

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 of 24 hours of training, formal or informal, annually.

Types of training

Formal training is usually achieved through off-site non-NIST entities or electronically through the Commerce Learning Center. Formal training is any training that requires a record to be 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 are required to receive training on the quality management system. This training will be designed to improve the employees' understanding of the quality management 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 requests or is requested to undertake training.
3. If required, the training request is then forwarded to the Group Leader and the Division Chief for approval.

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 management system training

1. The Quality Manager, or his/her designate, will conduct training periodically on all aspects the quality management system. Supplemental updates and information distributed by email may suffice as training when appropriate. RPD-level training may be substituted for NIST-level quality management 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. If the training involves paper-copied material, it is included in the correspondence folder of the Quality Office. This file will contain the participant list, the subject matter covered and the date of the training. If the training involves the distribution of electronic training material, the records are maintained electronically, by the Quality Manager, on a spreadsheet in the access-controlled portion of the Quality Management System. The training material is distributed by email and stored in the Quality Management System files. For electronic training, the participant list is the distribution list.

Documentation

Quality Management System Training file
L:\internal\846.02\ridshare\QUALITY\QUALITY\2017O'Brien).

Filing and Retention

Training histories (since employment at NIST) are maintained by NIST.

The Quality Manager will maintain the Quality Management System Training files indefinitely.