

Permissioning Inspection – Training and Development Record (Table 3.3)

Items marked M are mandatory. Items marked D are discretionary.

NB: This training should be carried out at the same time as that set out in Table 3.1 (nuclear inspection). An attempt has been made to set out T&D provisions in the preferred order but it is recognised that in reality progress will depend on opportunities. OJT should be carried out in accordance with the associated OJT assessment standard.

T&D PROVISION	STATUS	CONFIRMATION (line manager)	DATE	NOTES
Competence: Understanding of role and duties as HSE Inspector, and their legal basis.				
1 Tutorial 1. Purpose of ND assessment.	D			
2 Tutorial 2. Effective assessment.	D			
3 Tutorial 3. Dealing with assessment difficulties.	D			
Competence: Appreciation of most likely radiological and conventional safety risks on nuclear sites (also required for personal safety) and how to deal with them, and relevant Statutory Instruments and associated safety management practice (including IRRs).				
4 Tutorial 7. Personal safety.	M			This should be attended unless the Personal Safety course is arranged within the first three months of joining.
5 e-learning package 'evident and serious concern'.	D			Developed by HSL primarily for use by site inspectors but available for anyone who needs to learn more about likely site hazards.
6 Personal Safety in Inspection course.	M			

7 OJT 14. Dealing with events.	M			This should be completed as close as possible to the first site visit.
Competence: Understanding of general UK legislative framework.				
8 Introduction to Law EYT tutorial.	M			The Training Sub-group Leader will advise.
9 Basic Law course.	M			
10 Introduction to Regulation EYT tutorial.	M			The Training Sub-group Leader will advise.
11 Introduction to Investigation EYT tutorial.	M			The Training Sub-group Leader will advise.
12 Attend selected elements of Post Graduate Diploma.	D			If timing is appropriate ND Inspectors should attend the following modules: modified legal: personal safety; evident and serious concern; Business Awareness and Personal Influence (BAPI). The Training Sub-group Leader will advise. This is presently under review.
Competence: Understanding of UK nuclear regulatory framework and its application.				
13 Nuclear Law for ND Inspectors.	M			
14 Effective Regulation Course.	M			
15 Directed reading: The Licensing of Nuclear Installations (Intranet). History of the NII (induction TRIM file).	M			
Competence: Understanding of ND regulatory review and IIS processes.				
16 Effective Regulation Course.	M			
Competence: Understanding of HSC/E enforcement and permissioning policy.				
17 Effective Regulation Course.	M			

18 Directed reading: HSC/E Enforcement Policy Statement and Permissioning Policy Statement.	M			
Competence: Understanding of ND strategic goals and overall Divisional context and priorities.				
19 Effective Regulation course.	M			
20 Directed reading: Directorate Strategic Plan and Operating Plan.	M			
21 OJT 15. Presentation on Divisional priorities/strategies.	M			May be combined with OJT 16.
22 OJT 16. Presentation on plant regulatory strategy.	M			
23 OJT 17. Attend site annual review meeting.	D			
24 OJT 18. Attend Level 3/4 NII/ licensee regulatory issues meeting	D			
25 Carry out any Division-specific training.	M			
Competence: Understanding of UK nuclear industry.				
25a Nuclear Industry Aquaint Course.	M			
Competence: Understanding of SAPs.				
26 Safety Assessment Course.	M			
27 Directed reading: SAPs of general application and relevant discipline specific SAPs.	M			
28 OJT 19. Assessment report vetted	M			Repeat as required by NTL. See also OJT 36.

by NTL.				
Competence:				
Understanding of assessment process and permissioning key business activity.				
29 Safety Assessment Course.	M			
30 OJT 20. Attend assessment scoping meeting.	D			Should be attended if they take place.
31 OJT 21. Draft a Project Assessment Report.	D			This will depend on the amount of permissioning 'traffic'.
32 OJT 22. Carry out Licence Instrument QA check.	D			This will depend on the amount of permissioning 'traffic'.
33 OJT 23. Draft Licence Instrument.	D			This will depend on the amount of permissioning 'traffic'.
Competence:				
Understanding of ND expectations with regard to LC14(1) and LC 23(1) compliance and derivation of safe operating envelope.				
34 Safety Assessment Course.	M			
35 OJT 24. Joint LC14/23 inspection.	M			
Competence:				
Understanding of effective stakeholder intervention processes (and leverage model).				
36 Effective Regulation Course.	M			
37 OJT 25. Accompany Band 2 Inspector to level 4 assessment issues meeting.	M			
38 OJT 26. Develop mini-intervention programme.	M			SI will decide whether to implement in conjunction with the Nominated Inspector.

Competence:				
Understanding of compliance inspection key business activity.				
39 Site Inspection for Assessors Course.	D			This course is intended for staff whose duties may involve a significant degree of site inspection.
40 OJT 27. Accompany Site Inspector on element of compliance inspection.	M			
41 OJT 28. Develop and implement joint compliance inspection.	M			It will be most appropriate to concentrate on safety case associated inspections e.g. LC 14, 23, 27. New Inspector to plan and lead, experience Inspector to accompany.
Competence:				
Understanding of the exercise of discretion and the closing out of regulatory concerns.				
42 Effective Regulation Course.	M			
43 Site Inspection for Assessors Course.	D			
44 OJT 29. Verification/close out inspection with Band 2.	M			
45 OJT 30. Carry out singleton inspection.	M			
46 OJT 31. Draft 'stiff' letter for SI approval.	M			
Competence:				
Appreciation of EMM and its application, and investigation techniques.				
47 Site Inspection for Assessors Course.	D			For Inspectors whose involvement in site inspection activity means that they are likely to be involved in reactive work/investigation.
48 Directed reading: HSE AIMs processes.	D			

Competence:				
Appreciation of RCIS and field roles in ND emergency preparedness arrangements.				
49 Emergency Preparedness Training course.	M			
50 OJT 32. Attend RCIS exercise.	M			
51 OJT 33. Attend emergency exercise (field).	M			
52 Directed reading: Arrangements for Responding to Nuclear Emergencies (the 'Blue Book').				
Competence:				
Understanding of the importance of safety management and culture in risk control.				
53 Human Factors Course.	D			
54 BAPI module of post-graduate diploma (Business Awareness and Personal Influence).	D			BAPI : Business Appreciation and Personal Influence (under review).
55 OJT 34. Take part in LC36/safety culture team inspection.	D			
56 OJT 35. Take part in investigation.	D			
57 OJT 36. Include safety management arrangements in OJT 19.	D			
Competence:				
Writing skills.				
Included with OJT21, 30 and 31.	M			

Permissioning Inspection – Competence Record (Table 3.4)

NB: nuclear competence is covered separately in Table 3.2.

COMPETENCE REQUIREMENT	EVIDENCE	ASSESSOR ¹	LEVEL ²	DATE	NOTES
1 Understanding of role and duties as HSE Inspector and their legal basis.	Tutorial 1. Purpose of assessment.				
	Tutorial 2. Effective assessment.				
	Tutorial 3. Assessment difficulties.				
2 Appreciation of most likely radiological and conventional safety risks on nuclear sites (also required for personal safety) and how to deal with them, and relevant Statutory Instruments and associated safety management practices (including IRRs).	Tutorial 7. Personal Safety.				
	E-learning package. Evident and serious concern.				
	Personal Safety in Inspection Course.				
	OJT 14. Dealing with events.				
3 Understanding of general UK legislative framework.	Introduction to Law EYT Tutorial.				
	Introduction to Regulation YET tutorial.				
	Introduction to Investigation EYT Tutorial.				
	Basic Law Course.				
	Selected elements of PGD Diploma.				
4 Understanding of UK nuclear regulatory framework and its application.	Evaluation of attendance at Nuclear Law for ND Inspectors.				
	Evaluation of attendance at Effective Regulation course.				
	Directed reading: Licensing of Nuclear Installations (ND Intranet site), History of the NII (TRIM induction folder).				

COMPETENCE REQUIREMENT	EVIDENCE	ASSESSOR ¹	LEVEL ²	DATE	NOTES
5 Understanding of ND regulatory review and IIS processes.	Evaluation of attendance at Effective Regulation Course.				
6 Understanding of HSC/E enforcement and permissioning policies.	Evaluation of attendance at Effective Regulation Course.				
	Directed reading: HSC/E Enforcement Policy Statement and Permissioning Policy Statement.				
7 Understanding of ND strategic goals and overall Divisional context and priorities.	Evaluation of attendance at Effective Regulation Course.				
	Directed reading: ND Directorate Strategic Plan and Operating Plan.				
	OJT 15. Presentation on Divisional strategies and priorities.				
	OJT 16. Presentation on plant regulatory strategy.				
	OJT 17. Attend site annual review meeting.				
	OJT 18. Attend level 3/4 issues meeting.				
	Carry out any Division specific training.				
7a Understanding of UK nuclear industry.	Evaluation of attendance at Nuclear Industry Aquaint Course.				
8 Understanding of SAPS.	Evaluation of attendance at Safety Assessment Course.				
	Completion of directed reading (SAPs).				
	OJT 19. Assessment report vetted by NTL.				

COMPETENCE REQUIREMENT	EVIDENCE	ASSESSOR ¹	LEVEL ²	DATE	NOTES
9 Understanding of assessment process and permissioning key business activity.	Evaluation of attendance at Safety Assessment Course.				
	OJT 20. Attend assessment scoping meeting.				
	OJT 21. Draft PAR.				
	OJT 22. LI QA check.				
	OJT 23. Draft Licence Instrument.				
10 Understand ND expectations with regard to LC14(1) and LC 23(1) compliance and derivation of safe operating envelope.	Evaluation of attendance at Safety Assessment Course.				
	OJT 24. Joint LC23/27 inspection.				
11 Understanding of effective stakeholder intervention processes (and leverage model).	Evaluation of attendance at Effective Regulation Course.				
	OJT 25. Accompany Band 2 Inspector to level 4 assessment issues meeting.				
	OJT 26. Develop mini-intervention programme.				
12 Understanding of compliance inspection key business activity.	Evaluation of attendance at Site Inspection for Assessors Course.				
	OJT 27. Accompany Site Inspector on element of compliance inspection.				
	OJT 28. Develop and implement joint compliance inspection.				
13 Understanding of the exercise of discretion and the closing out of regulatory concerns.	Evaluation of attendance at Effective Regulation Course.				
	Evaluation of attendance at Site Inspection for Assessors Course.				
	OJT 29. Verification/close-out inspection with Band 2.				

COMPETENCE REQUIREMENT	EVIDENCE	ASSESSOR ¹	LEVEL ²	DATE	NOTES
	OJT 30. Carry out singleton inspection.				
	OJT 31. Draft 'stiff' letter for SI approval.				
14 Appreciation of EMM and its application, and investigation techniques.	Evaluation of attendance at Site Inspector for Assessors Course.				
	Directed reading: HSE AIMs processes.				
15 Appreciation of RCIS and field roles in ND emergency preparedness arrangements.	Evaluation of attendance at Emergency Preparedness training.				
	OJT 32. Attend RCIS exercise.				
	OJT 33. Attend emergency exercise with field team.				
	Directed reading (blue book).				
16 Understanding of importance of safety management and culture in risk control.	Evaluation of attendance at Human Factors Course.				
	Evaluation of attendance at BAPI module of HSE post graduate diploma.				
	OJT 34. LC36/safety culture team inspection.				
	OJT 35. Take part in investigation.				
	OJT 36. Include safety management arrangements in OJT 19.				
17 Writing skills.	Covered by OJT 21, 30 and 31				

NOTE

1 Normally Line Manager (with NTL as appropriate).

2 Assessed on a scale of 1 - 3. 1 = more development required, 2 = competent, 3 = suitable to act as mentor.