

Annual Audit of Operations and Approved Storage:

Date: _____ Location _____

Area RSO: _____

General:

1. Are the uses of gauges consistent with licensing?
2. Is the Area RSO fulfilling his/her duties and responsibilities?
3. Is a calibrated, operable survey meter available?
4. Number of gauges stored at this location?
5. Are all gauges received physically inventoried every 6 months?
6. Are records of inventory with appropriate information maintained?
7. Are records kept showing the receipt of each gauge (BMT-90)?

Training for Authorized Users:

8. Are training records maintained for Authorized Users?
9. Is HAZMAT (refresher) training provided every 3 years as required?
10. Did this audit include observation of a gauge in a field situation?
11. If yes to question 10, did authorized users have current radiation safety certification?

Protection from Radiation:

12. Is dosimetry provided to authorized users?
13. Are dosimetry reports reviewed when they are received?
14. If a worker declared her pregnancy, did licensee comply with regulations?
15. Are records of exposures, surveys, monitoring, and evaluations maintained?
16. Do any radiation levels exceed regulatory limits?
17. Is Agency form X "NOTICE TO EMPLOYEES" posted?
18. Are Agency regulations, license documents or an ADPH Form 100 posted?
19. Are authorized users provided with emergency procedures and current telephone numbers?
20. Is a "Caution Radioactive Material" sign posted?
21. Were current ADPH "Emergency Assistance Contacts" posted?
22. Was leak testing performed every 6 months?
23. Are records of results retained with the appropriate information included?
24. Were any sources found to be leaking? If yes, was the Agency notified?

Security:

- 25. Are gauges stored using two independent physical controls between the public and the ability to remove the gauge while in storage?
- 26. Are gauges being stored in a manner that would prevent unauthorized use or removal?
- 27. Are daily user logs maintained?

Transportation: (if observed)

- 28. Did the package have 2 labels?
- 29. Was the package properly marked?
- 30. Was the package closed and sealed during transportation?
- 31. Was a BMT-90 prepared and used?
- 32. Does the BMT-90 contain proper entries?
- 33. Was the BMT-90 within the driver's reach and readily accessible during transportation?
- 34. Was the package secured against movement?
- 35. Were two independent physical controls used to secure the package?

Incident Reporting:

- 36. Was any radioactive material lost or stolen? Were reports made?
- 37. Did any reportable incidents occur? Were reports made?
- 38. Did any overexposures or high radiation levels occur? Were they reported?
- 39. If any event did occur, what was the cause? Were corrective actions taken?

- In the event of any incidents, please describe the investigation, causes and corrective actions taken in the comment section.

Are Area operations being conducted in accordance with the rules and regulations of ADPH, the U.S.NRC, and the conditions set forth by the Radioactive Materials License? *Yes*___ *No*___

Comments:

State RSO: _____