

RAS FORM 14

RADIATION PRODUCING MACHINES AUTHORIZED USER INSPECTION RECORD

1. Authorized User / Department _____
2. Location of radiation producing machine: _____
3. EHS Official conducting inspection: _____
4. Inspection checklist:
 - ___ a. List all authorized operators: _____
 - ___ b. Training records available and current for authorized operators including operation and emergency
 - ___ c. Operating procedures available for startup, shutdown, steady state operation and emergencies
 - ___ d. Application for the use of radiation producing machine (RAS FORM 9) complete
 - ___ e. Label - "Caution High Intensity X-Ray Beam" near exit port to identify location of beam
 - ___ f. Label - "Caution – Radiation – This Equipment Produces Radiation When Energized" near switch
 - ___ g. Warning Lights present and functioning labeled "X-Ray On" near switch and visible from all access areas when energized. Interlocks and Shutters perform as intended when challenged/tested.
 - ___ h. Monthly survey reports available and documented on RAS FORM 13
 - ___ i. Survey reports available and documented for initial installation, following any change, following maintenance
 - ___ j. Lab posted with "Caution – X-Ray Equipment" and current version of Notice to Employees
 - ___ k. Standard operating and emergency procedures posted
 - ___ l. Survey meter calibrated within the last year and available to the laboratory
 - ___ m. Instrument utilization available, current, and documented on RAS FORM 10
 - ___ n. On open beam configurations, is there an easily discernable warning device that gives indication of tube, shutter, or beam status near each port on the radiation source housing
 - ___ o. Security of equipment maintained
 - ___ p. Personnel dosimetry used appropriately and records available
 - ___ q. Proper use of personal protective equipment including lab coats, gloves, and safety glasses