

Purpose

The purpose is to establish the protocol for identifying training needs and providing training of personnel.

Scope

This Guide applies to everyone involved with calibration and/or testing services.

Definitions

N/A

Protocol

All NIST employees are encouraged to engage in an average 24 hours of training, formal or informal, annually.

Types of training

Formal training is usually conducted on-site by the NIST training office, off-site by non-NIST entities, or electronically through the Commerce Learning Center. Formal training is any training that requires a NIST Request for Training form which is held in the employee's permanent file.

Non-formal training may be obtained by reviewing technical journals, attending meetings of technical societies, attending workshops, seminars and technical meetings dealing with related issues and actively participating with organizations developing and implementing ionizing radiation standards.

All RPD employees that have a role in RPD calibration services will participate in training on the quality system on a periodic basis. This training will be designed to improve the employees' understanding of the quality system elements.

Formal training administration

1. The calibration/testing staff and Group Leaders have the authority to identify needs for documented, formal training.
2. The trainee acquires and completes a NIST Request for Training form for the intended training.
3. The training form is then forwarded to the Group Leader and the Division Chief for approval.

4. The Group secretary routes the Request for Training form.

Informal training

1. The calibration/testing staff and Group Leaders have the authority to identify needs for informal training.
2. There are no approvals necessary for informal training.

Quality system training

1. The Quality Manager, or his/her designate, will conduct training periodically on all aspects the quality system. Supplemental updates and information distributed by email may suffice as training when appropriate. RPD-level training may be substituted for NIST-level quality system training.
2. A participant list will be prepared by the Quality Manager and distributed prior to the training session.
3. The Quality Manager will maintain a file containing information for each training session. This file will contain the participant list, the subject matter covered and the date of the training.

Documentation

NIST Request for Training forms
Quality System Training file

Filing and Retention

Some copies of the NIST training forms are kept in the Group secretaries' file cabinets. Training histories (since employment at NIST) are maintained at the NIST training office. Retention of those records is at their discretion.

The Quality Manager will maintain the Quality System Training files for a period of five years.