New Hampshire Radiological Health Section
Radiation Machine Inspection Checklist

This list is intended to cover the items most likely to be reviewed during routine inspections. It cannot mention every item an inspector may wish to see. Requirements related to the machines themselves are not given. Complete requirements may be found in applicable portions of the New Hampshire Rules for the Control of Radiation. If you have questions, please call us (603-271-4588).

Items in square brackets [] are references that establish a requirement or have a bearing on it.

All sites

___ Radiation protection program. [He-P 4020.04]
___ Caution signs, if applicable. [He-P 4022.12 and 4022.13(d)]
___ Labels on machines. [He-P 4022.14(d) and 4046.01(b) for healing arts machines]

Postings per He-P 4019.03(b) or (c) of:
___ Parts He-P 4019 through 4022 of the Rules;
___ Current registration certificate; and
___ Procedures for activities under the registration;
or
___ Notice describing any or all of the above three and where they may be examined, if posting is not practicable.
[He-P 4019.03(d)]

Records of:
___ Receipt, transfer, and disposal of radiation machines. [He-P 4001.03]
___ Radiation protection program reviews. [He-P 4020.04(c) and 4021.02(b)]
___ Surveys (= evaluations) of radiation conditions. [He-P 4022.01 and 4021.03]
___ Prior occupational dose (if applicable). [He-P 4020.09 and 4021.05]
___ Individual monitoring, e.g., film badge results, if applicable. [He-P 4022.02(b), 4020.11, 4020.12, and 4021.07]
___ Doses to individual members of the public. [He-P 4020.13, 4020.14, and 4021.08]
___ Shielding evaluations for new and modified facilities. [He-P 4040.03]

Diagnostic Healing Arts

___ Technique charts for each machine. [He-P 4045.03(d)]
___ Written safety procedures. [He-P 4045.03(e) and 4045.03(l)]
___ Holding devices, if applicable. [He-P 4045.03(l)]
___ Gonadal shielding. [He-P 4045.03(h)]

___ Film and cassette information, if applicable. [He-P 4045.03(m)]
___ Information and maintenance records. [He-P 4045.05]
___ Film processing equipment, facilities and supplies. [He-P 4045.07(a) and (b)]
___ Darkroom access control, if applicable. [He-P 4045.07(b)(6)]
___ Records of periodic fluoroscopic exposure rate determinations. [He-P 4046.04(m)]
___ Records of CT surveys, calibrations, spot checks, and operating procedures. [He-P 4046.12]

Cabinet Radiographic

It is important to differentiate between cabinet radiographic and analytical machines.

___ Operating procedures for each unit. [He-P 4034.04(a)(1)]
___ Records of semi-annual tests of interlocks. [He-P 4034.04(a)(2)]
___ Records of annual evaluation of compliance with He-P 4020.13(a) through (f) and 21 CFR 1020.40. [He-P 4034.04(a)(3)]
(For non-cabinet radiographic machines, review the requirements of Part He-P 4034 except Section He-P 4034.04.)

Analytical

___ "X-Ray On" light and label. [He-P 4043.04(e)]
___ Warning device purpose labels. [He-P 4043.04(i)]
___ Warning signs per He-P 4043.04(l).
___ Records of surveys at installation, annually thereafter, and after modification, servicing, etc. [He-P 4043.05(c)]
___ Normal operating procedures. [He-P 4043.06]
___ Records of approvals to bypass safety devices, if any. [He-P 4043.06(d)]
___ Personnel monitoring (dosimetry) records, if dosimetry required. [He-P 4043.07(b) and/or (c)]

(Accelerators and therapy machines on the back.)