

**RADIATION PROTECTION AUDIT**  
 (\* of more interest to HSE inspections (IRR99))

**Department: Personal Monitoring**

	YES	NO	COMMENTS
*1. Do you know when personal monitoring is needed?			
*2. Is there an up to date list of monitored staff?			
*3. Do you know where to obtain dose records?			

**Department: Local Rules/Guidelines & Training**

	YES	NO	COMMENTS
*1. Are there department procedures/rules in place?			
*2. Is there a system in place to ensure that local rules/guidelines have been read?			
*3. Are there local rules for the controlled areas?			
*4. Is there formal training for new users?			
*5. Are written instructions issued to new users?			
*6. Are verbal instructions given to new users?			
*7. Are new users assisted in completing RADPER forms?			
*8. Is there an up to date list of RADPER holders available?			
*9. Has the RPS had training?			
*10. Has the deputy RPS(s) had training?			

**Department: Radioactive Spills**

	YES	NO	COMMENTS
1. Are staff aware of what to do?			
2. Is the necessary equipment readily available?			
3. Do staff know when to report spills to the RPA?			

**Department: Ordering Stock**

	YES	NO	COMMENTS
1. Is there a standard form used to order stock?			
2. Are the activity & isotope checked against stock limits & current stock?			
3. Is the form signed by the RPS (or deputy)			
4. Are central stock records updated?			
5. Who is responsible for updating stock records?			

**Department: Waste Records**

	YES	NO	COMMENTS
1. Is there a system for monitoring the total solid waste disposal from the department?			
2. Is there a system for monitoring the total scintillant waste disposal from the department?			
3. Is there a system for monitoring the total liquid waste disposal from the department?			

**Local: Radioisotope Labs**

	YES	NO	COMMENTS
1. Are there appropriate radiation signs on the doors/walls?			
2. Does access to the lab need to be restricted?			
3. Are names & information on notices up to date?			
4. Are registration/authorisation certificates displayed as required?			

**Local: Radioisotope Work Areas**

	YES	NO	COMMENTS
1. Is the area adequately demarcated?			
2. Are arrangements in place to allow only permitted staff in controlled areas?			
3. Are written systems of work displayed in controlled areas?			
4. Is appropriate shielding available?			
5. Can radiation monitoring be performed?			
6. Is the bench easily decontaminated (i.e. use of benchcote and /or drip tray)?			
7. Are there adequate waste disposal facilities?			
8. How are waste estimates made?			
9. Is contamination monitoring performed?			
10. Is the appropriate equipment available?			
11. Are results from contamination monitoring recorded?			
12. Are contamination monitors calibrated and in good condition?			
13. What happens to non-disposable apparatus used for radioisotope work?			

**Local: Waste Disposal (Solid)**

	YES	NO	COMMENTS
1. Are solid waste containers appropriately labelled?			

2. Is appropriate shielding available?			
3. Is there an adequate system for logging activity in each waste container?			
4. Is waste disposed of regularly?			
5. Is there an adequate system for recording the solid waste disposal?			
6. Are the interim storage facilities for waste adequate?			

**Local: Waste Disposable (Scintillant)**

	YES	NO	COMMENTS
1. Are scintillant drums appropriately labelled?			
2. Is there an adequate system for logging accumulated activity in each scintillant drum?			
3. Are scintillant drums disposed of regularly?			
4. Is there an adequate system for recording the scintillant waste disposal?			

**Local: Designated sinks for disposal of radioactive waste**

	YES	NO	COMMENTS
1. Are the sinks limits clearly displayed?			
2. Is there a 'Permit to Work' label on the sink/pipework?			
3. Is the sink of an adequate size?			
4. Is the sink 'down stream' of the other lab sinks?			

**Local: Waste Disposal (Liquid)**

	YES	NO	COMMENTS
1. Is there an adequate system for recording the amount of liquid waste disposed?			

**Local: Accumulate Liquid Waste**

	YES	NO	COMMENTS
1. Is there a need to accumulate liquid waste before disposal?			
2. Is the liquid waste suitably stored?			
3. Is appropriate shielding available?			
4. Is there an adequate system for accounting for accumulated liquid waste?			
5. Is the storage time appropriate?			

**Local: Designated Fume Cupboards for Deliberate or Incidental Disposal of Gaseous Waste**

	YES	NO	COMMENTS
1. Are the fume cupboard limits clearly displayed?			
2. Is there a "Permit to Work" label on the ducting?			
3. Is the airflow checked?			
4. Can you provide a realistic estimate of the gaseous radioactivity released?			

**Local: Radioisotope Stock Storage Facilities**

	YES	NO	COMMENTS
1. Is access to the storage facility restricted?			
2. Are there lockable stores?			
3. Is appropriate shielding available?			
4. Is there an adequate system for logging stock in and out?			
5. Are unique ID codes issued to each item of stock?			
6. Are stock takes performed and when?			

Name..... Department..... Date.....