

## 5.0 RESPONSIBILITIES

- 5.1 **Candidate** – An individual assigned a Qualification Card and responsible for developing the skills and knowledge necessary for a specific method, technique, and/or endorsement areas. The Candidate is responsible for obtaining appropriate signatures for OJT and TPE as each task is successfully completed.
- 5.2 **Employer** – An entity responsible for the conduct of all work activities by Candidates or certified personnel. This includes selection and training of OJT Trainers, QTPE Evaluators, and ANDE Level III Examiners to the requirements of this procedure.
- 5.3 **ANDE Level III Examiner** – An individual responsible for the overall administration of the OJT / TPE program for the methods/disciplines certified and to ensure the Candidate obtains the skill, knowledge, and can demonstrate the ability to perform successfully in their area of certification. The Level III Examiner is qualified to perform Task Performance Evaluation and is required to administer Qualification Card tasks that require Performance Level P (Perform) verification.
- 5.4 **Qualified Task Performance Evaluator (QTPE)** – A ANDE certified Level III that is a subject matter expert for a specific Job Duty / Endorsement area, and has been trained and qualified to conduct task performance evaluation.
- 5.5 **OJT Trainer** – An individual trained and qualified to conduct OJT for specific Job Endorsement areas. This individual is not required to be an instructor, and therefore not subject to the instructor qualification requirements in the ANDE-1 standard when designated and approved by a ANDE certified Level III.

## **6.0 SELECTION AND QUALIFICATION OF OJT TRAINERS AND TPE PERSONNEL**

**6.1** Employer is responsible for selection and qualification of Trainers and Evaluators.

**6.2** Qualification shall be in accordance with the ANDE-1 standard and shall be documented.

### **6.3 OJT Trainer:**

- ANDE Certified Level II or III in Method, Technique, Endorsement, or QC Discipline for which OJT is being administered.
- The ANDE Level III maintains responsibility for actions of designated personnel.
- Has completed training on roles and responsibilities of OJT Trainer.

**Note:** Portions of these functions may be designated provided the qualifications of designees are approved by the ANDE Level III.

### **6.4 QTPE Personnel**

- ANDE Certified Level III in Method, Technique, Endorsement or QC Discipline for which the evaluation is being performed.
- Has completed training on roles and responsibilities of QTPE Evaluator.

## **7.0 ON THE JOB TRAINING (OJT)**

All tasks listed as OJT on a qualification card require completion by the candidate at the Performance Level indicated on the card. OJT completion is verified on the qualification card by the OJT Trainer.

### 7.1 Preparation for OJT

- Review knowledge and performance requirements on the Qualification Card.
- Ensure OJT materials reflect current and correct method for task performance of Qualification Card activity.
- Review method technique(s) and or Endorsement area procedures.
- Review for applicable plant/industry events as appropriate.
- Ensure a proper training environment is established and if necessary, practice the task.

### 7.2 Brief Candidate on the conduct of OJT

- Explain conditions for NDE examination or QC discipline to include personnel safety, required personnel protective equipment and as appropriate system status, plant equipment protection, mock-up simulation details, etc.
- Review task performance documents (i.e. work instruction, procedure, etc.) with the Candidate.
- Discuss OJT objectives and key points with Candidate
- Discuss how the OJT session will be conducted to include the performance level (Perform, Simulate, Discuss) and expected actions.
- Emphasize the need for the Candidate to explain his/her actions or procedure steps prior to performing the step.
- Emphasize the importance of Candidate feedback to improve training effectiveness.

### 7.3 Perform, simulate or discuss task performance

- Talk about the task as it is demonstrated; key information includes:
  - Knowledge requirements
  - Standard work practices
  - Importance of proper task performance
  - Consequences of incorrect task performance
  - Problems that can arise during task performance and appropriate actions to be taken in response

- Give the Candidate step-by-step, hands-on practice:
  - Have Candidate talk through the task as the task is practiced.
  - Observe the Candidate's performance or simulation of the task.
  - Reinforce expectations/human performance tools
  - Coach and counsel as needed.
  - Provide encouragement when Candidate encounters difficulty
  - Provide opportunity for as much repetition as the Candidate needs.
- Maintain realism and serve as a role model.
- Encourage the Candidate to ask questions.

**7.4** Unsuccessful attempt of the OJT items

- Provide the Candidate detailed feedback on the specific knowledge and/or performance deficiencies. Repeat activities until Candidate is successful.

**7.5** Conduct post OJT brief

- Provide Candidate with any additional insight or related experience
- Review good work practices and areas for improvement
- Document successful completion of the OJT as appropriate on Qualification Card.

**8.0 TASK PERFORMANCE EVALUATION (TPE)**

All tasks listed on qualification cards require completion by the candidate at the Performance Level indicated on the card. TPE completion is verified on the Qualification Card by the QTPE Evaluator. The Level III Examiner is the required QTPE Evaluator.

**8.1** Preparation for TPE:

- Review requirements for conducting specific task.
- Conduct TPE for only one Candidate at a time.
- Use the appropriate performance level for the task on the Qualification Card.
- A higher performance level may be used than the level indicated on the Qualification Card.

- Review knowledge and performance requirements on the Qualification Card.
- Understand desired standards for successful completion.
- Plan to control access to the evaluation area as necessary to prevent compromising the evaluation.

**8.2** Brief Candidate on conduct of TPE:

- Explain the TPE process to the Candidate to include:
  - Independent and unassisted performance
  - Candidate explains actions prior to performance or simulation
  - Candidate acquires necessary equipment, material and procedure(s) to perform the task

**8.3** Conduct of TPE:

- During TPE if intervention is required to correct/prevent an inappropriate Candidate action, this constitutes an incomplete TPE.
- Do not coach, prompt or ask leading questions during the evaluation.
- Perform evaluation:
  - Necessary equipment and material acquired and properly used to complete the task.
  - All actions taken in accordance with the technical procedure or guidance that directly governs the task.
  - The Candidate demonstrated the ability to complete the task independently.

**8.4** Discuss with the candidate an unsuccessful attempted TPE item:

Document a remediation plan that provides additional training/OJT to correct the deficiency. Completion of remediation plan is required prior to next attempt.

**8.5** Conduct of post TPE brief: (Post Evaluation Critique)

- Review results of TPE with the Candidate
- Provide the Candidate with any additional insight or related experience
- Document completion as appropriate on the Qualification Card.

## **9.0 OBTAIN CANDIDATE FEEDBACK FOR CONTINUOUS PROGRAM IMPROVEMENT**

**9.1** Candidate feedback is crucial to the continuous improvement of the OJT and TPE process.

- Solicit feedback from Candidate's while in the process of completing OJT and TPE
- Solicit feedback from Candidate's on effectiveness of training in preparation for TPE.
- Submit all feedback to the Level III Examiner.

**9.2** Level III Examiner collects and submits all feedback pertaining to the evaluation program to the ANDE specific industry section committee for evaluation and program improvement.

## **10.0 ATTACHMENTS**

Attachment 1 of this procedure provides an example of the form to be used to document OJT / TPE and contains activity/task required for the activities for each certification area.

## **11.0 RETAINED RECORDS**

**11.1** The completed Qualification Card is part of the Candidate's certification package, which shall be retained in the ANDE Certification Body certification files.