

## USPL Checklist: AO/AOD Radiation OJT

Student Name:	Evaluated By:
Student ID:	Evaluator Signature:
Evaluation Date:	

**Description:** Employees need to complete all of the tasks listed below under the supervision of a qualified Asset Operator (AO)/ Asset Operator Designee (AOD).

<p><b>1. POLICIES</b></p> <p>Read the following policies/procedures and discuss the roles and responsibilities of the Asset Operator (AO) and/or Asset Operator Designee (AOD) with a qualified AO:</p> <ul style="list-style-type: none"> <li>– ATW Policy</li> <li>– Level 2 HITRA Procedure</li> <li>– Cold Work Policy</li> <li>– Radiation Safety</li> </ul>	Comments	N/A <input type="checkbox"/>
		Met: <input type="checkbox"/>
<p><b>2. ATW POLICY</b></p> <p>Demonstrate completing the ATW form with input from the Performing Authority and the Workforce.</p>	Comments	N/A <input type="checkbox"/>
		Met: <input type="checkbox"/>
<p><b>3. ATW POLICY</b></p> <p>Demonstrate reviewing the Level 2 HITRA to verify that the scope is appropriate, permits have been identified, and that it has been properly approved.</p>	Comments	N/A <input type="checkbox"/>
		Met: <input type="checkbox"/>
<p><b>4. ATW POLICY</b></p> <p>Demonstrate reviewing and verifying that permit conditions are deemed acceptable for the defined scope of work and affected equipment.</p> <p>Demonstrate issuing the permit to the Performing Authority or can delegate permit issuance to the AOD.</p>	Comments	N/A <input type="checkbox"/>
		Met: <input type="checkbox"/>
<p><b>5. ATW POLICY</b></p> <p>Discuss determining if changes can be made to a permit if permit conditions are exceeded or if the permit should be cancelled and a new permit issued.</p> <p>Demonstrate making changes to the permit by documenting their approval of the changes by initialing the changes where they are documented on the permit.</p> <p>Discuss making changes to permits issued by telephone.</p> <p>Discuss determining if changes to the Level 2 HITRA are necessary and how to facilitate those changes as the HITRA Leader prior to approving the changes to the permit.</p>	Comments	N/A <input type="checkbox"/>
		Met: <input type="checkbox"/>
<p><b>6. ATW POLICY</b></p>	Comments	N/A <input type="checkbox"/>

<p>Describe receiving expired permits from the Performing Authority(s) and verify that the work written on the permit(s) has been completed.</p> <p>Demonstrate documenting the expiration time on the permit(s) and on the ATW form in Section C.</p>		<p>Met: <input type="checkbox"/></p>
<p>7. ATW POLICY</p> <p>Describe updating the Permit Register when a permit is issued and then when it expires.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>8. RADIATION</p> <p>Demonstrate reviewing and issuing a Cold Work Permit to the Performing Authority for Radiation.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>9. RADIATION</p> <p>Discuss the provisions of the Radiation Safety policy.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>10. RADIATION</p> <p>Discuss the conditions that require a Cold Work — Radiation Permit:</p> <ul style="list-style-type: none"> <li>• Radiographic Inspection (X-Ray).</li> <li>• Maintenance work on analyzers with a radioactive source.</li> </ul>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>11. COMPLETION</p> <p>The above named employee has been successfully completed the OJT tasks listed above and is ready for the Practical exam.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>

