

PRE-INSPECTION CHECKLIST

The following simple checklist should be used before a proactive inspection from the Care Quality Commission (CQC) or Health and Safety Executive (HSE) to ensure that all relevant radiation protection legislation and guidance is being adhered to. Dent RPA members are strongly advised to ensure that the annual Radiation Protection audit has been completed and the recommendations addressed. The report and evidence of remedial action should be available for review by the inspector. The audit tool is available via My Toolbox in the Members area of our website.

Regulations	Y/N
Check that the practice has registered the use of X-rays with the HSE and a copy of the registration certificate is available for inspection.	
Check that the IR(ME)R 2017 procedures and protocols are available to staff.	
Check that there is a copy of the local rules available to staff.	
Check that a legal person and Radiation Protection Supervisor have been appointed for the practice.	
Check there is a current contract with a certificated Radiation Protection Adviser/Medical Physics Expert.	
Check the local Rules contain the following information: <ul style="list-style-type: none"> • Details of the Radiation Protection Supervisor. • Details of the Radiation Protection Adviser and contact details. • Details of Controlled Areas in the practice. • Contingency procedures. • Details of the requirements for personal protective equipment use. • Details for the provision of allowing visitors, cleaners, etc. into the room. • Dose investigation levels for personal dose monitoring, where applicable • Arrangements for Outside Workers 	
Check that all risk assessments are complete, up to date and available to staff.	
Check that risk assessments have been completed for pregnant staff.	
Ensure that there is a list of entitled referrers, practitioners and operators and their Scope of Practice under IRMER.	
Check that the 3-yearly equipment safety and performance checks have been completed.	
Check that the in-house quality assurance programme is up to date, including an image quality evaluation.	

X-ray rooms and surgeries	Y/N
Ensure that all entrances have appropriate radiation warning signage.	
Ensure that all "Room In Use" and "Do Not Enter" lights are working, where fitted.	

	Y/N
Ensure that all personal protective equipment has been checked for leakage, where available.	
Ensure exposure charts and imaging protocols are up to date.	

PRE-INSPECTION CHECKLIST

Personal Dosimetry (if applicable)	Y/N
Ensure that all staff know the wear period for their dosimeter and how to return it.	
Ensure that staff know where to place the dosimeter on their body.	
Ensure that all staff are aware of how to access their dose monitoring records.	

Training	Y/N
Ensure all dentists, other operators and the RPS have completed their 5-yearly radiation protection training	
Ensure that all members of staff have read and understood the local rules.	
Ensure that all members of staff are aware of X-ray protocols and procedures.	
Ensure equipment-specific training on X-ray and ancillary equipment has been documented.	
Ensure radiation protection training has been provided to staff and other persons as necessary to their role.	
Ensure all operators of radiation producing equipment have completed a suitable training programme and have appropriate qualifications for their role.	
Ensure training records are kept and are up to date.	

Other	Y/N