

## 6.2.6 Evaluation Process

The object of qualifying an individual is to have a process by which the qualified person demonstrates the skills and knowledge to perform a task correctly and safely. Operators have flexibility when developing evaluation processes but should, at a minimum, include the following criteria.

### Internal Programs

- 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 for an evaluation.
    - Criterion Based Scale - graded on a scale, for example, an 80 % score on an evaluation.
  - 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.
- Minimum requirements for evaluators:
  - The operator may consider providing formal training for the evaluator to ensure that they understand the evaluation process and their role in the process.
  - The operator may also consider verifying that the evaluator has the required knowledge, skills and experience of the task they are evaluating when the evaluation is performed on an active system and there are no other qualified individuals to direct and observe.
- Minimum requirements for an evaluation:
  - Ensure that environment is conducive for testing
  - Ensure all Operator testing requirements are being met
  - Process for maintaining control of documentation
- Rules to ensure evaluation integrity:
  - Fair and consistent administration.
  - Security of test questions and answer banks.
- Rules for ensuring the integrity of evaluations performed remotely (See section 6.2.6)
- Documentation requirements:
  - Identification of qualified evaluator
  - Identification of tasks evaluator is qualified to evaluate
  - Date of current qualification
  - Qualification method(s)

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

### External Programs

When a contractor or third-party qualification process is used to qualify personnel, the operator should review the contractor or third-party qualification program and criteria to ensure it meets the operator's requirements.