**X-ray Assessment Form**

**Building:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room:\_\_\_\_\_\_\_\_ Authorized User:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audit covering Dates:\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_ Auditor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AUDITS | **Y** | **N** | **N/A** | **Comments** |
| 1. Were previous audits conducted annually [40.10(3)]
 |  |  |  |  |
| 1. Were records of previous audits maintained [40.81(136)]
 |  |  |  |  |
| 1. Are safety systems checked every 6 months?
 |  |  |  |  |
| ORGANIZATIONAL |
| 1. Are current uses consistent with the authorized uses?
 |  |  |  |  |
| 1. IA State and UNI registration numbers posted.
 |  |  |  |  |
| 1. Are labels, signs, postings and/or indications of x-ray emitting equipment available.
 |  |  |  |  |
| 1. Is an IDPH Notice to Employees posted?
 |  |  |  |  |
| 1. “Caution: X-Ray” signs posted on doors entering the controlled area.
 |  |  |  |  |
|  TRAINING |  |  |  |  |
| 1. Has the user/users received training according to manufacturer’s instructions.
 |  |  |  |  |
| 1. Does the user provide training and refresher training to those students who may have occasion to use the machine.
 |  |  |  |  |
| 1. Can documentation be provided.
 |  |  |  |  |
| 1. Do the user/users and students know the emergency procedures.
 |  |  |  |  |
| MAINTENANCE |  |  |  |  |
| 1. Are manufacturer’s procedures followed?
 |  |  |  |  |
| 1. Are on-off mechanisms tested for proper operation every 6 months or at prescribed intervals?
 |  |  |  |  |
| 1. Has there been a change to the general operating characteristics of the unit?
 |  |  |  |  |
| 1. Are the electrical cables and connectors in good shape?
 |  |  |  |  |
| 1. Is the console of the machine properly labeled and is it the proper console for the machine?
 |  |  |  |  |
| 1. Is interlock mechanism operating correctly?
 |  |  |  |  |
| 1. Is timer run-down cutoff behaving correctly?
 |  |  |  |  |
| 1. Is there damage to the tube head housing that might result in excessive radiation levels?
 |  |  |  |  |
| 1. For Analytical Machines only: Radiation levels do not exceed 0.1 mR/hr at 5 cm from any accessible surface of the machine for analytical machines.
 |  |  |  | Survey meter used: Model #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Serial #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Are maintenance records available?
 |  |  |  |  |