RAS FORM 14

RADIATION PRODUCING MACHINES AUTHORIZED USER INSPECTION RECORD

1. Authorized User / Department ____________________________________________

2. Location of radiation producing machine: _________________________________

3. Inspection checklist:
   ___ a. List all authorized operators: _________________________________
   ___ b. Training records available and current for authorized operators including operation and emergency
   ___ c. Operating procedures available for startup, shutdown, steady state operation and emergencies
   ___ d. Application for the use of radiation producing machine (RAS FORM 9) complete
   ___ e. Label - “Caution High Intensity X-Ray Beam” near exit port to identify location of beam
   ___ f. Label - “Caution – Radiation – This Equipment Produces Radiation When Energized” near switch
   ___ g. Warning Lights present and functioning labeled “X-Ray On” near switch and visible from all access areas when energized
   ___ h. Monthly survey reports available and documented on RAS FORM 13
   ___ i. Survey reports available and documented for initial installation, following any change, following maintenance
   ___ j. Lab posted with “Caution – X-Ray Equipment” and current version of Notice to Employees
   ___ k. Standard operating and emergency procedures posted
   ___ l. Survey meter calibrated within the last year and available to the laboratory
   ___ m. Instrument utilization available, current, and documented on RAS FORM 10
   ___ n. On open beam configurations, is there an easily discernable warning device that gives indication of tube, shutter, or beam status near each port on the radiation source housing
   ___ o. Security of equipment maintained
   ___ p. Personnel dosimetry used appropriately and records available
   ___ q. Proper use of personal protective equipment including lab coats, gloves, and safety glasses

Date: _______________      Authorized User: ________________________________

Date: _______________      Radiation Safety Officer: ___________________________