

## Compliance Inspection – Training and Development Record (Table 3.5)

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

The provisions in this table are based on the assumption that Inspectors join the NII into permissioning inspection work. If Inspectors move straight into compliance inspection it will be necessary to assess training needs against Table 3.1 and 3.3. It is assumed in this table that Inspectors have already demonstrated nuclear competence and this is therefore not repeated from Table 2.6.

T&D PROVISION	STATUS	CONFIRMATION (line manager)	DATE	NOTES
<b>Competence:</b>				
<b>Understanding of role and duties as HSE Inspector, and their legal basis.</b>				
1 Site Inspection course.	M			
2 Tutorial 4. Role of Site Inspector.	D			This tutorial can be run if the Site Inspection Course is delayed.
3 Tutorial 5. Effective site inspection.	D			This tutorial can be run if the Site Inspection Course is delayed.
<b>Competence:</b>				
<b>Ability to generate and assimilate information and evidence from all relevant sources and levels.</b>				
4 Site Inspection Course.	M			
<b>Competence :</b>				
<b>Understanding of ND regulatory review and IIS processes.</b>				
5 Site Inspection course.	M			
6 OJT 37. Plan intervention strategy for inspected facility.	M			
<b>Competence:</b>				

<b>Understanding of HSC/E enforcement and permissioning policy.</b>				
7 Site Inspection Course	M			
8 Directed reading: HSC/E Enforcement Policy Statement. HSC/E Permissioning policy Statement.	M			
<b>Competence:</b> <b>Understanding of ND strategic goals and overall Divisional context and priorities.</b>				
9 Site Inspection Course	M			
10 Directed reading: ND Strategic and Operating Plan.	M			
<b>Competence:</b> <b>Understanding of effective stakeholder intervention processes (and leverage model), including liaison with other regulators.</b>				
11 Site Inspection Course	M			
12 OJT 38. Develop intervention strategy that includes specific elements of leverage model.	M			May be combined with OJT 37.
<b>Competence:</b> <b>Understanding of importance and sensitivities in correct planning of key elements of the site 'overhead'.</b>				
13 Site Inspection Course.	M			
14 OJT 39. Attend start-up/annual review meeting (other site).	D			Depends on timing.
15 OJT 40. Attend LCLC/LLC meeting (other site).	D			Depends on timing.
<b>Competence:</b>				

<b>Understanding of ND emergency preparedness arrangements and practice, INES, REPIR and emergency exercise assessment processes.</b>				
16 Site Inspection Course.	M			
17 Emergency Preparedness Arrangements Course.	M			
18 Emergency Exercise Assessment Course.	M			
19 Repeat OJT 32 and 33.	D			
20 Directed reading: Emergency Procedures Handbook.	M			
<b>Competence:</b>				
<b>Understanding of general UK legislative framework and nuclear regulatory framework.</b>				
21 Site Inspection Course.	M			
22 Legal Refresher Course.	D			
23 Scottish legal training if relevant.	M			Mandatory for Inspectors with responsibilities at Scottish sites.
24 OJT 41. Take part in joint licence compliance inspection.	M			
<b>Competence:</b>				
<b>Understanding of relevant Statutory Instruments and associated safety management practice (including IRRs).</b>				
25 Site Inspection Course.	M			
26 Conventional Safety workshop.	M			
27 IRRs Course.	M			
28 OJT 42. Take part in IRRs inspection.	D			Depends on timing.
<b>Competence:</b>				
<b>Understanding of ND expectations of safety cases, relevant plant safety cases, derivation of safe operating envelope from the safety case, hazards associated with inspected facility.</b>				

29 Site Inspection Course.	M			
30 Relevant plant or technical course.	D			
31 OJT 43. Inspection against LC 23(1) and LC27.	M			
32 OJT 44. Unit presentation on regulatory strategy for selected plant.	M			Could be based on OJT 37 – intention is to expose thinking to wider consideration.
<b>Competence:</b>				
<b>Understanding of compliance inspection key business activity and related BMS procedures, including exercise of discretion and closing out of issues.</b>				
33 Site Inspection course.	M			
34 OJT 45. Carry out cornerstone inspection at any site.	D			Depends on timing, resourcing position and plans.
35 OJT 46. Attend safety reps meeting at other site.	D			Depends on timing.
36 Tutorial 6. Dealing with inspection difficulties.	D			
<b>Competence:</b>				
<b>Understanding of permissioning key business activity.</b>				
37 Site Inspection Course.	M			
38 OJT 47. Attend/chair assessment scoping meeting.	M			OJT 55 is also relevant.
<b>Competence:</b>				
<b>Understanding of most likely radiological and conventional safety risks on nuclear sites (also required for personal safety) and how to deal with them.</b>				
39 Conventional Safety Workshop.	M			
40 Personal Safety in Inspection course.	M			

41 Tutorial 7. Personal safety.	D			
42 e-learning package 'evident and serious concern'.	D			
43 OJT 48. Conventional safety inspection.	D			
44 OJT 49. Dummy PN.	M			This should be carried out as close as possible to first solo site inspection.
<b>Competence:</b>				
<b>Understanding of correct response to site events: reporting arrangements, investigation, importance of human factors and management issues, EMM, formal enforcement, media handling.</b>				
45 Site Inspection Course.	M			
46 AIMS course.	D			Current policy is for selected NII Inspectors to attend this. It may be appropriate or necessary to arrange local training
47 Human Factors course.	M			
48 Media Handling course.	M			This is mandatory for Nominated Site Inspectors.
49 OJT 50. Raise dummy FAST 1 and 2.	M			
50 OJT 51. Reactive response.	M			
51 OJT 52. Raise dummy Improvement Notice.	D			
<b>Competence:</b>				
<b>Influencing skills (presentational, writing, media).</b>				
52 OJT 53. Assessed follow-up letter.	M			
53 OJT 54. Assessed Visit Report.	M			
54 OJT 55. Assessed PAR.	M			
<b>Competence:</b>				
<b>Understanding of licensing/re-licensing processes.</b>				

55 Site Inspection Course	M			
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## Compliance Inspection –Competence Record (Table 3.6)

The provisions in this table are based on the assumption that Inspectors join the NII into permissioning inspection work. If Inspectors move straight into compliance inspection it will be necessary to assess training needs against Table 3.1 and 3.3. It is assumed in this table that Inspectors have already demonstrated nuclear competence and this is therefore not repeated from Table 2.6.

COMPETENCE REQUIREMENT	EVIDENCE	ASSESSOR <sup>1</sup>	LEVEL <sup>2</sup>	DATE	NOTES
1 Understanding of role and duties as HSE Inspector and their legal basis (including Scottish Law variations).	Evaluation of attendance at Site Inspection Course.				
	Tutorial 4. Role of site inspector.				
	Tutorial 5. Effective site inspection.				
2 Ability to generate and assimilate information from all sources and levels.	Evaluation of attendance at Site Inspection Course.				
3 Understanding of ND regulatory review and IIS processes.	Evaluation of attendance at Site Inspection Course.				
	OJT 37. Plan intervention strategy for inspected facility.				
4 Understanding of HSC/E enforcement policy.	Evaluation of attendance at Site Inspection Course.				
	Directed reading: HSC/E Enforcement Policy Statement and Permissioning Policy Statement.				
5 Understanding of ND strategic goals and overall Divisional context and priorities.	Evaluation of attendance at Site Inspection Course.				
	Directed reading: ND Strategic Plan, ND Operating Plan.				
6 Understanding of effective stakeholder	Evaluation of attendance at Site				

COMPETENCE REQUIREMENT	EVIDENCE	ASSESSOR <sup>1</sup>	LEVEL <sup>2</sup>	DATE	NOTES
intervention processes (and leverage model), including liaison with other regulators.	Inspection Course.				
	OJT 38. Develop intervention strategy that includes specific leverage model elements.				Can be combined with OJT 36.
7 Understanding of importance and sensitivities in correct planning of key elements of the site 'overhead'.	Evaluation of attendance at Site Inspection Course.				
	OJT 39. Attend start-up/annual review meeting (other site).				
	OJT 40. Attend LCLC/LLC meeting (other site).				
8 Understanding of ND emergency preparedness arrangements and practice, INES, REPPIR and emergency exercise assessment processes.	Evaluation of attendance at Site Inspection Course.				
	Evaluation of attendance at Emergency Preparedness Arrangements Course.				
	Evaluation of attendance at Emergency Exercise Assessment Course.				
	Repeat OJT 32 and 33.				
	Directed reading: Emergency Procedures Handbook.				
9 Understanding of general UK legislative framework and nuclear regulatory framework.	Evaluation of attendance at Site Inspection Course. Evaluation of attendance at Legal Refresher Course.				
	Evaluation of attendance at Scottish legal training if appropriate.				
	OJT 41. Take part in joint licence compliance inspection.				

COMPETENCE REQUIREMENT	EVIDENCE	ASSESSOR <sup>1</sup>	LEVEL <sup>2</sup>	DATE	NOTES
10 Understanding of relevant Statutory Instruments and associated safety management practice (including IRRs).	Evaluation of attendance at Site Inspection Course.				
	Evaluation of attendance at Conventional Safety workshop.				
	Evaluation of attendance at IRRs Course.				
	OJT 42. Take part in IRRs inspection.				
11 Understanding of ND expectations of safety cases, relevant plant safety cases, derivation of safe operating envelope from the safety case, hazards associated with inspected facility.	Evaluation of attendance at Site Inspection Course.				
	Evaluation of attendance at relevant plant or technical course.				
	OJT 43. Inspection against LC 23(1) and LC27.				
	OJT 44. Unit presentation on regulatory strategy for selected plant.				
12 Understanding of compliance inspection key business activity and related BMS procedures, including exercise of discretion and closing out of issues.	Evaluation of attendance at Site Inspection course.				
	OJT 45. Carry out cornerstone inspection at any site.				
	OJT 46. Attend safety reps meeting at other site.				
	Tutorial 6. Dealing with inspection difficulties.				
13 Understanding of permissioning key business activity.	Evaluation of attendance at Site Inspection Course.				

COMPETENCE REQUIREMENT	EVIDENCE	ASSESSOR <sup>1</sup>	LEVEL <sup>2</sup>	DATE	NOTES
	OJT 47. Attend/chair assessment scoping meeting.				
14 Understanding of most likely radiological and conventional safety risks on nuclear sites (also required for personal safety) and how to deal with them.	Evaluation of attendance at Conventional Safety Workshop.				
	Evaluation of attendance at Personal Safety in Inspection course.				
	Tutorial 7. Personal safety.				
	e-learning package 'evident and serious concern'.				
	43 OJT 48. Conventional safety inspection.				
	44 OJT 49. Dummy PN.				
15 Understanding of correct response to site events: reporting arrangements, investigation, importance of human factors and management issues, EMM, formal enforcement, media handling.	Evaluation of attendance at Site Inspection Course.				
	Evaluation of attendance at AIMS course.				
	Evaluation of attendance at Human Factors course.				
	Evaluation of attendance at Media Handling course.				
	OJT 50. Raise dummy FAST 1 and 2.				
	OJT 51. Reactive response.				
	OJT 52. Raise dummy Improvement Notice.				
16 Influencing skills (presentational, writing,	OJT 53. Assessed follow-up letter.				

COMPETENCE REQUIREMENT	EVIDENCE	ASSESSOR <sup>1</sup>	LEVEL <sup>2</sup>	DATE	NOTES
media).	OJT 54. Assessed Visit Report.				
	OJT 55. Assessed PAR.				
17 Understanding of licensing/re-licensing processes.	Evaluation of attendance at Site Inspection Course.				

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.