

GENERAL X-RAY RADIOGRAPHY CHECKLIST

(Includes all field x-ray radiography)

(A FACILITY checklist is not required when completing this form.)

Facility _____ Date Surveyed _____

Registration number _____ - _____ Control number _____ Inspector _____

Facility Email Address _____ Person Interviewed _____

Control panel manufacturer and serial no. _____

Tubehead manufacturer and serial no. _____

Circle Y for yes (compliant), N for no (noncompliant) and N/A for not applicable. (All reg references preceded by 0400-20-)

Facility

- Y N N/A ☐ Unit is in storage and not being used.
1. ☐ ☒ ☒ Copy of registration form available for this unit. (04-.11(1)(d))
 2. ☐ ☒ ☒ Information on registration accurate as to address, ownership, possessor and location? (10-.24(5))
 3. ☐ ☒ ☒ Are all of the units registered under this registration possessed by the registrant? (10-.24(5))
 4. ☐ ☒ ☒ Are all of the units possessed at this facility registered? (10-.24(1))
 5. ☐ ☒ Regulations present. (04-.11(1)(a))
 6. ☐ ☒ "Notice to Employees" (RHS 8-3) posted. (04-.11(1)(g))
 7. ☐ ☒ Switch at control panel and any remote switch labeled "CAUTION-RADIATION, THIS EQUIPMENT PRODUCES RADIATION WHEN ENERGIZED". (05-.111(11))

Security

8. ☒ ☒ X-ray machine control panel locked to prevent unauthorized use. (08-.04(2)(a))
9. ☒ ☒ When not in use, machine stored in a secure area. (08-.04(3))

Survey Meters

10. ☒ ☒ Survey instruments available. (08-.04(4)(a))
11. ☒ ☒ Survey instruments have ranges from 2 mR – 1 R. (08-.04(4)(a))
12. ☒ ☒ ☒ Survey meters calibrated every 6 months (to within +- 20%). (08-.04(4)(b))
13. ☒ ☒ ☒ Records of survey meter calibration maintained for 3 years after calibration date. (08-.04(4)(c))
14. ☒ ☒ ☒ Survey instrument operability check performed each day prior to use. (08-.04(8)(a))
15. ☒ ☒ ☒ Quarterly inventory of all x-ray machines and records of inventories. (08-.04(6))

Utilization Log

16. ☒ Y ☒ N ☒ N/A Utilization log maintained at location listed on registration, containing information:
☐ make, model and serial number of the device,
☐ identity of the radiographer to whom the machine is assigned, and
☐ location and dates of use. (08-.04(7)(a))
17. ☒ Y ☒ N ☒ N/A Utilization log records retained for 3 years after record is made. (08-.04(7)(b))

Training

18. ☒ Y ☒ N ☒ N/A Radiographers and radiographer's assistants have certification. (08-.05(1)(a) and (b))
19. ☒ Y ☒ N ☒ N/A Records of radiographer and assistants training include:
☐ certification documents
☐ verification of certification status
☐ dates of oral and practical examinations
☐ names of individuals conducting examinations
☐ copies of written tests

Dosimetry

20. ☒ Y ☒ N ☒ N/A All radiographers and radiographer's assistant wearing:
☐ direct-reading dosimeter,
☐ an alarming ratemeter, and
☐ personnel dosimeter. (08-.05(3)(a)):
21. ☒ Y ☒ N ☒ N/A Pocket dosimeters range from zero to 200mR or
not greater than 1 R and recharged at the start of each shift. (08-.05(3)(a))
22. ☒ Y ☒ N ☒ N/A Pocket dosimeters read and recorded at the beginning and end of each shift. (08-.05(3)(b))
23. ☒ Y ☒ N ☒ N/A Pocket dosimeters checked for proper response to radiation annually. (08-.05(3)(c))
24. ☒ Y ☒ N ☒ N/A If an individual's pocket dosimeter is discharged beyond its range, does that individual cease
industrial radiographic operations, his/her personnel dosimetry processed immediately, and that
individual not allowed to return to work with sources of radiation until a determination of dose
has been made? (08-.05(3)(d))
25. ☒ Y ☒ N ☒ N/A Personnel dosimetry records maintained. (08-.05(3)(f))
26. ☒ Y ☒ N ☒ N/A All exposures maintained below limits. (05-.50)
27. ☒ Y ☒ N ☒ N/A Each alarm ratemeter:
☐ Is checked to ensure that the alarm functions properly (sounds) prior to use at the start of each shift,
☐ Is set to give an alarm signal at a preset dose rate of 500 mR/hr,
☐ Requires special means to change the preset alarm function, and
☐ Is calibrated annually (+/- 20% actual dose rate). (08-.05(3)(g))

Operations

28. (Y) (N) (N/A) Two-man rule always used during radiography. (08-.05(4)(a))
29. (Y) (N) (N/A) During each field radiographic operation, the radiographer or his assistant shall maintain direct surveillance of the operation to prevent unauthorized entry into the high radiation area. (08-.06(1))
30. (Y) (N) (N/A) Posting of CRA signs at boundary of restricted area and high radiation area. (08-.06(2))
31. (Y) (N) (N/A) Calibrated survey instrument at each site. (08-.06(3)(a))
32. (Y) (N) (N/A) Survey performed after each exposure to determine that radiation production has terminated. (08-.06(3)(b))
33. (Y) (N) (N/A) Records for each exposure maintained; record to include: (08-.06(3)(d))
- ☐ the duration of each exposure,
 - ☐ the number of exposures made,
 - ☐ the voltage used, and
 - ☐ the current used.
 - ☐ Records maintained for 3 years.
34. (Y) (N) (N/A) The following documents/records should be available at a temporary job site: (08-.06(3)(e))
- | | |
|--|---|
| <input type="checkbox"/> Registration | <input type="checkbox"/> Daily pocket dosimeter records |
| <input type="checkbox"/> Regulations | <input type="checkbox"/> Latest survey instrument calibration |
| <input type="checkbox"/> Operating and Emergency Procedures | <input type="checkbox"/> Latest annual PIC response record |
| <input type="checkbox"/> Records for items listed in question 33 | <input type="checkbox"/> Latest calibration record of alarming dosimeters |
| <input type="checkbox"/> Unrestricted area survey records | |

Safety Program

35. (Y) (N) (N/A) Has the registrant developed an inspection program that includes the observation of each radiographer and assistants during an actual operation at intervals not to exceed 6 months or first use thereafter? (08-.10(3))
36. (Y) (N) (N/A) Records maintained of the observations referred to in question 35 for 3 years. (08-.10(3))
37. (Y) (N) (N/A) Has a survey been performed to determine that the unrestricted area dose limits are met and records maintained of this determination? (05-.61 and 05-.136)
38. (Y) (N) (N/A) Has the registrant had any reportable incidents? (08-.12(1))
Note: Marking 'No' here does not infer noncompliance.

Notes Meter, S/N, & Calibration Date: