

# Sample Annual Audit for Dental X-ray Registrants

5/12/2022

Chapter 4732.0540 requires the registrant to ensure that the quality assurance program, its content, and implementation are reviewed annually for compliance with the rule. The registrant must ensure that all radiation program audits are performed according to procedures established by the registrant or radiation safety officer. Any noncompliance issues found during the audit must be corrected and documented. The radiation safety officer must review any corrective actions taken.

The following page contains an example of a checklist that could be used for a facility's audit. The facility may have existing forms, a way to retrieve the information electronically or would prefer computer generated forms. These are all acceptable, provided the information is complete and available at the time of inspection.

***The sample program audit below may not be complete for all facilities and may include items that are not applicable to all facilities. Each facility should create a site-specific audit form.***

## Audit History

Audit Item	Rule Part	N/A	Yes	No
Date of the previous audit:				
Were previous audits conducted annually?	4732.0540	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records of previous audits maintained?	4732.0540	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deficiencies identified?	4732.0540	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the deficiencies corrected?	4732.0540	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Organization and Scope of Program

Audit Item	Rule Part	N/A	Yes	No
Is the Radiation Safety Officer identified?	4732.0500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Does the RSO meet MDH training requirements?	4732.0500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is RSO fulfilling all duties?	4732.0500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the written agreement in place for the RSO?	4732.0500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All x-ray equipment registered with the MDH?	4732.0200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Changes in program since the last audit?	4732.0520	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Operating and Emergency Procedures

Audit Item	Rule Part	N/A	Yes	No
Are the procedures current?	4732.0520	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technique charts completed and in place?	4732.0550	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holding procedures in place?	4732.0510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead aprons in use?	4732.0510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing orders for recall patients current?	4732.0560	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Declared pregnant staff?	4732.0415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Quality Control Procedures

Audit Item	Rule Part	N/A	Yes	No
Are the procedures current?	4732.0520	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processor quality control tests performed?	4732.0555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkroom quality controls tests performed?	4732.0555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment evaluations performed?	4732.1100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All quality control tests performed at the required frequency?	4732.1100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANNUAL AUDIT FOR DENTAL REGISTRANTS

Audit Item	Rule Part	N/A	Yes	No
Digital manufacturer's quality control procedures followed?	4732.1100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all records been maintained?	4732.0330	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### X-ray Operator Training

Audit Item	Rule Part	N/A	Yes	No
X-ray operators qualified?	4732.0580	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New x-ray operators received initial training?	4732.0510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training program implemented?	4732.0510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Operating procedures?	4732.0510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Emergency procedures?	4732.0510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Training for changes in program? (New equipment, digital)	4732.0510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Individual Monitoring Device

Audit Item	Rule Part	N/A	Yes	No
Are individual monitoring devices in use?	4732.0440	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Users notified in writing of annual exposure?	4732.0440	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports reviewed quarterly?	4732.0440	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports maintained for 30 years?	4732.0440	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the monitoring worn in the proper locations?	4732.0440	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Summary of Findings

## Corrective and Preventive Actions

### Audit Conducted By

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

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Radiation Control, X-ray Unit  
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05/12/22

*To obtain this information in a different format, call: 651-201-4545.*