

POGUE INDUSTRIES INCORPORATED

5200 Manchester  
St. Louis, Mo. 63110

Radiation Safety and Control Procedure

10.3.A

Audit Procedure

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Rev.	Signature	Date
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## 1.0 OBJECTIVE

- 1.1 The audit provides continuing surveillance to ensure compliance with the Federal, State and Company Radiation Safety regulations, and timely information to management regarding the effectiveness of Pogue Industries Incorporated which affect radiation safety.

## 2.0 APPLICATION

- 2.1 Pogue Industries Incorporated projects and laboratories.

## 3.0 PROCEDURE

- 3.1 The radiation Safety Officer (RSO) is responsible for planning, scheduling, and follow-up of radiation safety audits. The categories of audits to be performed are: system, facilities, equipment and personnel.
- 3.2 System audits are performed to determine adequacy of the radiation safety system.
  - 3.2.1 Audit check sheets should be used to assure consistent evaluation of all areas of radiation safety. Specific check sheets on the Operating and Emergency Procedures would verify compliance.
  - 3.2.2 Each lab/project shall be audited at least annually for compliance with the radiation safety system.
- 3.3 Facilities and equipment audits are designed to reduce radiation safety incidents resulting from equipment failures.
  - 3.3.1 On-site audits of facilities and equipment should be performed using check sheets for compliance to Maintenance and Calibration Procedures.
  - 3.3.2 Audits will be performed on documentation of maintenance and calibration records in the RSO's office and in the field.
- 3.4 Personnel audits will assure consistent training and only qualified employees are performing radiation area tasks.
  - 3.4.1 Audits of personnel will use check sheets to verify compliances with Training and Qualification

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Procedure, applicable regulations Pogue Industries Incorporated license provisions, and the Operating and Emergency Procedures.

- 3.4.2 Personnel audits shall be conducted for certified Radiographers and Assistant Radiographers quarterly, and shall be conducted by a Radiation Safety Monitor, Assistant RSO or RSO.
- 3.4.3 Radiation Safety Monitor shall be audited at least quarterly by the Radiation Safety Officer for:
  - (a) Assurance that training and examinations are given correctly and consistently to appropriate personnel.
  - (b) The effectiveness of the Safety Program in their assigned area.
- 3.4.4 Personnel audits shall be conducted within 30 days of due date.
  - (a) Individuals failing to be audited within 30 days of due date will have their certification temporarily revoked.
  - (b) Certifications shall remain revoked until audited and reinstated by the Radiation Safety Officer.
- 3.4.5 Individuals being certified by examination shall be immediately audited after receiving his certification.
- 3.5 Lab/Project Audits will be planned and scheduled by the RSO.
  - 3.5.1 Audit planning delineates procedure, forms and check lists to be used and identifies specific area of emphasis.
- 3.6 Audits will be performed by designated representatives as follows:
  - (a) RSO
  - (b) Assistant RSO
  - (c) Radiation Safety Monitors

3.6.2 Personnel Audit

- (a) Individuals as listed in 3.6.1.
- (b) or designated individuals by the RSO.

3.6.3 Audits may be announced or unannounced.

- 3.7 All audits will be documented with copies of the reports filed in the RSO's office.
- 3.8 Deficiencies found by audit will be reveiwd by the RSO for appropriate corrective action. Corrective action shall be in accordance with Procedure 10.3.B "Corrective Action".