Quick Step Guide for X-ray Compliance Checklist

Use the checklist below to refresh or review what is needed to ensure your lab is safe and compliant.

- Permit holders are responsible to regularly assess their permitted areas for compliance and ensure the resources are available to meet the requirements. Make a copy of the checklist on the reverse, date it, indicate who is doing the inspection and keep a written copy of the inspection results behind this divider.

Is my X-ray lab in Compliance?

☐ Only designated workers currently listed on the X-ray Permit operate the X-ray Equipment listed on the permit, in the rooms listed on the permit for the use described under the Approved Usage section.

☐ Radiation Safety Manual (RSM) is accessible, up to date, contains blue sheets documenting update shared listing every Designated Worker on the permit (LRS is responsible to ensure this is done).

☐ Radiation Safety Records binder visible in each room on permit

☐ All designated workers trained in the permit specific Safe Work Procedures (SWP, listed in Approved Usage section of permit)- SWP and training records are in RSM (records behind the last tab)

☐ Copies of Cancer Care Reports and registration form and letter behind last tab of RSM.

☐ When applicable, shielding, time, and distance are used to reduce personal exposures.

☐ Where applicable interlocks functionality is checked on an annual basis.

☐ X-ray leakage testing done on an annual basis and after any modification or relocation of the X-ray equipment.

☐ Where applicable unauthorized persons are kept out of the lab when X-ray equipment is in use.

☐ Suspected overexposures and unintentional exposures are reported to the Radiation Safety Officer (RSO) in EHS.

Posting, Labeling:

☐ X-ray signage posted at every entrance door (supplied by EHS).

☐ Emergency contact information on this door sign is up to date and lists only Permit Holder, LRS or designated workers listed on a current X-ray Permit.

☐ Most recent Internal X-ray Permit posted in ALL rooms listed as Approved Locations.

☐ Radiation Protection Department, Cancer Care Manitoba registration sticker (gold metallic) prominently displayed on the instrument.

☐ U of M registration sticker (bright yellow) prominently displayed on the instrument.

Dosimetry:

☐ Dosimeters worn by all Designated Workers as per conditions of the permit.

☐ Ring Dosimeters are worn when stipulated on the permit.

☐ Dosimeters stored away from sources of radiation when not worn and not worn after the worker has undergone nuclear medicine procedures (Contact RSO for more information).

☐ Report to the dosimetry coordinator if the dosimeter is not worn.

Records to be kept in the Records binder:

☐ Where applicable, records of interlock testing.

☐ Operating Log records (or indication of where these records are maintained).

☐ Where applicable, a note how to access physician’s prescription records.

☐ Equipment maintenance records.

☐ Where applicable, X-ray leakage testing records.