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Procedure No. GRC-P7600.010

Revision D

Division Procedure

Qualified Operators

Approved by:

Chief, Research Testing Division/7600

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Cleveland, OH 44135

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Glenn Research Center Procedure	Title: Qualified Operator	
	Document No.: GRC-P7600.010	Rev.: D

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Change Record

Rev.	Effective Date	Description
Basic	12/04/2000	Consolidates and combines numerous Branch documents into one Division-level document. Change Request A-3
A	07/10/2001	6/4/2001 Review recommend update 2.0 Reference CLP's prefix LeR to GRC and eliminate reference LeR-P7500.006
A	07/10/2001	6/4/2001 CR# A-5 Update 2.0 References
B	06/24/2002	Change template from GRC-F7200.001 template to BMS F-7 procedure template Change Request #175
C	05/30/2003	Updated procedure to reflect current practice. FCR2003-1602
D	11/04/2003	Document Number Changed from 7200.019 to 7600.010 General numbering and reference changes related to directorate re- organization and document re-numbering. FCR2003-1654

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1.0 INTRODUCTION

Pursuant to NASA Glenn Safety Manual, Section 1.A Safety Permit System, the NASA GRC Safety Committee prior to issuing a Safety Permit requires a Qualified Operators List (NASA-C-580). Both the Safety Permit and the Qualified Operators List are clearly marked and posted. The Qualified Operators List describes and/or names the specific system on which the operator has been trained to operate. NASA-C-40 On-the-Job (OJT) Training form is the objective evidence of the qualifying training.

1.1 Purpose

This procedure describes the process of training a qualified facility operator and maintaining a list of qualified operators for Research Testing Division (RTD).

1.2 Scope

RTD technical personnel assigned to test articles and operate facilities at Glenn.

2.0 REFERENCES

2.1 Applicable Documents

Document Number	Document Title
TM104418	NASA Glenn Research Center Safety Manual 1.A (Safety Permit System)
GRC.2.6.1	Implementation – Experimental Testing
GRC-P3.3.1.1	On-the-Job Training (OJT) Documentation
GRC-P3.4	Facilities Management
GRC-P3.10	Safety, Environmental, Security and Emergency Preparedness Programs
GRC-P7600.003	Aero Test Engineering
NASA-C-580	Qualified Operators List

2.2 Records

Document Number	Document Title
NASA-C-40	NASA Glenn Research Center On-the-Job Training (OJT)

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2.3 Definitions

OJT	On-the-job training. Qualified trades technical personnel train with other qualified operators for each system within the test facility. Systems may include sub-systems and associated hardware, equipment and instrumentation. The candidate operator must demonstrate proficiency on each step of the set-up, operation and shut-down prior to being added to the Qualified Operators List.
QOL	Qualified Operators List is a means of ensuring only those individuals who have been trained, qualified and named on the NASA-C-580 are eligible to operate the respective test facility. This process prevents untrained unqualified individuals access to operations.
Customer	Project Engineer

3.0 RESPONSIBILITIES

3.1 RTD Technical Management (7600)

RTD management provides technical support for the set-up, operation and shut-down of Glenn test facilities. RTD management may select and/or assign trainee candidate to a specific test cell/facility for the purpose of training to become a qualified operator within that test cell/facility. In conjunction with trainee and engineer, manager agrees operator trainee is proficient in operating systems for particular trained test facility by signing the NASA-C-580 Qualified Operators List. At that time, the manager completes NASA-C-40 On-the-Job Training (OJT) form to document the C-580 event. The manager retains the OJT form in the employee's branch personnel folder.

3.2 Research Testing Division (7600) and a few customers from Branches in 2000, 5000, and 6000 Directorates.

Requester (usually the project engineer) requests RTD management to provide technical support for facility operations. Engineer agrees with the operational training provided and may suggest what training should be implemented or perform the training themselves or in conjunction with qualified knowledgeable operator journeypersons.

4.0 PROCEDURE

Responsible Person or

Organization

Block No.

Activity

3.1, 3.2

4.1

Determines a need for technical support for facility

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**Responsible Person or
Organization**

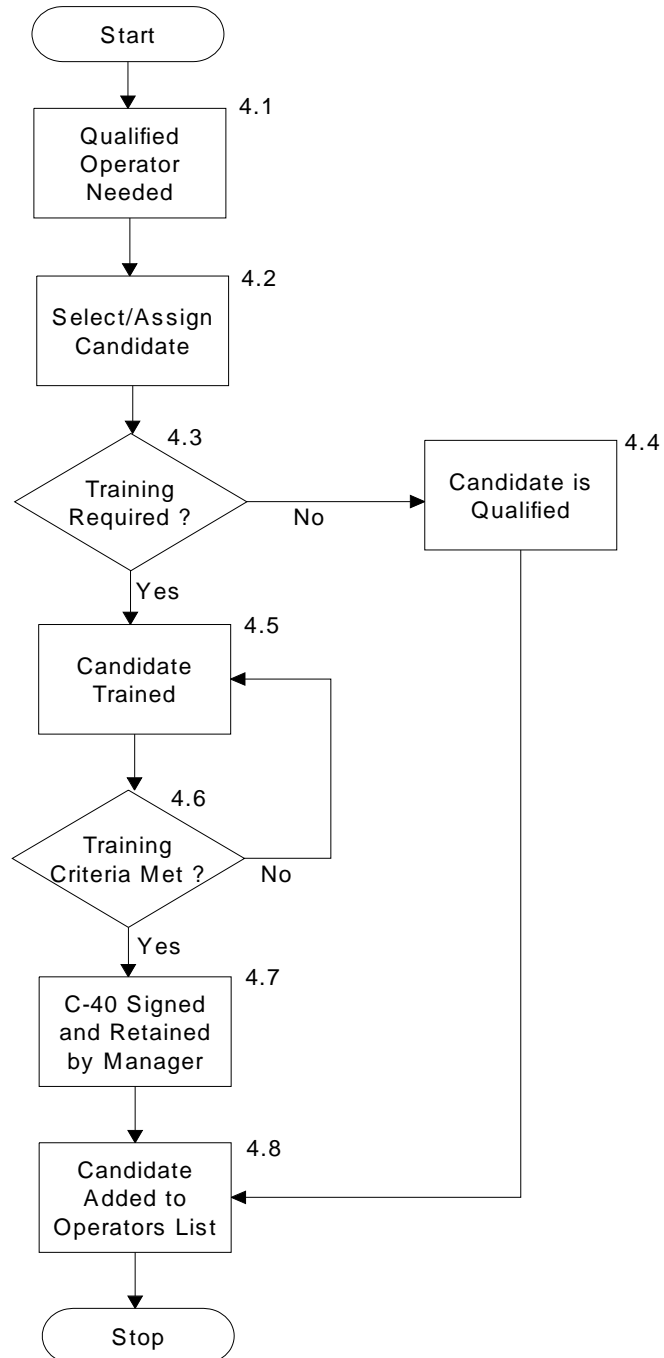
Block No.

Activity

		operations.
3.1	4.2	Select/assign technical candidate to a specific test facility.
3.1	4.3	Does Candidate require training? If so, manager initiates C-40 form. If not, C-40 is not required
3.1	4.4	Candidate selected has required qualifications for selected facility operations. Note: This usually applies to the facility safety permit renewal activity.
3.1	4.5	Trainee works with facility qualified operator and learns overall facilities testing operations. <ul style="list-style-type: none"> • Training includes safety awareness and making trainee knowledgeable of and alert to potential hazards that could exist within the test facility. Trainee is taught the methodologies, concepts, and applications used to safely and efficiently set-up, operate, and shutdown the test facility under the observation of the qualified facility operator. Upon demonstrating an understanding of test facilities operations, the trainee will perform the set-up, operation, and shut-down under the observation of the qualified facility operator.
3.1	4.6	If the candidate/trainee has not met all training criteria as specified on the OJT form, training will be repeated until the criteria has been met. The trainee is qualified when the qualified facility operator, trainee's manager and customer are in agreement the candidate/trainee has demonstrated the ability to operate the facility unassisted.
3.1	4.7	RTD manager completes the OJT form annotating specific systems trainee has become qualified to operate. Manager retains OJT form in employee's branch personnel folder.
3.1, 3.2	4.8	RTD manager adds candidate/trainee's name to the Qualified Operators List form for the specific facility and systems which trainee became qualified.

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5.0 FLOW DIAGRAMS



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