**Annual EPA-Licensed Items Check List**

It is the responsibility of the licensee (through the Head of Unit, RPO, RPS) to ensure that the practice in work with ionising radiation is in compliance with all EPA licence conditions and relevant legislation. Some of the compliance issues which regularly arise during EPA Inspections of practices are listed below and should be checked at least on an annual basis.

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| **CHECKS RELEVANT TO ALL LICENSED ITEMS** |  |
| The current EPA licence is on public display in the Unit and all radioactive sources and X-ray equipment are listed in schedule 2 for use or custody as appropriate. |  |
| All faults or incidents involving licenced equipment or sources have been reported to the RPO and documented. |  |
| The proposed acquisition or disposal of any radioactive sources or irradiating apparatus has been communicated to the RPO, the EPA has been appropriately notified, and the licence appropriately amended. |  |
| Security arrangements have been reviewed to ensure that they are adequate to prevent loss, theft, or unauthorized access to a licensed item. All licensed items carry a legible warning sign indicating the radiation hazard (e.g. X-ray or Radioactive Source) and that access is restricted to authorised/trained persons. |  |
| A radiation risk assessment relating to all licensed equipment has been performed or revised during the issue period of the licence (or where new equipment/sources are acquired) and forwarded to the RPO. |  |
| Standard Operating Procedures relating to the use of licensed items have been updated to take account of any additional controls or recommendations in the most recent risk assessment. |  |
| Appropriate training has been documented for all persons authorised to operate licensed equipment or to use  sources (including newly appointed persons), including evidence that the radiation safety procedures have been read and signed. |  |
| Records of monthly visual checks are available for licensed equipment or sources in storage. All such equipment carries a warning that it is not to be removed without authorisation by the RPO. |  |
| Any radiation detectors used in radiation safety checks have been sent for calibration within the past 12 months. |  |
| **CHECKS RELEVANT TO X-RAY EQUIPMENT** |  |
| Annual maintenance, or as prescribed by the manufacturer, by recognized external suppliers or service agents (including appropriate radiation leakage checks) has been carried out and records are available. |  |
| The Monthly Safety Check List is up to date |  |
| Radiation Safety Check Lists and maintenance records have been forwarded to the RPO for review within the  past 12 months. |  |
| **CHECKS RELEVANT TO RADIOACTIVE SOURCES** |  |
| All sealed sources have been wipe/leak tested within the past 2 years and records are available. |  |
| A monthly visual check list to confirm the presence of all sources is up to date and records are available. |  |
| A take back agreement has been arranged with the suppliers of all sources, and an attempt has been made to  return or dispose of any disused sources or orphan sources in custody. |  |