**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? |  |  |  |  | |