

North Carolina Department of Environment and Natural Resources
Division of Environmental Health
RADIATION PROTECTION SECTION
Radiology Compliance Branch
Radiation Safety Program Assessment Tool

Facility Name:			Registration #:		
Inspector Name:					
The website www.ncradiation.net has Reference Guides For Facilities and additional resources to assist facilities.					
Date of 1st Review:		by	Date of 2nd Review:		by
			Date of 3rd Review:		by
An ☒ in the NO column indicates a deficiency. Include corrections in the safety procedures and submit to inspector.					
Y E S	N O	NA	ITEMS INCLUDED IN SAFETY PROGRAM	DESCRIPTION OF DEFICIENCY	
☐	☐	☐	Safety Program Title		
☐	☐	☐	Facility named in the safety procedures.		
☐	☐	☐	Words removed pertaining to "Division" or "Radioactive Materials".		
☐	☐	☐	Radiation Safety Officer (RSO)		
☐	☐	☐	RSO at the facility named. [.0203(b)(2)]		
☐	☐	☐	Duties and responsibilities of RSO outlined.		
☐	☐	☐	Location and Retention specified for the following required documents:		
☐	☐	☐	Plan Review and Letter of Acknowledgement [.0603(a)(2)(A)] [.0603(b)]		
☐	☐	☐	Current Notice of Registration [.0603(a)(2)(A)] [.0209]		
☐	☐	☐	Post Installation Survey (not required for intra-oral units) [.0603(a)(2)(B)] [.0603(c)]		
☐	☐	☐	FDA 2579 form [.0115]		
☐	☐	☐	NC Regulation Book [.1002(a)(1)]		
☐	☐	☐	Notice to Employees [.1002(c)]		
☐	☐	☐	Written Safety Procedures [.0603(a)(1)(D)]		
☐	☐	☐	Review of Written Safety Procedures (annually and when changes to activities or procedures are made) [.1603(c)][.1636(a)(2)]		
☐	☐	☐	Personnel Training Policy [.0603(a)(1)(B)]	OR	
☐	☐	☐	Education requirements specified. <i>Statement of registration or certification is sufficient.</i>		
☐	☐	☐	OR Training of unregistered or uncertified operators described. ☐ Name & qualifications of the trainer ☐ Name of individuals trained ☐ Topics covered		
☐	☐	☐	Technique Chart [.0603(a)(1)(C)]		
☐	☐	☐	Method of selecting exposure techniques for the different body sizes & exams described. <i>If more than one method or type of unit is used, explain each.</i>		
☐	☐	☐	☐ Technique chart ☐ Pre-programmed units ☐ AEC units		
☐	☐	☐	Written Safety Program (WSP) [.0603(a)(1)(D)]		
☐	☐	☐	Is it specified how the WSP is made available to the operators.		
☐	☐	☐	Persons allowed in room during the exposures other than the patient during exposures		
☐	☐	☐	Professional staff [.0603(a)(1)(E)(i)&(ii)] [.0603(a)(1)(J)] [.1614]		
☐	☐	☐	Non-occupationally exposed staff and or ancillary personnel [.0603(a)(1)(E)(i),(ii)&(iv)]		
☐	☐	☐	Gonad and or Lead Shielding [.0603(a)(1)(F)]		
☐	☐	☐	How and when shielding is to be used on patients described?		
☐	☐	☐	Ordering of Examinations and "Re-takes" [.0603(a)(1)(G)]		
☐	☐	☐	Who can order x-rays and "re-takes" described.		
☐	☐	☐	Auxiliary Support for patients and/or film during an exposure		
☐	☐	☐	Use of mechanical holding devices described. [.0603(a)(1)(H)(i)]		
☐	☐	☐	Instructions provided to the human holding a patient outlined. [.0603(a)(1)(H)(ii)&(iii)]		
☐	☐	☐	Criteria for selecting a human holder described. [.0603(a)(1)(H)(iv)]		

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Y E S	N O	NA	ITEMS INCLUDED IN SAFETY PROGRAM	DESCRIPTION OF DEFICIENCY
☐	☐	☐	Procedures Performed & Auxiliary Equipment used to minimize patient and personnel exposure to include, but not limited to, the following requirements [.0603(a)(1)(I)] Film speed or screen and film combination used for exams described. [.0603(a)(1)(I)(i)]	
☐	☐	☐	Any procedures or equipment specific to minimize radiation exposures to the patient described. <i>One example of this for a digital unit is to monitor the exposure index, after making an exposure, to ensure it is within the range for the particular body part x-rayed established by the manufacture of the equipment. [.0603(a)(1)(I)(ii)]</i>	
☐	☐	☐	Patient pregnancy policy: ☐ How is pregnancy determined ☐ Precautions taken if pt. pregnant	
☐	☐	☐	Additional procedures or equipment specific to the facility to minimize exposure described.	
☐	☐	☐	Mobile/Portable Exams Use of mobile units outlined. [.0603(a)(1)(I)(iii)]	
☐	☐	☐	Shielding or moving patient unable to leave room during exposures outlined [.0603(a)(1)(E)(iii)]	
☐	☐	☐	Visual Contact of patient [.0604(b)(1)(C)] Operator maintaining visual contact of the patient during an exposure described. (Dental- Include Pan, CT, Tomography or Cephalometric units)	
☐	☐	☐	Operator Location described. [Medical-.0606(b)(2)(B)(i)] [Dental-.0607(e)(2)(A)]	
☐	☐	☐	Visual Indicators & Audible Signal [Medical-.0606(b)(2)(B)(ii)] [Dental-.0607(e)(3)] Operator able to observe the indicator and signal at or from the protective barrier described.	
☐	☐	☐	ALARA (As Low As Reasonably Achievable): Procedures & engineering controls used to achieve occupational doses & dose to the members of the public may include, but are not limited to, the following [.1603(b)] Closure of doors or controlling hallways to prevent unnecessary exposure identified.	
☐	☐	☐	Additional procedures or controls used that are specific to the facility described.	
☐	☐	☐	Occupational Dose Limits outlined [.1604(a)(1)] ☐ 5 rems (.05 Sv), total effective dose, to the whole body ☐ 15 rems (0.15 Sv), eye dose equivalent, to the lens of the eye ☐ 50 rems (.50) shallow dose equivalent, to the skin of any extremity	
☐	☐	☐	Voluntary Declared Pregnancy Policy [.1610] [.1614(1)(c)] [.1640(f)] Employee and employer responsibilities upon declaration of pregnancy	
☐	☐	☐	Monitoring of Occupational Dose [.1614] Providing monitoring badges to operators documented. <i>If operators not monitored, is it documented how facility met compliance to the regulations.</i> ☐ Frequency of exchanging badges ☐ Storage of control and personnel badges described ☐ Prior occupational dose for new workers acquired. [.1638(a)(1)&(2)] ☐ Length of time facility is maintaining exposure records identified. [.1640(a)(1)&(g)]	
☐	☐	☐	Exceeding Exposure Limits When to report exceeding dose limits described[.1647(a)(2)] ☐ Data on the affected person outlined. [.1647(b)&(c)] ☐ Estimated dose ☐ Cause of elevated exposure ☐ Corrective Action ☐ Name ☐ Social security number ☐ Date of birth ☐ Individuals and /or agencies to notify documented. [.1647(d)&(e)] [.0111]	