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| Institution: |  | Department: |  |
| RPS: |  | Contact: |  |
| Date of this Audit: |  | Date of Previous Audit: |  |

Mark each question either A, B, C or N/A where A = Compliant; B = Partially Complaint with comment or recommendation; C = Non Complaint and N/A = Not Applicable.

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| 1. **LICENCE** | A | B | C | N/A |
| A1. Current licence is in date and displayed in public |  |  |  |  |
| A2. The Radiation Protection Supervisor is correctly listed in Appendix 3. |  |  |  |  |
| A3. All held sources and irradiating apparatus are correctly1 listed in schedule 2 of the licence. |  |  |  |  |
| A4. There is evidence that prior authorisation is obtained from the RPII where any licensed items are acquired, modified or disposed of. |  |  |  |  |
| A5. Licensed items are only used in the locations specified in schedule 2 of the licence. |  |  |  |  |
| A6. All records relating to licensed items (serial numbers, installation dates and/or certificates, risk assessments, maintenance records, monitoring records, etc.) are available for inspection. |  |  |  |  |
| **Evidence/Comments/Recommendations:** | | | | |

1. Licensed items in storage should be licensed for “Custody Only”. Items licensed for “Commissioning Only” should be out of use, pending a supplier’s installation report, or a safety report from the RPA. Otherwise, the licence should be appropriately amended.

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| 1. **RISK ASSESSMENTS & RADIATION SAFETY PROCEDURES** | | A | B | C | N/A |
| Radiation Safety Procedures Issue Date: |  |  | | | |
| Review Date: |  |
| B1. A Radiation Risk Assessment has been performed or reviewed within the period of validity of the licence1. | |  |  |  |  |
| B2. The Risk Assessment is reviewed where any licensable items are acquired, modified (including shielding or layout), or relocated. | |  |  |  |  |
| B3. Radiation Safety Procedures have been reviewed to take account of the most recent Risk Assessment. | |  |  |  |  |
| B4. There is a record of the date on which current procedures were made available to all relevant staff. | |  |  |  |  |
| B5. A review date has been specified for the Risk Assessment and/or Radiation Safety Procedures. | |  |  |  |  |
| B6. The Radiation Safety Procedures are referenced in the general H&S manual for the Department. | |  |  |  |  |
| B7. Operators of licensed equipment (or equipment containing radioactive sources), have access to written operating instructions. | |  |  |  |  |
| B8. A copy of the RPII guidelines on reporting of radiological incidents is available and has been brought to the attention of all relevant staff. | |  |  |  |  |
| **Evidence/Comments/Recommendations:** | | | | | |

1If the risk assessment has not been reviewed during the issue period of the current licence, it should have been reviewed within a time interval equal to the issue period of the licence

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| 1. **MONITORING & MAINTENANCE** | A | B | C | N/A |
| C1. Records are available of all routine visual and safety checks as specified by the manufacturer, or recommended by the RPA. |  |  |  |  |
| C2. There is evidence that all issues raised during routine monitoring checks (warning lights, interlocks, damage, key control, emergency stop etc.) are investigated and rectified in a timely manner. |  |  |  |  |
| C3. Where used, radiation measuring devices have been re-calibrated in the past 12 months and a calibration certificate is available. |  |  |  |  |
| C4. Any workers identified as category B are subject to personal dose monitoring and dose records are maintained. |  |  |  |  |
| C5. There is evidence that any unusual dosimetry results are investigated and/or reported in a timely fashion. |  |  |  |  |
| C6. All licensed items (or devices containing radioactive sources) are serviced annually in accordance with manufacturer’s instructions, and maintenance records are available. |  |  |  |  |
| **Evidence/Comments/Recommendations:** | | | | |

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| 1. **SAFETY & SECURITY** | A | B | C | N/A |
| D1. Appropriate steps have been taken to prevent access by the general public and to prevent loss or theft of licensed items. |  |  |  |  |
| D2. Staff access to and/or operation of licensed items is appropriately restricted to personnel authorised by the RPS and/or the RPO1. |  |  |  |  |
| D3. There is evidence that PPE is adequate, and appropriately used, where specified in the radiation safety procedures. |  |  |  |  |
| D4. Controlled and/or supervised areas are appropriately delineated in accordance with the radiation safety procedures. |  |  |  |  |
| D5. All licensed items are clearly labelled with appropriate warning notices to indicate the ionising radiation hazard. |  |  |  |  |
| D6. Portable licensed items or licensed items in storage have a warning sign noting that they are not to be removed without prior authorisation by the RPO. |  |  |  |  |
| D7. Portable x-ray equipment, and x-ray equipment in storage, is transported and/or stored in a manner which prevents the possibility of it being energised. |  |  |  |  |
| D8. There is a documented system in place for reporting incidents involving licensed items. |  |  |  |  |
| D9. There is evidence that reported incidents involving licensed items are investigated and reported to the RPII (where necessary) in a timely fashion. |  |  |  |  |
| D10. All persons authorised to operate/use licensed equipment or sources have received appropriate training. |  |  |  |  |
| D11. Radiation safety awareness2 of relevant persons is subject to review or audit. |  |  |  |  |
| D12. All Exposed Workers3 are over 184. |  |  |  |  |
| D13. All Exposed Workers3, and Students/Apprentices who operate/use licensed items, have been issued with appropriate radiation safety training and information. |  |  |  |  |
| **Evidence/Comments/Recommendations:** | | | | |

1e.g. training log of authorised workers, swipe card access, warning sign on entrance doors or equipment that access or use is restricted.

2e.g. knowledge of radiation safety procedures, contingency plans, incident reporting procedures, equipment operation and safety features, etc.

3Category A or B workers. 4Exceptions include students and apprentices between 16 and 18 years old.

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| 1. **RADIOACTIVE SOURCES** | A | B | C | N/A |
| E1. Source certificates are on file for all sources. |  |  |  |  |
| E2. Proof is available that sources will be accepted back by the supplier when no longer required (excluding undocumented legacy sources). |  |  |  |  |
| E3. There is evidence that efforts have been made to dispose of undocumented or legacy sources. |  |  |  |  |
| E4. All sources have been subject to a satisfactory and documented wipe test in the past 2 years. |  |  |  |  |
| E5. Local fire authorities have been made aware of the location and nature of all radioactive sources in the past year. |  |  |  |  |
| E6. Special procedures are in place in relation to High Activity Sealed Sources (HASS) |  |  |  |  |
| **Evidence/Comments/Recommendations:** | | | | |

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| **SUMMARY** | | A | B | C | N/A |
| Date of previous audit: |  |  | | | |
| All issues raised or recommendations made following the previous audit have been addressed (if not, these should be listed below). | |  |  |  |  |
| **Open problems/deficiencies identified in previous audit:** | | | | | |
| **Non-compliance issues identified during this audit:** | | | | | |
| **Summary of recommendations including proposed quality improvements** | | | | | |

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| Audit performed by: |  | Position: |  |
| Evidence provided by: |  | | |

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| Reviewed by the RPA: |  |
| Signature: |  |
| Date: |  |