

FACILITY CHECKLIST

(Required for all Class I, II and III facilities)

Facility _____ Date Surveyed _____

Reg. No. _____ - _____ Address (multiple facilities) _____ Inspector _____

Registered Possessed Inspected

Number of Tubes _____ _____ _____

Facility E-mail Address: _____

Persons Interviewed _____ Mail Letter To _____

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

- | | | | | | |
|----|---|---|-----|--|--|
| | Y | N | N/A | | |
| | | | | | Postings |
| 1. | | | | | Is a "Notice to Employees" (RHS 8-3) posted? |
| 2. | | | | | Regulations present. (04-.11(1)(a)) |
| 3. | | | | | Is each entrance to a room containing x-ray equipment posted "Caution, Radiation Area" or "X-Ray Room"? (05-.111(1) and (9)) |

Registration

- | | | | | | |
|----|-----------------------|-----------------------|-----------------------|--|---|
| 4. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Copy of registration form available for all units registered. (04-.11(1)(d)) |
| 5. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are all of the units possessed registered? (10-.24(1)) |
| 6. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are all of the units registered possessed? (10-.24(5)) |
| 7. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Is the information on the registration form(s) accurate as to address, ownership, possessor and location? (10-.24(5)) |

Image Processing

Digital Film Processor Dip Tank

Protective Equipment

- | | | | | | |
|-----|-----------------------|-----------------------|-----------------------|--|--|
| 8. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are lead aprons or barriers provided and used by everyone in the room when appropriate? (06-.05(2)(b)1.(iv); 3(ii) and (iii); 06-.05(2)(d)6.) |
| 9. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are lead gloves provided and used by anyone holding the patient or film, or by any person whose hands must be in or near the primary beam, except for dental units? (06-.05(2)(b)1.(iv)), (06-.06(1)(b)1.(iv)) |
| 10. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Is the protective equipment in good condition? (06-.04(7), 06-.06(1)(a)4.) |

Patient/Film Holding

- | | | | | | |
|-----|-----------------------|-----------------------|-----------------------|--|--|
| 11. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | All employees that hold patients are over 18 and not pregnant. (06-.05(2)(b)1.(ii)), (06-.06(1)(b)1.(ii)) |
| 12. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | No employee is routinely or consistently holding the patient or film. (06-.05(2)(b)1.(iii)), (06-.05(3)(h)), (06-.06(1)(b)1.(iii)) |

Personnel Monitoring and Records

Personnel monitoring not required or PMD completed

- | | | | | | |
|-----|-----------------------|-----------------------|-----------------------|--|---|
| 13. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are all operators and other occupationally exposed personnel badged, except for those for whom a determination has been made that monitoring is not required? (05-.71)
<i>If a determination has been performed for all occupationally exposed personnel, question 13 is Yes and questions 14 – 22 are N/A.</i> |
| 14. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are all occupationally exposed holders badged? (06-.05(2)(b)1.(vi)), (06-.06(1)(b)1.(vi)) |
| 15. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | When wearing lead aprons, are badges worn outside the lead apron on the collar? (06-.06(1)(b)1.(vi)) |
| 16. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are all badged personnel instructed in its proper use? (04-.12(1)(a)2.(iii))
<i>[badges returned to processor in a timely manner, estimates of exposures for lost badges or missing reports]</i> |
| 17. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Is the badge company being used NVLAP approved? (05-.70(3)(a)) |
| 18. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are all badge records present? (05-.135) |
| 19. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Is the control badge kept outside the x-ray room and indicative of background radiation? (04-.12(1)(a)2.(iii)) |
| 20. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are all exposures less than 5,000 mR per year? (05-.50) |
| 21. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are all exposures to minors less than 500 mR per year? (05-.55) |
| 22. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | Are all x-ray operators certified per HRB? |

Notes