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| PRIMARY_A_Vertical_Housed_RGB | health & safety ionising 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 given  Office use only | |
| **Further requirements/clarification details** | **Updated details from local area** |
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