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REVISION HISTORY

Rev.	Date	Description of Revision
3	09/29/17	<p>Added or updated the following sections to document new functionality:</p> <ul style="list-style-type: none"> • Section 7.2, Manage Site Participants <ul style="list-style-type: none"> - Added note about qual card signoffs on Qual Card Admin tab • Section 7.5.3.2, Print the Status of All Competencies in an Active Qual Card <ul style="list-style-type: none"> - Revised item #2 and added new item #3. • Section 8.5.1, Submit a Competency for QO Review <ul style="list-style-type: none"> - Added description of new documentation tabs • Section 8.7.3, Print the Status of All Competencies in an Active Qual Card • Section 9.4.3, Print the Status of All Competencies in an Active Qual Card • Section 11.0, Qualifying Official <ul style="list-style-type: none"> - Added note about qual card signoffs on Qual Card Admin tab • Section 11.2.3, Print the Status of All Competencies in an Active Qual Card
2	08/04/16	<p>Added or updated the following sections to document new functionality:</p> <ul style="list-style-type: none"> • Section 5.2 eTQP Roles and Responsibilities <ul style="list-style-type: none"> - eTQP Manager: Updated - FTCP Agent: Added • Section 5.3 Flowcharts • Section 6.1.3 Filter a List • Section 6.3 eTQP Icons • Section 7.0 eTQP Manager • Section 7.2 Manage Site Participants • Section 7.2.1 Manage a Participant's Supervisor • Section 7.2.2 Transfer a Participant to Another Site • Section 7.3 Manage Site Quals • Section 7.3.1 Set Up a Site-Specific Qual • Section 7.3.2 Add Competencies • Section 7.3.6 Delete a Qual Card • Section 7.4 Manage Qualifying Officials and Equivalency Reviewers • Section 7.4.2 Equivalency Reviewers • Section 7.4.3 View the Competencies Assigned to a Qualifying Official or Equivalency Reviewer Added to the Site • Section 7.4.4 Assign Competencies to a Qualifying Official or Equivalency Reviewer • Section 7.4.5 Remove a Competency for a Qualifying Official or Equivalency Reviewer • Section 7.4.6 Export a List of All Available Qualifying Officials and Equivalency Reviewers and Competencies • Section 7.4.7 Export a List of Competencies for a Single Qualifying Official or Equivalency Reviewer • Section 7.5.1 Initiate and Assign a New Qual Direction • Section 7.5.2 Change the Qualifying Official Requested for a Competency Review • Section 7.5.3.2 Print the Status of All Competencies in an Active Qual Card • Section 7.5.6 Delete a Participant's Qual Card • Section 7.5.7 View Current (Active) and Historical (Inactivated) Qual Cards • Section 7.5.8 Inactivate and Reactivate a Qual Card • Section 8.2 View Current (Active) and Historical (Inactivated) Qual Cards • Section 8.4 Request a Due Date Extension for a Qual Card • Section 8.5 Submit a Competency for Review or Equivalency • Section 8.5.1 Submit a Competency for QO Review

Rev.	Date	Description of Revision
		<ul style="list-style-type: none"> • Section 8.6 Submit a Qual for Final Qualifying Activities • Section 9.0 Supervisor (First Line and Second Line Supervisors) • Section 9.1 Review Due Date Extension Request for a Qual Card • Section 10.1 Review an Equivalency Request • Section 11.0 Qualifying Official • Section 11.1 Review a Submitted Competency for Completion • Section 12.0 FTCP Agent Deleted the following section: <ul style="list-style-type: none"> • Section 9.4 Deactivate or Reactivate an Assigned Qual
1	01/16/15	Added Section 7.3.1, Qualifying Officials: Program Office vs. Site-Level and Section 7.3.5, Export a List of Available Qualifying Officials and Competencies
0	11/17/14	Original user guide

1.0 PURPOSE

The purpose of this document is to provide guidelines and instructions for accessing and using the Electronic Technical Qualifications Program (eTQP) tool.

2.0 APPLICABILITY

This document is for Department of Energy (DOE) Federal and contractor employees who have been granted access to the eTQP tool.

3.0 eTQP TOOL ACCESS

The eTQP tool can be accessed at <https://etqp.ntc.doe.gov/>. Users must have an active eAccess account.

For assistance with eAccess, go to <https://eaccess.ntc.doe.gov/>.

4.0 REQUESTING HELP

To obtain help with the eTQP tool, contact the NTC at 505-845-2001 (option 3) or etqpsupport@ntc.doe.gov.

5.0 eTQP OPERATIONS

IMPORTANT: Do not upload classified, PII, or UCN material to eTQP.

Remember that exams may be classified, so check before uploading exams as supporting documents.

5.1 Overview of eTQP Roles and Responsibilities

The eTQP tool implements the roles and responsibilities of the Technical Qualification Program (TQP) as described in DOE O 426.1 Chg 1, *Federal Technical Capability*. The role assigned to an individual in eTQP determines his or her permissions and responsibilities within the tool, as shown in the table in Section 5.2.

NOTE: Roles within the eTQP tool are associated with specific functions and responsibilities. The job titles at each site associated with these functions and responsibilities may not be the same as the eTQP role names. eTQP roles should be assigned to individuals based on their responsibilities, not their job titles.

5.2 eTQP Roles and Responsibilities

eTQP Roles and Responsibilities	
Role	Responsibilities
eTQP Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Maintains the site eTQP database, including the following: <ul style="list-style-type: none"> <input type="checkbox"/> Helps develop and revise site-specific qual standards and qual cards <input type="checkbox"/> Enters Participants in the eTQP database after assignment to the program by Supervisor <input type="checkbox"/> Enters Participants in the database who have been transferred to the site <input type="checkbox"/> Sets up the site's Qualifying Official (QO)-to-competency matrix <input type="checkbox"/> Enters approved site-level QOs and associated competencies into the eTQP database <input type="checkbox"/> Enters appropriate Program Office-level QOs into the eTQP database <input type="checkbox"/> Provides qual status updates and reports as requested <input type="checkbox"/> Initiates and assigns new qualification and requalification activities <input type="checkbox"/> Helps Participants during qualification and requalification activities <input type="checkbox"/> Changes assigned QOs if appropriate <input type="checkbox"/> Coordinates Participant's final qualifying activities <input type="checkbox"/> Inactivates and reactivates Participant qual cards <input type="checkbox"/> Deletes qual cards assigned in error <input type="checkbox"/> Removes Participants transferred to different sites
Participant	<ul style="list-style-type: none"> <input type="checkbox"/> Completes qualification and requalification activities as assigned <input type="checkbox"/> Uploads evidence and documentation to eTQP to support qualification <input type="checkbox"/> Submits due date extension requests for assigned quals <input type="checkbox"/> Documents and provides evidence of competency satisfaction as required by site procedures; requests evaluation by QO

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

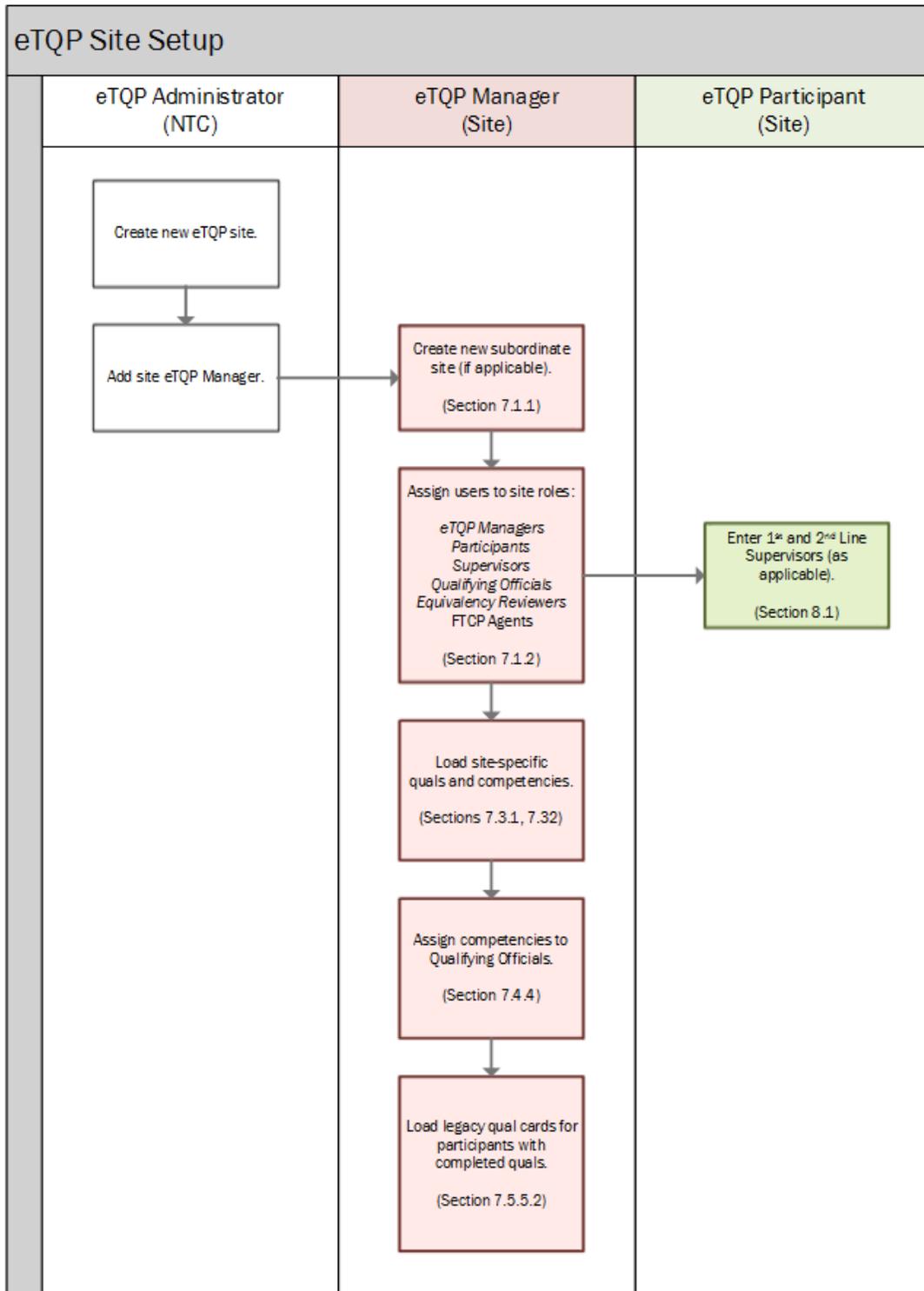
eTQP Roles and Responsibilities	
Role	Responsibilities
	<ul style="list-style-type: none"> <input type="checkbox"/> Documents and provides justification and objective evidence of competency equivalencies; requests competency equivalencies from the approving authority <input type="checkbox"/> Coordinates final qualifying activities with eTQP Manager
Supervisor/ First Line Supervisor	<ul style="list-style-type: none"> <input type="checkbox"/> Reviews and approves due date extension requests for assigned quals <input type="checkbox"/> Monitors and adjusts Participant requests for evaluation by specific QOs (if required) <input type="checkbox"/> Reviews and approves final qualifying activities <input type="checkbox"/> Suspends, deactivates, and reactivates qual cards when appropriate
Second Line Supervisor (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> Reviews and approves or disapproves final qualifying activities
Equivalency Reviewer	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluates and approves or disapproves equivalency requests from Participants
Qualifying Official (QO)	<ul style="list-style-type: none"> <input type="checkbox"/> Reviews and approves or disapproves competency review requests for assigned competencies <input type="checkbox"/> Selects competency evaluation method <input type="checkbox"/> Conducts and documents competency evaluations <input type="checkbox"/> Uploads evaluation evidence into eTQP as appropriate <input type="checkbox"/> May be assigned at the site level to evaluate competencies for site-specific quals (local QOs) <input type="checkbox"/> May be assigned at the Program Office level to evaluate competencies for general GTB- and FAQs-based quals
FTCP Agent	<ul style="list-style-type: none"> <input type="checkbox"/> Reviews and approves or disapproves final qualifying activities for Senior Technical Safety Manager (STSM) quals

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

5.3 Flowcharts

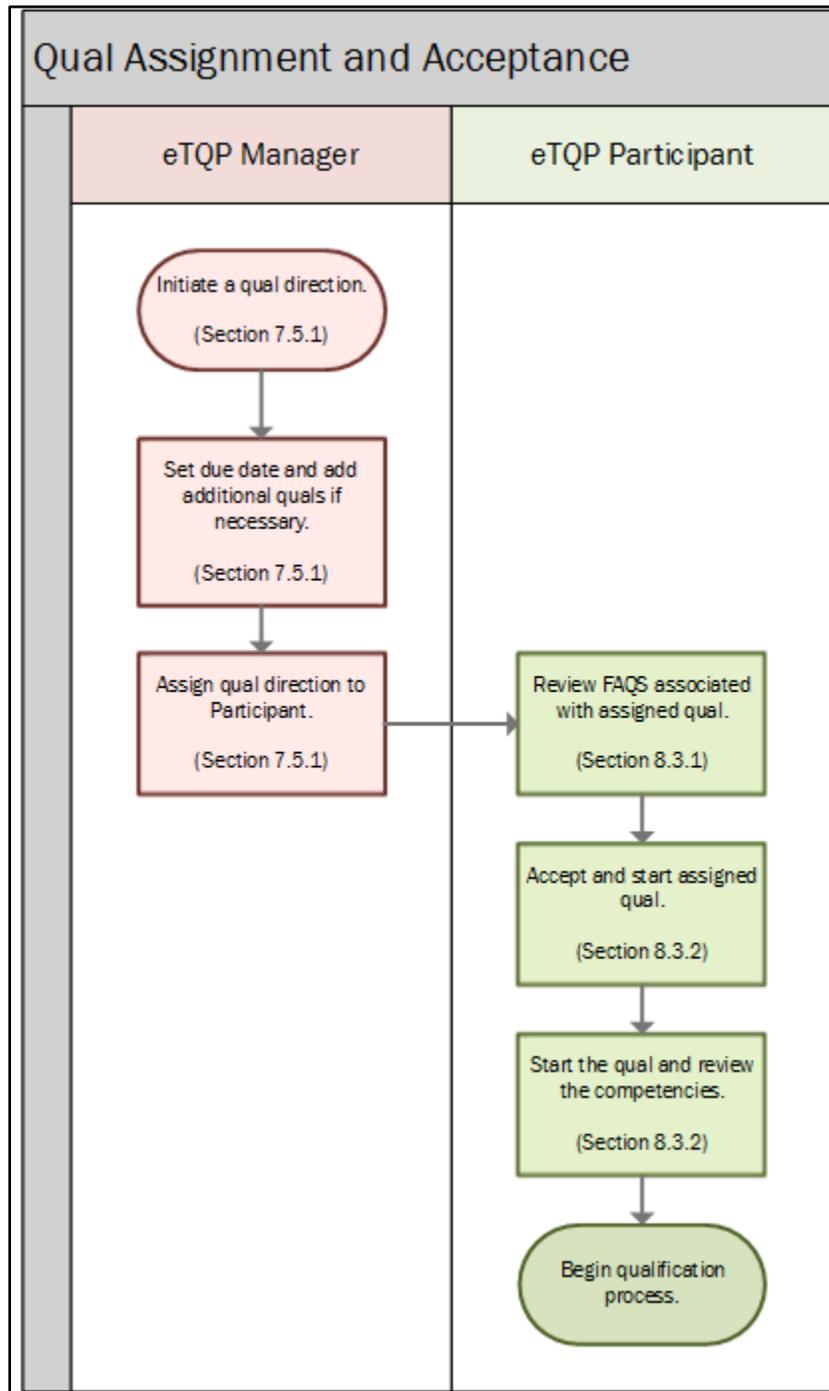
5.3.1 eTQP Site Implementation



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

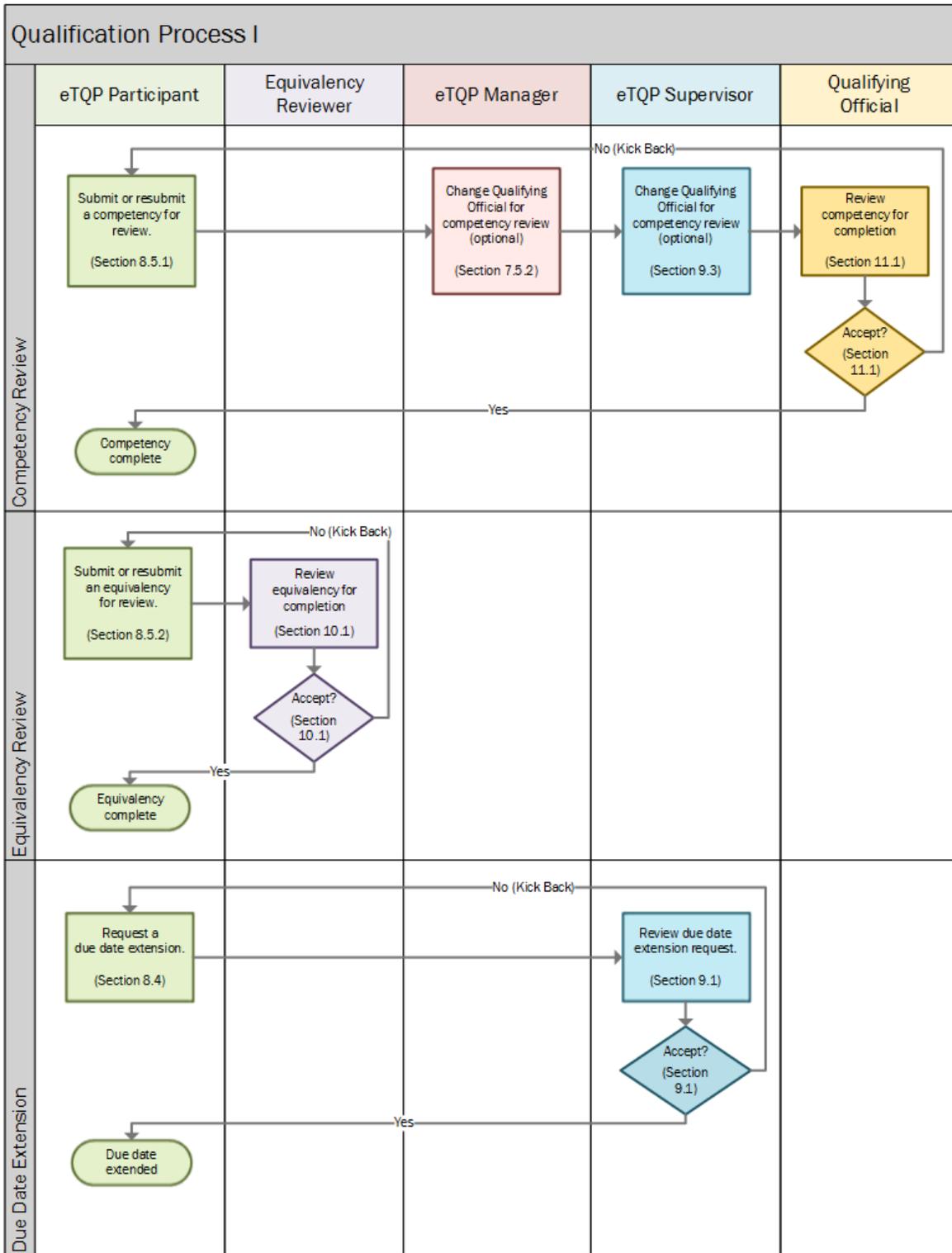
5.3.2 Qual Assignment and Acceptance



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

5.3.3 Qualification Process



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

6.0 eTQP BASICS

 <p>eTQP BASICS</p>	<ul style="list-style-type: none">• <i>This section describes basic eTQP operations that are used in many different contexts, such as scrolling and sorting lists, locating items in lists, and managing uploaded documentation.</i>• <i>Look for the eTQP BASICS alert throughout this user guide.</i>
---	--

NOTE: On all eTQP screens, a red asterisk (*) indicates a required entry.

Always click **Submit** before leaving a form to save your changes.

6.1 Locate an Item in a List

Many operations in eTQP require the selection of one or more items in a multiple-page list of users, qual cards, or competencies. Each type of list has different columns and column headings, but the process of locating and selecting a specific item is the same in all the lists.

Locate an item by scrolling through a list (Section 6.1.1), sorting a list (Section 6.1.2), or filtering the items in a list (Section 6.1.3).

NOTE: The **Select User** list contains entries for everyone with an active eAccess account, not just those active in TQP at a specific site. *Be sure to select the correct name or names for each role, as there may be several individuals in the system with the same name.*

The easiest way to find a name in the list of active accounts is to filter the list by a few consecutive letters from the person's email address.

6.1.1 Scroll through a List

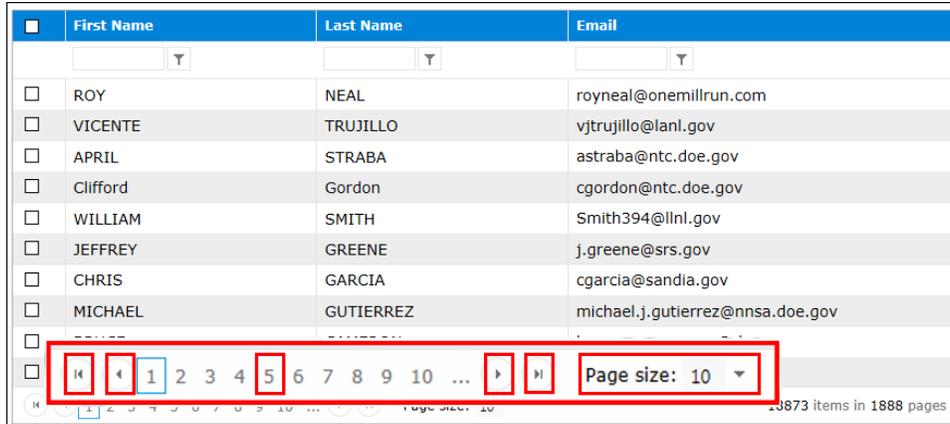
- Most lists in eTQP include a page navigation bar at the bottom of each page. Use the page navigation bar to move to different locations in the list.
- Click the right arrow to move to the next page, or click the left arrow to move to the previous page.
- Click the beginning or end arrow to move to the beginning or end of the list.
- Click a page number to jump to another location in the list.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP BASICS

- Select 10, 20, or 50 from the **Page size** list to specify the number of records to show on each page.



6.1.2 Sort a List or Grid

Any list or grid in eTQP can be sorted in ascending or descending order by the values in one or more columns.

NOTE: After sorting, use the page navigation bar to scroll through the list.

- To sort in ascending order by the values a specific column, click the column heading once.
 - The heading of the sorted column changes color.
 - The sort indicator arrow points up.

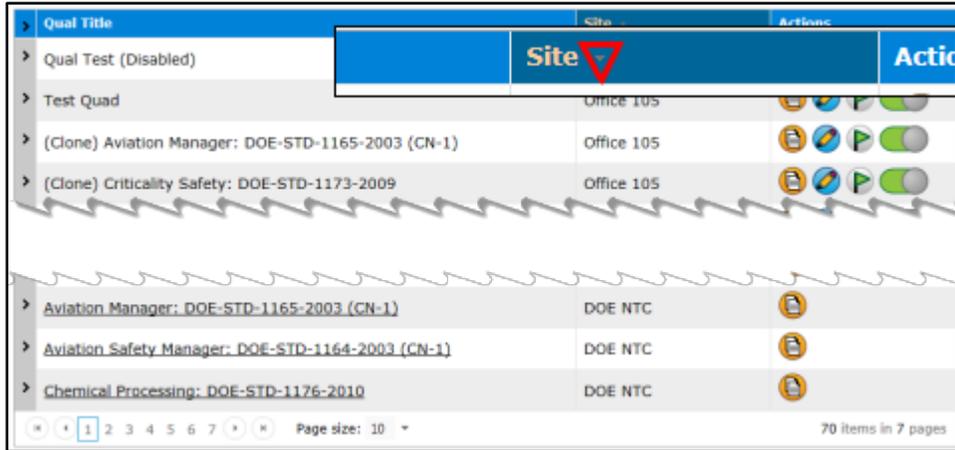


NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP BASICS

- To sort in descending order by the values in a specific column, click the column heading twice.
 - The sort indicator arrow points down.

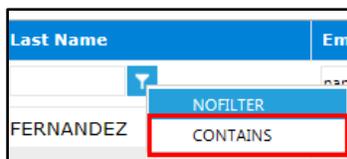


6.1.3 Filter a List

Most lists in eTQP include the option to filter the list. If a text box and **Filter** icon appear beneath the column headings on a list page, follow these instructions to display a subset of the items in the list.

NOTE: These instructions are written for the **Select User** lists, but they apply to all other lists that include the filter option.

1. To filter the list by letters in an email address or name, type the letters in the text field below the column heading (**First Name**, **Last Name**, or **Email**).
 - Choose a few consecutive letters from anywhere in the email address or name, not just at the beginning.
 - For best results, choose letters that are likely to be found in a limited number of email addresses or names.
2. Click the **Filter** icon and select **CONTAINS** from the list of filters.



3. Select the correct individual in the filtered list of names.

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This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP BASICS

- If the filtered list contains multiple entries for the same person, select the entry with the valid or current email address.

For example, to locate a user named Sandra Fernandez, enter the letters “fern” or “nandez” in either the **Email** or **Last Name** filter field, and then click the **Filter** icon and select **CONTAINS**.

Select User

■	First Name	Last Name	Email
	<input type="text"/>	<input type="text"/>	andez <input type="text"/>
<input type="checkbox"/>	SANDRA	FERNANDEZ	sfernandez@ntc.doe.gov
<input type="checkbox"/>	Enrique	Hernandez Jr	enrique.hernandez@usmc.mil
<input type="checkbox"/>	Samuel	Hernandez	Samuel_B_Sam_Hernandez@rl.gov
<input type="checkbox"/>	RICHARD	HERNANDEZ	rfhernandez@bpa.gov

Select User

■	First Name	Last Name	Email
	<input type="text"/>	fern <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SANDRA	FERNANDEZ	sfernandez@ntc.doe.gov
<input type="checkbox"/>	MICHAEL	FERNANDEZ	michael.fernandez@nnsa.doe.gov
<input type="checkbox"/>	FRANCISCO	FERNANDEZ	ffernandez@doeal.gov
<input type="checkbox"/>	JEFF	FERNANDEZ	fernandez23@llnl.gov

Alternatively, enter the letters “san” or “sandra” in the **First Name** filter field, and then click the **Filter** icon.

Select User

■	First Name	Last Name	Email
	san <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SANFORD	CORBITT	sanford.corbitt@srs.gov
<input checked="" type="checkbox"/>	SANDRA	FERNANDEZ	sfernandez@ntc.doe.gov
<input type="checkbox"/>	SANDRA	GREENE	sandee.greene@nnsa.srs.gov
<input type="checkbox"/>	Susan	Coleman	scoleman@nefnm.com
<input type="checkbox"/>	ROSANNA	ALLEN	rosanna.allen@nnsa.doe.gov

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP BASICS**6.1.3.1 Clear a List Filter**

To clear a filter and display the complete unfiltered list, follow these steps:

1. Click inside the filter text field.
2. Click the 'x' at the right side of the text field.
3. Click the **Filter** icon.

**NON-PROPRIETARY INFORMATION**

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP BASICS

6.2 Manage Documentation

On any eTQP screen with a **Supporting Documentation** section, any user can upload, review, and remove relevant documents.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.

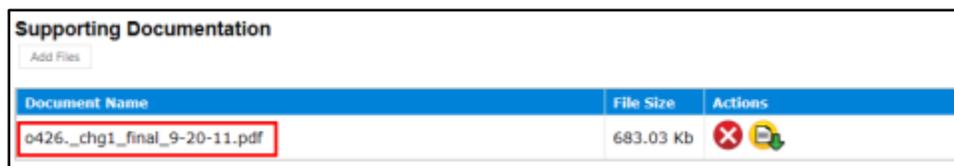
Remember that exams may be classified, so check before uploading exams as supporting documents.

6.2.1 Upload Documents

1. In the **Supporting Documentation** section, click **Add Files** to open the **Choose File to Upload** dialog box.



2. On your local computer or network, navigate to the file to be uploaded.
3. Select the file, and then click **Open** to return to the original eTQP screen.
 - The uploaded file appears in the **Supporting Documentation** list.



6.2.2 Review Uploaded Documents

1. In the **Supporting Documentation** section, click the **View Document** icon next to the relevant document.



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This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP BASICS

2. In the confirmation dialog box, click **Open** or **Save**.



- Depending on the option selected in Step 4, the spreadsheet either opens or is saved to the user's **Downloads** folder.

6.2.3 Remove Uploaded Documents

- In the **Supporting Documentation** section, click the **Remove Document** icon next to the relevant document.



NOTE: Removing a document from the **Supporting Documentation** list is final and cannot be undone.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP BASICS

6.3 eTQP Icons

eTQP Icons	
Action	Icon
Assign Qual Card <i>Qual Directions tab</i>	
Calendar	
Clone	
Delete <i>Edit Site form</i>	
Delete Participant <i>Edit Site form > (any role tab)</i>	
Delete Qual Card (Not Started) <i>Qual Card Admin tab</i>	
Disable	
Edit <i>(Various tabs and forms)</i>	
Edit Submission <i>Admin Qual tab</i>	
Enable	
Expand	
Expire <i>Quals tab</i>	
Export to Excel	
Filter	
Inactivate Qual Card <i>Qual Card Admin tab</i>	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP BASICS

eTQP Icons	
Action	Icon
Initiate Qual Direction	
Load Legacy Qual Cards <i>Edit Site Actions form > Participants tab</i>	
Manage Competencies	
Page Navigation Bar	
Reactivate Qual Card <i>Qual Card Admin tab</i>	
Remove Document <i>Review Competency form > Supporting Documentation</i>	
Remove Qual <i>Qual Direction tab > Assigned Quals</i>	
Request Due Date Extension	
Review Due Date Extension	
Start Qual Card <i>Participant tab</i>	
Submit for Equivalency	
Submit for Final Qualifying Activities	
Submit for Review	
Undo Expire	
View Details	
View Document	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP BASICS

eTQP Icons	
Action	Icon
View/Edit Submission	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

7.0 eTQP MANAGER

The eTQP Manager performs the following activities in the eTQP tool:

- Assigns site personnel to the appropriate eTQP roles (Participant, Supervisor, QO, Equivalency Reviewer, FTCP Agent)
- Sets up subordinate sites if applicable
- Sets up the site’s QO-to-competency matrix
- Enters site-specific quals and competencies in eTQP
- Initiates and assigns new qualification and requalification activities (qual directions)
- Coordinates final qualifying activities for Participants
- Assists Participants during qualification and requalification activities
- Enters legacy quals completed outside of eTQP

7.1 Set Up a Site

The NTC eTQP Administrator adds each eTQP site and its associated eTQP Manager to eTQP.

The site’s eTQP Manager assigns users to the appropriate site roles and adds site-specific qual cards to the site. The eTQP Manager can also establish subordinate eTQP sites as applicable.

7.1.1 Create a Subordinate Site

1. Select the **Sites** tab to display a list of the sites managed by the logged-in eTQP Manager.
2. Click **New Site** to open the **New Site** form.



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

3. On the **New Site** form, fill in the **Title** and **Field Office** fields and select a site in the **Parent Site** list.

New Site

* = required field

Title:*

Field Office

Parent Site:* Select Parent Site ▼

7.1.2 Assign Users to Site Roles

<i>To do this:</i>	<i>Do this:</i>
Assign users to roles in the new site you created in Section 7.1.1	Continue working in the New Site page.
Assign users to roles in an existing site	Click the site’s Edit icon on the Sites tab to open the Edit Site page.

NOTE: Before assigning users to site roles, review the table in Section 5.2 that summarizes the responsibilities associated with each eTQP role, and review the note in Section 5.1 about eTQP roles and job titles.

A user cannot be assigned to the Participant role at more than one site at a time. If a user who is a Participant at one site is added as a Participant at another site, an error message will be displayed.

IMPORTANT: Before assigning users to the **Qualifying Official (QO)** role, review **Section 7.4, Managing Qualifying Officials and Equivalency Reviewers.**

1. To assign one or more users to a site role, select the tab for that role, and then click **Add** to open the **Select User** form.

eTQP Managers
Supervisors
Qualifying Official
Participants
Equivalency Reviewers
FTCP Agents

Last Name	First Name	Email	
MEEKS	WALTER	wmeeks@ntc.doe.gov	✘
Apodaca	Melissa	mapodaca@ntc.doe.gov	✘
Bolton	Eric	ebolton@ntc.doe.gov	✘

Add

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

2. Select the check box next to the name of each user to be added to the selected role.

eTQP BASICS

See Section 6.1 for help on locating items in a list.

NOTE: The **Select User** list contains entries for everyone with an active eAccess account, not just those active in TQP at a specific site. *Be sure to select the correct name or names for each role, as there may be several individuals in the system with the same name.*

The easiest way to find a name in the list of active accounts is to filter the list by a few consecutive letters from the person's email address.

Select User

<input type="checkbox"/>	First Name	Last Name	Email
<input type="checkbox"/>	ROY	NEAL	royneal@onemillrun.com
<input type="checkbox"/>	VICENTE	TRUJILLO	vjtrujillo@lanl.gov
<input type="checkbox"/>	APRIL	STRABA	astraba@ntc.doe.gov
<input checked="" type="checkbox"/>	Clifford	Gordon	cgordon@ntc.doe.gov
<input type="checkbox"/>	WILLIAM	SMITH	Smith394@llnl.gov
<input checked="" type="checkbox"/>	JEFFREY	GREENE	j.greene@srs.gov
<input type="checkbox"/>	CHRIS	GARCIA	cgarcia@sandia.gov
<input type="checkbox"/>	MICHAEL	GUTIERREZ	michael.j.gutierrez@nnsa.doe.gov
<input type="checkbox"/>	BRUCE	CAMERON	bruce_w_cameron@rl.gov
<input type="checkbox"/>	AMY	DUDA	aduda@ntc.doe.gov

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3. Click **Submit** on the **Select User** form to add the selected users to the current role.
4. Repeat Steps 1 through 3 to add users to each role as appropriate.
5. When you are finished adding users to site roles, click **Submit** on the **New Site** form to return to the **Sites** tab.

NOTE: Always click **Submit** to save your changes before leaving a form.

7.1.3 Remove Individuals from Site Roles

1. On the **Sites** tab, click the **Edit** icon for the relevant site.
2. On the **Edit Site** form, select the tab for the relevant role.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

3. Locate the individual to be removed from the selected role, and then click the **Delete** icon for that individual.



eTQP BASICS

See Section 6.1 for help on locating items in a list.

First Name	Last Name	Email	
ROY	NEAL	royneal@onemillrun.com	✘
AMY	DUDA	aduda@ntc.doe.gov	✘
CAROLINE	PARKS	cparks@ntc.doe.gov	✘
THEODORE	PIETROK	theodore.pietrok@pnso.science.doe.gov	✘
BOYD	NEAR	bnear@ntc.doe.gov	✘
JOSEF	CHRIST	joe.christ@pnso.science.doe.gov	✘
DONALD	BRADY	donald.brady@nnsa.doe.gov	✘
WALTER	MEEKS	wmeeks@ntc.doe.gov	✘
ERIKA	FOSTER	efoster@doeal.gov	✘
Boyd	Near	boydnear@gmail.com	✘

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Submit
Cancel

4. Click **OK** in the confirmation dialog box for each deletion.
5. Click **Submit** to return to the **Sites** tab.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

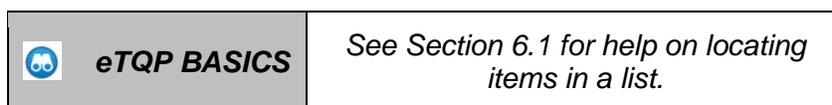
7.2 Manage Site Participants

The **Participants** tab lists all participants assigned to an eTQP Manager’s site and allows the Manager to review and edit information associated with each Participant.

NOTE: If you are also a QO, be sure to conduct all qual card sign offs and final reviews from the **Qual Card Admin** tab, not the **Participants** tab. Although eTQP Managers can access qual cards from the **Participants** tab, QO sign offs and the final review process are programmed to occur through the **Qual Card Admin** tab.

7.2.1 Manage a Participant’s Supervisor

1. Locate the relevant Participant on the **Participants** tab and click the **Edit** button.



Participant	First Line Supervisor	Second Line Supervisor	Actions
Melissa Apodaca	WALTER MEEKS		
ALLEN TATE	eTQP supervisor	Michael Duvall	

2. To set either the 1st Line Supervisor or the 2nd Line Supervisor, click **Edit Supervisor** under the correct role in the Participant’s profile window.
3. Check the box next to the correct user in the **Select User** list, and then click **Submit**.

First Name	Last Name	Email	
<input type="checkbox"/>	ROY	NEAL	royneal@onemillrun.com
<input type="checkbox"/>	VICENTE	TRUJILLO	vjtrujillo@lanl.gov
<input checked="" type="checkbox"/>	APRIL	STRABA	astraba@ntc.doe.gov
<input type="checkbox"/>	Clifford	Gordon	cgordon@ntc.doe.gov
<input type="checkbox"/>	WILLIAM	SMITH	Smith394@lnl.gov
<input type="checkbox"/>	JEFFREY	GREENE	j.greene@srs.gov
<input type="checkbox"/>	CHRIS	GARCIA	cgarcia@sandia.gov
<input type="checkbox"/>	MICHAEL	GUTIERREZ	michael.j.gutierrez@nnsa.doe.gov
<input type="checkbox"/>	BRUCE	CAMERON	bruce_w_cameron@rl.gov
<input type="checkbox"/>	AMY	DUDA	aduda@ntc.doe.gov

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Submit Cancel

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This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

7.2.2 Transfer a Participant to Another Site

A user who transfers from one site to another must be removed from the Participant role at the original site before being added to the Participant role at the transfer site. All qual data for the Participant is preserved and available at the transfer site.

NOTE: A user cannot be assigned to the Participant role at more than one site at a time. If a user who is a Participant at one site is added as a Participant at another site, an error message will be displayed.

7.2.2.1 Remove the Participant from the Original Site

The eTQP Manager at the original site must remove the individual from the Participant role at that site.

1. On the **Sites** tab, click the **Edit** icon for the relevant site.
2. On the **Edit Site** form, select the **Participants** tab.
3. Locate the individual to be removed from the selected role, and then click the **Delete** icon for that individual.

eTQP BASICS

See Section 6.1 for help on locating items in a list.

First Name	Last Name	Email	✕
ROY	NEAL	royneal@onemillrun.com	✕
AMY	DUDA	aduda@ntc.doe.gov	✕
CAROLINE	PARKS	cparks@ntc.doe.gov	✕
THEODORE	PIETROK	theodore.pietrok@pnso.science.doe.gov	✕
BOYD	NEAR	bnear@ntc.doe.gov	✕
JOSEF	CHRIST	joe.christ@pnso.science.doe.gov	✕
DONALD	BRADY	donald.brady@nnsa.doe.gov	✕
WALTER	MEEKS	wmeeks@ntc.doe.gov	✕
ERIKA	FOSTER	efoster@doeal.gov	✕
Boyd	Near	boydnear@gmail.com	✕

⏪ 1 2 ⏩

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4. Click **OK** in the confirmation dialog box.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

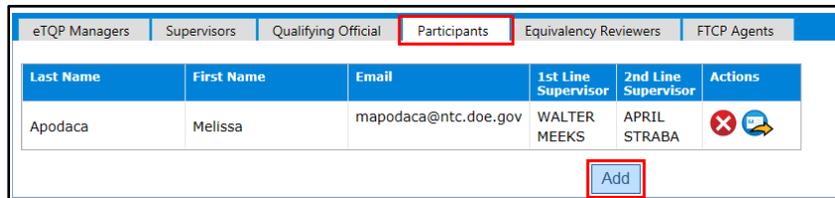
eTQP MANAGER

5. Click **Submit** to return to the **Sites** tab.

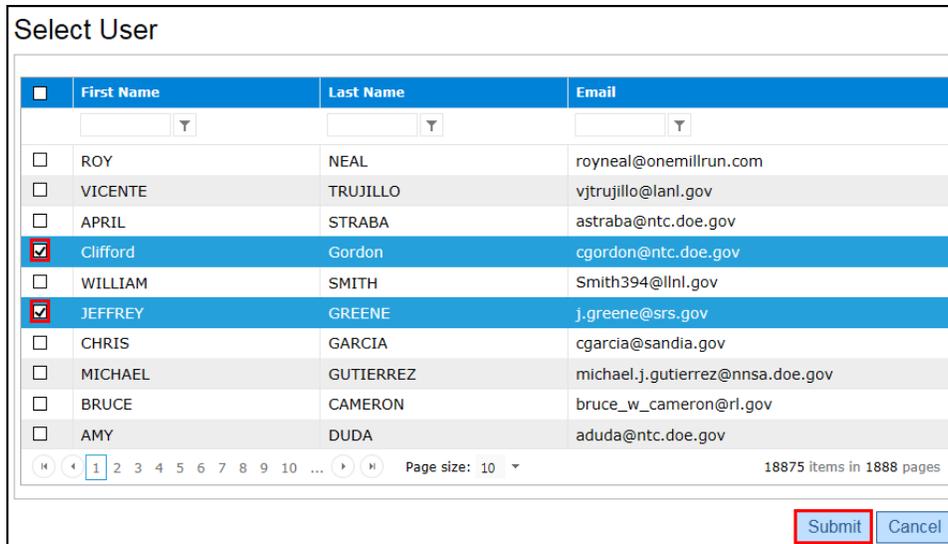
7.2.2.2 Add the Participant to the Transfer Site

After the Participant has been removed from the Participants role at the original site, the eTQP Manager at the transfer site must add the individual to the Participants role at that site.

1. On the **Sites** tab, click the **Edit** icon for the relevant site.
2. On the **Edit Site** form, select the **Participants** tab.
3. Click **Add** to open the **Select User** form.



4. Select the check box next to the name of the individual to be added to the transfer site.



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This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

NOTE: The **Select User** list contains entries for everyone with an active eAccess account, not just those active in TQP at a specific site. *Be sure to select the correct name for the transferring user, as there may be several individuals in the system with the same name.*

The easiest way to find a name in the list of active accounts is to filter the list by a few consecutive letters from the person's email address.

5. Click **Submit** on the **Select User** form to add the selected user to the Participants role.
-

NOTE: Always click **Submit** to save your changes before leaving a form.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

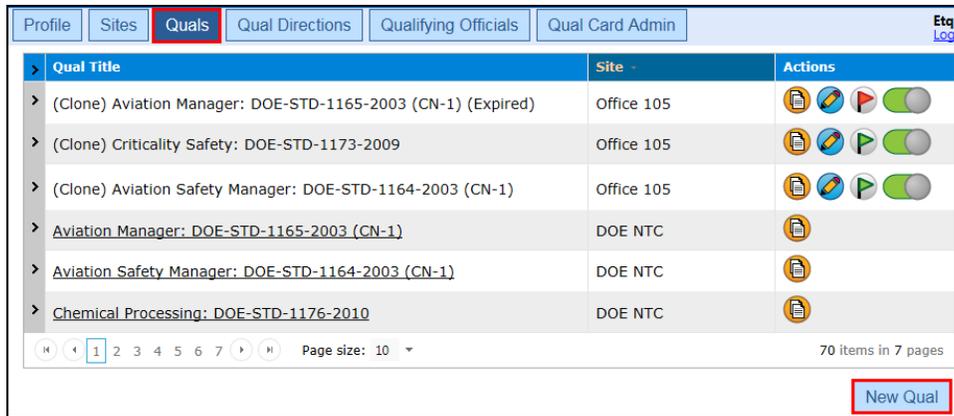
7.3 Manage Site Quals

The eTQP Manager creates legacy and site-specific quals; adds and edits competencies for new and existing quals; assigns available QOs to specific competencies; and discontinues, disables, and reinstates existing qual cards.

A list of all quals associated with the current site and its parent and subordinate sites is displayed on the **Quals** tab. The eTQP Manager can manage quals for his or her own site and any subordinate sites.

7.3.1 Set Up a Site-Specific Qual

1. On the **Quals** tab, click **New Qual** to open the **New Qual** form.



2. Complete the following items on the **New Qual** form:
 - a. Enter a name for the qual in the **Qual Title** field.
 - b. Select the qual's parent site from the **Parent Site** list.
 - c. Enter a link to the relevant standard in the **Qual Standard URL** field (optional).

eTQP MANAGER

- d. Enter a comment in the **Notes** field (optional).

New Qual

* = required field

Qual Title*

Qual Standard URL

Parent Site:*

Notes:

Competencies

+ Add Competency

#	Level	Competencies	Actions
No records to display.			

Submit Cancel

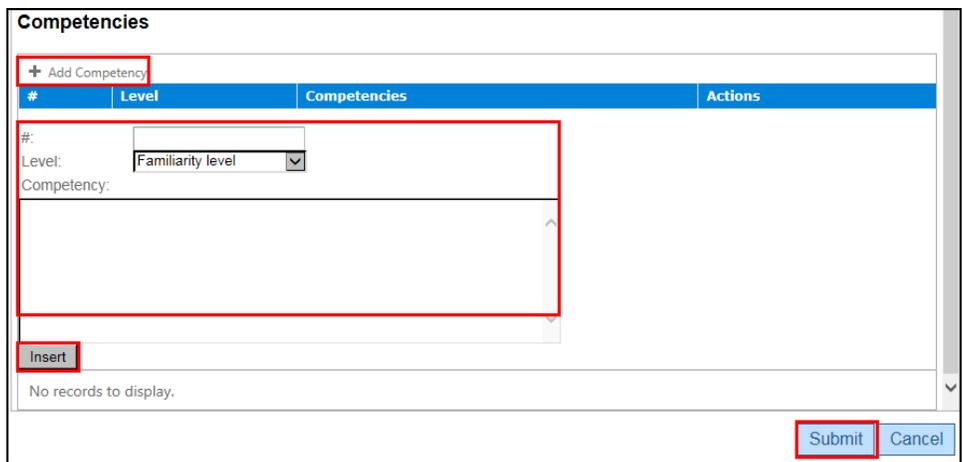
3. Add competencies to the new qual (see Section 7.3.2).
4. When all competencies have been added, click **Submit** to return to the **Quals** tab.

eTQP MANAGER

7.3.2 Add Competencies

<i>To do this:</i>	<i>Do this:</i>
Add competencies to the new qual you created in Section 7.3.1	Continue working in the New Qual page.
Add competencies to an existing qual	Click the qual's Edit icon on the Quals tab to open the Edit Qual page.

1. Click **+ Add Competency**.



2. Complete the following items in the **Add Competency** area.

- a. Enter the competency number in the **#** field.
 - Competencies can be numbered using any alphanumeric or outline numbering scheme.
 - To sort the competencies correctly, the numbering scheme and punctuation must remain consistent throughout the competency list.
- b. Select the appropriate competency level from the **Level** list.
- c. Enter a description of the competency in the **Competency** field.
- d. Click **Insert** to add the new competency to the qual.

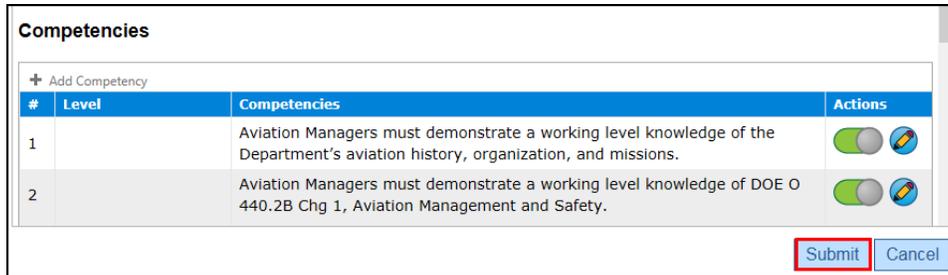
3. Repeat Steps 1 and 2 for each competency.

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This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- When all competencies have been added, click **Submit** to close the **New Qual** or **Edit Qual** page.



- The new qual is displayed in the site's list of quals.

7.3.3 Edit a Competency

- On the **Quals** tab, click the **Edit** icon of the qual containing the competency to be edited.



eTQP MANAGER

- On the **Edit Qual** form, click the **Edit** icon of the relevant competency to open the competency for editing.

Edit Qual

Competencies

#	Level	Competencies	Actions
1		Criticality safety personnel must demonstrate a working level knowledge of the fission process.	
2		Criticality safety personnel must demonstrate a working level knowledge of the various types of radiation interaction with matter.	

#:

Level:

Competency:

- Update the competency level and description as needed, and then click **Update** to save the edits and close the competency for editing.
- When editing is complete, click **Submit** to return to the **Quals** tab.

7.3.4 Clone a Qual Card

A cloned qual card can be modified for use at a different facility, site, or position.

- On the **Quals** tab, click the **Clone** icon next to the qual to be cloned.

See Section 6.1 for help on locating items in a list.

Qual Title	Site	Actions
Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC	
Aviation Safety Manager: DOE-STD-1164-2003 (CN-1)	DOE NTC	
Chemical Processing: DOE-STD-1176-2010	DOE NTC	
Civil/Structural Engineering: DOE-STD-1182-2004	DOE NTC	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- In the **Clone Target** dialog box, select the site that owns the newly cloned qual from the **Parent Site** list.



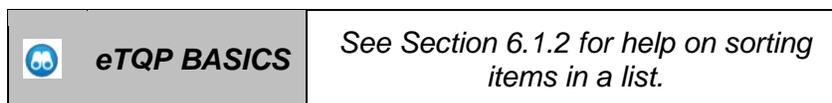
- Click **Submit** to display the newly cloned qual in the list of quals.

7.3.5 Discontinue, Disable, or Reinstate a Qual Card

The eTQP Manager can discontinue (expire), temporarily disable, or reinstate a site-specific qual card.

NOTE: If the qual being expired or disabled is currently assigned to any Participants, a notification email is sent to those Participants and their First Line Supervisors.

- Select the **Quals** tab to display a list of quals for the parent site and any subordinate sites.
- Locate the qual to be expired, disabled, or reinstated.
 - To sort the list of quals, click the **Qual Title** or **Site** column heading.



Qual Title	Site	Actions
> (Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105	[Icons: Document, Edit, Play, Toggle]
> (Clone) Criticality Safety: DOE-STD-1173-2009	Office 105	[Icons: Document, Edit, Play, Toggle]
> (Clone) Aviation Safety Manager: DOE-STD-1164-2003 (CN-1)	Office 105	[Icons: Document, Edit, Play, Toggle]
> Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC	[Icon: Document]
> Aviation Safety Manager: DOE-STD-1164-2003 (CN-1)	DOE NTC	[Icon: Document]
> Chemical Processing: DOE-STD-1176-2010	DOE NTC	[Icon: Document]

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- To expire a qual, click the **Expire** icon.

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Qual Title	Site	Actions
> (Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105	   
> (Clone) Criticality Safety: DOE-STD-1173-2009	Office 105	   
> (Clone) Aviation Safety Manager: DOE-STD-1164-2003 (CN-1)	Office 105	   

The **Expire** flag changes to red and the word “Expired” appears next to the qual title.

- To reinstate an expired qual, click the **Undo Expire** icon.

Qual Title	Site	Actions
> (Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1) (Expired)	Office 105	   
> (Clone) Criticality Safety: DOE-STD-1173-2009	Office 105	   
> (Clone) Aviation Safety Manager: DOE-STD-1164-2003 (CN-1)	Office 105	   

The **Undo Expire** flag changes to green and the word “Expired” disappears from the qual title.

- To disable a qual, click the **Disable** icon.

Qual Title	Site	Actions
> (Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105	   
> (Clone) Criticality Safety: DOE-STD-1173-2009	Office 105	   
> (Clone) Aviation Safety Manager: DOE-STD-1164-2003 (CN-1)	Office 105	   

The **Disable** toggle button changes to red and the word “Disabled” appears next to the qual title.

- To reinstate a disabled qual, click the **Enable** icon.

Qual Title	Site	Actions
> (Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105	   
> (Clone) Criticality Safety: DOE-STD-1173-2009	Office 105	   
> (Clone) Aviation Safety Manager: DOE-STD-1164-2003 (CN-1) (Disabled)	Office 105	   

The **Enable** toggle button changes to green and the word “Disabled” disappears from the qual title.

7.3.6 Delete a Qual Card

A qual card that has not yet been assigned to a Participant, or that has been assigned but not yet accepted and started by the Participant, can be deleted only by an eTQP

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eTQP MANAGER

Manager logged in to the DOE NTC site. Contact the NTC at 505-845-2001 (option 3) or etqpsupport@ntc.doe.gov for assistance.

NOTE: Deletion of a qual is a permanent operation. A deleted qual cannot be restored.

7.3.7 Export a List of Assigned Qual Cards to Excel

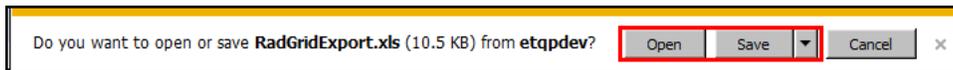
A list of in-progress and completed qual cards for all site participants is displayed on the **Qual Card Admin** tab. The eTQP Manager can export this list to an Excel spreadsheet.

NOTE: Only the qual card records are exported to the spreadsheet. If any qual cards are expanded to display the competencies, the competency records are not exported.

1. Select the **Qual Card Admin** tab to display the list of assigned qual cards.
2. If necessary, click a column heading to sort the list by Participant, qual title, the supervisor who directed the qual assignment, or the qual card due date.
3. Click the **Export to Excel** icon.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	Occupational Safety: DOE-STD-1160-2011	Michelle Gibson	1/1/1986	<div style="width: 100%; background-color: green;">100%</div>	Complete (Legacy)	
> Shawn Charles	Aviation Manager: DOE-STD-1165-2003 (CN-1)	eTQP supervisor	11/20/2014	<div style="width: 12%; background-color: yellow;">12%</div>	In Progress	
> Shawn Charles	Chemical Processing: DOE-STD-1176-2010	eTQP supervisor	10/31/2014	<div style="width: 5%; background-color: yellow;">5%</div>	In Progress	

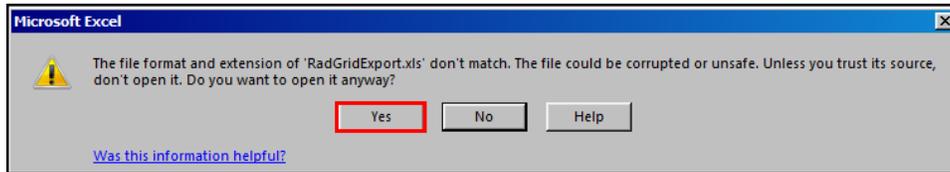
4. In the confirmation dialog box, click **Open** or **Save**.



5. eTQP creates a spreadsheet named “RadGridExport.xls.”
 - If you selected **Open**, the spreadsheet opens in Microsoft Excel.
 - If the Microsoft Excel dialog box is displayed, click **Yes** to open the spreadsheet.

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This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

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- If you selected **Save**, the spreadsheet is saved to the user's **Downloads** folder.

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This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

7.4 Manage QOs and Equivalency Reviewers

A list of all QOs added to the current site and its parent and subordinate sites is displayed on the **Qualifying Officials** tab. These QOs are available for selection when participants submit competencies for review. QOs added at the Program Office level and assigned to GTB- and FAQS-based competencies are also available for selection by participants.

In addition, QOs authorized to approve equivalencies are also listed on the site's **Equivalency Reviewers** tab. (See Section 7.4.2, Equivalency Reviewers.)

Each QO or Equivalency Reviewer is authorized to sign off only on his or her assigned competencies. The eTQP Manager can manage QOs and Equivalency Reviewers for his or her own site and any subordinate sites.

IMPORTANT: Before assigning users to the QO role or adding/removing competencies for a QO, review Section 7.4.1, **Qualifying Officials: Program Office vs. Site-Level**.

To add QOs and Equivalency Reviewers to a site, see Section 7.1.2, Assign Users to Site Roles.

7.4.1 Qualifying Officials: Program Office vs. Site-Level

Program Office QOs: Individuals authorized by a Program Office to sign off on assigned GTB- and FAQS-based competencies

Site-Level QOs: Individuals authorized at a site to sign off on assigned site-specific competencies as well as assigned GTB- and FAQS-based competencies

- Each site should add their QOs to the site-level QO listing in order to place their names at the top of QO selection lists.
- Sites that do not have QOs assigned by a Program Office must assign site-level QOs to GTB and FAQS competencies.
- Site-level QOs are added to the site database and assigned competencies by the eTQP Manager.

NOTE: Program Office QOs may also be added to a site and assigned site-specific competencies by the eTQP Manager. The eTQP Manager should coordinate with the applicable TQP Program Office prior to changing QO competency assignments.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

NOTE: To view a list of all site-level and Program Office QOs and their assigned competencies, see Section 7.4.6, Export a List of All Available QOs and Equivalency Reviewers and Assigned Competencies.

7.4.2 Equivalency Reviewers

Equivalency Reviewers are QOs who are also authorized to approve equivalency requests for specific competencies. Equivalency Reviewers must be added to the Equivalency Reviewer role for the site before they are available for selection when participants submit equivalencies for review. See Section 7.1.2, Assign Users to Site Roles for more information.

Equivalency Reviewers are listed on the **Qualifying Officials** tab and are assigned competencies in the same way as QOs. For more information, see Section 7.4.4, Assign Competencies to a Qualifying Official or Equivalency Reviewer.

NOTE: Most Equivalency Reviewers are also QOs. However, it is possible to be an Equivalency Reviewer without also being a QO.

7.4.3 View the Competencies Assigned to a QO or Equivalency Reviewer Added to the Site

NOTE: Equivalency Reviewers are listed on the **Qualifying Officials** tab. For more information, see Section 7.4.2, Equivalency Reviewers.

1. On the **Qualifying Officials** tab, click the **Manage Competencies** icon for the relevant QO or Equivalency Reviewer to open the **QO's Qualified Competencies** form.

First Name	Last Name	Actions
ROY	NEAL	
AMY	DUDA	
CAROLINE	PARKS	
THEODORE	PIETROK	
BOYD	NEAR	
JOSEF	CHRIST	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

2. Competencies assigned to the current QO or Equivalency Reviewer are checked and highlighted, and appear at the top of the list on the **QO's Qualified Competencies** form.

QO's Qualified Competencies		
Competencies	Qual	Site
<input checked="" type="checkbox"/>	Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	(Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1) Office 105
<input checked="" type="checkbox"/>	Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	Aviation Manager: DOE-STD-1165-2003 (CN-1) DOE NTC
<input type="checkbox"/>	Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	Aviation Manager: DOE-STD-1165-2003 (CN-1) DOE NTC

7.4.4 Assign Competencies to a QO or Equivalency Reviewer

NOTE: Do not add or remove GTB- or FAQs-based competencies for QOs set up at the Program Office level.

Before assigning competencies for any QOs, review Section 7.4.1, Qualifying Officials: Program Office vs. Site-Level.

NOTE: Equivalency Reviewers are listed on the **Qualifying Officials** tab. For more information, see Section 7.4.2, Equivalency Reviewers.

1. On the **Qualifying Officials** tab, click the **Manage Competencies** icon for the relevant QO or Equivalency Reviewer to open the **QO's Qualified Competencies** form.

First Name	Last Name	Actions
ROY	NEAL	
AMY	DUDA	
CAROLINE	PARKS	
THEODORE	PIETROK	
BOYD	NEAR	
JOSEF	CHRIST	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- The **QO's Qualified Competencies** page displays a list of the competencies for all the quals managed by the logged-in eTQP Manager.
 - Competencies already assigned to the current QO or Equivalency Reviewer are checked and highlighted.

QO's Qualified Competencies

<input type="checkbox"/> Competencies	Qual	Site
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	(Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC
<input type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC

- Locate the competencies to assign to the current QO or Equivalency Reviewer by filtering, sorting, or scrolling through the list.

	eTQP BASICS	<i>See Section 6.1 for help on locating items in a list.</i>
--	--------------------	--

- To show only the competencies for a specific qual, type a few characters from the qual title or standard number in the **Qual** filter box, and then click the **Filter** icon.

QO's Qualified Competencies

<input type="checkbox"/> Competencies	Qual	Site
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	(Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC
<input type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- To show only the competencies for a specific site, type a few characters from the site name in the **Site** filter box, and then click the **Filter** icon.

QO's Qualified Competencies

<input type="checkbox"/> Competencies	Qual	Site
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	(Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC
<input type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC

- To show only the competencies with a specific word or phrase in the title, type the word or phrase in the **Competencies** filter box, and then click the **Filter** icon.

QO's Qualified Competencies

<input type="checkbox"/> Competencies	Qual	Site
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	(Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC
<input type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC

- To sort the list in ascending order by qual title, click the **Qual** column heading.
- To sort in descending order, click the **Qual** column heading a second time.

QO's Qualified Competencies

<input type="checkbox"/> Competencies	Qual	Site
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	(Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC
<input type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- Use the page navigation bar at the bottom of the list to scroll through the complete, sorted, or filtered list.

QO's Qualified Competencies

<input type="checkbox"/> Competencies	<input type="text"/> Qual	<input type="text"/> Site
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	(Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC
<input type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC

Page size: 10 1383 items in 139 pages

4. Check the box for each competency to assign to the current QO or Equivalency Reviewer.

- Each checked competency is highlighted.

QO's Qualified Competencies

<input type="checkbox"/> Competencies	<input type="text"/> Qual	<input type="text"/> Site
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	(Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1)	Office 105
<input checked="" type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC
<input type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC
<input type="checkbox"/> Aviation Managers must demonstrate a working level knowledge of their site-specific AIP.	Aviation Manager: DOE-STD-1165-2003 (CN-1)	DOE NTC

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

5. Click **Submit** to return to the **Qualifying Officials** tab.
6. Click the **Edit** icon for the same QO or Equivalency Reviewer to display the complete list of assigned competencies.

7.4.5 Remove a Competency for a QO or Equivalency Reviewer

NOTE: Do not add or remove GTB- or FAQs-based competencies for QOs set up at the Program Office level.

Before removing competencies for any QO, review Section 7.4.1, Qualifying Officials: Program Office vs. Site-Level.

NOTE: Equivalency Reviewers are listed on the **Qualifying Officials** tab. For more information, see Section 7.4.2, Equivalency Reviewers.

1. On the **Qualifying Officials** tab, click the **Manage Competencies** icon for the relevant QO or Equivalency Reviewer to open the **QO's Qualified Competencies** form.

First Name	Last Name	Actions
ROY	NEAL	
AMY	DUDA	
CAROLINE	PARKS	
THEODORE	PIETROK	
BOYD	NEAR	
JOSEF	CHRIST	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

2. The **QO's Qualified Competencies** page displays a list of the competencies for all the quals managed by the logged-in eTQP Manager.
 - Competencies already assigned to the current QO or Equivalency Reviewer are checked and highlighted.

QO's Qualified Competencies		
<input type="checkbox"/> Competencies	Qual	Site
<input checked="" type="checkbox"/>	Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	(Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1) Office 105
<input checked="" type="checkbox"/>	Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	Aviation Manager: DOE-STD-1165-2003 (CN-1) DOE NTC
<input type="checkbox"/>	Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	Aviation Manager: DOE-STD-1165-2003 (CN-1) DOE NTC

3. Locate the competencies to remove for the current QO or Equivalency Reviewer by filtering, sorting, or scrolling through the list.

	eTQP BASICS	<i>See Section 6.1 for help on locating items in a list.</i>
--	--------------------	--

4. Uncheck the box for each competency to be removed from the QO or Equivalency Reviewer's list.
5. Click **Submit** to return to the **Qualifying Officials** tab.

7.4.6 Export a List of All Available QOs and Equivalency Reviewers and Assigned Competencies

The eTQP Manager can export a list of all available Program Office and site-level QOs and Equivalency Reviewers and their assigned competencies to an Excel spreadsheet. The spreadsheet lists all QOs and Equivalency Reviewers and assigned competencies that are available to the site.

The exported list can be sorted and filtered by QO/Equivalency Reviewer name, qual title, and qualification site (the site where the qual card and its competencies were set up in eTQP).

NOTE: All GTB quals and quals based on FAQs were set up by the NTC and will show "DOE NTC" as the qualification site in the exported list. Site-specific quals (see Section 7.3.1) will show the local site name as the qualification site.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

NOTE: Equivalency Reviewers are listed on the **Qualifying Officials** tab. For more information, see Section 7.4.2, Equivalency Reviewers.

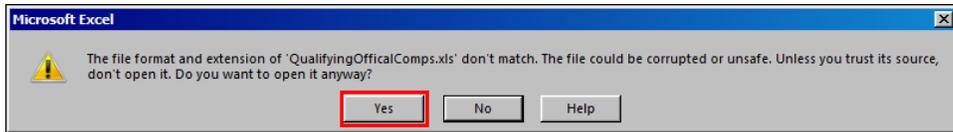
1. Select the **Qualifying Officials** tab to display the list of the site’s qualifying officials.
2. Click the **Export to Excel** icon.



3. In the confirmation dialog box, click **Open** or **Save**.



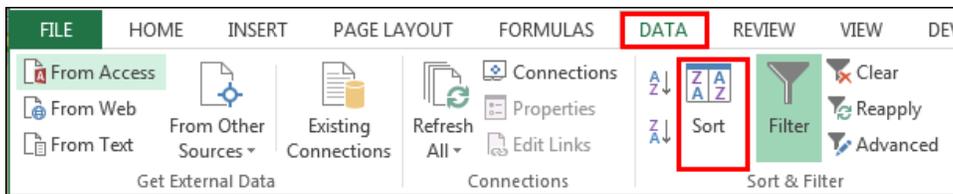
4. eTQP creates a spreadsheet named “QualifyingOfficialComps.xls.”
 - If you selected **Open**, the spreadsheet opens in Microsoft Excel.
 - If the Microsoft Excel dialog box is displayed, click **Yes** to open the spreadsheet.



- If you selected **Save**, the spreadsheet is saved to the user’s **Downloads** folder.

7.4.6.1 Sort the Exported Spreadsheet

1. On the **Data** tab in Microsoft Excel, click **Sort**.

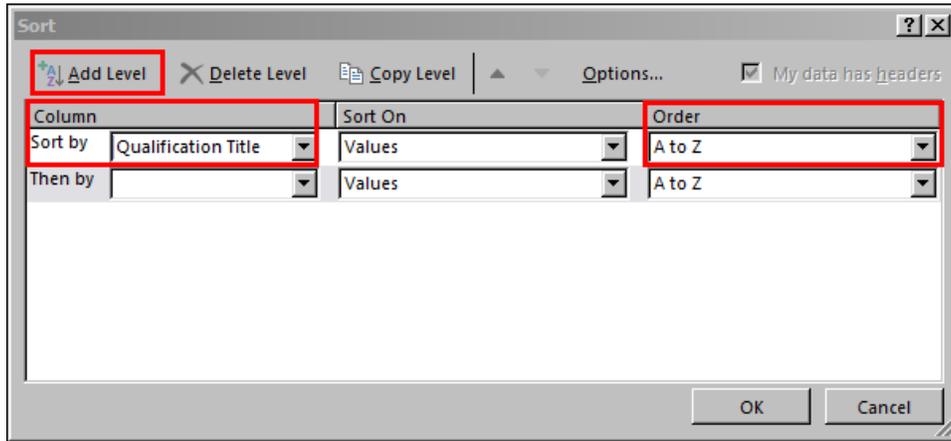


NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

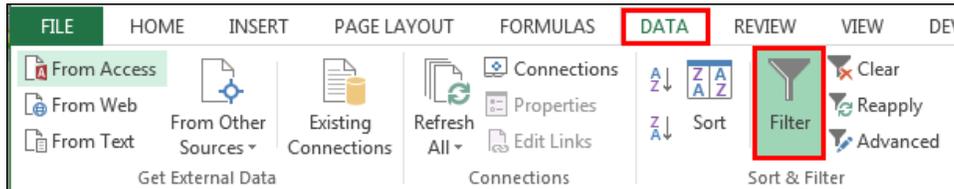
2. In the **Sort** dialog box, select a column to sort by and specify the whether to sort the values in ascending (A to Z) or descending (Z to A) order.
3. To sort by multiple columns, click **Add Level** and repeat Step 2 for each additional column.



3. Click **OK**.

7.4.6.2 Filter the Exported Spreadsheet

1. On the **Data** tab in Microsoft Excel, click **Filter**.

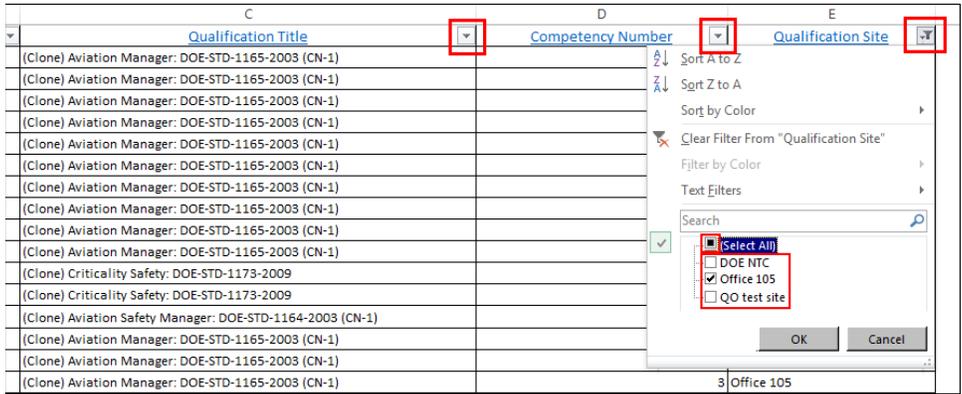


2. Click the filter button that appears to the right of the column header to filter the list by.
3. In the filter menu, uncheck the **Select All** check box, and then check the box next to each value to include in the filtered list.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER



4. Click **OK**.

7.4.7 Export a List of Competencies for a Single QO or Equivalency Reviewer

The eTQP Manager can export a list of the competencies assigned to a single QO or Equivalency Reviewer to an Excel spreadsheet. The spreadsheet lists all of the QO/Equivalency Reviewer’s assigned competencies and can be sorted and filtered by qual title.

NOTE: Equivalency Reviewers are listed on the **Qualifying Officials** tab. For more information, see Section 7.4.2, Equivalency Reviewers.

1. Select the **Qualifying Officials** tab to display the list of the site's QOs and Equivalency Reviewers.
2. Click the **Export QO’s Competencies to Excel** icon for the relevant QO or Equivalency Reviewer.



3. In the confirmation dialog box, click **Open** or **Save**.

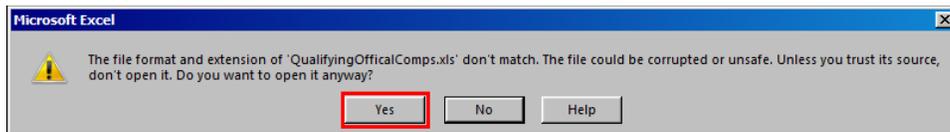


NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

4. eTQP creates a spreadsheet named “QOCompetencies.xls.”
 - If you selected **Open**, the spreadsheet opens in Microsoft Excel.
 - If the Microsoft Excel dialog box is displayed, click **Yes** to open the spreadsheet.



- If you selected **Save**, the spreadsheet is saved to the user’s **Downloads** folder.

To sort or filter the exported spreadsheet, see Sections 7.4.6.1 and 7.4.6.2.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

7.5 Manage Participant Quals

7.5.1 Initiate and Assign a New Qual Direction

New qual directions are initiated and assigned on the **Qual Directions** tab. Qual directions displayed on this tab have been initiated but not yet assigned to Participants managed by the logged-in eTQP Manager.

NOTE: A “short form” version of the General Technical Base (GTB) qual is available for individuals who have completed the GTB eLearning course online. This qual requires a single signature and attachment of the certificate of completion from the eLearning course. It may be used where appropriate in place of the standard GTB qual.

#	Level	Competencies	Qualifying Officials
1	familiarity level	By approving this competency the TQP Participant's qualifying official, supervisor, and/or site TQP Manager affirms that all required General Technical Base competencies were satisfactorily completed via the National Training Center online course (certificate attached). Additional knowledge checks were performed as deemed appropriate.	William Miller, DOUG SHOOP, JEFFREY FREY, ALLEN TATE, GREGORY JONES, JAMES SPETS, EDWARD MACALISTER, William Ortiz, Dan Pellegrino, James Todd

1. On the **Qual Directions** tab, click **New Qual Direction** to open the **Initiate Qualification** form.
 - A list of the Participants managed by the logged-in eTQP Manager is displayed.

Participant	Directed Quals	Directed By	Due Date	Actions
No records to display.				

[New Qual Direction](#)

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

2. Click the **Initiate Qual Direction** icon for the appropriate Participant to open the **Qual Direction** form.

eTQP BASICS

See Section 6.1 for help on locating a Participant in a list.

Initiate Qualification				
First Name	Last Name	Email	From Site	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Shawn	Charles	scharles@ntc.doe.gov	Office 105	
eTQP	manager	WebMaster@ntc.doe.gov	Office 105	
eTQP	participant	WebMaster@ntc.doe.gov	Office 105	

3. Complete the following items on the **Qual Direction** form.

Qual Direction

Participant: Melissa Apodaca

Select a Due Date:

Supporting Documentation

Document Name	File Size	Actions
No records to display.		

Assigned Quals

Qualification	Site
No records to display.	

- a. Click the **Calendar** icon to set a due date for this qual direction.
 - A qual direction can't be assigned without a due date.
 - Due-date reminder notifications are sent to eTQP Managers, Supervisors, and Participants at 180 days, 90 days, and 45 days prior to the assigned due date.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

NOTE: The selected due date applies to all quals included in this qual direction. To apply a different due date to one or more quals, a different qual direction must be created for those quals.

The Participant can request a due date extension for each qual individually after accepting the qual direction.

b. Click **Add Files** to add supporting documentation.

NOTE: Supporting documentation uploaded on the **Qual Direction** form applies to all quals included in this qual direction.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP. Remember that exams may be classified, so check before uploading exams as supporting documents.

 eTQP BASICS	<i>See Section 6.2 for help on managing supporting documentation.</i>
--	---

c. Click **Add Quals** to select the quals to include in this qual direction.

5. On the **Choose Quals for Qual Direction** form, select the check box next to each qual to be included.

- Quals can be added from multiple pages in the list of available quals.

Choose Quals for Qual Direction

■	Qualification	Site
<input checked="" type="checkbox"/>	Emergency Management: DOE-STD-1177-2004	DOE NTC
<input type="checkbox"/>	Environmental Compliance: DOE-STD-1156-2011	DOE NTC
<input type="checkbox"/>	Environmental Restoration: DOE-STD-1157-2002	DOE NTC
<input type="checkbox"/>	Facility Maintenance Management: DOE-STD-1181-2014	DOE NTC

Page size: 10 ▾
83 items in 9 pages

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

6. Click **Submit** to close the **Choose Quals for Qual Direction** form.
 - The selected quals are added to the **Assigned Quals** list in the current qual direction.

The screenshot shows the 'Qual Direction' form for participant Melissa Apodaca. It includes a 'Supporting Documentation' section with an 'Add Files' button and a table with columns 'Document Name', 'File Size', and 'Actions'. Below this is the 'Assigned Quals' section, which contains a table with columns 'Qualification', 'Site', and 'Actions'. Two rows are listed: 'Emergency Management: DOE-STD-1177-2004' and 'Transportation & Traffic Management: DOE-STD-1155-2002', both at 'DOE NTC'. The 'Assigned Quals' table and the 'Submit' button are highlighted with red boxes. Navigation controls and a page size dropdown are also visible.

Qualification	Site	Actions
Emergency Management: DOE-STD-1177-2004	DOE NTC	✖
Transportation & Traffic Management: DOE-STD-1155-2002	DOE NTC	✖

7. If one of the selected quals is a Senior Technical Safety Manager qual, select an FTCP Agent to review the final qualifying activities.

This screenshot shows the 'Qual Direction' form with the 'Select FTCP Agent' dropdown menu highlighted by a red box. The form also shows the participant name 'Melissa Apodaca' and a due date of '9/30/2016'.

NOTE: If none of the selected quals is a Senior Technical Safety Manager qual, the **Select FTCP Agent** field does not appear on the **Qual Direction** form.

eTQP MANAGER

8. Click **Submit** to close the **Qual Direction** form.
 - The new qual direction is displayed in the list of directed quals on the **Qual Directions** tab.

Participant	Directed Quals	Directed By	Due Date	Actions
WILLIAM GIVENS		ALLEN TATE		
Melissa Apodaca	Civil/Structural Engineering: DOE-STD-1182-2014, Senior Technical Safety Manager: DOE-STD-1175-2013, Technical Program Manager: DOE-STD-1178-2004	Eric Bolton		
Melissa Apodaca	Emergency Management: DOE-STD-1177-2004, Transportation & Traffic Management: DOE-STD-1155-2002	Eric Bolton	3/31/2017	
MAX LOPEZ		VICTORIA CRUZ		

Page size: 20 | 0 items in 1 pages | [New Qual Direction](#)

9. To add or remove quals, change the due date, or add or remove supporting documents, click the **Edit** icon for the relevant qual direction to open the **Qual Direction** form and repeat Steps 3 through 8 as needed.

Participant	Directed Quals	Directed By	Due Date	Actions
Melissa Apodaca	Emergency Management: DOE-STD-1177-2004, Transportation & Traffic Management: DOE-STD-1155-2002	Eric Bolton	3/31/2017	

Page size: 20 | 0 items in 1 pages | [New Qual Direction](#)

10. Click the **Assign Qual Card** icon to finalize the qual direction and notify the Participant that one or more qual cards have been assigned.

NOTE: If the **Assign Qual Card** icon is not visible, no due date has been set for this qual direction.

Click the **Edit** icon to return to the **Qual Direction** form and set the due date.

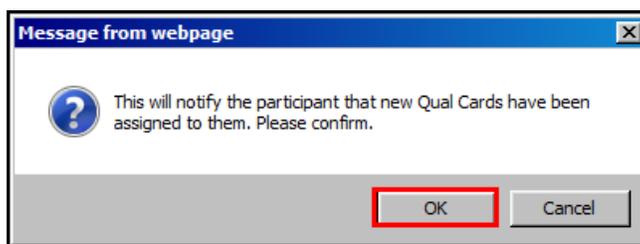
NON-PROPRIETARY INFORMATION

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eTQP MANAGER

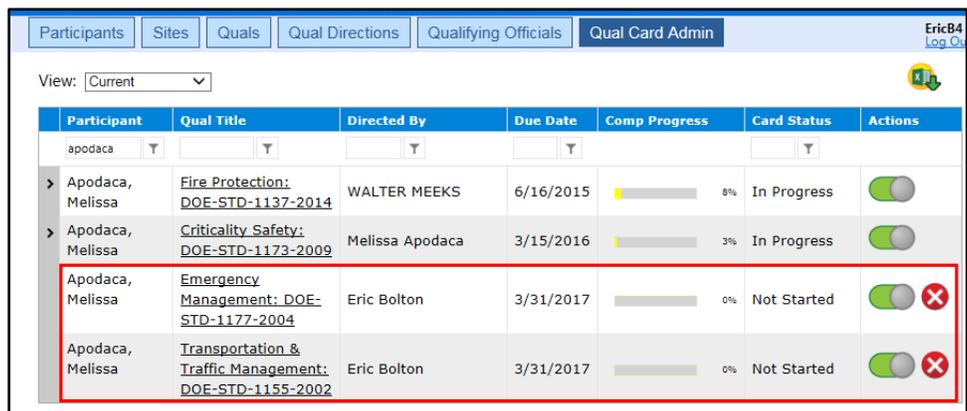


11. Click **OK** in the message box to notify the Participant and Supervisor that the qual card has been assigned.



12. The assigned qual direction is removed from the **Qual Directions** tab.

- The qual cards contained in the qual direction are displayed on the **Qual Card Admin** tab.

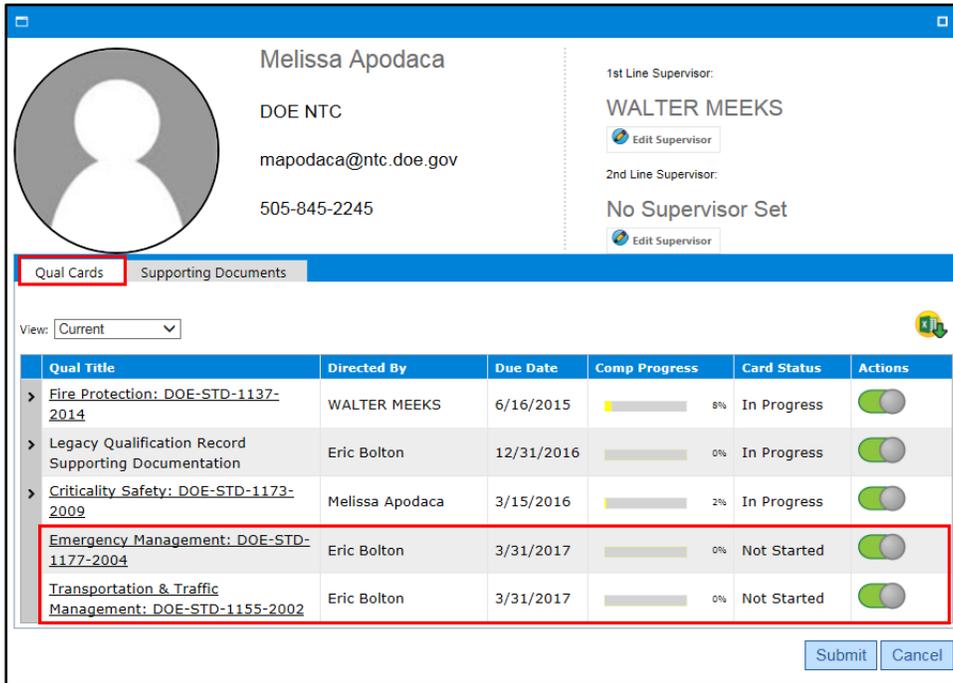


NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- The qual cards are also displayed on the **Qual Cards** tab on the Participant's profile page.



NOTE: To delete a qual card assigned to a Participant in error, see Section 7.5.6, Delete a Participant's Qual Card.

To inactivate a qual card that is no longer relevant for a Participant, see Section 7.5.8, Inactivate and Reactivate a Qual Card.

7.5.2 Change the Qualifying Official Requested for a Competency Review

When a Participant requests a competency review, the eTQP Manager, the Supervisor, and the Participant all have the option of selecting a different QO to perform the review than the one specified by the Participant.

This change may be made at the eTQP Manager's or Supervisor's discretion because the requested QO is not available, or because the Manager or Supervisor prefers a different QO for a specific circumstance.

1. On the **Qual Card Admin** tab, locate the relevant qual and competency.

eTQP MANAGER

eTQP BASICS

See Section 6.1 for help on locating items in a list.

Qual Directions		Qual Card Admin					Etpq Log
Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions	
<input checked="" type="checkbox"/> Shawn Charles	Aviation Manager: DOE-STD-1165-2003 (CN-1)	eTQP supervisor	11/20/2014	<div style="width: 100px; height: 10px; background: linear-gradient(to right, yellow, grey);"></div> 12%	In Progress		
#	Level	Competencies	Reviewer	Status	Actions		
4	familiarity level	Aviation Managers must demonstrate a familiarity level knowledge of a typical commercial (civil) aviation organization.	eTQP official	Complete			
5	working level	Aviation Managers must demonstrate a working level knowledge of their site-specific AIP.	eTQP official	eTQP official Reviewing			

2. Click the competency’s **Edit** icon to open the **Review Competency** form.

Review Competency

* = required field

Reviewer: * eTQP official Change Reviewer

Evaluation Method: None Set

Review Result: Not Set

Notes: *

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Add Files: *

Document Name	File Size	Actions
No records to display.		

Submit
Cancel

3. To select a different QO to review the competency, complete the following items in the **Review Competency** form:
 - a. Select the preferred QO from the **Change Reviewer** list.
 - b. Enter any notes in the **Notes** field.
 - c. Add supporting documentation.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.

eTQP BASICS

See Section 6.2 for help on managing supporting documentation.

4. Click Submit to close the **Review Competency** form.
 - The new QO’s name appears in the **Reviewer** column, and the competency’s status changes to **<QO Name> Reviewing**.

7.5.3 View the Status and Review History of a Competency, Equivalency, or Active or Completed Qual

The status and history of all quals administered by the logged-in eTQP Manager, and all associated competencies and equivalencies, can be reviewed from the **Qual Card Admin** tab.

- Status information for each active or completed qual card includes the due date; the current percent complete; a status of **Not Started**, **In Progress**, **Complete**, or **Complete (Legacy)**; and the name of the eTQP Manager who directed the assignment of the qual.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	Occupational Safety: DOE-STD-1160-2011	Michelle Gibson	1/1/1986	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	<input checked="" type="checkbox"/>
> Shawn Charles	Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/1/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	<input type="checkbox"/>
Shawn Charles	Aviation Manager: DOE-STD-1165-2003 (CN-1)	eTQP supervisor	11/29/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	<input type="checkbox"/>
> eTQP participant	General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	<input checked="" type="checkbox"/>

- The review history includes any notes or documents added by the reviewer or Participant during the review process.
- If the competency, equivalency, or qual has been kicked back one or more times, the review history includes the notes and documentation for each review request.
- The review history is not available for competency or equivalency review requests that are currently in progress, but notes and supporting documentation can be reviewed.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

7.5.3.1 View the Review History of a Competency or Equivalency

1. Select the **Qual Card Admin** tab to display the qual cards administered by the logged-in eTQP Manager.

OR

Select the **Participants** tab to display the participants administered by the logged-in Manager.

2. Locate the qual card containing the competency to be reviewed.

	<p>eTQP BASICS</p>	<p><i>See Section 6.1 for help on locating items in a list.</i></p>
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3. Click the **Expand** icon for the relevant qual card to display the qual card's competencies.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	<u>Occupational Safety: DOE-STD-1160-2011</u>	Michelle Gibson	1/1/1986	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	
<input checked="" type="checkbox"/> Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	11/20/2014	<div style="width: 12%; height: 10px; background-color: yellow;"></div> 12%	In Progress	

#	Level	Competencies	Reviewer	Status	Actions
1	working level	Aviation Managers must demonstrate a working level knowledge of the Department's aviation history, organization, and missions.	eTQP official	Complete	
2	working level	Aviation Managers must demonstrate a working level knowledge of DOE O 440.2B Chg 1, Aviation Management and Safety.	eTQP official	Kicked Back	
3	working level	Aviation Managers must demonstrate a working level knowledge of the roles of the ABD, the Senior Aviation Management Official (SAMO), and the Office of Aviation Management (OAM).	eTQP official	Complete	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- Click the **View Details** icon next to a competency that has been completed or kicked back to open the **Review Competency** or **Review Equivalency** form.

Review Competency

Evaluation Method: Oral Interview
Review Result: Accept

Notes History

Author	Note	Time Stamp
Melissa Apodaca	Ready for review.	2/10/2016 11:15:05 AM
WALTER MEEKS	Very knowledgeable during interview.	2/10/2016 11:23:25 AM

Supporting Documentation

Add Files

Document Name	File Size	Actions
Training file.docx	1.17 Mb	 

Competency Review History

Card Status	Created Date	Result Date
 Accepted	2/10/2016 11:15:05 AM	2/10/2016 11:23:25 AM

Close

- In the **Competency Review History** list, click the **Expand** icon next to a review action to review the following details:

- Reviewer Name
- Evaluation Method
- Review Result
- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

 eTQP BASICS	<i>See Section 6.2 for help on managing supporting documentation.</i>
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NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

Review Competency

Competency Review History

Card Status	Created Date	Result Date
<input checked="" type="checkbox"/> Accepted Reviewer: eTQP official Evaluation Method: Written Exam Review Result: Accept	10/20/2014 4:17:05 PM	10/20/2014 4:32:58 PM

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Document Name	File Size	Actions
No records to display.		

[Close](#)

6. Click **Close** to return to the list of quals and competencies.

eTQP MANAGER

7.5.3.2 Print the Status of All Competencies in an Active Qual Card

1. Select the **Qual Card Admin** tab to display the qual cards administered by the logged-in eTQP Manager.

OR

Select the **Participants** tab to display the participants administered by the logged-in Manager.

2. Locate the appropriate qual card, and click the **Print** icon to the right of the qual title.



eTQP BASICS

See Section 6.1 for help on locating items in a list.

		Qual Cards		Supporting Documents	
View: Current					
Qual Title	Due Date	Comp Progress	Card Status	Actions	
> Fire Protection Engineering: DOE-STD-1137-2014	6/1/2016	<div style="width: 8%; background-color: yellow; border: 1px solid gray;"></div> 8%	In Progress	 	
> General Technical Base: DOE-STD-1146-2007 (SHORT-FORM)	8/31/2016	<div style="width: 0%; background-color: gray; border: 1px solid gray;"></div> 0%	In Progress	 	
Aviation Manager: DOE-STD-1165-2003 (CN-1)	6/2/2017	<div style="width: 100%; background-color: green; border: 1px solid gray;"></div> 100%	Complete (Legacy)	 	
> Nuclear Safety Specialist: DOE-STD-1183-2016	6/30/2017	<div style="width: 0%; background-color: gray; border: 1px solid gray;"></div> 0%	In Progress	 	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- A printable list of the competencies, including the reviewer name, history, and current status of each competency, opens in a separate tab.

Unofficial Copy - 9/27/2017 3:36:19 PM

Participant: **Melissa Apodaca** Qual: **Fire Protection Engineering: DOE-STD-1137-2014** Due Date: **06/01/2016** Directed By: **WALTER MEEKS** Status: **In Progress**

Competencies:

1	working level	Fire protection engineers must demonstrate a working level of knowledge of the fire protection related aspects of the following directives (or their successor documents), codes, standards, and handbooks: (see qual standard for complete listing).	WALTER MEEKS	Complete
---	---------------	---	--------------	----------

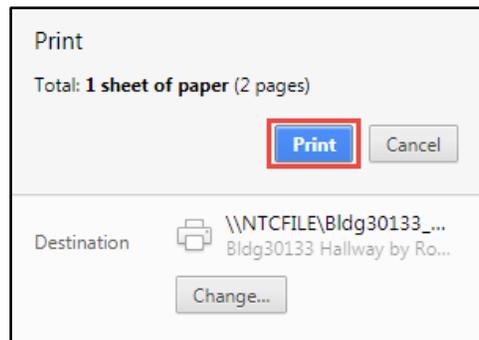
Qualifying Official	Result	Eval Method	Created Date	Result Date
WALTER MEEKS	Accept	Oral Interview	2/10/2016 11:15:05 AM	2/10/2016 11:23:25 AM
Note		Author	Date	
Ready for review.		Melissa Apodaca	2/10/2016 11:15:05 AM	
Very knowledgeable during interview.		WALTER MEEKS	2/10/2016 11:23:25 AM	

2	working level	Fire protection engineers must demonstrate a working level knowledge of the essential elements of a documented fire safety program.	Not Assigned	Not Started
3	working level	Fire protection engineers must demonstrate a working level of knowledge of the requirements for fire protection and life safety related design control processes identified in DOE directives.	Not Assigned	Not Started
4	working level	Fire protection engineers must demonstrate a working level knowledge of fire protection analysis including fire hazards analysis (FHAs), exemptions and equivalencies, confinement ventilation, nuclear criticality, smoke management systems and fire dynamics.	Not Assigned	Not Started
12	working level	Engineers (including fire protection engineers and safety system oversight personnel) who are assigned safety system oversight for specific fire protection system(s) must demonstrate a working level knowledge of the system(s) they have assigned oversight	Not Assigned	Not Started
13	familiarity level	Engineers who are assigned safety system oversight for specific fire protection system(s) but have no other fire protection responsibilities must demonstrate a familiarity level knowledge of the DOE fire protection program.	Not Assigned	Not Started

Final Review:

Qualifying Official	Eval Method	Result	Created Date	Result Date	1st Supervisor	1st Sup Result	2nd Supervisor	2nd Sup Result
No records to display.								

- Click **Print** to print the list of competencies.



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

7.5.3.3 View the Review History of a Completed Qual Card

NOTE: Review history is not currently available for quals that have been deactivated.

1. Select the **Qual Card Admin** tab to display the qual cards administered by the logged-in eTQP Manager.

OR

Select the **Participants** tab to display the participants administered by the logged-in Manager.

2. Click the **View Details** icon next to the completed qual card to be reviewed to open the **Review Qual Card** form.



eTQP BASICS

See Section 6.1 for help on locating items in a list.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	Occupational Safety: DOE-STD-1160-2011	Michelle Gibson	1/1/1986	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	
> Shawn Charles	Aviation Manager: DOE-STD-1165-2003 (CN-1)	eTQP supervisor	11/20/2014	<div style="width: 12%; height: 10px; background-color: yellow;"></div> 12%	In Progress	
Shawn Charles	Aviation Manager: DOE-STD-1165-2003 (CN-1)	eTQP supervisor	11/29/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
Shawn Charles	Confinement Ventilation and Process Gas Treatment: DOE-STD-1168-2013 (Master Level)	eTQP supervisor	11/7/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
Shawn Charles	Industrial Hygiene: DOE-STD-1138-2007	eTQP supervisor	11/7/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> eTQP participant	General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	

3. In the **Qual Card Review History** list, click the **Expand** icon next to a review action to review the following details:

- Reviewer Name
- Evaluation Method
- Review Result

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- First and Second Line Supervisor names and Review Results
- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

 eTQP BASICS	See Section 6.2 for help on managing supporting documentation.
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Review Qual Card

Qual Card Review History

Status	Created Date	Result Date
<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; border: 1px solid red; margin-bottom: 5px;"> <input type="checkbox"/> </div> <div style="width: 100%;"> <p>Accepted</p> <p>Reviewer: eTQP manager</p> <p>Evaluation Method: None Set</p> <p>Review Result: Accept</p> <p>1st Line Supervisor: eTQP supervisor</p> <p>Supervisor Review Result: Accept</p> <p>2nd Line Supervisor: eTQP supervisor</p> <p>Supervisor Review Result: Accept</p> </div> </div>	2/23/2011 12:00:00 AM	2/23/2011 12:00:00 AM

Notes History

Author	Note	Time Stamp
eTQP manager	Legacy Load	11/12/2014 12:29:46 PM

Supporting Documentation

Document Name	File Size	Actions
SAF-261 Editing_Checklist 2014-11-12.docx	42.02 Kb	

Close

4. Click **Close** to return to the list of quals.

7.5.4 Review Final Qualifying Activities

After the Participant completes all competencies for a qual card, the eTQP Manager coordinates the final qualifying activities for the qual (examination, facility walk-through, oral board, and/or oral interview) with the Participant and any other parties involved.

When the final qualifying activities are complete, the eTQP Manager uploads supporting documentation and submits the results for final review and approval by the appropriate Supervisor or Supervisors.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

1. Select the **Qual Card Admin** tab to display a list of quals administered by the logged-in eTQP Manager.
 - Quals available for review have a status of **<Manager Name> Reviewing** and an **Edit Submission** icon in the **Actions** column.

eTQP participant	Senior Technical Safety Manager GAP	eTQP manager	8/31/2011	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	
> eTQP participant	Alpha Test Qual Card	eTQP supervisor	11/29/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	eTQP manager Reviewing	
eTQP participant	Aviation Safety Manager: DOE-STD-1164-2003 (CN-1)	eTQP manager	11/13/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	

2. Click the **Edit Submission** icon for the relevant qual card to open the **Review Qual Card** form.
3. Complete the following items on the **Review Qual Card** form:
 - To approve the final qualifying activities:
 - a. Select the appropriate evaluation methods in the **Evaluation Method** list.
 - b. Select **Accept** in the **Review Result** list.
 - c. Check the box certifying that the candidate has successfully completed the qual.
 - d. Document the decision in the **Notes** field.
 - e. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.

eTQP BASICS	<i>See Section 6.2 for help on managing supporting documentation</i>
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- To kick back the qual:
 - a. Select **Kick Back** in the **Review Result** list.
 - b. Document the decision in the **Notes** field.
 - c. Add supporting documentation.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.

Remember that exams may be classified, so check before uploading exams as supporting documents.

**eTQP BASICS**

See Section 6.2 for help on managing supporting documentation.

NOTE: The **Kick Back** result constitutes a denial of the request for approval. It can also allow the reviewer to request the submission of additional information by the Participant.

Review Qual Card

Reviewer: * Alexandra Echavaria

Evaluation Method: Select an eval method

Review Result: Accept/Kick Back

1st Line Supervisor: Boyd Near

Supervisor Review Result: Not Set

2nd Line Supervisor: Not Set

Supervisor Review Result: Not Set

Notes:

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Add Files

Document Name	File Size	Actions
Submit Cancel		

- Click **Submit** to close the **Review Qual Card** form.
 - The **Edit Submission** icon no longer appears with the qual.
 - If the final qualifying activities were accepted, the First Line Supervisor is notified to review the qual and the qual's status is shown as **<Supervisor Name> Reviewing**.
 - If the qual was kicked back, the qual's status is shown as **Kicked Back**, and the Participant has the option of submitting it for review and approval again.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
eTQP participant	(Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	12/31/2014	<div style="width: 0%; background-color: #ccc;">0%</div>	Not Started	
> eTQP participant	Alpha Test Qual Card	eTQP supervisor	11/29/2014	<div style="width: 100%; background-color: #008000;">100%</div>	Kicked Back	
> Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	11/20/2014	<div style="width: 12%; background-color: #ffc107;">12%</div>	In Progress	
> eTQP participant	Beta Test Qual Card	eTQP supervisor	12/1/2015	<div style="width: 100%; background-color: #008000;">100%</div>	Complete	
> eTQP participant	Beta Test Qual Card	eTQP supervisor	11/1/2014	<div style="width: 100%; background-color: #008000;">100%</div>	Complete	

7.5.5 Load Legacy Qual Completions for Participants

Quals completed by eTQP Participants before the eTQP tool became available (November, 2014) are loaded in eTQP as “legacy quals” by the eTQP Manager. Other TQP records may also be loaded for legacy quals, including exams, board results, and walk-through results.

IMPORTANT: Do not upload classified, PII, or UCNII material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.

The eTQP tool contains only active qual standards. If a Participant completed a qual on a previous (superseded) qual standard, the eTQP Manager must set up the legacy qual in eTQP. This makes it available in the list of quals to be loaded in each Participant’s profile.

7.5.5.1 Set Up a Legacy Qual

A legacy qual has a title, but it has no associated competencies.

NOTE: Do not add competencies for legacy quals.

1. On the **Quals** tab, click **New Qual** to open the **New Qual** form.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

Profile	Sites	Quals	Qual Directions	Qualifying Officials	Qual Card Admin	
Qual Title		Site	Actions			
› (Clone) Aviation Manager: DOE-STD-1165-2003 (CN-1) (Expired)		Office 105				
› (Clone) Criticality Safety: DOE-STD-1173-2009		Office 105				
› (Clone) Aviation Safety Manager: DOE-STD-1164-2003 (CN-1)		Office 105				
› Aviation Manager: DOE-STD-1165-2003 (CN-1)		DOE NTC				
› Aviation Safety Manager: DOE-STD-1164-2003 (CN-1)		DOE NTC				
› Chemical Processing: DOE-STD-1176-2010		DOE NTC				

Page size: 10 70 items in 7 pages

[New Qual](#)

2. On the **New Qual** form, complete the following items:
 - a. Enter a name for the legacy qual in the **Qual Title** field.
 - b. Select the qual's parent site from the **Parent Site** list.
 - c. Enter a link to the relevant standard in the **Qual Standard URL** field (optional).
 - d. Enter a comment in the **Notes** field (optional).
 - e. *Do not add any competencies.*

New Qual

* = required field

Qual Title*

Qual Standard URL

Parent Site*

Notes:

Competencies

#	Level	Competencies	Actions
No records to display.			

3. Click **Submit** to return to the **Quals** tab.

eTQP MANAGER

7.5.5.2 Load a Legacy Qual Card for a Participant

1. On the **Sites** tab, click the **Edit** icon for the relevant site to open the **Edit Site** form.

Title	Parent Site	Field Office	Actions
DOE NTC		DOE HQ	
NTC Safety Field Office	DOE NTC		

2. Select the site's **Participants** tab to view a list of Participants assigned to the selected site, and then click the **Load Legacy Qual Cards** icon for the relevant Participant to open the **Legacy Qual Cards** form.

First Name	Last Name	Email	Actions
APRIL	STRABA	astraba@ntc.doe.gov	
CAROLINE	PARKS	cparks@ntc.doe.gov	
ALBERT	MACDOUGALL	amacdougall@ntc.doe.gov	

3. Click **Add** to open the **Legacy Qual Card Load** form.

Qual Title	Due Date	1st Line Supe	2nd Line Supe
No records to display.			

Page size: 20 0 items in 1 pages

Add

Submit Cancel

4. Complete the following items on the **Legacy Qual Card Load** form:
 - a. Select the completed qual in the **Select a Qualification Standard** list.
 - b. Click the **Calendar** icon next to the **Completed Date** field to select the date that the legacy qual was completed.
 - c. The names of the Participant's current First Line Supervisor and Second Line Supervisor (if applicable) are automatically populated on the form.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- To change either supervisor, click **Edit Supervisor** and select the appropriate name.

NOTE: If the Participant does not have a Second Line Supervisor, leave the field blank. *Do not enter the name of the First Line Supervisor twice by adding it to the **Second Line Supervisor** field.*

- d. Add supporting documentation.

NOTE: Supporting documentation is required to load a legacy qual card.

	eTQP BASICS	See Section 6.2 for help on managing supporting documentation.
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IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP. Remember that exams may be classified, so check before uploading exams as supporting documents.

Legacy Qual Card Load

Select a Qualification Standard: Aviation Manager: DOE-STD-1165-2003 (CN-1) ▼

Completed Date:*

First Line Supervisor: eTQP supervisor  Edit Supervisor

Second Line Supervisor: No Supervisor Set  Edit Supervisor

Supporting Documentation*

Add Files

Document Name	File Size	Actions
No records to display.		

Submit Cancel

5. Click **Submit** to close the **Legacy Qual Card Load** form and display the newly loaded qual on the **Legacy Qual Cards** page.

Legacy Qual Cards

Qual Title	Due Date	1st Line Supe	2nd Line Supe	
Technical Training: DOE-STD-1179-2004	2/23/2011	eTQP supervisor	eTQP supervisor	SAF-261 Editing Checklist 2014-11-12.docx ✖

Page size: 20 0 items in 1 pages

Submit Cancel

6. Click **Submit** to return to the **Qual Card Admin** page.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

7. All newly loaded legacy qual cards are displayed in the list.

- The status of legacy qual cards is shown as **Complete (Legacy)**.

Profile	Sites	Quals	Qual Directions	Qualifying Officials	Qual Card Admin	eTQP Lcg	
Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions	
Shawn Charles	Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/1/2014	0%	In Progress		
Shawn Charles	Industrial Hygiene: DOE-STD-1138-2007	eTQP supervisor	11/7/2014	0%	Not Started		
Shawn Charles	Technical Training: DOE-STD-1179-2004	eTQP manager	2/23/2011	100%	Complete (Legacy)		
eTQP participant	General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	100%	Complete		

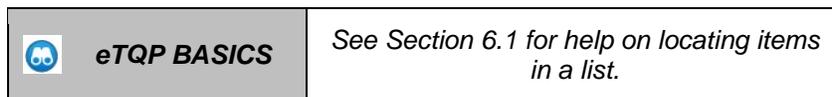
7.5.6 Delete a Participant’s Qual Card

If a qual card was assigned to a Participant in error, the Participant’s Manager can delete the qual card only if it has a card status of **Not Started**.

- If the card status is **In Progress**, **Complete**, or **Complete (Legacy)**, the qual card cannot be deleted.

NOTE: Deletion of a Participant’s qual card is a permanent operation. A deleted qual card cannot be restored.

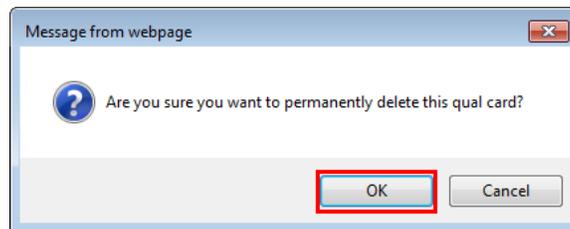
1. On the **Qual Card Admin** tab, locate the qual card to be deleted.



2. Click the **Delete** icon.

Apodaca, Melissa	Emergency Management: DOE-STD-1177-2004	Eric Bolton	3/31/2017	0%	Not Started	
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3. Click **OK** to confirm the deletion.



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

7.5.7 View Current (Active) and Historical (Inactivated) Qual Cards

By default, the **Qual Card Admin** tab displays only active qual cards, which are visible in the **Current** view.

NOTE: To inactivate and reactivate qual cards, see Section 7.5.8.

- To view inactivated qual cards, select **Historical** in the **View** menu.
- To view active qual cards, select **Current** in the **View** menu.
- To view all active and inactivated qual cards, select **All** in the **View** menu.



7.5.8 Inactivate and Reactivate a Qual Card

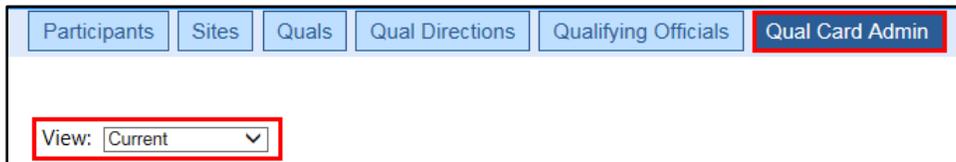
If a qual is longer relevant for a Participant, it can be inactivated by the Participant's eTQP Manager.

- Inactivated quals are not deleted from eTQP, but they do not appear in the **Current** view of the **Qual Card Admin** tab.
- Inactivated quals appear in the **Historical** and **All** views of the tab and can be reactivated at any time.

NOTE: A manager can only inactivate or reactivate qual cards for Participants assigned to the site where he or she is logged in as eTQP Manager.

7.5.8.1 Inactivate a Qual Card

1. On the **Qual Card Admin** tab, select **Current** or **All** in the **View** menu.

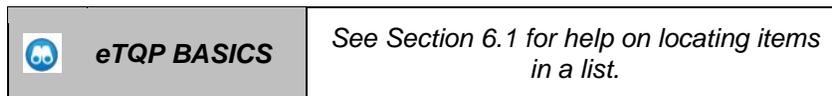


NON-PROPRIETARY INFORMATION

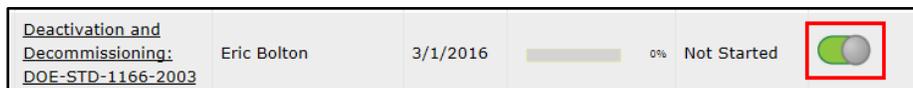
This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

eTQP MANAGER

- Locate the qual card to be inactivated.



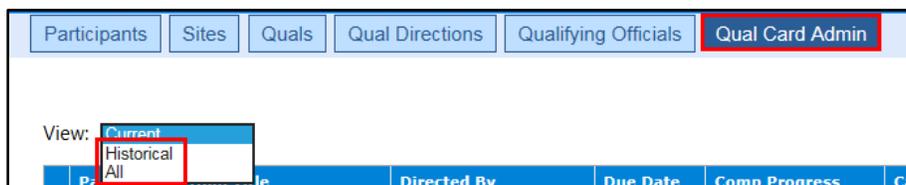
- Click the **Inactivate** icon.



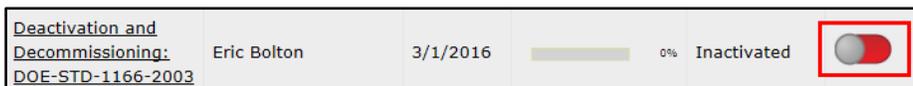
- In the **Inactivate Qual Card** form, enter notes about the reason for inactivation.
- Click **Submit** to close the **Inactivate Qual Card** form.
 - The inactivated qual card no longer appears in the **Current** view of the **Qual Card Admin** tab.
 - To view the inactivated qual card, select **Historical** or **All** in the **View** menu.

7.5.8.2 Reactivate a Qual Card

- On the **Qual Card Admin** tab, select **Historical** or **All** in the **View** menu.



- Locate the qual card to be reactivated.
- Click the **Reactivate** icon.



- In the **Reactivate Qual Card** form, enter notes about the reason for inactivation.
- Click **Submit** to close the **Reactivate Qual Card** form.
 - The inactivated qual card no longer appears in the **Historical** view of the **Qual Card Admin** tab.
 - To view the reactivated qual card, select **Current** or **All** in the **View** menu.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

8.0 PARTICIPANT

The eTQP Participant performs the following tasks in eTQP:

- Reviews and accepts assigned qual directions
- Completes qualification and requalification activities as assigned
- Submits due date extension requests for assigned quals as appropriate
- Documents and provides evidence of competency satisfaction as required by site procedures and requests evaluation by the QO
- Documents and provides justification and objective evidence of competency equivalencies and requests equivalencies from the eTQP Reviewer
- Uploads evidence and documentation to eTQP to support qualification
- Coordinates final qualifying activities with the eTQP Manager

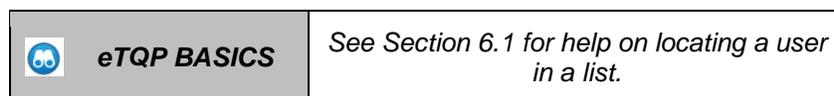
All Participant activities take place on the **Profile** screen.

8.1 Manage First and Second Line Supervisors

1. Click **Edit Supervisor** for the appropriate Supervisor (First Line Supervisor or Second Line Supervisor).



2. Locate the Supervisor's active eAccess account.



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

NOTE: The **Select User** list contains entries for everyone with an active eAccess account, not just those active in TQP at a specific site. *Be sure to select the correct name or names, as there may be several individuals in the system with the same name.*

The easiest way to find a name in the list of active accounts is to filter the list by a few consecutive letters from the person's email address.

- 3. Select the check box next to the Supervisor's name, and then click **Submit** to add the selected user as the First Line or Second Line Supervisor.

	First Name	Last Name	Email
	walter		
<input type="checkbox"/>	WALTER	WILKINSON	walter.wilkinson@kirtland.af.mil
<input type="checkbox"/>	WALTER	STARR	wstarr@pantex.com
<input type="checkbox"/>	WALTER	ARMSTRONG	armstrongwa@oro.doe.gov
<input checked="" type="checkbox"/>	WALTER	MEEKS	wmeeks@ntc.doe.gov
<input type="checkbox"/>	WALTER	SOPKOWICZ	walter.sopkowicz@navy.mil
<input type="checkbox"/>	WALTER	DYKAS	walter.dykas@science.doe.gov
<input type="checkbox"/>	WALTER	FOSTER	foster@nv.doe.gov
<input type="checkbox"/>	Walter	Czekaj	wczekaj@bnl.gov
<input type="checkbox"/>	Walter	Tamukong	walter.tamukong@gsa.gov
<input type="checkbox"/>	Walter	Isom	walter_J_isom@rl.gov

Page size: 10 26 items in 3 pages

- 4. Repeat Steps 1 through 3 to add a Second Line Supervisor, if applicable.

NOTE: If you do not have a Second Line Supervisor, leave the field blank. *Do not enter the name of your First Line Supervisor twice by adding it to the **Second Line Supervisor** field.*

NON-PROPRIETARY INFORMATION

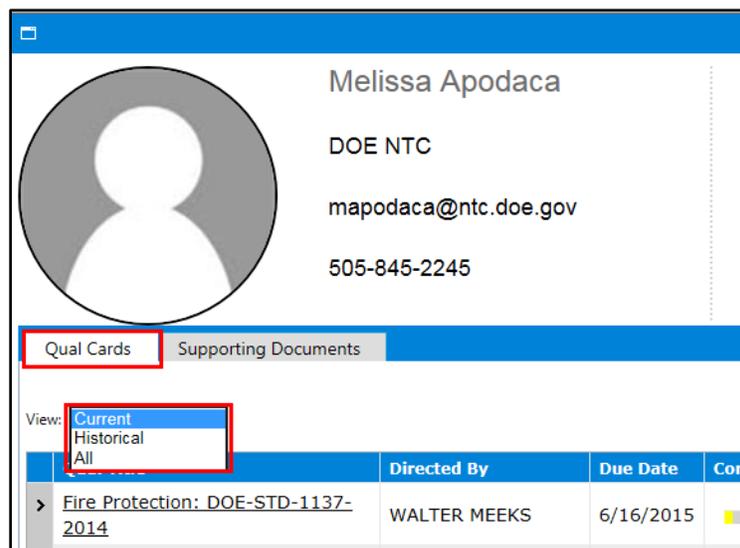
PARTICIPANT

8.2 View Current (Active) and Historical (Inactivated) Qual Cards

The list of a Participant's completed, in-progress, and not-yet-started qual cards appears on the **Qual Cards** tab of the **Profile** screen. Qual cards that are no longer relevant and have been inactivated by the Participant's Manager also appear in the **Historical** view of the **Qual Cards** tab.

By default, the **Qual Cards** tab displays only active qual cards, which are visible in the **Current** view.

- To view active qual cards, select **Current** in the **View** menu.
- To view inactivated qual cards, select **Historical** in the **View** menu.
- To view all active and inactivated qual cards, select **All** in the **View** menu.



The screenshot shows the profile of Melissa Apodaca, DOE NTC, with contact information mapodaca@ntc.doe.gov and 505-845-2245. The 'Qual Cards' tab is selected, and the 'View' dropdown menu is open, showing 'Current' selected. Below the menu is a table with the following data:

	Directed By	Due Date	Com
> Fire Protection: DOE-STD-1137-2014	WALTER MEEKS	6/16/2015	<div style="width: 20px; height: 10px; background-color: yellow;"></div>

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

8.3 Review and Start a Qual Card

The list of a Participant’s completed, in-progress, and not-yet-started quals appears on the **Profile** screen underneath the Participant’s contact information and supervisors.

8.3.1 Review the Associated FAQs

- To review the qual’s associated FAQs, click the qual title link to open the Energy.gov web page containing the FAQs in a new browser tab.

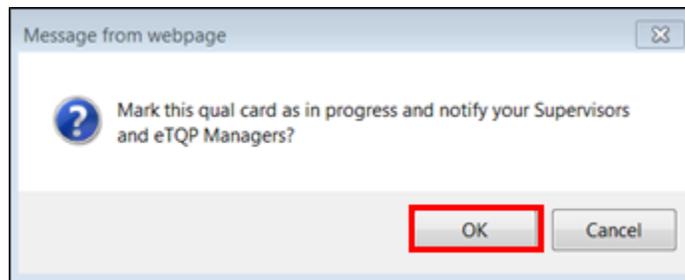
Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Waste Management GAP	eTQP manager	1/1/2000	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	
> Alpha Test Qual Card	eTQP supervisor	11/29/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Kicked Back	
Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	

8.3.2 Start the Qual Card

- Click the **Start Qual Card** icon for the assigned qual.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	

- If a First Line Supervisor has not already been set, a message appears instructing the Participant to set one. See Section 8.1 for instructions.
- Click **OK** in the dialog box to start the qual card and notify the Supervisor and eTQP Manager.



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

- The **Start Qual Card** icon is replaced by the **Request Due Date Extension** icon, and the status of the accepted qual card changes to **In Progress**.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	<div style="width: 50px; height: 10px; background-color: #ccc;"></div> 0%	In Progress	

- To review the competencies associated with the qual, click the **Expand** icon to the left of the qual title to display the competencies below the title.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	<div style="width: 50px; height: 10px; background-color: #ccc;"></div> 0%	In Progress	

- To sort the list of competencies by the values in a column, click the column heading.

See Section 6.1.2 for help on sorting items in a list.

#	Level	Competencies	Reviewer	Status	Actions
1	familiarity level	Facility maintenance management personnel must demonstrate a familiarity level knowledge of the following regulations, DOE Orders (and their contractor requirements documents), standards, and guides.	Not Assigned	Not Started	
2	working level	Facility maintenance management personnel must demonstrate a working level knowledge of nuclear facility maintenance organization and administration.	Not Assigned	Not Started	
3	working level	Facility maintenance management personnel must demonstrate a working level knowledge of the master equipment list.	Not Assigned	Not Started	
4	working level	Facility maintenance management personnel must demonstrate a working level knowledge of planning, scheduling, and coordination of maintenance.	Not Assigned	Not Started	
5	working level	Facility maintenance management personnel must demonstrate a working level knowledge of types of maintenance.	Not Assigned	Not Started	

Page size: 5
20 items in 4 pages

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

8.4 Request a Due Date Extension for a Qual Card

Due date extension requests are reviewed and approved by the First Line Supervisor.

NOTE: Due-date reminder notifications are sent to eTQP Managers, Supervisors, and Participants at 180 days, 90 days, and 45 days prior to the assigned due date.

1. Select the **Request Due Date Extension** icon for the assigned qual card to open the **Submit Request for Due Date Extension** form.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	<div style="width: 50%; background-color: #ccc; border: 1px solid #ccc;"></div> 0%	In Progress	

2. Complete the following items on the **Submit Request for Due Date Extension** form:
 - a. Click the **Calendar** icon to select a new due date.
 - b. Select the Manager who assigned the initial due date from the **Reviewer** list.
 - c. Enter any notes in the **Notes** field.
 - d. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP. Remember that exams may be classified, so check before uploading exams as supporting documents.

 eTQP BASICS	<i>See Section 6.2 for help on managing supporting documentation.</i>
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NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

Submit Request for Due Date Extension

Original Due Date:	03/31/2015
New due date: *	<input type="text"/>
1st Line Supervisor:	eTQP supervisor
Supervisor Review Result:	Not Set
Reviewer: *	Select a reviewer ▼
Review Result:	Not Set
Notes:	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Add Files

Document Name	File Size	Actions
No records to display.		

3. Click **Submit** to close the **Submit Request for Due Date Extension** form and return to the **Profile** screen.
 - The qual's **Request Due Date Extension** icon no longer appears in the **Actions** column.

PARTICIPANT

8.5 Submit a Competency for Review or Equivalency

8.5.1 Submit a Competency for QO Review

1. Click the qual's **Expand** icon to display the associated competencies below the qual title.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	<div style="width: 0%; background-color: #ccc; border: 1px solid #ccc;"></div> 0%	In Progress	

2. Click the **Submit for Review** icon (the green checkmark) for the selected competency to open the **Submit Competency for Review** form.

<div style="border: 1px solid #ccc; padding: 2px;"> Facility Maintenance Management: DOE-STD-1181-2004 </div>	eTQP supervisor	3/31/2015	<div style="width: 0%; background-color: #ccc; border: 1px solid #ccc;"></div> 0%	In Progress	
#	Level	Competencies	Reviewer	Status	Actions
1	familiarity level	Facility maintenance management personnel must demonstrate a familiarity level knowledge of the following regulations, DOE Orders (and their contractor requirements documents), standards, and guides.	Not Assigned	Not Started	
2	working level	Facility maintenance management personnel must demonstrate a working level knowledge of nuclear facility maintenance organization and administration.	Not Assigned	Not Started	

3. Complete the following items on the **Submit Competency for Review** form:
 - a. Select the appropriate QO from the **Reviewer** list.

NOTE: The QOs who are authorized to work at your site appear alphabetically at the beginning of the list, followed by QOs at all other sites. Be sure to select a QO who is authorized to work at your site.

You may change the requested QO at any time.

- b. Enter notes in the **Notes** field.
- c. Add supporting documentation.
 - Select the **All for This Qual Card** tab to review already uploaded files. It is not necessary to resubmit files that have already been submitted.
 - Add new files on the **For This Competency** tab.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.

eTQP BASICS

See Section 6.2 for help on managing supporting documentation.

Submit Competency for Review

1 - working level - Technical Program Manager personnel shall have a working level knowledge of the roles and responsibilities for the Integrated Safety Management System and the Department's philosophy and approach to implementing integrated safety management (ISM).

* = required field

Qualifying Official: * Change Qualifying Official

Evaluation Method: None Set

Review Result: Not Set

Notes: [Text Area]

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

For This Competency
All for This Qual Card

Add Files

Document Name	File Size	Actions
No records to display.		

Submit
Cancel

4. Click **Submit** to return to the **Profile** screen.
 - The qual's **Submit for Review** icon is replaced by the **View/Edit Submission** and **View Details** icons.
 - The status of the competency changes to **<Reviewer's Name> Reviewing**.
 - The selected QO is notified of the pending competency review request.

▼	Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	<div style="width: 50px; height: 10px; background-color: #ccc; margin: 0 auto;"></div> 0%	In Progress	
#	Level	Competencies	Reviewer	Status	Actions	
1	familiarity level	Facility maintenance management personnel must demonstrate a familiarity level knowledge of the following regulations, DOE Orders (and their contractor requirements documents), standards, and guides.	eTQP official	eTQP official Reviewing	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> </div>	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

NOTE: If you realize that you selected an incorrect QO as the reviewer for this competency, you may change the requested QO at any time.

8.5.2 Submit a Competency for Equivalency Review

1. Click the qual's **Expand** icon to display the associated competencies below the qual title.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	<div style="width: 50%; background-color: #ccc; height: 10px;"></div> 0%	In Progress	

2. Click the **Submit for Equivalency** icon (the blue checkmark) for the selected competency to open the **Submit Equivalency for Review** form.

#	Level	Competencies	Reviewer	Status	Actions
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Facility Maintenance Management: DOE-STD-1181-2004 eTQP supervisor 3/31/2015 <div style="width: 50%; background-color: #ccc; height: 10px;"></div> 0% In Progress </div> </div>					
1	familiarity level	Facility maintenance management personnel must demonstrate a familiarity level knowledge of the following regulations, DOE Orders (and their contractor requirements documents), standards, and guides.	Not Assigned	Not Started	
2	working level	Facility maintenance management personnel must demonstrate a working level knowledge of nuclear facility maintenance organization and administration.	Not Assigned	Not Started	

3. Complete the following items on the **Submit Equivalency for Review** form:
 - a. Select the appropriate equivalency reviewer from the **Reviewer** list.
 - b. Enter comments in the **Notes** field.
 - c. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCN material to eTQP. Remember that exams may be classified, so check before uploading exams as supporting documents.

	<p>See Section 6.2 for help on managing supporting documentation.</p>
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NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

Submit Equivalency for Review

* = required field

Reviewer: * Select a reviewer ▼

Review Result: Not Set

Notes: [Text Area]

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Add Files

Document Name	File Size	Actions
No records to display.		

Submit
Cancel

4. Click **Submit** to return to the **Profile** screen.
 - The qual's **Submit for Equivalency** icon is replaced by the **View/Edit Submission** and **View Details** icons.
 - The status of the competency changes to **<Reviewer's Name> Reviewing**.
 - The eTQP Equivalency Reviewer is notified of the pending equivalency request.

▼	Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	<div style="width: 100%; height: 10px; background: linear-gradient(to right, #ccc, #ccc);"></div> 0%	In Progress	
#	Level	Competencies	Reviewer	Status	Actions	
2	working level	Facility maintenance management personnel must demonstrate a working level knowledge of nuclear facility maintenance organization and administration.	eTQP agent	eTQP agent Reviewing		

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

8.6 Submit a Qual for Final Qualifying Activities

A qual is not complete, and may not be submitted for final qualifying activities, until all competencies on the qual have been reviewed and approved.

NOTE: When a qual is complete, the progress bar is green and displays **100%**, and the card status is shown as **Ready for Final Qualifying Activities**.

1. Click the **Submit for Final Qualifying Activities** icon for a completed qual.

The screenshot shows the eTQP interface with the following details:

- Participant Name:** DOE NTC
- Participant Email:** participant@ntc.doe.gov
- Participant ID:** 505555555
- 1st Line Supervisor:** Susie Supervisor
- 2nd Line Supervisor:** No Supervisor Set

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Aviation Manager: DOE-STD-1165-2003 (CN-1)	WALTER MEEKS	11/26/2014	0%	In Progress	<input type="checkbox"/>
Criticality Safety: DOE-STD-1173-2009	WALTER MEEKS	11/26/2014	100%	Ready for Final Qualifying Activities	<input checked="" type="checkbox"/>

2. In the confirmation dialog box, click **OK** to open the **Submit for Final Qualifying Activities** form.



3. Complete the following items on the **Submit for Final Qualifying Activities** form:
 - a. Select a reviewer from the **Reviewer** list.
 - b. Enter any notes in the **Notes** field.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

- c. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCN material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.

eTQP BASICS

See Section 6.2 for help on managing supporting documentation.

NOTE: If this is a Senior Technical Safety Manager (STSM) qual, lines for **FTCP Agent** and **FTCP Agent Review Result** will appear below the **2nd Line Supervisor Review Result** line.

- 4. Click **Submit** to close the **Submit for Final Qualifying Activities** form and return to the list of quals.
 - The **Submit for Final Qualifying Activities** icon is replaced by the **View/Edit Submission** and **View Details** icons, and the status of the competency changes to **<Reviewer's Name> Reviewing**.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> Aviation Manager: DOE-STD-1165-2003 (CN-1)	WALTER MEEKS	11/26/2014	<div style="width: 0%; height: 10px; background-color: #ccc;"></div> 0%	In Progress	
> Criticality Safety: DOE-STD-1173-2009	WALTER MEEKS	11/26/2014	<div style="width: 100%; height: 10px; background-color: #008000;"></div> 100%	Alexandra Echavarrria Reviewing	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

8.7 View the Status and Review History of a Competency, Equivalency, or Completed Qual Card

The history and status of all quals assigned to the logged-in Participant, and all associated competencies and equivalencies, can be reviewed from the **Profile** tab.

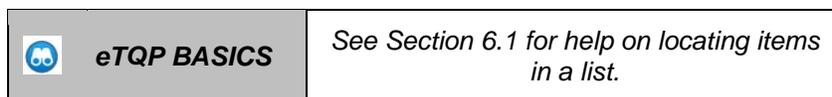
- Status information for each active or completed qual card includes the due date; the current percent complete; a status of **Not Started**, **In Progress**, **Complete**, or **Complete (Legacy)**; and the name of the supervisor who directed the assignment of the qual.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	<u>Occupational Safety: DOE-STD-1160-2011</u>	Michelle Gibson	1/1/1986	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Complete (Legacy)	 
> Shawn Charles	<u>Criticality Safety: DOE-STD-1173-2009</u>	eTQP supervisor	11/1/2014	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	In Progress	
Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	11/29/2014	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	Not Started	
> eTQP participant	<u>General Technical Base: DOE-STD-1146-2007</u>	eTQP supervisor	10/22/2014	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Complete	 

- The review history includes any notes or documents added by the reviewer or Participant during the review process.
- If the competency, equivalency, or qual has been kicked back one or more times, the review history includes the notes and documentation for each review request.
- Review history is not available for competency or equivalency review requests that are currently in progress, but notes and supporting documentation can be reviewed.

8.7.1 View the Review History of a Competency or Equivalency

1. On the **Profile** tab, click the **Expand** icon for the relevant qual card to display the qual card's competencies.



2. Click the **View Details** icon next to a competency that has been completed, is under review, or has been kicked back, to open the **Review Competency** or **Review Equivalency** form.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
<input checked="" type="checkbox"/> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; background-color: green;"></div> 100%	Complete	
#	Level	Competencies	Reviewer	Status	Actions
1	familiarity level	Personnel shall demonstrate a familiarity level knowledge of basic nuclear theory and principles	eTQP agent	Complete	
2	familiarity level	Personnel shall demonstrate a familiarity level knowledge of the basic fission process and the results obtained from fission.	eTQP official	Complete	

3. In the **Competency Review History** list, click the **Expand** icon next to a review action to review the following details:

- Reviewer Name
- Evaluation Method
- Review Result
- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

eTQP BASICS

See Section 6.2 for help on managing supporting documentation.

Review Competency

Competency Review History

Card Status	Created Date	Result Date
<input checked="" type="checkbox"/> Accepted	10/20/2014 4:17:05 PM	10/20/2014 4:32:58 PM

Reviewer: eTQP official

Evaluation Method: Written Exam

Review Result: Accept

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Document Name	File Size	Actions
No records to display.		

Close

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

4. Click **Close** to close the **Review Competency** or **Review Equivalency** form and return to the list of quals and competencies.

8.7.2 View the Review History of a Completed Qual Card

1. Click the **View Details** icon next to the relevant completed qual card to open the **Review Qual Card** form.

eTQP BASICS

See Section 6.1 for help on locating items in a list.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	

2. In the **Qual Card Review History** list, click the **Expand** icon next to a review action to review the following details:

- Reviewer Name
- Evaluation Method
- Review Result
- First and Second Line Supervisor Names and Review Results
- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

eTQP BASICS

See Section 6.2 for help on managing supporting documentation.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

Review Qual Card

Qual Card Review History

Status	Created Date	Result Date
<div style="border: 1px solid red; display: inline-block; padding: 2px;"> ▼ Accepted </div>	2/23/2011 12:00:00 AM	2/23/2011 12:00:00 AM

Reviewer: eTQP manager
Evaluation Method: None Set
Review Result: Accept
1st Line Supervisor: eTQP supervisor
Supervisor Review Result: Accept
2nd Line Supervisor: eTQP supervisor
Supervisor Review Result: Accept

Notes History

Author	Note	Time Stamp
eTQP manager	Legacy Load	11/12/2014 12:29:46 PM

Supporting Documentation

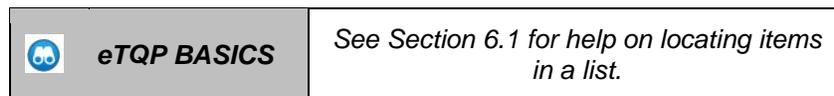
Document Name	File Size	Actions
SAF-261 Editing_Checklist 2014-11-12.docx	42.02 Kb	

Close

3. Click **Close** to close the **Review Qual Card** form and return to the list of quals.

8.7.3 Print the Status of All Competencies in an Active Qual Card

1. On the **Profile** tab, locate the appropriate qual card and click the **Print** icon to the right of the qual title.



Qual Cards					Supporting Documents
Qual Title	Due Date	Comp Progress	Card Status	Actions	
> Fire Protection Engineering: DOE-STD-1137-2014	6/1/2016	<div style="width: 80%; background-color: #5cb85c; height: 10px;"></div> 8%	In Progress		
> General Technical Base: DOE-STD-1146-2007 (SHORT-FORM)	8/31/2016	<div style="width: 0%; background-color: #5cb85c; height: 10px;"></div> 0%	In Progress		
> Aviation Manager: DOE-STD-1165-2003 (CN-1)	6/2/2017	<div style="width: 100%; background-color: #5cb85c; height: 10px;"></div> 100%	Complete (Legacy)		
> Nuclear Safety Specialist: DOE-STD-1183-2016	6/30/2017	<div style="width: 0%; background-color: #5cb85c; height: 10px;"></div> 0%	In Progress		

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

- A printable list of the competencies, including the reviewer name, history, and current status of each competency, opens in a separate tab.

Unofficial Copy - 9/27/2017 3:36:19 PM

Participant: **Melissa Apodaca** Qual: **Fire Protection Engineering: DOE-STD-1137-2014** Due Date: **06/01/2016** Directed By: **WALTER MEEKS** Status: **In Progress**

Competencies:

1	working level	Fire protection engineers must demonstrate a working level of knowledge of the fire protection related aspects of the following directives (or their successor documents), codes, standards, and handbooks: (see qual standard for complete listing).	WALTER MEEKS	Complete
---	---------------	---	--------------	----------

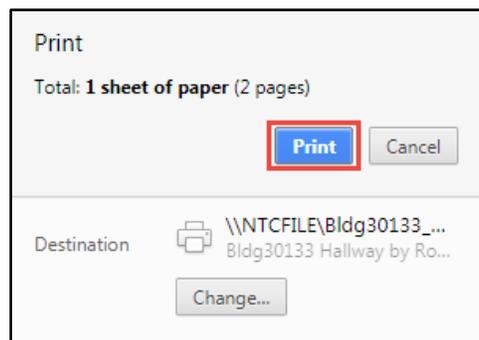
Qualifying Official	Result	Eval Method	Created Date	Result Date
WALTER MEEKS	Accept	Oral Interview	2/10/2016 11:15:05 AM	2/10/2016 11:23:25 AM
Note	Author	Date		
Ready for review.	Melissa Apodaca	2/10/2016 11:15:05 AM		
Very knowledgeable during interview.	WALTER MEEKS	2/10/2016 11:23:25 AM		

2	working level	Fire protection engineers must demonstrate a working level knowledge of the essential elements of a documented fire safety program.	Not Assigned	Not Started
3	working level	Fire protection engineers must demonstrate a working level of knowledge of the requirements for fire protection and life safety related design control processes identified in DOE directives.	Not Assigned	Not Started
4	working level	Fire protection engineers must demonstrate a working level knowledge of fire protection analysis including fire hazards analysis (FHAs), exemptions and equivalencies, confinement ventilation, nuclear criticality, smoke management systems and fire dynamics.	Not Assigned	Not Started
12	working level	Engineers (including fire protection engineers and safety system oversight personnel) who are assigned safety system oversight for specific fire protection system(s) must demonstrate a working level knowledge of the system(s) they have assigned oversight	Not Assigned	Not Started
13	familiarity level	Engineers who are assigned safety system oversight for specific fire protection system(s) but have no other fire protection responsibilities must demonstrate a familiarity level knowledge of the DOE fire protection program.	Not Assigned	Not Started

Final Review:

Qualifying Official	Eval Method	Result	Created Date	Result Date	1st Supervisor	1st Sup Result	2nd Supervisor	2nd Sup Result
No records to display.								

- Click **Print** to print the list of competencies,.



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

8.8 Export a List of Assigned Qual Cards to Excel

A list of in-progress and completed qual cards for the logged-in Participant is displayed on the **Profile** tab. The Participant can export this list to an Excel spreadsheet.

NOTE: Only the qual card records are exported to the spreadsheet. If any qual cards are expanded to display the competencies, the competency records are not exported.

1. If necessary, click a column heading to sort the list by qual title, the supervisor who directed the qual assignment, or the due date.

eTQP BASICS

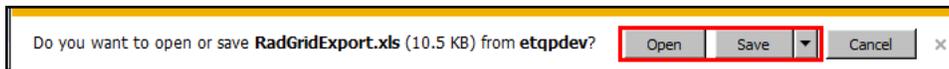
See Section 6.1.2 for help on sorting items in a list.

2. Click the **Export to Excel** icon.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	12/1/2015	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	11/1/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Tim's Test Qual Card	eTQP supervisor	10/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Civil/Structural Engineering: DOE-STD-1182-2004	eTQP supervisor	2/28/2015	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Weapons Quality Assurance: DOE-STD-1025-2008 (WQA Engineer/Scientist)	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Technical Training GAP	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> Environmental Compliance: DOE-STD-1156-2011	eTQP manager	4/1/2012	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	

Page size: 10
18 items in 2 pages

3. In the confirmation dialog box, click **Open** or **Save**.



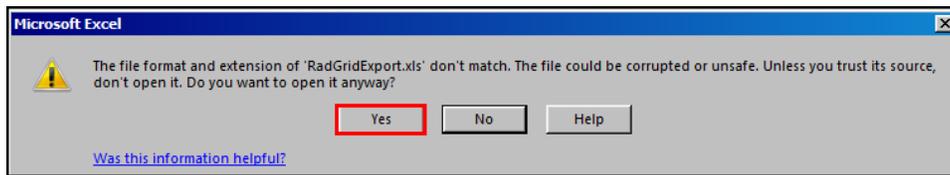
4. eTQP creates a spreadsheet named “RadGridExport.xls.”
 - Depending on the option selected in Step 4, the spreadsheet either opens or is saved to the user’s **Downloads** folder.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

PARTICIPANT

5. If the Microsoft Excel dialog box is displayed, click **Yes** to open the spreadsheet.



NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

9.0 SUPERVISOR (FIRST LINE and SECOND LINE SUPERVISORS)

The Supervisor role in eTQP encompasses the responsibilities of both a First Line Supervisor and a Second Line Supervisor (if a Participant has one).

The First Line Supervisor is responsible for the following activities in eTQP:

- Reviewing and approving due date extension requests for assigned quals
- Changing the QO requested for a competency review if appropriate
- Reviewing and approving final qualifying activities

The Second Line Supervisor receives notifications of actions relating to the eTQP Participants within his or her organization. However, the Second Line Supervisor has only one responsibility in eTQP:

- Reviewing and approving final qualifying activities after the First Line Supervisor has approved them

SUPERVISOR

9.1 Review Due Date Extension Request for a Qual Card

(Performed by First Line Supervisor)

NOTE: Due-date reminder notifications are sent to eTQP Managers, Supervisors, and Participants at 180 days, 90 days, and 45 days prior to the assigned due date.

1. Select the **Qual Card Admin** tab to display a list of qual cards available for administration by the logged-in Supervisor.
2. Click the **Review Due Date Extension** icon for the relevant qual card to open the **Review Due Date Extension Request** form.

Qual Directions		Qual Card Admin					Etp Log
Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions	
eTQP participant	Tim's Test Qual Card	eTQP supervisor	10/31/2014	<div style="width: 100%; height: 10px; background: linear-gradient(to right, #ccc, #ccc) 0%, #ccc 0%, #ccc 100%;"></div> 0%	Not Started		
> eTQP participant	(Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 100%; height: 10px; background: linear-gradient(to right, #ccc, #ccc) 0%, #ccc 0%, #ccc 100%;"></div> 0%	In Progress		
> eTQP participant	Civil/Structural Engineering: DOE-STD-1182-2004	eTQP supervisor	2/28/2015	<div style="width: 100%; height: 10px; background: linear-gradient(to right, #ccc, #ccc) 0%, #ccc 0%, #ccc 100%;"></div> 0%	In Progress		

3. Complete the following items on the **Review Due Date Extension Request** form:
 - To accept the due date extension request:
 - a. Select Accept in the Supervisor Review Result list.
 - b. Document the decision in the **Notes** field.
 - c. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP. Remember that exams may be classified, so check before uploading exams as supporting documents.

eTQP BASICS	<i>See Section 6.2 for help on working with documentation</i>
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- To kick back the due date extension request:
 - a. Select Kick Back in the Supervisor Review Result list.
 - b. Document the decision in the **Notes** field.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

c. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.

 eTQP BASICS	<i>See Section 6.2 for help on working with documentation</i>
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Review Due Date Extension Request

Original Due Date: 11/30/2014
 New due date: * 08/06/2015
 1st Line Supervisor: eTQP supervisor
 Supervisor Review Result: Accept/Kick Back ▾
 Reviewer: * eTQP supervisor
 Review Result: Accept/Kick Back ▾
 Notes: [Text Area]

Notes History

Author	Note	Time Stamp
eTQP participant	notes	11/5/2014 3:24:02 PM

Supporting Documentation

Add Files

Document Name	File Size	Actions

Submit
Cancel

4. Click **Submit** to close the **Review Due Date Extension Request** form.

- The **Review Due Date Extension** icon no longer appears with the qual in the list of quals.
- If the due date extension request was accepted, the qual's new due date is shown in the list.
- If the extension request was kicked back, the qual's original due date is shown in the list, and the Participant has the option of submitting a new due date extension request.

SUPERVISOR

9.2 Review Final Qualifying Activities

*(Performed by **both** First Line Supervisor and Second Line Supervisor)*

Documentation supporting a Participant’s final qualifying activities (examination, facility walk-through, oral board, or oral interview) is uploaded by the eTQP Manager and submitted to the Supervisor or Supervisors for final review and approval.

NOTE: If a Participant has both a First Line Supervisor and a Second Line Supervisor, the second Supervisor will be notified to review and approve the qual after the first Supervisor has approved it. These instructions apply to both Supervisors.

1. On the **Qual Card Admin** tab, click the **Edit Submission** icon for the relevant qual to open the **Review Qual Card** form.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> ALBERT MACDOUGALL	Aviation Manager: DOE-STD-1165-2003 (CN-1)	Mark Miller	7/31/2015	8%	In Progress	[Toggle]
> ALBERT MACDOUGALL	Alpha Test Qual Card	Mark Miller	8/22/2014	100%	Complete	[Icons]
> Alexandra Echavarria	Alpha Test Qual Card	WALTER MEEKS	11/26/2014	100%	Alexandra Echavarria Reviewing	[Edit Submission Icon]

2. Review the notes and documentation added by the Participant and Manager.

	<p>eTQP BASICS</p> <p><i>See Section 6.2 for help on working with documentation</i></p>
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3. Perform the appropriate evaluation.
4. Complete the following items on the **Review Qual Card** form:
 - To approve the final qualifying activities:
 - a. Select the evaluation method in the **Evaluation Method** list.
 - b. Select **Accept** in the **Review Result** list.
 - c. Check the box certifying that the candidate has successfully completed the qual.
 - d. Document the decision in the **Notes** field.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

- e. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.

Remember that exams may be classified, so check before uploading exams as supporting documents.

**eTQP BASICS**

See Section 6.2 for help on working with documentation

- To kick back the qual:
 - a. Select **Kick Back** in the **Supervisor Review Result** list.
 - b. Document the decision in the **Notes** field.
 - c. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.

Remember that exams may be classified, so check before uploading exams as supporting documents.

**eTQP BASICS**

See Section 6.2 for help on working with documentation

NOTE: The **Kick Back** result constitutes a denial of the request for approval. It can also allow the reviewer to request the submission of additional information by the Participant.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

5. Click **Submit** to close the **Review Qual Card** form.
 - The **Edit Submission** icon no longer appears with the qual in the list of quals.
 - If the final qualifying activities were accepted and an additional Supervisor is required to approve the qual, the second Supervisor is notified and the qual's status is shown as **<Supervisor Name> Reviewing**.
 - If the final qualifying activities were accepted and no additional Supervisor is required to approve the qual, the qual's status is shown as **Complete**.
 - If the qual was kicked back, the qual's status is shown as **Kicked Back**, and the Participant has the option of submitting it for review and approval again.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
ALBERT MACDOUGALL	Aviation Manager; DOE-STD-1165-2003 (CN-1)	Mark Miller	7/31/2015	8%	In Progress	
ALBERT MACDOUGALL	Alpha Test Qual Card	Mark Miller	8/22/2014	100%	Complete	
Alexandra Echavarria	Alpha Test Qual Card	WALTER MEEKS	11/26/2014	100%	Complete	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

9.3 Change the Qualifying Official Requested for a Competency Review

(Performed by First Line Supervisor)

When a Participant requests a competency review, both the eTQP Manager and the Supervisor have the option of selecting a different QO to perform the review than the one specified by the Participant.

This change may be made at the eTQP Manager’s or Supervisor’s discretion because the requested QO is not available, or because the Manager or Supervisor prefers a different QO for a specific circumstance.

1. On the **Qual Card Admin** tab, locate the relevant qual and competency.

eTQP BASICS

See Section 6.1 for help on locating items in a list.

Qual Directions		Qual Card Admin					Etpq Log
Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions	
<div style="border: 1px solid red; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"> <input checked="" type="checkbox"/> </div> Shawn Charles	Aviation Manager; DOE-STD-1165-2003 (CN-1)	eTQP supervisor	11/20/2014	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 10px; background-color: yellow; margin-right: 5px;"></div> 12% </div>	In Progress	<div style="background-color: #70ad47; width: 20px; height: 10px; border-radius: 5px; display: flex; align-items: center; justify-content: center;"> <div style="width: 10px; height: 10px; background-color: white; border-radius: 50%;"></div> </div>	
#	Level	Competencies	Reviewer	Status	Actions		
4	familiarity level	Aviation Managers must demonstrate a familiarity level knowledge of a typical commercial (civil) aviation organization.	eTQP official	Complete			
5	working level	Aviation Managers must demonstrate a working level knowledge of their site-specific AIP.	eTQP official	eTQP official Reviewing	<div style="border: 2px solid red; padding: 2px; display: flex; align-items: center; gap: 5px;"> </div>		

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

- Click the competency's **Edit** icon to open the **Review Competency** form.

Review Competency

* = required field

Reviewer: * eTQP official Change Reviewer

Evaluation Method: None Set

Review Result: Not Set

Notes:

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Add Files

Document Name	File Size	Actions
No records to display.		

Submit Cancel

- To select a different QO to review the competency, complete the following items in the **Review Competency** form:
 - Select the preferred QO from the **Change Reviewer** list.
 - Enter any notes in the **Notes** field.
 - Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCN material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.

 eTQP BASICS	<i>See Section 6.2 for help on managing supporting documentation.</i>
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- Click Submit to close the **Review Competency** form.
 - The new QO's name appears in the **Reviewer** column, and the competency's status changes to **<QO Name> Reviewing**.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

9.4 View the Review History of a Competency, Equivalency, or Completed Qual Card

The history and status of all quals managed by the logged-in Supervisor, and all associated competencies and equivalencies, can be reviewed from the **Qual Card Admin** tab.

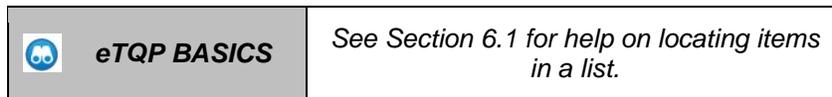
- Status information for each active or completed qual card includes the due date; the current percent complete; a status of **Not Started**, **In Progress**, **Complete**, or **Complete (Legacy)**; and the name of the supervisor who directed the assignment of the qual.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	<u>Occupational Safety: DOE-STD-1160-2011</u>	Michelle Gibson	1/1/1986	<div style="width: 100%; background-color: green;">100%</div>	Complete (Legacy)	
> Shawn Charles	<u>Criticality Safety: DOE-STD-1173-2009</u>	eTQP supervisor	11/1/2014	<div style="width: 0%; background-color: gray;">0%</div>	In Progress	
Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	11/29/2014	<div style="width: 0%; background-color: gray;">0%</div>	Not Started	
> eTQP participant	<u>General Technical Base: DOE-STD-1146-2007</u>	eTQP supervisor	10/22/2014	<div style="width: 100%; background-color: green;">100%</div>	Complete	

- The review history includes any notes or documents added by the reviewer or Participant during the review process.
- If the competency, equivalency, or qual has been kicked back one or more times, the review history includes the notes and documentation for each review request.
- Review history is not available for competency or equivalency review requests that are currently in progress, but notes and supporting documentation can be reviewed.

9.4.1 View the Review History of a Competency or Equivalency

1. On the **Qual Card Admin** tab, click the **Expand** icon for the relevant qual card to display the qual card's competencies.



2. Click the **View Details** icon next to a competency that has been completed, is under review, or has been kicked back, to open the **Review Competency** or **Review Equivalency** form.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
<input checked="" type="checkbox"/> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
#	Level	Competencies	Reviewer	Status	Actions
1	familiarity level	Personnel shall demonstrate a familiarity level knowledge of basic nuclear theory and principles	eTQP agent	Complete	
2	familiarity level	Personnel shall demonstrate a familiarity level knowledge of the basic fission process and the results obtained from fission.	eTQP official	Complete	

3. In the **Competency Review History** list, click the **Expand** icon next to a review action to review the following details:

- Reviewer Name
- Evaluation Method
- Review Result
- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

eTQP BASICS

See Section 6.2 for help on managing supporting documentation.

Review Competency

Competency Review History

Card Status	Created Date	Result Date
<input checked="" type="checkbox"/> Accepted Reviewer: eTQP official Evaluation Method: Written Exam Review Result: Accept	10/20/2014 4:17:05 PM	10/20/2014 4:32:58 PM

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Document Name	File Size	Actions
No records to display.		

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

4. To close the **Review Competency** or **Review Equivalency** form and return to the list of quals and competencies, click **Close**.

9.4.2 View the Review History of a Completed Qual Card

1. Click the **View Details** icon next to the completed qual card to be reviewed to open the **Review Qual Card** form.

	<p><i>See Section 6.1 for help on locating items in a list.</i></p>
---	---

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green; border: 1px solid green;"></div> 100%	Complete	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray; border: 1px solid gray;"></div> 0%	In Progress	

2. In the **Qual Card Review History** list, click the **Expand** icon next to a review action to review the following details:

- Reviewer Name
- Evaluation Method
- Review Result
- First and Second Line Supervisor names and Review Results
- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

	<p><i>See Section 6.2 for help on managing supporting documentation.</i></p>
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NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

Review Qual Card

Qual Card Review History

Status	Created Date	Result Date
<div style="display: flex; justify-content: space-between;"> Accepted <div style="border: 1px solid red; padding: 2px;"> Reviewer: eTQP manager Evaluation Method: None Set Review Result: Accept 1st Line Supervisor: eTQP supervisor Supervisor Review Result: Accept 2nd Line Supervisor: eTQP supervisor Supervisor Review Result: Accept </div> </div>	2/23/2011 12:00:00 AM	2/23/2011 12:00:00 AM

Notes History

Author	Note	Time Stamp
eTQP manager	Legacy Load	11/12/2014 12:29:46 PM

Supporting Documentation

Document Name	File Size	Actions
SAF-261 Editing_Checklist 2014-11-12.docx	42.02 Kb	

Close

3. To close the **Review Qual Card** form and return to the list of quals, click **Close**.

9.4.3 Print the Status of All Competencies in an Active Qual Card

1. Select the **Qual Card Admin** tab to display the qual cards administered by the logged-in Supervisor.

OR

Select the **Participants** tab to display the participants administered by the logged-in Supervisor.

2. Locate the appropriate qual card, and click the **Print** icon to the right of the qual title.

SUPERVISOR

eTQP BASICS

See Section 6.1 for help on locating items in a list.

		Qual Cards	Supporting Documents
View: Current			
Qual Title	Due Date	Comp Progress	Card Status
> Fire Protection Engineering: DOE-STD-1137-2014	6/1/2016	<div style="width: 80%; background-color: yellow; height: 10px;"></div> 8%	In Progress
> General Technical Base: DOE-STD-1146-2007 (SHORT-FORM)	8/31/2016	<div style="width: 0%; background-color: gray; height: 10px;"></div> 0%	In Progress
Aviation Manager: DOE-STD-1165-2003 (CN-1)	6/2/2017	<div style="width: 100%; background-color: green; height: 10px;"></div> 100%	Complete (Legacy)
> Nuclear Safety Specialist: DOE-STD-1183-2016	6/30/2017	<div style="width: 0%; background-color: gray; height: 10px;"></div> 0%	In Progress

- A printable list of the competencies, including the reviewer name, history, and current status of each competency, opens in a separate tab.

Unofficial Copy - 9/27/2017 3:36:19 PM

Participant: **Melissa Apodaca** Qual: **Fire Protection Engineering: DOE-STD-1137-2014** Due Date: **06/01/2016** Directed By: **WALTER MEEKS** Status: **In Progress**

Competencies:

1	working level	Fire protection engineers must demonstrate a working level of knowledge of the fire protection related aspects of the following directives (or their successor documents), codes, standards, and handbooks: (see qual standard for complete listing).	WALTER MEEKS	Complete
---	---------------	---	--------------	----------

Qualifying Official	Result	Eval Method	Created Date	Result Date
WALTER MEEKS	Accept	Oral Interview	2/10/2016 11:15:05 AM	2/10/2016 11:23:25 AM
Note		Author	Date	
Ready for review.		Melissa Apodaca	2/10/2016 11:15:05 AM	
Very knowledgeable during interview.		WALTER MEEKS	2/10/2016 11:23:25 AM	

2	working level	Fire protection engineers must demonstrate a working level knowledge of the essential elements of a documented fire safety program.	Not Assigned	Not Started
3	working level	Fire protection engineers must demonstrate a working level of knowledge of the requirements for fire protection and life safety related design control processes identified in DOE directives.	Not Assigned	Not Started
4	working level	Fire protection engineers must demonstrate a working level knowledge of fire protection analysis including fire hazards analysis (FHAs), exemptions and equivalencies, confinement ventilation, nuclear criticality, smoke management systems and fire dynamics.	Not Assigned	Not Started
12	working level	Engineers (including fire protection engineers and safety system oversight personnel) who are assigned safety system oversight for specific fire protection system(s) must demonstrate a working level knowledge of the system(s) they have assigned oversight	Not Assigned	Not Started
13	familiarity level	Engineers who are assigned safety system oversight for specific fire protection system(s) but have no other fire protection responsibilities must demonstrate a familiarity level knowledge of the DOE fire protection program.	Not Assigned	Not Started

Final Review:

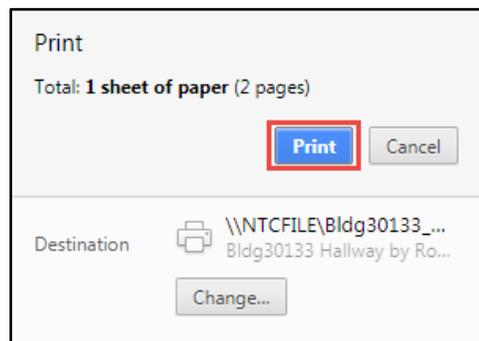
Qualifying Official	Eval Method	Result	Created Date	Result Date	1st Supervisor	1st Sup Result	2nd Supervisor	2nd Sup Result
No records to display.								

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

3. Click **Print** to print the list of competencies,.



SUPERVISOR

9.5 Export a List of Assigned Qual Cards to Excel

A list of in-progress and completed qual cards managed by the logged-in Supervisor is displayed on the **Qual Card Admin** tab. The supervisor can export this list to an Excel spreadsheet.

NOTE: Only the qual card records are exported to the spreadsheet. If any qual cards are expanded to display the competencies, the competency records are not exported.

1. If necessary, click a column heading to sort the list by qual title, the supervisor who directed the qual assignment, or the due date.

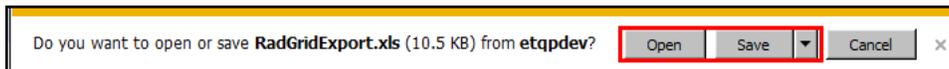
	eTQP BASICS	See Section 6.1.2 for help on sorting items in a list.
---	--------------------	--

2. Click the **Export to Excel** icon.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	12/1/2015	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	11/1/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Tim's Test Qual Card	eTQP supervisor	10/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Civil/Structural Engineering: DOE-STD-1182-2004	eTQP supervisor	2/28/2015	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Weapons Quality Assurance: DOE-STD-1025-2008 (WQA Engineer/Scientist)	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Technical Training GAP	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> Environmental Compliance: DOE-STD-1156-2011	eTQP manager	4/1/2012	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	

Page size: 10 18 items in 2 pages

3. In the confirmation dialog box, click **Open** or **Save**.



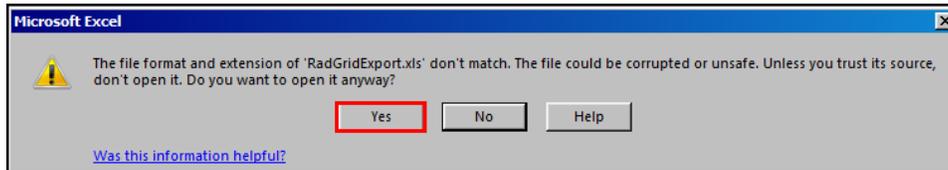
4. eTQP creates a spreadsheet named "RadGridExport.xls."

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

SUPERVISOR

- Depending on the option selected in Step 4, the spreadsheet either opens or is saved to the user’s **Downloads** folder.
5. If the Microsoft Excel dialog box is displayed, click **Yes** to open the spreadsheet.



9.6 Sort the List of Qual Cards

eTQP BASICS

See Section 6.1 for help on locating items in a list.

- To sort the list of qual cards by the values in one of the columns, click the appropriate column heading.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	<u>Occupational Safety: DOE-STD-1160-2011</u>	Michelle Gibson	1/1/1986	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	<input checked="" type="checkbox"/>
> Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	2/26/2016	<div style="width: 12%; height: 10px; background-color: yellow;"></div> 12%	In Progress	<input type="checkbox"/>
> Shawn Charles	<u>Chemical Processing: DOE-STD-1176-2010</u>	eTQP supervisor	10/31/2014	<div style="width: 5%; height: 10px; background-color: yellow;"></div> 5%	In Progress	<input type="checkbox"/>
> Shawn Charles	<u>Criticality Safety: DOE-STD-1173-2009</u>	eTQP supervisor	11/1/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	<input type="checkbox"/>
Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	11/29/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	<input type="checkbox"/>

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

10.0 EQUIVALENCY REVIEWER

The Equivalency Reviewer performs the review and approval of equivalency requests from participants in eTQP.

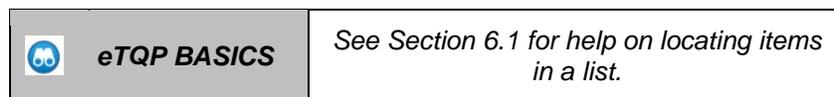
The person responsible for this review and approval at a site may be an FTCP agent, or may have a different site role or job title. The site's eTQP Manager assigns the eTQP Equivalency Reviewer role to the appropriate individual or individuals based on actual responsibilities.

10.1 Review an Equivalency Request

All eTQP Equivalency Reviewer actions take place on the **Qual Card Admin** tab.

NOTE: If you receive an equivalency request for a competency you are not authorized to approve, notify the Participant and eTQP Manager by email to select a different Equivalency Reviewer. **Do not complete this process or kick back the equivalency request.**

1. Click the **Expand** icon for the relevant qual to display the qual's competencies.



2. Click the **View/Edit Submission** icon next to the competency being reviewed for equivalency to open the **Review Equivalency** form.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
eTQP participant	Facility Maintenance Management: DOE-STD-1181-2004	eTQP supervisor	3/31/2015	0%	In Progress	
#	Level	Competencies	Reviewer	Status	Actions	
1	familiarity level	Facility maintenance management personnel must demonstrate a familiarity level knowledge of the following regulations, DOE Orders (and their contractor requirements documents), standards, and guides.	eTQP official	eTQP official Reviewing		
2	working level	Facility maintenance management personnel must demonstrate a working level knowledge of nuclear facility maintenance organization and administration.	eTQP agent	eTQP agent Reviewing		
3	working level	Facility maintenance management personnel must demonstrate a working level knowledge of the master equipment list.	Not Assigned	Not Started		

3. Complete the following items on the **Review Equivalency** form:

- To approve the equivalency:
 - a. Select **Accept** in the **Review Result** list.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

EQUIVALENCY REVIEWER

- b. Document the decision in the **Notes** field.
- c. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.

**eTQP BASICS**

See Section 6.2 for help on working with documentation

- To kick back the equivalency:
 - a. Select **Kick Back** in the **Review Result** list.
 - b. Document the decision in the **Notes** field.
 - c. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.

**eTQP BASICS**

See Section 6.2 for help on working with documentation

NOTE: The **Kick Back** result constitutes a denial of the request for equivalency. It can also allow the reviewer to request the submission of additional information by the Participant.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

EQUIVALENCY REVIEWER

Review Equivalency

Reviewer: * eTQP agent

Review Result: Accept/Kick Back

Notes:

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Add Files

Document Name	File Size	Actions
No records to display.		

Submit
Cancel

4. Click **Submit** to close the **Review Equivalency** form.
 - The **Edit** icon no longer appears next to the competency.
 - If the equivalency request was accepted, the competency's status is shown as **Complete**.
 - If the equivalency request was kicked back, the competency's status is shown as **Kicked Back**, and the Participant has the option of submitting a new equivalency request.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
eTQP participant <div style="border: 1px solid gray; padding: 2px; font-size: 8px;"> Facility Maintenance Management: DOE-STD-1181-2004 </div>	eTQP supervisor	3/31/2015	<div style="width: 50px; height: 10px; background: linear-gradient(to right, #ccc, #ccc);"></div> 0%	In Progress		
#	Level	Competencies	Reviewer	Status	Actions	
1	familiarity level	Facility maintenance management personnel must demonstrate a familiarity level knowledge of the following regulations, DOE Orders (and their contractor requirements documents), standards, and guides.	eTQP official	eTQP official Reviewing		
2	working level	Facility maintenance management personnel must demonstrate a working level knowledge of nuclear facility maintenance organization and administration.	eTQP agent	Kicked Back		
3	working level	Facility maintenance management personnel must demonstrate a working level knowledge of the master equipment list.	Not Assigned	Not Started		

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

EQUIVALENCY REVIEWER

10.2 View the Review History of a Competency, Equivalency, or Completed Qual Card

The history and status of all quals managed by the logged-in Equivalency Reviewer, and all associated competencies and equivalencies, can be reviewed from the **Qual Card Admin** tab.

- Status information for each active or completed qual card includes the due date; the current percent complete; a status of **Not Started**, **In Progress**, **Complete**, or **Complete (Legacy)**; and the name of the Supervisor who directed the assignment of the qual.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	<u>Occupational Safety: DOE-STD-1160-2011</u>	Michelle Gibson	1/1/1986	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	
> Shawn Charles	<u>Criticality Safety: DOE-STD-1173-2009</u>	eTQP supervisor	11/1/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	11/29/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> eTQP participant	<u>General Technical Base: DOE-STD-1146-2007</u>	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	

- The review history includes any notes or documents added by the reviewer or Participant during the review process.
- If the competency, equivalency, or qual has been kicked back one or more times, the review history includes the notes and documentation for each review request.
- Review history is not available for competency or equivalency review requests that are currently in progress, but notes and supporting documentation can be reviewed.

10.2.1 View the Review History of a Competency or Equivalency

1. On the **Qual Card Admin** tab, click the **Expand** icon for the relevant qual card to display the qual card's competencies.

eTQP BASICS

See Section 6.1 for help on locating items in a list.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
<input checked="" type="checkbox"/> <u>General Technical Base: DOE-STD-1146-2007</u>	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
#	Level	Competencies	Reviewer	Status	Actions
1	familiarity level	Personnel shall demonstrate a familiarity level knowledge of basic nuclear theory and principles	eTQP agent	Complete	
2	familiarity level	Personnel shall demonstrate a familiarity level knowledge of the basic fission process and the results obtained from fission.	eTQP official	Complete	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

EQUIVALENCY REVIEWER

2. Click the **View Details** icon next to a competency that has been completed, is under review, or has been kicked back, to open the **Review Competency** or **Review Equivalency** form.
3. In the **Competency Review History** list, click the **Expand** icon next to a review action to review the following details:
 - Reviewer Name
 - Evaluation Method
 - Review Result
 - Review Created Date
 - Review Result Date
 - Notes History
 - Supporting Documentation

 eTQP BASICS	<i>See Section 6.2 for help on managing supporting documentation.</i>
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Review Competency

Competency Review History

Card Status	Created Date	Result Date
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> Accepted <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; font-size: small;"> Reviewer: eTQP official Evaluation Method: Written Exam </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Review Result: Accept </div> </div> </div> </div>	10/20/2014 4:17:05 PM	10/20/2014 4:32:58 PM

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Document Name	File Size	Actions
No records to display.		

4. To close the **Review Competency** or **Review Equivalency** form and return to the list of quals and competencies, click **Close**.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

EQUIVALENCY REVIEWER

10.2.2 View the Review History of a Completed Qual Card

1. Click the **View Details** icon next to the completed qual card to be reviewed to open the **Review Qual Card** form.

	<p>eTQP BASICS</p>	<p><i>See Section 6.1 for help on locating items in a list.</i></p>
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Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green; border: 1px solid green;"></div> 100%	Complete	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray; border: 1px solid gray;"></div> 0%	In Progress	

2. In the **Qual Card Review History** list, click the **Expand** icon next to a review action to review the following details:
 - Reviewer Name
 - Evaluation Method
 - Review Result
 - First and Second Line Supervisor names and Review Results
 - Review Created Date
 - Review Result Date
 - Notes History
 - Supporting Documentation

	<p>eTQP BASICS</p>	<p><i>See Section 6.2 for help on managing supporting documentation.</i></p>
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NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

EQUIVALENCY REVIEWER

Review Qual Card

Qual Card Review History

Status	Created Date	Result Date
<div style="display: flex; justify-content: space-between;"> ▼ Accepted <div style="text-align: right;"> Reviewer: eTQP manager Evaluation Method: None Set Review Result: Accept 1st Line Supervisor: eTQP supervisor Supervisor Review Result: Accept 2nd Line Supervisor: eTQP supervisor Supervisor Review Result: Accept </div> </div>	<div style="border: 1px solid red; padding: 2px;">2/23/2011 12:00:00 AM</div>	<div style="border: 1px solid red; padding: 2px;">2/23/2011 12:00:00 AM</div>

Notes History

Author	Note	Time Stamp
eTQP manager	Legacy Load	11/12/2014 12:29:46 PM

Supporting Documentation

Document Name	File Size	Actions
SAF-261 Editing_Checklist 2014-11-12.docx	42.02 Kb	

Close

- To close the **Review Qual Card** form and return to the list of quals, click **Close**.

EQUIVALENCY REVIEWER

10.3 Export a List of Assigned Qual Cards to Excel

A list of in-progress and completed qual cards managed by the logged-in reviewer is displayed on the **Qual Card Admin** tab. The reviewer can export this list to an Excel spreadsheet.

NOTE: Only the qual card records are exported to the spreadsheet. If any qual cards are expanded to display the competencies, the competency records are not exported.

1. If necessary, click a column heading to sort the list by qual title, the supervisor who directed the qual assignment, or the due date.

eTQP BASICS

See Section 6.1.2 for help on sorting items in a list.

2. Click the **Export to Excel** icon.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	12/1/2015	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	11/1/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Tim's Test Qual Card	eTQP supervisor	10/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Civil/Structural Engineering: DOE-STD-1182-2004	eTQP supervisor	2/28/2015	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Weapons Quality Assurance: DOE-STD-1025-2008 (WQA Engineer/Scientist)	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Technical Training GAP	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> Environmental Compliance: DOE-STD-1156-2011	eTQP manager	4/1/2012	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	

Page size: 10
18 items in 2 pages

3. In the confirmation dialog box, click **Open** or **Save**.

Do you want to open or save **RadGridExport.xls** (10.5 KB) from etqpdev?

Open
Save
Cancel

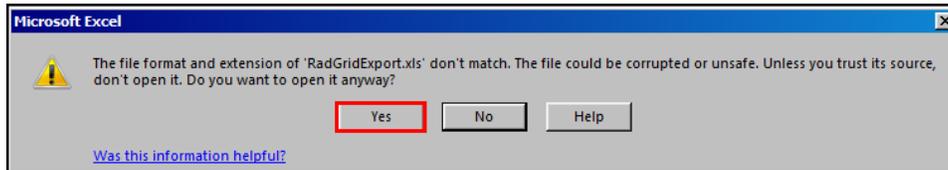
4. eTQP creates a spreadsheet named “RadGridExport.xls.”

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

EQUIVALENCY REVIEWER

- Depending on the option selected in Step 4, the spreadsheet either opens or is saved to the user's **Downloads** folder.
5. If the Microsoft Excel dialog box is displayed, click **Yes** to open the spreadsheet.



10.4 Sort the List of Qual Cards

eTQP BASICS

See Section 6.1.2 for help on sorting items in a list.

- To sort the list of qual cards on the **Qual Card Admin** page by the values in one of the columns, click the appropriate column heading.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	<u>Occupational Safety: DOE-STD-1160-2011</u>	Michelle Gibson	1/1/1986	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	<input checked="" type="checkbox"/>
> Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	2/26/2016	<div style="width: 12%; height: 10px; background-color: yellow;"></div> 12%	In Progress	<input type="checkbox"/>
> Shawn Charles	<u>Chemical Processing: DOE-STD-1176-2010</u>	eTQP supervisor	10/31/2014	<div style="width: 5%; height: 10px; background-color: yellow;"></div> 5%	In Progress	<input type="checkbox"/>
> Shawn Charles	<u>Criticality Safety: DOE-STD-1173-2009</u>	eTQP supervisor	11/1/2014	<div style="width: 0%; height: 10px; background-color: yellow;"></div> 0%	In Progress	<input type="checkbox"/>
Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	11/29/2014	<div style="width: 0%; height: 10px; background-color: yellow;"></div> 0%	Not Started	<input type="checkbox"/>

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

11.0 QUALIFYING OFFICIAL

The QO performs the review and approval of competencies requested by eTQP Participants. The Participant, the Participant's Manager, and the Participant's Supervisor all have the option of selecting a different QO to review a competency at any time.

All QO actions take place on the **Qual Card Admin** tab.

NOTE: If you are also an eTQP Manager, be sure to conduct all qual card sign offs and final reviews from the **Qual Card Admin** tab, not the **Participants** tab. Although eTQP Managers can access qual cards from the **Participants** tab, QO sign offs and the final review process are programmed to occur through the **Qual Card Admin** tab.

NOTE: When a Participant requests a competency review by a specific QO, a notification email is sent to both the QO and the Participant's First Line Supervisor.

The reviewing QO can access eTQP by clicking the link in the notification email, as shown below. The link opens in the users default browser.

From: eTQP Notifications [<mailto:etqp-noreply@ntc.doe.gov>]
Sent: Friday, October 17, 2014 2:26 PM
To: WebMaster
Subject: Competency Submitted for Review - eTQP participant

Competency Review: 1 on Qual Card: General Technical Base: DOE-STD-1146-2007 due on 10/22/2014 for eTQP participant has been submitted for review.

You can manage this review by going to the [Qual Card Admin](#) page of the eTQP application, finding this Qual Card for the participant and clicking the "View/Edit Submission" icon.  for the competency.

NON-PROPRIETARY INFORMATION

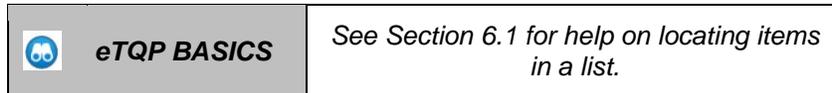
This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

11.1 Review a Submitted Competency for Completion

NOTE: If you receive a request to review a competency that you are not authorized to approve, notify the Participant and eTQP Manager by email to select a different QO. **Do not complete this process or kick back the competency request.**

1. Click the **Expand** icon for the relevant qual to display the qual's competencies.

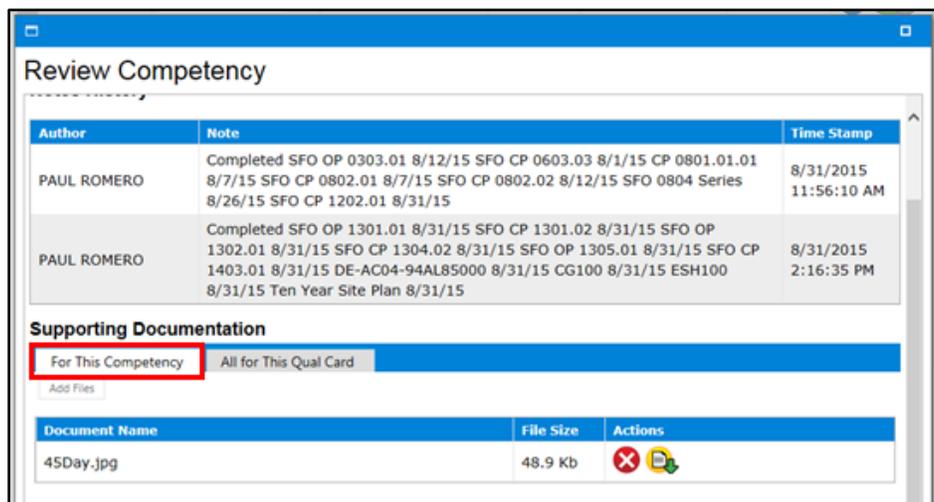


2. Click the **View/Edit Submission** icon next to the competency to be reviewed to open the **Review Competency** form.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
<input checked="" type="checkbox"/> Shawn Charles	Aviation Manager: DOE-STD-1165-2003 (CN-1)	eTQP supervisor	2/26/2016	<div style="width: 12%; background-color: yellow;"></div> 12%	In Progress	
#	Level	Competencies	Reviewer	Status	Actions	
6	working level	Aviation Managers must demonstrate a working level knowledge of the capabilities of the aircraft used in their program.	eTQP official	eTQP official Reviewing		
7	working level	Aviation Managers must demonstrate a working level knowledge of Federal Aviation Administration's (FAA's) role in DOE aviation.	eTQP official	eTQP official Reviewing		

3. Review uploaded documentation.

- To review documentation uploaded for this competency, click the **For This Competency** tab.

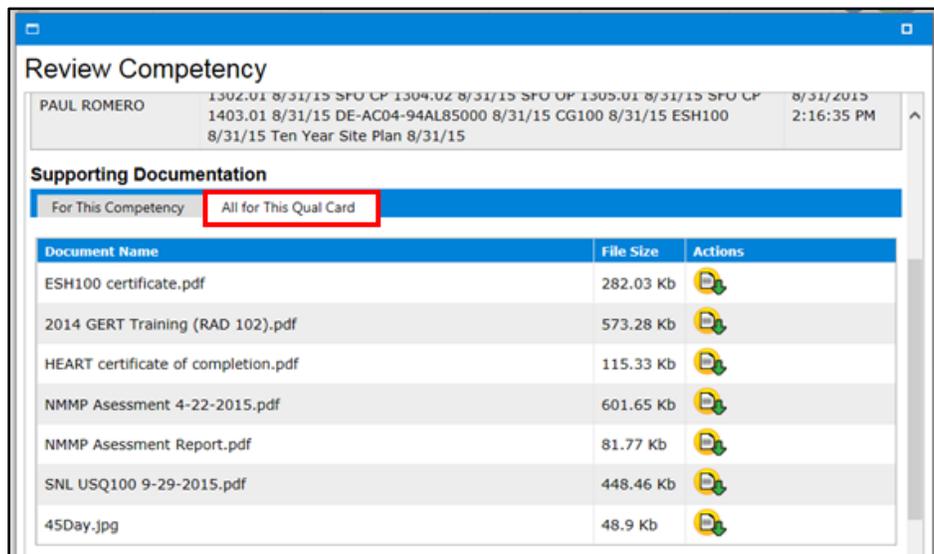


NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

- To review documentation uploaded for the entire qual card, click **All for This Qual Card**.



- Complete the following items on the **Review Competency** form:
 - To approve the competency request:
 - Select the appropriate evaluation method in the **Evaluation Method** list.
 - Select **Accept** in the **Review Result** list.
 - Document the decision in the **Notes** field.
 - Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.
Remember that exams may be classified, so check before uploading exams as supporting documents.


eTQP BASICS
See Section 6.2 for help on working with documentation

- To kick back the competency request:
 - Select **Kick Back** in the **Review Result** list.
 - Document the decision in the **Notes** field.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

- c. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP.

Remember that exams may be classified, so check before uploading exams as supporting documents.



eTQP BASICS

See Section 6.2 for help on working with documentation

NOTE: The **Kick Back** result constitutes a determination by the QO that the Participant requires additional knowledge or action to meet the requirements of the competency. It can also be used when the QO is not available for the review.

Review Competency

Reviewer: * eTQP official

Evaluation Method: Select an eval method ▼

Review Result: Accept/Kick Back ▼

Notes:

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Add Files

Document Name	File Size	Actions
No records to display.		

5. Click **Submit** to close the **Review Competency** form.

- The **Edit** icon no longer appears next to the competency.
- If the competency review request was accepted, the competency's status is shown as **Complete**.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

- If the competency review request was kicked back, the competency’s status is shown as **Kicked Back**, and the Participant has the option of submitting a new competency review request.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
<input checked="" type="checkbox"/> Shawn Charles	<u>Aviation Manager:</u> <u>DOE-STD-1165-2003</u> (CN-1)	eTQP supervisor	2/26/2016	<div style="width: 12%; background-color: yellow; border: 1px solid gray;"></div> 12%	In Progress	
#	Level	Competencies	Reviewer	Status	Actions	
6	working level	Aviation Managers must demonstrate a working level knowledge of the capabilities of the aircraft used in their program.	eTQP official	Complete		
7	working level	Aviation Managers must demonstrate a working level knowledge of Federal Aviation Administration’s (FAA’s) role in DOE aviation.	eTQP official	eTQP official Reviewing	 	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

11.2 View the Review History of a Competency, Equivalency, or Completed Qual Card

The history and status of all quals managed by the logged-in QO, and all associated competencies and equivalencies, can be reviewed from the **Qual Card Admin** tab.

- Status information for each active or completed qual card includes the due date; the current percent complete; a status of **Not Started**, **In Progress**, **Complete**, or **Complete (Legacy)**; and the name of the supervisor who directed the assignment of the qual.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	Occupational Safety: DOE-STD-1160-2011	Michelle Gibson	1/1/1986	<div style="width: 100%; background-color: green;">100%</div>	Complete (Legacy)	
> Shawn Charles	Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/1/2014	<div style="width: 0%; background-color: gray;">0%</div>	In Progress	
Shawn Charles	Aviation Manager: DOE-STD-1165-2003 (CN-1)	eTQP supervisor	11/29/2014	<div style="width: 0%; background-color: gray;">0%</div>	Not Started	
> eTQP participant	General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; background-color: green;">100%</div>	Complete	

- The review history includes any notes or documents added by the reviewer or participant during the review process.
- If the competency, equivalency, or qual has been kicked back one or more times, the review history includes the notes and documentation for each review request.
- Review history is not available for competency or equivalency review requests that are currently in progress, but notes and supporting documentation can be reviewed.

11.2.1 View the Review History of a Competency or Equivalency

1. On the **Qual Card Admin** tab, click the **Expand** icon for the relevant qual card to display the qual card's competencies.

eTQP BASICS

See Section 6.1 for help on locating items in a list.

QUALIFYING OFFICIAL

- Click the **View Details** icon next to a competency that has been completed, is under review, or has been kicked back, to open the **Review Competency** or **Review Equivalency** form.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
#	Level	Competencies	Reviewer	Status	Actions
1	familiarity level	Personnel shall demonstrate a familiarity level knowledge of basic nuclear theory and principles	eTQP agent	Complete	
2	familiarity level	Personnel shall demonstrate a familiarity level knowledge of the basic fission process and the results obtained from fission.	eTQP official	Complete	

- Click the **View Details** icon next to a competency that has been completed, is under review, or has been kicked back, to open the **Review Competency** or **Review Equivalency** form.

#	Level	Competencies	Reviewer	Status	Actions
1	working level	Alpha Test competency number 1.	JEANNIE LOZOYA	Complete	
2	demonstrate the ability	Alpha Test competency number 2.	JEANNIE LOZOYA	Complete	

Page size: 5 2 items in 1 pages

- In the **Competency Review History** list, click the **Expand** icon next to a review action to review the following details:

- Reviewer Name
- Evaluation Method
- Review Result
- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

	<p>eTQP BASICS</p> <p><i>See Section 6.2 for help on managing supporting documentation.</i></p>
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NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

Review Competency

Competency Review History

Card Status	Created Date	Result Date
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> Accepted </div> <div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 2px;">Reviewer</div> <div style="margin-bottom: 2px;">eTQP official</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 2px;">Evaluation Method</div> <div style="margin-bottom: 2px;">Written Exam</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 2px;">Review Result</div> <div style="margin-bottom: 2px;">Accept</div> </div> </div>	10/20/2014 4:17:05 PM	10/20/2014 4:32:58 PM

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Document Name	File Size	Actions
No records to display.		

Close

- To close the **Review Competency** or **Review Equivalency** form and return to the list of quals and competencies, click **Close**.

11.2.2 View the Review History of a Completed Qual Card

- Click the **View Details** icon next to the completed qual card to be reviewed to open the **Review Qual Card** form.

eTQP BASICS

See Section 6.1 for help on locating items in a list.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green; border: 1px solid green;"></div> 100%	Complete	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray; border: 1px solid gray;"></div> 0%	In Progress	

- In the **Qual Card Review History** list, click the **Expand** icon next to a review action to review the following details:
 - Reviewer Name
 - Evaluation Method
 - Review Result
 - First and Second Line Supervisor names and Review Results

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

 eTQP BASICS	<i>See Section 6.2 for help on managing supporting documentation.</i>
--	---

Review Qual Card

Qual Card Review History

Status	Created Date	Result Date
<input checked="" type="checkbox"/> Accepted Reviewer: eTQP manager Evaluation Method: None Set Review Result: Accept 1st Line Supervisor: eTQP supervisor Supervisor Review Result: Accept 2nd Line Supervisor: eTQP supervisor Supervisor Review Result: Accept	2/23/2011 12:00:00 AM	2/23/2011 12:00:00 AM

Notes History

Author	Note	Time Stamp
eTQP manager	Legacy Load	11/12/2014 12:29:46 PM

Supporting Documentation

Document Name	File Size	Actions
SAF-261 Editing_Checklist 2014-11-12.docx	42.02 Kb	

[Close](#)

3. To close the **Review Qual Card** form and return to the list of quals, click **Close**.

11.2.3 Print the Status of All Competencies in an Active Qual Card

1. Select the **Qual Card Admin** tab to display the qual cards administered by the logged-in QO.

OR

Select the **Participants** tab to display the participants administered by the logged-in QO.

2. Locate the appropriate qual card, and click the **Print** icon to the right of the qual title.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

eTQP BASICS

See Section 6.1 for help on locating items in a list.

Qual Title	Due Date	Comp Progress	Card Status	Actions
> Fire Protection Engineering: DOE-STD-1137-2014	6/1/2016	<div style="width: 80%; background-color: yellow; height: 10px;"></div> 8%	In Progress	
> General Technical Base: DOE-STD-1146-2007 (SHORT-FORM)	8/31/2016	<div style="width: 0%; background-color: gray; height: 10px;"></div> 0%	In Progress	
> Aviation Manager: DOE-STD-1165-2003 (CN-1)	6/2/2017	<div style="width: 100%; background-color: green; height: 10px;"></div> 100%	Complete (Legacy)	
> Nuclear Safety Specialist: DOE-STD-1183-2016	6/30/2017	<div style="width: 0%; background-color: gray; height: 10px;"></div> 0%	In Progress	

- A printable list of the competencies, including the reviewer name, history, and current status of each competency, opens in a separate tab.

Unofficial Copy - 9/27/2017 3:36:19 PM

Participant: **Melissa Apodaca** Qual: **Fire Protection Engineering: DOE-STD-1137-2014** Due Date: **06/01/2016** Directed By: **WALTER MEEKS** Status: **In Progress**

Competencies:

1	working level	Fire protection engineers must demonstrate a working level of knowledge of the fire protection related aspects of the following directives (or their successor documents), codes, standards, and handbooks: (see qual standard for complete listing).	WALTER MEEKS	Complete
---	---------------	---	--------------	----------

Qualifying Official	Result	Eval Method	Created Date	Result Date
WALTER MEEKS	Accept	Oral Interview	2/10/2016 11:15:05 AM	2/10/2016 11:23:25 AM
Note	Author	Date		
Ready for review.	Melissa Apodaca	2/10/2016 11:15:05 AM		
Very knowledgeable during interview.	WALTER MEEKS	2/10/2016 11:23:25 AM		

2	working level	Fire protection engineers must demonstrate a working level knowledge of the essential elements of a documented fire safety program.	Not Assigned	Not Started
3	working level	Fire protection engineers must demonstrate a working level of knowledge of the requirements for fire protection and life safety related design control processes identified in DOE directives.	Not Assigned	Not Started
4	working level	Fire protection engineers must demonstrate a working level knowledge of fire protection analysis including fire hazards analysis (FHAs), exemptions and equivalencies, confinement ventilation, nuclear criticality, smoke management systems and fire dynamics.	Not Assigned	Not Started
12	working level	Engineers (including fire protection engineers and safety system oversight personnel) who are assigned safety system oversight for specific fire protection system(s) must demonstrate a working level knowledge of the system(s) they have assigned oversight.	Not Assigned	Not Started
13	familiarity level	Engineers who are assigned safety system oversight for specific fire protection system(s) but have no other fire protection responsibilities must demonstrate a familiarity level knowledge of the DOE fire protection program.	Not Assigned	Not Started

Final Review:

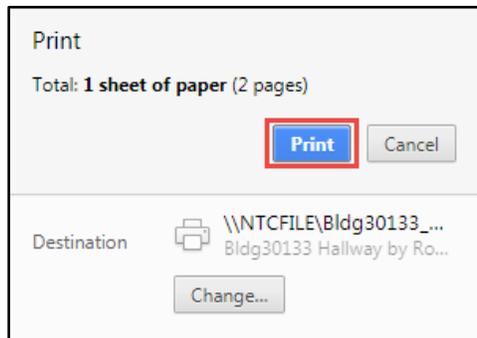
Qualifying Official	Eval Method	Result	Created Date	Result Date	1st Supervisor	1st Sup Result	2nd Supervisor	2nd Sup Result
No records to display.								

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

3. Click **Print** to print the list of competencies,.



QUALIFYING OFFICIAL

11.3 Export a List of Assigned Qual Cards to Excel

A list of in-progress and completed qual cards managed by the logged-in QO is displayed on the **Qual Card Admin** tab. The QO can export this list to an Excel spreadsheet.

NOTE: Only the qual card records are exported to the spreadsheet. If any qual cards are expanded to display the competencies, the competency records are not exported.

1. If necessary, click a column heading to sort the list by qual title, the supervisor who directed the qual assignment, or the due date.



eTQP BASICS

See Section 6.1.2 for help on sorting items in a list.

2. Click the **Export to Excel** icon.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	12/1/2015	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	11/1/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Tim's Test Qual Card	eTQP supervisor	10/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Civil/Structural Engineering: DOE-STD-1182-2004	eTQP supervisor	2/28/2015	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Weapons Quality Assurance: DOE-STD-1025-2008 (WQA Engineer/Scientist)	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Technical Training GAP	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> Environmental Compliance: DOE-STD-1156-2011	eTQP manager	4/1/2012	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	

Page size: 10

18 items in 2 pages



3. In the confirmation dialog box, click **Open** or **Save**.

Do you want to open or save **RadGridExport.xls** (10.5 KB) from **etqpdev**?

Open

Save

Cancel

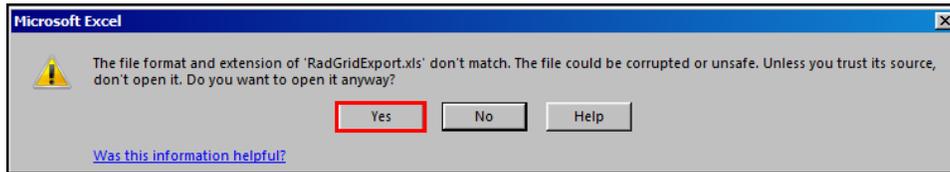
4. eTQP creates a spreadsheet named “RadGridExport.xls.”

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

QUALIFYING OFFICIAL

- Depending on the option selected in Step 4, the spreadsheet either opens or is saved to the user’s **Downloads** folder.
5. If the Microsoft Excel dialog box is displayed, click **Yes** to open the spreadsheet.



11.4 Sort the List of Qual Cards

eTQP BASICS

See Section 6.1.2 for help on sorting items in a list.

- To sort the list of qual cards on the **Qual Card Admin** page by the values in one of the columns, click the appropriate column heading.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	<u>Occupational Safety: DOE-STD-1160-2011</u>	Michelle Gibson	1/1/1986	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	<input checked="" type="checkbox"/>
> Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	2/26/2016	<div style="width: 12%; height: 10px; background-color: yellow;"></div> 12%	In Progress	<input type="checkbox"/>
> Shawn Charles	<u>Chemical Processing: DOE-STD-1176-2010</u>	eTQP supervisor	10/31/2014	<div style="width: 5%; height: 10px; background-color: yellow;"></div> 5%	In Progress	<input type="checkbox"/>
> Shawn Charles	<u>Criticality Safety: DOE-STD-1173-2009</u>	eTQP supervisor	11/1/2014	<div style="width: 0%; height: 10px; background-color: yellow;"></div> 0%	In Progress	<input type="checkbox"/>
Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	11/29/2014	<div style="width: 0%; height: 10px; background-color: yellow;"></div> 0%	Not Started	<input type="checkbox"/>

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

12.0 FTCP AGENT

The FTCP Agent performs the final review and approval of Senior Technical Safety Manager (STSM) quals.

All FTCP Agent actions take place on the **Qual Card Admin** tab.

NOTE: When a 2nd Line Supervisor (or a 1st Line Supervisor if no 2nd Line Supervisor exists) submits an STSM qual for final approval, a notification email is sent to the FTCP Agent.

The reviewing FTCP Agent can access eTQP by clicking the link in the notification email, as shown below. The link opens in the users default browser.

From: eTQP Notifications [<mailto:etqp-noreply@ntc.doe.gov>]
Sent: Friday, October 17, 2014 2:26 PM
To: WebMaster
Subject: Competency Submitted for Review - eTQP participant

Competency Review: 1 on Qual Card: General Technical Base: DOE-STD-1146-2007 due on 10/22/2014 for eTQP participant has been submitted for review.

You can manage this review by going to the [Qual Card Admin](#) page of the eTQP application, finding this Qual Card for the participant and clicking the "View/Edit Submission" icon.  for the competency.

NON-PROPRIETARY INFORMATION

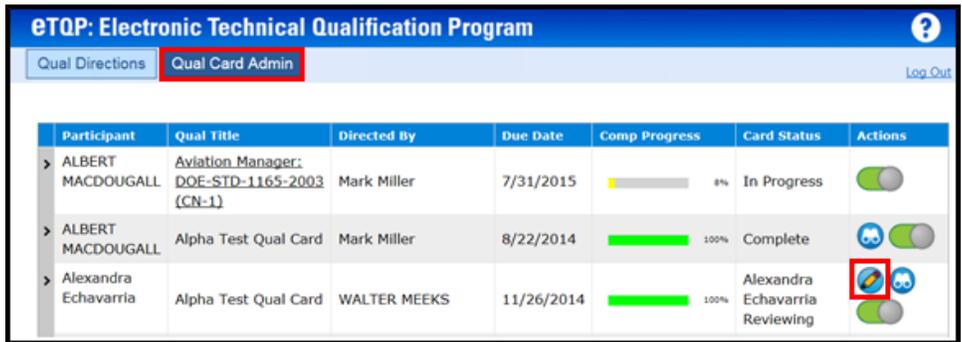
This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

FTCP AGENT

12.1 Review Final Qualifying Activities for an STSM Qual

Documentation supporting a Participant’s final qualifying activities for an STSM qual (examination, facility walk-through, oral board, or oral interview) is uploaded by the eTQP Manager and submitted to the Supervisor or Supervisors and the FTCP Agent for final review and approval.

1. On the **Qual Card Admin** tab, click the **Edit Submission** icon for the relevant qual to open the **Review Qual Card** form.



2. Review the notes and documentation added by the Participant and Manager.

	<p>eTQP BASICS</p> <p><i>See Section 6.2 for help on working with documentation</i></p>
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3. Perform the appropriate evaluation.
4. Complete the following items on the **Review Qual Card** form:
 - To approve the final qualifying activities:
 - a. Select **Accept** in the **FTCP Agent Review Result** list.
 - b. Check the box certifying that the candidate has successfully completed the qual.
 - c. Document the decision in the **Notes** field.
 - d. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP. Remember that exams may be classified, so check before uploading exams as supporting documents.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

FTCP AGENT

**eTQP BASICS**

See Section 6.2 for help on working with documentation

- To kick back the qual:
 - a. Select **Kick Back** in the **FTCP Agent Review Result** list.
 - b. Document the decision in the **Notes** field.
 - c. Add supporting documentation.

IMPORTANT: Do not upload classified, PII, or UCNI material to eTQP. Remember that exams may be classified, so check before uploading exams as supporting documents.

**eTQP BASICS**

See Section 6.2 for help on working with documentation

NOTE: The **Kick Back** result constitutes a denial of the request for approval. It can also allow the reviewer to request the submission of additional information by the Participant.

Review Qual Card

Qualifying Official: * WALTER MEEKS

Evaluation Method: Oral Interview

Review Result: Accept

1st Line Supervisor: WALTER MEEKS

Supervisor Review Result: Accept

2nd Line Supervisor: Not Set

Supervisor Review Result: Not Set

FTCP Agent: WALTER MEEKS

FTCP Agent Review Result: Accept/Kick Back

Notes:

Notes History

Author	Note	Time Stamp
No records to display.		

Submit Cancel

5. Click **Submit** to close the **Review Qual Card** form.

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

FTCP AGENT

- The **Edit Submission** icon no longer appears with the qual in the list of quals.
- If the final qualifying activities were accepted and no additional Supervisor is required to approve the qual, the qual’s status is shown as **Complete**.
- If the qual was kicked back, the qual’s status is shown as **Kicked Back**, and the Participant has the option of submitting it for review and approval again.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> ALBERT MACDOUGALL	Aviation Manager; DOE-STD-1165-2003 (CN-1)	Mark Miller	7/31/2015	<div style="width: 4%; background-color: yellow;">4%</div> 4%	In Progress	
> ALBERT MACDOUGALL	Alpha Test Qual Card	Mark Miller	8/22/2014	<div style="width: 100%; background-color: green;">100%</div> 100%	Complete	
> Alexandra Echavarrria	Alpha Test Qual Card	WALTER MEEKS	11/26/2014	<div style="width: 100%; background-color: green;">100%</div> 100%	Complete	

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

FTCP AGENT

12.2 View the Review History of a Competency, Equivalency, or Completed Qual Card

The history and status of all quals managed by the logged-in QO, and all associated competencies and equivalencies, can be reviewed from the **Qual Card Admin** tab.

- Status information for each active or completed qual card includes the due date; the current percent complete; a status of **Not Started**, **In Progress**, **Complete**, or **Complete (Legacy)**; and the name of the Supervisor who directed the assignment of the qual.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	Occupational Safety: DOE-STD-1160-2011	Michelle Gibson	1/1/1986	<div style="width: 100%; background-color: green;">100%</div>	Complete (Legacy)	
> Shawn Charles	Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/1/2014	<div style="width: 0%; background-color: gray;">0%</div>	In Progress	
Shawn Charles	Aviation Manager: DOE-STD-1165-2003 (CN-1)	eTQP supervisor	11/29/2014	<div style="width: 0%; background-color: gray;">0%</div>	Not Started	
> eTQP participant	General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; background-color: green;">100%</div>	Complete	

- The review history includes any notes or documents added by the reviewer or Participant during the review process.
- If the competency, equivalency, or qual has been kicked back one or more times, the review history includes the notes and documentation for each review request.
- Review history is not available for competency or equivalency review requests that are currently in progress, but notes and supporting documentation can be reviewed.

12.2.1 View the Review History of a Competency or Equivalency

1. On the **Qual Card Admin** tab, click the **Expand** icon for the relevant qual card to display the qual card's competencies.

eTQP BASICS

See Section 6.1 for help on locating items in a list.

FTCP AGENT

- Click the **View Details** icon next to a competency that has been completed, is under review, or has been kicked back, to open the **Review Competency** or **Review Equivalency** form.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
<input checked="" type="checkbox"/> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
#	Level	Competencies	Reviewer	Status	Actions
1	familiarity level	Personnel shall demonstrate a familiarity level knowledge of basic nuclear theory and principles	eTQP agent	Complete	
2	familiarity level	Personnel shall demonstrate a familiarity level knowledge of the basic fission process and the results obtained from fission.	eTQP official	Complete	

- In the **Competency Review History** list, click the **Expand** icon next to a review action to review the following details:

- Reviewer Name
- Evaluation Method
- Review Result
- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

	<p>eTQP BASICS</p>	<p><i>See Section 6.2 for help on managing supporting documentation.</i></p>
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NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

FTCP AGENT

Review Competency

Competency Review History

Card Status	Created Date	Result Date
<input checked="" type="checkbox"/> Accepted Reviewer: eTQP official Evaluation Method: Written Exam Review Result: Accept	10/20/2014 4:17:05 PM	10/20/2014 4:32:58 PM

Notes History

Author	Note	Time Stamp
No records to display.		

Supporting Documentation

Document Name	File Size	Actions
No records to display.		

4. To close the **Review Competency** or **Review Equivalency** form and return to the list of quals and competencies, click **Close**.

12.2.2 View the Review History of a Completed Qual Card

1. Click the **View Details** icon next to the completed qual card to be reviewed to open the **Review Qual Card** form.

 <p>eTQP BASICS</p>	<p><i>See Section 6.1 for help on locating items in a list.</i></p>
---	---

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green; border: 1px solid black;"></div> 100%	Complete	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray; border: 1px solid black;"></div> 0%	In Progress	

2. In the **Qual Card Review History** list, click the **Expand** icon next to a review action to review the following details:
 - Reviewer Name
 - Evaluation Method
 - Review Result
 - First and Second Line Supervisor names and Review Results

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

FTCP AGENT

- Review Created Date
- Review Result Date
- Notes History
- Supporting Documentation

eTQP BASICS

See Section 6.2 for help on managing supporting documentation.

Review Qual Card

Qual Card Review History

Status	Created Date	Result Date
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Accepted</p> <p>Reviewer: eTQP manager</p> <p>Evaluation Method: None Set</p> <p>Review Result: Accept</p> <p>1st Line Supervisor: eTQP supervisor</p> <p>Supervisor Review Result: Accept</p> <p>2nd Line Supervisor: eTQP supervisor</p> <p>Supervisor Review Result: Accept</p> </div> <div style="width: 35%;"> <p>2/23/2011 12:00:00 AM</p> <p>2/23/2011 12:00:00 AM</p> </div> </div>		

Notes History

Author	Note	Time Stamp
eTQP manager	Legacy Load	11/12/2014 12:29:46 PM

Supporting Documentation

Document Name	File Size	Actions
SAF-261 Editing_Checklist 2014-11-12.docx	42.02 Kb	

[Close](#)

3. To close the **Review Qual Card** form and return to the list of quals, click **Close**.

FTCP AGENT

12.3 Export a List of Assigned Qual Cards to Excel

A list of in-progress and completed qual cards managed by the logged-in QO is displayed on the **Qual Card Admin** tab. The QO can export this list to an Excel spreadsheet.

NOTE: Only the qual card records are exported to the spreadsheet. If any qual cards are expanded to display the competencies, the competency records are not exported.

1. If necessary, click a column heading to sort the list by qual title, the Supervisor who directed the qual assignment, or the due date.



eTQP BASICS

See Section 6.1.2 for help on sorting items in a list.

2. Click the **Export to Excel** icon.

Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
> General Technical Base: DOE-STD-1146-2007	eTQP supervisor	10/22/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	12/1/2015	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Beta Test Qual Card	eTQP supervisor	11/1/2014	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete	
> Tim's Test Qual Card	eTQP supervisor	10/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	11/30/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Civil/Structural Engineering: DOE-STD-1182-2004	eTQP supervisor	2/28/2015	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Weapons Quality Assurance: DOE-STD-1025-2008 (WQA Engineer/Scientist)	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> Technical Training GAP	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	In Progress	
> (Clone) Criticality Safety: DOE-STD-1173-2009	eTQP supervisor	12/31/2014	<div style="width: 0%; height: 10px; background-color: gray;"></div> 0%	Not Started	
> Environmental Compliance: DOE-STD-1156-2011	eTQP manager	4/1/2012	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	

Page size: 10
18 items in 2 pages



3. In the confirmation dialog box, click **Open** or **Save**.



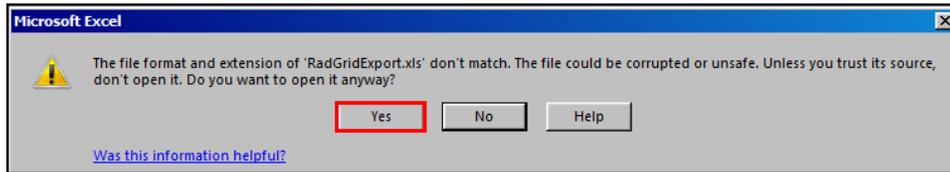
4. eTQP creates a spreadsheet named “RadGridExport.xls.”

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.

FTCP AGENT

- Depending on the option selected in Step 4, the spreadsheet either opens or is saved to the user's **Downloads** folder.
5. If the Microsoft Excel dialog box is displayed, click **Yes** to open the spreadsheet.



12.4 Sort the List of Qual Cards

eTQP BASICS

See Section 6.1.2 for help on sorting items in a list.

- To sort the list of qual cards on the **Qual Card Admin** page by the values in one of the columns, click the appropriate column heading.

Participant	Qual Title	Directed By	Due Date	Comp Progress	Card Status	Actions
Shawn Charles	<u>Occupational Safety: DOE-STD-1160-2011</u>	Michelle Gibson	1/1/1986	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	Complete (Legacy)	<input checked="" type="checkbox"/>
> Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	2/26/2016	<div style="width: 12%; height: 10px; background-color: yellow;"></div> 12%	In Progress	<input type="checkbox"/>
> Shawn Charles	<u>Chemical Processing: DOE-STD-1176-2010</u>	eTQP supervisor	10/31/2014	<div style="width: 5%; height: 10px; background-color: yellow;"></div> 5%	In Progress	<input type="checkbox"/>
> Shawn Charles	<u>Criticality Safety: DOE-STD-1173-2009</u>	eTQP supervisor	11/1/2014	<div style="width: 0%; height: 10px; background-color: yellow;"></div> 0%	In Progress	<input type="checkbox"/>
Shawn Charles	<u>Aviation Manager: DOE-STD-1165-2003 (CN-1)</u>	eTQP supervisor	11/29/2014	<div style="width: 0%; height: 10px; background-color: yellow;"></div> 0%	Not Started	<input type="checkbox"/>

NON-PROPRIETARY INFORMATION

This procedure was prepared by the Safety Training Department and is scheduled for review in August 2018.