

POGUE INDUSTRIES INCORPORATED

5200 Manchester
St. Louis, Mo. 63110

Radiation Safety and Control Procedure

10.3.C

Documentation Procedure

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Rev.	Signature	Date
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0	President <i>Harold Pogue</i>	7/08/85
0	Q.A. Manager <i>Allen A. Bryant</i>	6/24/85
0	prepared by <i>Harold Pogue</i>	3/04/85

CONTROL NO. 7 936 8

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DOCUMENTATION PROCEDURE

1.0 OBJECTIVE

- 1.1 To maintain a complete current record system which will control changes, assure schedules happenings, and document significant occurrences.

2.0 APPLICATION

- 2.1 Procedures, forms, practices, certifications, and schedules.

3.0 PROCEDURE

- 3.1 Radiation Safety Program Procedure masters shall be maintained by the Radiation Safety Officer (RSO) with master copy of the latest revisions.
 - 3.1.1 Effective date of procedural changes shall be established by the RSO.
 - 3.1.2 Program revision and equipment or facilities changes requiring NRC notification and/or approval shall be coordinated by the RSO.
 - 3.1.3 Safety program revisions shall be accomplished with a new printing with distinctive cover identification.
 - 3.1.4 The RSO is responsible for transmittal of revision to all affected personnel.
- 3.2 Each Radiation Safety Program and Training Manual shall have a sequential number and shall be assigned when issued. The RSO shall maintain a log for revision and recall.
- 3.3 Radiation Safety Supervisors will prepare and update a maintenance schedule on detection equipment and exposure devices.
- 3.4 Calibration records and calibration schedules are the responsibility of the Radiation Safety Monitors.
- 3.5 Personnel Radiation Safety Certification records are the responsibility of the RSO.
 - 3.5.1 All personnel examinations and re-examinations relative to radiation safety shall be on file in PII Corporate Office.