

RADIATION SAFETY PROGRAM AUDIT CHECKLIST FOR UNIT LEVEL PROGRAMS

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| YES NO NA | 1. Has a Local Radiation Safety Officer (LRSO) and Alternate LRSO been appointed in writing by the local Commander? |
| YES NO NA | 2. Does the LRSO/ALRSO have sufficient education and training for the position (have they attended the USAREUR/7A 16-hour LRSO Course)? |
| YES NO NA | 3. Does the LRSO provide periodic in-house training to personnel that handle radioactive commodities to include user, maintenance, transportation, and storage personnel? |
| YES NO NA | 4. Are radiation training and briefings documented and records maintained for all users of radioactive materials? |
| YES NO NA | 5. Has the local fire department been notified in writing by the Garrison Safety Office of the locations, types, and amounts of radioactive materials stored by the unit? Has this notification been kept up-to-date? |
| YES NO NA | 6. Has the unit designated a temporary holding/storage area for unserviceable, unwanted or damaged radioactive commodities awaiting disposition? Is an inventory of materials being held for disposition maintained? |
| YES NO NA | 7. Is all unserviceable, unwanted, and damaged radioactive commodities and materials turned-in through the Nucleonics RMPF, Pirmasens? Are radioactive materials prohibited from the Defense Reutilization and Marketing Office (DRMO)? |
| YES NO NA | 8. Is an annual physical inventory of all radioactive materials in the unit performed that includes the quantity, isotope, serial number, and location of radioactive materials in the unit? Are these records maintained for 3 years? |
| YES NO NA | 9. Does the unit have a local Radiation Protection SOP or equivalent for ongoing operations involving radiation sources? Is the SOP approved in writing by the |

LRSO/ALRSO? Approved in writing by the local Commander?

YES NO NA

10. Are radioactive material storage areas designated, posted, and secured as radiation controlled areas?

YES NO NA

11. Are all radioactive materials stored in areas free from flooding and outside the danger radius of flammables or explosives?

YES NO NA

12. Are the following signs, documents, and warning statements posted?

a. CAUTION - RADIOACTIVE MATERIALS sign in English and host nation language

b. Section 206 of the Energy Reorganization Act

c. NRC Form 3 (Current from NRC.gov)

YES NO NA

13. Is there a notice which describes the following materials and where they may be found?

a. 10 CFR Parts 19, 20, and 21

b. applicable NRC Licenses

c. applicable TMs and TBs

d. unit SOP

YES NO NA

14. Are work/storage areas posted "NO SMOKING, EATING, DRINKING etc...."? Do personnel abide by these rules?

YES NO NA

15. Are the required safety regulations, TMs, and directives needed for the operation and administration of the RPP available?

YES NO NA

16. Has the unit established radiological emergency points of contact and assigned responsibilities?

YES NO NA

17. Is an annual health physics audit conducted of areas/units where radioactive materials are used, stored or maintained? Are deficiencies cited and corrective actions

taken? Are reports forwarded through the chain of command?

YES NO NA

18. Is the proper RADIAC instrumentation, wipes, and supporting materials available to perform routine and emergency radiation level surveys and contamination monitoring? Are decontamination supplies available?

YES NO NA

19. Does the unit follow the requirements of the Radiation Test & Tracking System (RATTS) for transactions involving M43A1 Chemical Agent Detectors (CAD) and Chemical Agent Monitors (CAM)?

YES NO NA

20. Are CADs wipe tested annually? Are CADs and CAMS wipe tested before any maintenance? Prior to transfer if the date of the last wipe test was not within 6 months?

YES NO NA

21. Are users of radioactive commodities familiar with the appropriate TMs and TBs for the radiation sources?

PERSONNEL INTERVIEWED:

NAME

UNIT
