

6.2.6 Evaluation Process

The objective of the evaluation process is to observe and document an individual demonstrating their ability to perform a covered task. This evaluation establishes that an individual is qualified to perform covered tasks and to recognize and react to abnormal operating conditions.

Operators are responsible for accepting the results of all evaluations. Operators should track and maintain an individual's qualification to promote safety and the verification of an individual's knowledge, skills, and ability to perform a task.

The evaluation process should include, at a minimum, the following:

- Grading system:
 - Identify grading system(s) (Pass/Fail or Criterion-Based Scale); examples of grading systems include, but are not limited to:
 - Pass / Fail - no number or alphabetic grade given.
 - Criterion Based Scale - graded on a scale, for example, an 80 % score.
 - Operators should be prepared to provide justification for the grading method(s) applied.
- Number of allowable attempts,
- Consequences of failure.
- Process for communicating evaluation results.
- Evaluators shall have training to ensure that they understand the evaluation process and their role in the process.
- Minimum requirements for testing:
 - Ensure that environment is conducive for testing
 - Ensure all operator testing requirements are met
 - Maintain control of test materials
 - Requirements for proctors.
- Rules to ensure test integrity:
 - Fair and consistent administration.
 - Security of test questions and answer banks.
- Rules for ensuring the integrity of evaluations performed remotely

Evaluators should have the technical knowledge and skills for the task they are evaluating and the ability to recognize and respond to abnormal operating conditions.

The operator may also consider if the evaluator needs to maintain the qualification for each task that they are able to evaluate. This is especially important if the evaluation is performed on an active system and there are no other qualified individuals to direct and observe.

6.2.6.1 Evaluation Qualification Documentation

Qualification records shall include:

- Identification of qualified individual(s);
- Identification of the covered tasks the individual is qualified to perform;
- Date(s) of current qualification; and
- Qualification method(s).
 - Records supporting an individual's current qualification shall be maintained while the individual is performing the covered task. Records of prior qualification and records of individuals no longer performing covered tasks shall be retained for a period of five years.

NOTE Documentation requirements for operator qualification are found under CFR 192.800 and CFR 195.500.