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| PRIMARY_A_Vertical_Housed_RGB | health & safetyionising radiation laboratory CERTIFICATION checklist |

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|  | Supervisor Name:       | Inspection completed by:       |
| Department:       | Building Name/No. and Room No:       |
| DRSO Name:       | Date:       |

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| **Ionising radiation is being used for the following purpose(s). Check relevant box(es):** *Required information for the radiation source(s) listed on page 3* |
| Teaching and research not involving humans |[ ]  Dental practice |[ ]
| Teaching and research involving humans |[ ]  Veterinary practice  |[ ]
| Medical practice – diagnostic |[ ]  Other (detail):       |[ ]
| Medical practice – therapeutic |[ ]   |  |

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| **Employee and students undertaking the ionising radiation activity** |
| Name | Status (supervisor/employee/student) | Employee No./Student No. | Use Licence (yes/no or N/A) |
|       |       |       |       |
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| Certification Checklist | Y | N | N/A | Comments |
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| Management |
| Is access to the Laboratory limited to authorised employee and students? |[ ] [ ] [ ]        |
| Are appropriate radiation warning signs displayed at the laboratory access? |[ ] [ ] [ ]        |
| Have risk assessments been completed for all ionising radiation practices? |[ ] [ ] [ ]        |
| Are standard operating procedures (SOP) in place for all ionising radiation activities? |[ ] [ ] [ ]        |
| Do employee and students know where personal radiation exposure records are held? |[ ] [ ] [ ]        |
| Is an appropriate tag out system in place? |[ ] [ ] [ ]        |
| Is appropriate PPE worn whilst undertaking radioactive activities? |[ ] [ ] [ ]        |
| With regards to purchasing has approval been granted? |[ ] [ ] [ ]        |
| Laboratory Practices |
| Is suitable radiation/contamination monitoring equipment provided? |[ ] [ ] [ ]        |
| Is monitoring equipment calibrated at scheduled intervals? |[ ] [ ] [ ]        |
| Are all sources of radiation maintained and stored appropriately? |[ ] [ ] [ ]        |
| Are all sources of radiation appropriately labelled? |[ ] [ ] [ ]        |
| Are controls used in the laboratory to limit radiation exposure? |[ ] [ ] [ ]        |
| Are employee and students using appropriate monitoring practices? |[ ] [ ] [ ]        |
| Is there an authorised users list? |[ ] [ ] [ ]        |
| Is radioactive work segregated from all other work in the laboratory? |[ ] [ ] [ ]        |
| Are there disposal pathways for all sources? |[ ] [ ] [ ]        |
| Training |
| Have employee and students completed a laboratory induction? |[ ] [ ] [ ]        |
| Have employee and students completed ionising radiation training? |[ ] [ ] [ ]        |
| Incident Reporting and Emergency Procedures |
| Are local area emergency procedures in place? |[ ] [ ] [ ]        |
| Are employee and students aware of the required emergency procedures? |[ ] [ ] [ ]        |
| Are employee and students aware of required incident reporting procedures? |[ ] [ ] [ ]        |

| Certification Checklist | Y | N | N/A | Comments |
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| Emitting Apparatus and Sealed Sources |
| Is ionising equipment housed in appropriate enclosures? |[ ] [ ] [ ]        |
| Are visible and audible signals provided on the enclosure and outside the laboratory? |[ ] [ ] [ ]        |
| Are "fail-to-safe" mechanisms on enclosures to prevent entry of the radiation enclosure when the beam is on? |[ ] [ ] [ ]        |
| Are "fail-to-safe" mechanisms on enclosures regularly tested |[ ] [ ] [ ]        |
| Is surveying of apparatus, including certificate of compliance recorded and in-date? |[ ] [ ] [ ]        |
| Have risk assessments been conducted for emitting apparatus?  |[ ] [ ] [ ]        |

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| Radiation Sources |
| **Open Sources** |
| **Isotope (open source):** | **The maximum activity (MBq/mCi)**  | **Isotope (open source):** | **The maximum activity (MBq/mCi)**  |
|       |       |       |       |
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| **Sealed Source (eg calibration source) Radiation Emitting Apparatus (eg x-ray)** |
| **Sealed source/Emitting Apparatus** | **Manufacturer** | **Model Number** | **Serial Number** |
|       |       |       |       |
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| Further clarification/requirements before certfication can be givenOffice use only |
| **Further requirements/clarification details** | **Updated details from local area** |
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