

OSART Good Practices
TRAINING AND QUALIFICATION
Training Programmes for Technical Plant Support Personnel

Nogent, France

Mission Date; 20 Jan.-6 Feb., 2003

The use of initial training guides to support shadow training in the technical department, testing and chemistry sections.

The initial training guides used in the sections provide a record of the steps taken to issue authorizations to the staff.

These guides list all the skills that must be acquired for each work activities with a view to authorization:

- Situational and professional training based on shadow training. A shadow training programme is established for the department. Each shadow training activity is defined with its expected training objectives, which are given in the operating documents necessary for carrying out the activity. The tutor or shadow trainer assesses each shadow training activity. A staff member responsible for the project supports the programme.

- Individual know-how acquired from training, publications, observations in the field.

This structured approach allows work to be delegated in a traceable way and is supported by the daily assessment by foremen in the field. For authorizations to be issued, management confirms all these skills have been acquired.