PRACTICE NAME

 ADDRESS 1

 ADDRESS 2

 ADDRESS 3

Dear RPS NAME,

**Re: Appointment as Radiation Protection Supervisor**

I am writing to formally appoint you as Radiation Protection Supervisor for PRACTICE NAME in accordance with Ionising Radiations Regulation 18(5). Your duties in the RPS role are described in full in the Radiation Protection Supervisors Handbook and primarily involve:

* Ensuring that the local rules for the practice are followed
* Overseeing the quality assurance programme for X-ray and ancillary equipment
* Carrying out radiation risk assessments for the practice
* Ensuring that the three-yearly safety and performance checks are carried out on all X-ray equipment
* Liaising with the Radiation Protection Adviser when necessary
* Investigating and reporting radiation incidents if they occur

Yours sincerely,

NAME OF PRACTICE MANAGER

JOB TITLE