

PORTABLE GAUGE INSPECTION REPORT

(All reg. references proceeded by SRPAR 0400-20)

Licensee: _____

Address: _____

Location of Inspection: _____

License Number: _____ Priority: _____ Inspection code: _____

Inspection Date: _____ Previous Inspection Date: _____

Inspection Overdue: yes no

Inspection Type: Initial Routine Special

Inspection: Announced Unannounced

In Compliance: yes no

Number of Violations: _____

Principal Inspector: _____

Accompanying Inspector(s): _____

Other Accompanying Personnel: _____

Licensee Participants: (list individuals, including titles)

Inspection:

Exit Interview:

License No. _____

Date

Section I. Interview

1. Management and Personnel

a. Administrator - _____

b. RSO - _____

c. Is RSO as listed on license? [L.C. ____] yes no

d. Authorized Users:

e. Authorized Users as listed on the license? [L.C. ____] N/A yes no

2. Incidents [05-.141]

a. Any reportable incidents? yes no

b. Any gauges lost or stolen? yes no

c. Records maintained of incidents? N/A yes no

d. Aware of emergency procedures? yes no

e. If the license does not require possession of a survey meter,
in the event of an emergency, does the RSO have a contact for
instrumentation? N/A yes no

Contact information - _____

f. Remind facility of the definition and reporting requirements for
incidents (gauge lost, stolen, damaged, in an accident, or unable
to retract the source)? yes no

Notes:

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3. Summary of Licensed Program (Use and Possession)

a. Scope of program:

b. List sources or gauges onsite:

	Manufacturer / Model Number	Isotope	Activity	Serial Number	Quantity
1					
2					
3					
4					
5					
6					

c. Does the onsite inventory match what is listed in the license? yes no

Notes:

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Section II. Personal Radiation Safety Requirements for Gauge Users

1. Personnel Monitoring

- a. Does each gauge user wear a personal dosimeter? [05-.71(a)(1)] . . . N/A yes no
- b. If dosimetry is not required by the license, is a determination provided? N/A yes no

2. Cleaning, Maintenance, or Repair of Devices [L.C. ____]

- a. Is cleaning, maintenance or repair of the gauge(s) which requires (or would require) removal of the source rod from the shielded position, performed by manufacturer or persons specifically licensed to perform such services? yes no

3. Training of Gauge Users [04-.12] [10-.30(4)(a)6.] [L.C. ____]

Initial training is reviewed by licensing before listing someone as an authorized user. Records of training should be maintained but there is no requirement. There is no requirement for annual refresher training, unless committed to in the license application.

- a. Initial training records
- (1) Are initial training records maintained? yes no
- b. Declared Pregnant Worker Training [05-.56, records 05-.135(6)] **N/A**
- (1) Are female workers informed/trained as to policy? yes no
- (2) Are declarations of pregnancy records maintained? N/A yes no
- c. Hazardous Material Training [10-.30(4)(a)6.]
- (1) All users had initial hazardous material training? yes no
- (2) All users received re-training every 3 years? yes no
- (3) Records maintained of hazardous material training? yes no

Notes:

Section III. Physical Inspection

1. **Postings** [04-.11] [05-.111]
 - a. Storage room properly posted? [05-.111] yes no
 - b. Is RHS 8-3 posted? [04-.11(3)] yes no
 - c. Is a notice posted stating where to find the license and regulations? yes no

2. **Procedures** [04-.11]
 - a. Are emergency procedures posted/available? [04-.11(e)] yes no
 - b. Are operating procedures posted/available? [04-.11(e)] yes no

3. **Storage Area and Equipment Control** [L.C. ____]
 - a. Is the storage area set-up as diagramed in the license? [L.C. ____]yes no
 - b. Does the licensee use a minimum of two independent physical controls that form tangible barriers to secure the portable gauges from unauthorized removal? [L.C. ____] yes no
NOTE: This does not include the lock referred to in next question.
 - c. Does each gauge have a lock or outer locked container designed to prevent unauthorized or accidental removal of the sealed source from its shielded position? [L.C. ____]yes no
 - d. Is the gauge or its container locked when in storage [L.C. ____] yes no
 - e. Are surveys performed to determine that unrestricted area limits are maintained? yes no

4. **Storage of Gauges at Temporary Job Site or During Transportation.**
 - a. Does the licensee use a minimum of two independent physical controls that form tangible barriers to secure the portable gauges from unauthorized removal, whenever not under the control or constant surveillance of the licensee? [L.C. ____]yes no
NOTE: This includes during work hours when the gauge is not in use.
 - b. Is the gauge or its container locked when in storage or not under the direct surveillance of an authorized user? [L.C. ____] yes no

Notes:

Section IV. Record Review

1. Personnel Dosimetry [L.C. ____] N/A

- a. Supplier: _____
- b. Dosimeter type: _____
- c. Frequency of exchange: _____
- d. Badge results (in mRem):

	Totals for year:	Totals for Year:	Totals for year:	Totals for year:	Totals for year:
	Whole Body	Whole Body	Whole Body	Whole Body	Whole Body
Ave					
Max					

- e. Are badges returned on time? yes no
- f. Dose limits maintained? [05-.50] yes no
- g. All badge records present? yes no
- h. Control badge maintained in proper area? N/A yes no
- i. Reports reviewed by (name and title): _____
- j. Attempt to obtain employees radiation exposure history from other facilities for new employees? [05-.133(1)(b)] N/A yes no

2. Internal Radiation Protection Program Audits or Inspections [05-.40(3)] [L.C.____]

- a. Audits or inspections are conducted (at least annually)? yes no
- b. Records maintained? [05-.131] yes no

3. Survey Meter Calibration [L.C.____] N/A

- a. Survey meters possessed:
 - Model: _____ S/N: _____ Last Cal Date: _____
 - Model: _____ S/N: _____ Last Cal Date: _____
 - Model: _____ S/N: _____ Last Cal Date: _____
- b. Current Calibrations on survey meter(s)? [05-.70(2)] yes no
- c. Calibration records maintained? [05-.132(1)] yes no
- d. Daily operational check? yes no

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4. Inventory of Sealed Sources [L.C. _____]

- a. Conducted every 6 months? [L.C. _____] yes no
- b. Records maintained? [L.C. _____] yes no
- c. Dates of Inventories:

NOTE: Contents of the inventory records are not specified in the regulations; however, the application to the license may have requirements. Below is a list of things routinely found in radioactive material inventory records; you can recommend these items during the inspection.

- Model number of device
- Location of each source
- Serial number of device
- Date of the inventory
- Type of radioactive material
- Name of person performing inventory
- Quantity of radioactive material

5. Leak tests [L.C. _____]

- a. Describe how leak tests are performed:

- b. Leak tests performed every 6 months or at other authorized intervals? [L.C. _____] Interval: _____ yes no
- c. Dates/Sources:

- d. All Leak test results reported less than 0.005 μ Ci (185 Bq)? [L.C. ____] yes no
- e. Records maintained? [L.C. ____] yes no

Notes:

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6. Dose to Individual Member of the Public (DMOP) [05-.60] [05-.61] [05-.136]

- a. Has a dose to individual member of the public survey or evaluation been performed by licensee? [05-.61] yes no
- b. Have there been any additions or changes to the storage area or use areas around that would necessitate a new survey? yes no
- c. Are records maintained of DMOP? [05-.136] yes no

7. Receipt and Disposal

- a. Records of receipt of all gauges maintained? (10-.26) yes no
- b. Records of transfer or disposal of gauges maintained? (10-.26) yes no

8. Utilization Logs [L.C. ____] (Should be a part of their operating procedures) N/A

- a. Utilization log maintained on each source or device? yes no
- b. Utilization log contains: yes no
 - Description (make, model and serial number)
 - Identity and signature of the radiographer to whom assigned
 - Location or site where used
 - Dates of use (including date of removal and return)

Notes:

**Section V. Shipping and Transportation of
Radioactive Material [10-.30]**

N/A

1. **Markings [10-.30(3)(a)2.] [49 CFR 172 subpart D: 172.400-172.407, 172.436-172.440, subpart E]**
- a. Does each gauge comply with all applicable USDOT markings? yes no
- Shipping name
 - UN number (UN _ _ _ _)
 - Package type (Type A)
 - Reportable Quantity (RQ)
 - Name of the nuclide
 - Name and address of the consignee
2. **Labeling [10-.30(3)(a)2.] [49 CFR 172 subpart D: 172.400-172.407, 172.436-172.440, subpart E]**
- a. Does each gauge comply with all applicable USDOT labels? yes no
- 2 Yellow II labels with Transport Index (TI), nuclide, activity and hazard class (7)
 - CARGO AIRCRAFT ONLY label (if applicable)
3. **Shipping Papers [10-.30(3)(a)5.] [49 CFR 172 subpart C, subpart G]**
- a. Does the licensee's shipping papers comply with all applicable USDOT regulations? yes no
- | | |
|--|--|
| <input type="checkbox"/> Shipping name | <input type="checkbox"/> Reportable Quantity (RQ) |
| <input type="checkbox"/> Hazard class (7) | <input type="checkbox"/> Activity |
| <input type="checkbox"/> Package type (Type A) | <input type="checkbox"/> Yellow II |
| <input type="checkbox"/> UN or ID number (UN_ _ _ _) | <input type="checkbox"/> Transport Index (TI) |
| <input type="checkbox"/> "Radioactive Material" | <input type="checkbox"/> Shipper's Name |
| <input type="checkbox"/> Nuclide | <input type="checkbox"/> Emergency response phone number |
- b. Are the shipping papers readily accessible during transport? yes no

Notes:

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Date

Section VI. General Inspection Requirements

1. **Non-Standard requirements**

N/A

2. **General Observations**

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Date

3. Inspection History (violations from previous inspections)

	License Condition or Reg. Requirement	Violation	Corrective Action Taken (y/n)	Status
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

4. Exit Interview/non-compliance summary

	License Condition or Reg. Requirement	Violation	1-Immediate Hazard 2-Serious 3-Non-serious	Corrective Action Taken (y/n)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

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Records to Review

- License
- State Regulations
- Operating Procedures
- Emergency procedures
- Personnel monitoring records
- Declared Pregnant Workers training
- Employee Training
- Internal Audits
- Survey instrument calibrations (6 months)
- Sealed source inventory (6 months)
- Leak tests of sealed sources (6 months)
- Receipt records
- Disposal records
- Utilization logs
- Storage area surveys
- Incidents

Revisions

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