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Inspection Check List

- ❖ For all X-Ray Units|
 - Copy of the plan review (.0603)
 - Copy of the letter of acknowledgement (.0210)
 - Copy of the post installation room(s) survey (.0603)
 - Copy of the Form FDA 2579, FDA Report of Assembly Form (.0206) and Federal Part 21CFR Part 1020

- ❖ General Documents
 - Current copy of the Notice of Registration from RPS (.0203) & (.0209)
 - Previous inspections reports and correspondence regarding inspections with RPS (.1002)
 - Current copy of the State Regulations (2002 latest edition) (.1002)
 - Dosimetry Records for Personnel (.1638 & .1644)
 - Technique charts posted visibly and current for all procedures. Chart should include patient's anatomical size versus technique factors at a given source to image distance (SID). (.0603(a)(1)(C)0 Current copy of the Notice of Registration from RPS (.0203) & (.0209)

- ❖ Radiation Safety Program
 - Current copy of the radiation safety program (.1603 and .1636)
 - Reviewed annually by the RSO and signed (.1603)
 - Reviewed annually and when changes occur by all operators and signed (.1603)

- ❖ Posting of Signs
 - Notice to Employees (.1002)
 - Radiation Caution Signs (.1623 & .1624)

❖ Other Items of Interest

- Brand, type and emitting color of film
- Brand, type and emitting color of screens
- Film/Screen combination speed
- Type of processor chemicals (MSDS sheets for chemistry)
- Type and wattage of safelight in darkroom
- Type of filter on safelight in darkroom and date last changed
- Average number of exposures per week
- Film storage procedures and policy
- Shielding devices and procedures (lead aprons, gonad and thyroid shielding)
- Fluoroscopic outputs (if applicable)

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