

#### Medical licensee records requiring signature

1. 35.2024(a) – Records of actions taken by the licensee's management per 35.24(a). Record must include a summary of the actions taken and a signature of licensee management
2. 35.2024(b) – Records of RSO authority, duties, and responsibilities, and the RSO agreement. Records must include the signature of the RSO and licensee management.
3. 35.2026 – Record of radiation protection program change. The record must include a copy of the old and new procedures, effective date of change, and the signature of the licensee management that reviewed and approved the change.
4. 35.40(a) and (c) – 35.2040. Records of written directive. Record must be signed by the AU.
5. 35.80(a)(1) – 35.2080. Letter that permits the use of byproduct material at a client's address. The letter should be signed by the management of each client for which for which services are rendered.
6. 35.2632(b)(5) – Record of the full calibrations for the teletherapy unit, remote afterloader unit, and gamma stereotactic radiosurgery unit. The record must be signed by the AMP who performed full calibration.
7. 35.2642(b)(9); 35.2643(b)(5); 35.2645(b)(9) – Record of each periodic spot-check for teletherapy units, remote afterloader units, and gamma stereotactic radiosurgery units. The record must be signed by the AMP who reviewed the record of the spot-check.
8. 35.2647(a)(5) – Record of each check for mobile remote afterloader units. The record must be signed by the individual that performed the check.
9. 35.2652(b)(4) – Record of radiation surveys of treatment units. The record must be signed by the individual that performed the test.
10. 35.2655(b)(5) – Record of the 5-year inspections for teletherapy and gamma stereotactic radiosurgery units for the duration of use of the unit. The record must be signed by the inspector (persons specifically licensed to do so by the Commission or an Agreement State).