ANALYTICAL INSPECTION CHECKLIST

North Carolina Regulations For Protection Against Radiation 15A NCAC 11 rule references shown in brackets below.

General Documents:
- Current copy of the State Regulations [.1002(a)(1)]
- Current Notice of Registration [.1002(a)(2)]; [.0209]
- Waivers on file (if applicable) [.1002(a)(2)]; [.0108(a)]
- Notice to Employees [.1002(c)] (posted in restricted area)
- Previous inspection reports and letters of correspondence [.1002(e)]

Radiation Safety Program / Operating Procedures:
- Operating procedures [.0805(a)]
- Current copy of the radiation safety program [.1603(a)]; [.1636]

Warning Lights and Labels:
- Open Beam Configurations:
  - X-ray tube status indicator near radiation source housing (ON-OFF) [.0803(b)(1)]
  - Shutter status indicator near each port on the radiation source housing (OPEN-CLOSED) [.0803(b)(2)]

- All Analytical Equipment:
  - “CAUTION-HIGH INTENSITY X-RAY BEAM,” (on x-ray source housing) [.0803(d)(1)]
  - “CAUTION-RADIATION—THIS EQUIPMENT PRODUCES RADIATION WHEN ENERGIZED,” (near any switch which energizes tube) [.0803(d)(2)]
  - Warning light “X-RAY ON,” outside each entrance [.0803(f)]
  - “CAUTION-X-RAY EQUIPMENT,” sign(s), bearing the radiation caution symbol, posted outside each area or room [.0804(c)]

Records:
- Name, training and experience of person responsible for radiation protection at facility [.0203(b)(3)]
- Initial survey report [.0804(b)(1)(A)]; [.1613(a)(1)]; [.1613(a)(2)]; [.1637(a)]; [.1637(b)(1)]
- Survey following change in initial arrangement number, or type of local components [.0804(b)(1)(B)]; [.1613(a)]; [.1637(a)]
- Survey following maintenance requiring assembly or removal of a component [.0804(b)(1)(C)]; [.1613(a)]; [1637(a)]
- Operating procedures (initial & refresher training) [.0806(a)(2)]
- RSO annual radiation safety program review [.1603(c)]; [.1636]
- Personnel monitoring exposure records [.1614]; [.1640]
- Handheld/open-beam equipment- extremity exposure records [.0806(b)]

Other Items of Interest:
- Unit maintenance and inspection records
- Average number of exposures per week
- Security of equipment
- Utilization logs