

Ionizing Radiation Division		IRD-G-11
TRAINING		

## **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 or off-site by non-NIST entities. 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 IRD employees that have a role in IRD 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.

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4. The Group secretary then sees to the proper routing of the Request for Training form.
5. At the completion of training, a Database Worksheet is completed by the Group secretary for inclusion in the database. This database is tracked by the Division operating unit (OU).

#### *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 annually on all aspects the quality system. IRD-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 three years.