

CHECKLIST FOR ANNUAL REVIEW OF INDUSTRIAL X-RAY UNITS

Please provide the following records, if available. If none, so note.

- _____ Personnel/Area monitoring reports (last 12 months), if performed. Reports signed by the RSO
- _____ Most recent x-ray registration posted
- _____ Radiation Protection Program (either in-house or submitted to regulatory agency)
- _____ Operating & Emergency Procedures available for the user
- _____ Training records of current Authorized Users and Radiation Safety Officer (RSO). Are all users approved by the RSO?
- _____ Have service contract with x-ray vendor? (YES or NO)
- _____ Posting of "Notice to Employees" on bulletin board? (YES or NO)
- _____ Posting of "Emergency phone numbers"? (YES or NO)
- _____ Are phone numbers posted current? (YES or NO)
- _____ Posting of "X-RAYS IN USE" or something to that effect? (YES or NO)
- _____ Survey meter available? Calibrated? Surveys performed (if required). Frequency?
- _____ Initial installation documents with manufacturer's survey report. Other transfer documents, if applicable.

NOTE: This checklist is not to be used for x-ray units used in Industrial Radiography, medical or mobile units. This is to be used only for table top units that have fail-safe closure devices for ON/OFF and does not have variable x-ray exposure capability.