

	Code	Revision Number	Date of entry into force	Page	of pages
	PR-12	2	2009-04-15	1	4
Quality Management System IAEA Testing Laboratory for Radiation Measurement, Monitoring and Protection					
PERSONNEL QUALIFICATION					

1 PURPOSE

To define a procedure that would ensure that staff employed in the testing laboratory is competent to provide the services.

2 SCOPE

This procedure applies to all staff members in the testing laboratory branch that is staffed by the RSM Section of NSRW, not completely for SERA staff, which is hired by the Department of Safeguards (SG), to contracted persons and also to trainees who may become staff members of the testing laboratory.

3 RESPONSIBILITIES

Technical Manager of the testing laboratory

- To formulate job descriptions in close consultation with the Deputy Technical Manager and the Service Group Leaders.
- To recruit new staff members.
- To advise in the recruitment of new staff members by SG Department for the SERA branch of the testing laboratory.
- To authorize the duties (work to be performed, equipment to be operated) and scope of authority (decisions to be taken) of staff members.

	Function	Name	Signature and Date
Authorized	Technical Manager	R. Czarwinski	 01/04/09
Approved	Deputy Technical Manager	P. Deboodt	 2009-03-27
Approved	Individual Monitoring Service Group Leader	R. Cruz-Suarez	 2009-03-19
Approved	Operational Service Group Leader	J. Hunt	 2009-03-27
Registered	Quality Manager	J. Zeger	 2009-03-17

Code	Revision Number	Date of entering into force	Page	of pages
PR-12	2	2009-04-15	2	4
PERSONNEL QUALIFICATION				

- To formulate the annual training programme for the staff in close consultation with the Deputy Technical Manager and the Service Group Leaders (during the management review).

Deputy Technical Manager

- To contribute to or to formulate job descriptions.

Service Group Leader

- To formulate yearly training goals for his/her staff.
- To provide these goals to the Quality Manager.

Staff

- To send copies of training certificates to the Quality Manager.
- To request training, whenever they feel need for it.

Quality Manager

- To formulate quality assurance training needs for the testing laboratory staff.
- To keep all ensuing records.

4 ADDITIONAL INFORMATION

None

5 DESCRIPTION

Members of the testing laboratory staff are recruited according to specific job descriptions. These job descriptions are formulated by the Technical Manager with the collaboration of the Deputy Technical Manager and the Service Group Leaders. Job descriptions shall be authorized through established Agency procedures and filed by the secretary to the Technical Manager in individual files for each staff member.

Similar actions, in close consultation with the testing laboratory top management, shall be performed within the SG-TIL Section for new staff member to the SERA branch of the testing laboratory.

Code	Revision Number	Date of entering into force	Page	of pages
PR-12	2	2009-04-15	3	4
PERSONNEL QUALIFICATION				

All job descriptions shall include details on:

- specific tasks (performing tests, supplying training, organizing intercomparison exercises, etc.) to be performed
- the extent to which planning of the work is part of the job
- whether preparing and/or issuing reports is included in the tasks
- responsibilities for method development, modification and validation
- managerial duties to be performed
- necessary training and experience needed to do the job.

When a new staff member is recruited, which is done according to existing regulations and procedures established for the Agency, this job description becomes the authorization to perform his/her work and to operate the necessary equipment if no special training to do so is needed.

This authorization is reviewed yearly during the management review where also the training programme for the coming year will be established and authorized. To help the Quality Manager in preparing this management review meeting the Service Group Leaders shall supply annual training programmes for their staff to the Quality Manager in March each year.

Every staff member shall send a copy of any training certificate to the Quality Manager and to the secretary of the Technical Manager for record keeping in the personal files together with the job description. The Quality Manager shall incorporate this information into a report for the management review.

It will be decided during the management review if there is a need to change or amend a job description. These changes will be made as mentioned above and passed on for authorization to the relevant management channels of the Agency.

Whether a job description is changed or not during the management review, this decision process will be regarded as a reauthorization of personnel to perform the work foreseen in their respective positions.

Code	Revision Number	Date of entering into force	Page	of pages
PR-12	2	2009-04-15	4	4
PERSONNEL QUALIFICATION				

6 RECORDS

The following records derive from this procedure and shall be kept by the Quality Manager:

- Annual list of training needs for the staff
- Annual training plan for the testing laboratory.
- Copies of training certificates or similar attendance statements issued after training courses
- Initial job authorization on an individual basis (by accepting new staff members)
- Job reauthorization (included in the management review minutes).

The job descriptions are kept by the secretary to the Technical Manager of the testing laboratory, or by the respective person in the Department of SG.