Inspection Check List

For all X-Ray Units

☐ Copy of the plan review [.0603(a)(2)(A)] [.0603(b)]
☐ Copy of the letter of acknowledgement [.0603(a)(2)(A)]
☐ Copy of the post installation room(s) survey [.0603(a)(2)(B)] [.0603(c)]
☐ Copy of the FDA Report of Assembly of a Diagnostic X-Ray System, Form FDA 2579 [.0115]

General Documents and Records

☐ Current Notice of Registration [.0603(a)(2)(A)]
☐ Previous inspections reports and correspondence regarding inspections with RPS
☐ Records of maintenance or modification, which affect the useful beam [.0603(a)(2)(C)]
☐ Current copy of the State Regulations (2002 latest edition) [.1002(a)(1)]
☐ Personnel Exposure Records [.1640(a)(1)&(g)] [.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)]

Radiation Safety Program

☐ Current copy of radiation safety program [.1603(a)]
☐ Reviewed annually by the RSO and signed [.1603(c)]

Posting of Signs

☐ Notice to Employees [.1002(c )]
☐ 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
☐ Film storage location
☐ 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
☐ Digital Exposure Ranges per exam (manufacture recommendations)
☐ Patient Images storage policy and procedures
☐ Average number of exposures per week
☐ Shielding devices and procedures (lead aprons, gonad and thyroid shielding)
☐ Fluoroscopic outputs (if applicable)