

Facility Inspection Checklist - General

X-RAY UNIT

Documentation to Review

The inspection will include a review of **all required documentation**, including but not limited to:

- Credentials of individuals taking x-rays
 - Delegation Agreement (ex: Radiation Safety Officer)
 - Documentation from last inspection, if applicable
 - Dosimetry records, if applicable
 - Equipment Performance Evaluation Reports (Physicist, Vendors, or BioMed)
 - Operator's Manuals (digital systems)
 - Patient Logs, if applicable
 - Quality Assurance Policy and Procedures for Radiation Protection
 - Quality Control Test Results/Films: Darkroom, Processor, Screen-film Testing, Aprons, Gloves, Thyroid Shields, Gonadal Shields
 - Radiation Program Audit(s)
 - Retake/Reject Analysis, if applicable
 - Shielding Plan(s)
 - Training Records
- Additional information may be required

An exit interview will be conducted to discuss the inspection preliminary findings.

Minnesota Department of Health
Radiation Control, X-ray Unit
625 Robert St N
PO Box 64975
St. Paul, MN 55164-0975
651-201-4545
health.xray@state.mn.us
www.health.state.mn.us/xray

05/14/24

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