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| **Activity Scope:** | | | | | | | | | | | | | | |
| **Safety Envelope: Provide the documentation that defines the safety envelope for the work. E.g., SOPs, JHA/JSA, types of chemicals and quantities, radiological materials and sources including quantities and levels, etc.** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Describe ordinary hazards and mitigations for this activity, include existing JHA/JSA, training or PPE:** | | | | | | | | | | | | | | |
| Qualifying Official: Indicate the basis for granting Researcher Controlled Assessment by placing an “X” in one or more boxes as applicable. Check-box 1 is for *knowledge*. Check-box 2 is for *mentoring*. Check-box 3 is for *demonstrated competency* (See definitions below.). Names may be added or removed by the Qualifying Official. Only people whose names appear below may perform this activity. | | | | | | | | | | | | | | |
|  | **Name of Qualified Personnel** | | **#1** | **#2** | **#3** |  | **Signature of Qualifying Official** | | | | **Date** | |  |  | | |
| 1. |  | |  |  |  |  |  | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | |
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| 10. |  | |  |  |  |  |  | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  | |
|  | Is re-qualification required? Yes  No  Date:  Does this qualification lapse? Yes  No  Date: | | | | | | | | | | | | | |  |  | |
| **Safety Officer, Laboratory Lead, and Qualifying Officials Approvals** | | | | | | | | | | | | | | |
| CAES Safety Officer: I concur that this may be a researcher-controlled activity. | | Signature: | | | | | | Date: |  | Lab | |  | | |
| Laboratory Lead: I approve this as a researcher- controlled activity in my lab. | | Signature : | | | | | | Date: |  | Lab | |  | | |
| Qualifying Officials¹: I approve this as a researcher-controlled activity. | | Name: | | | | | | Date: |  |
|  | | Name: | | | | | | Date: |  |
|  | | Name: | | | | | | Date: |  |
|  | | Name: | | | | | | Date: |  |
|  | | Name: | | | | | | Date: |  |
|  | | | | | | | | | | | | | | |
| ¹After the initial sign-off, the Qualifying Official may qualify additional people. | | | | | | | | | | | | | | |

*Knowledge* is education/training acquired at universities, colleges, technical schools, applicable military education, training provided by vendors, company certifications, verifiable training from recognized professional organizations, certifications and education from previous companies, documented work experience demonstrating competency, etc.

*Mentoring* is a developmental relationship between a more experienced mentor and a less experienced associate during which the experienced mentor assists in and confirms the enhancing and elevating of the associate’s skill level.

*Demonstrated Competency* The qualifying official ensures that a researcher’s skills and knowledge are adequate to perform assigned tasks by observing the individual successfully complete the activity. Researchers may also demonstrate competence to the qualifying official by completing an informal vendor-derived checklist, executing vendor instructions for operations, or completing on-the-job training.

GUIDANCE AND INSTRUCTION

The Researcher Controlled Activity Assessment must be evaluated by the Department or Laboratory manager for the activity proposed using the definitions of *Researcher controlled activity* and *ordinary hazards* in the definitions below:

*Researcher Controlled activity.* Those activities where all associated hazards are recognized and mitigated through the skills and/or physical techniques acquired by the Researcher through training (general or specific), mentoring, or on‑the‑job training over time for a specific discipline or activity. These skills are typical of an individual hired to meet the requirements listed in a company position description. Skills, training and experience, enable the Researcher to recognize and mitigate ordinary hazards common to the activities the person customarily performs.

*Ordinary Hazards.* Low risk hazards normally encountered in the work environment that have little potential for change. The activity associated with the low risk hazards supports day to day function. The risk is qualitatively evaluated taking into account the consequences and frequency of improper performance. Different types of work locations (for example, nuclear and non‑nuclear facilities, and laboratories such as battery testing, biochemistry, biological, chemistry, field activities, hydrogeology, materials development and/or testing, physics, radiochemistry, radiological, welding, etc.) have hazards normally encountered in their locations but which would not be a normal hazard for another location. Appreciation of the type of hazard is commensurate with the training, experience, and knowledge of the person.

The Principal Investigator and Laboratory Lead should ensure all hazards and potential hazards are considered and Researcher Controlled determinations are based on verifying that the selected Researcher(s) (1) have completed any required hazard specific training, (2) satisfied any special education, experience, or credentials that may be required to safely and effectively perform the activity and (3) are current on any qualifications/certifications required for the position/activity, if applicable. Researcher Controlled designation may also be granted by way of formal qualification provided that the qualification takes into account facility specific activities.

**NOTE:** Should the scope or complexity of the Researcher Controlled activity potentially result in risk(s) exceeding those encountered in a normal work environment then formal work planning should be done in accordance with CAES’ standard for work control.