

efficiency bulletin

March 17, 2016

Color Code: Blue
Due: June 2016

Efficiency Bulletin: 16-07

Training Task List Reviews

Reduce the frequency of performing Difficulty-Importance-Frequency (D-I-F) analyses for task lists that do not change often.

Addressees: Chief nuclear officers and site vice presidents

Issue: TRN-3.1, Frequency of Task List Reviews

Summary of Efficiency Opportunity

- Desired end-state—Eliminate performing the D-I-F analysis every two years. Task lists in the accredited programs do not change often. Changes in training for tasks, additions of new tasks, or deleting of tasks should be evaluated based on performance and proficiency. This should be an ongoing process as part of implementing a program based on the systematic approach to training. The task lists should be reviewed once per accreditation cycle (6 years).
- Value proposition (vision of excellence)—Years of internal and external responses to training-related performance issues has created an accumulation of low-value administrative duties, that when eliminated, will provide efficiency gains.
- Why it is important?—This effort will save line and training resources that can be used for other tasks or duties.

Relevant Standards

- ACAD 02-001, "The Objectives and Criteria for Accreditation of Training in the Nuclear Power Industry (INPO)."

Guidance

Criterion 1.3 of the accreditation objectives and criteria state training program content is based on an analysis of job performance requirements and station standards. The content also considers entry-level requirements, industry guidance, operating experience,



NUCLEAR ENERGY INSTITUTE

The Nuclear Energy Institute is the nuclear energy industry's policy organization.

This bulletin and additional information about nuclear energy are available at nei.org.

**1201 F Street, NW
Washington, DC 20004
NEI.org**

performance improvement, regulatory requirements, and the need for refreshing job-related knowledge and skills. It also states in the basis for this criterion that a retrain periodicity is established for those knowledge and skill components determined to warrant the need for refresher training and is included in the long-range training plan. Deviations from the long-range training plan should be understood, analyzed and appropriately documented. There is nothing in the objectives and criteria that require a two-year frequency to review and perform a D-I-F analysis on each task.

Recommend Industry Actions

- Each fleet or site should review their requirements and change the frequency of task list reviews to once every six years.

Change Management Considerations

Industry Activities

- Industry webinar on April 21, 9 a.m. – 11 a.m. EDT, to provide background for initiative, INPO discussion, and an open forum to clarify expectations and ask questions.
- Update and discuss during the April 2016 Training Manager Meeting at INPO.

Company Actions

- Each station to develop a change management plan at their site.
- Sites communicate the change to station personnel and rationale for change.

Report Your Site's Results

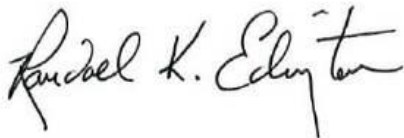
Please report your company's implementation of this improvement opportunity, including the date of completion. Send this information along with your company point of contact to EfficiencyBulletin@NEI.org.

Industry Contacts

- Industry Champion for this Issue: Marios Kafantaris, 856.339.2215, marios.kafantaris@pseg.com
- INPO Contact: Rusty Shoemaker, 770.644.8960, ShoemakerEM@INPO.org
- NEI Contact: Elizabeth McAndrew-Benavides, 202.739.8143, emb@nei.org
- On the web: <http://www.nei.org/bulletin1607>

Industry Approval:

Randall Edington, Arizona Public Service Co., CNO Lead



Key to Color Codes:

Red: NSIAC initiative – full participation required for viability

Blue: Action expected at all sites, but is not needed for broad industry viability

Green: Utility discretion to implement, consistent with its business environment

William E. Webster, Institute of Nuclear Power Operations

William E. Webster

Anthony R. Pietrangelo, Nuclear Energy Institute

Anthony R. Pietrangelo