ASSESSMENT CRITERIA FOR RADIATION SAFETY TRAINING ORGANISATIONS

1. SCOPE

These assessment criteria are for use to survey a facility seeking approval from SPBNDT for the Basic Level Radiation Safety Training process.

The purpose of these assessment criteria is to provide a means to verify and document those systems that are in place to control the process and that process procedures followed.

2. GENERAL INFORMATION

References:

ISO 9001	Quality Management and Quality Assurance Standards – Guidelines
SPBNDT/IRPAP/001/17	Industrial Radiographer Personal Authority Program
Regulation No. R. 247	Regulations Relating to Group IV Hazardous Substances
Regulation No. R. 1332	Regulations Relating to Group III Hazardous Substances
Specific Safety Guide No. SSG-11	IAEA Safety Standard, Radiation Safety in Industrial Radiography

2.1 Instructions for the Auditors

In completing this assessment, assessors are instructed to respond with a “Yes” or “No” to address compliance with each statement of requirement. For any negative response, the assessor must clearly indicate in the assessment report the expected remedial and timeous action.

CAUTION The assessment results shall not include any supplier proprietary information.

2.2 Instructions for the Supplier

2.2.1 Prior to the Assessment

The training organisation must complete a self-assessment in preparation for this audit. All internally identified non-conformances should be corrected prior to the actual assessment. Using the checklist (3 and 4 below), for each applicable question, provide reference to the procedure and/or section of the training notes where the requirement is addressed. The self-assessment must be made available at the opening meeting of the actual assessment. In the interest of ensuring efficient assessment and reporting of such it is requested that the self-assessment be sent to the SPBNDT prior to the planned assessment date.

2.2.2 During the Assessment

The training organisation must provide for an in-briefing with the assessor. Key members of the applicant’s staff should attend the in-briefing so the assessment purpose, methods and assessment processes can be discussed. The assessor and organisation must confirm and agree to the scope of the assessment

Working space for the assessor with desks or tables, chairs must be made available.

A final out-briefing will be conducted at the completion of the assessment. Each non-conformance and observation will be reviewed and the organisation will be given the opportunity to discuss proposed corrective action or to provide any additional information. The assessor must complete an assessment summary identifying/referencing the non-conformances recorded. This summary must be signed both by the assessor and by the organisation representative. If the organisation is not in agreement with the results of the assessment, this must be identified accordingly on the summary.

2.2.3 Following the Audit

The training organisation has twenty one (21) working days from the time the assessment summary is signed to submit a corrective action plan, identify effectivity dates for each non-conformance and when applicable, objective evidence.

Conforming organisations will be issued with a certificate of approval after a successful assessment.

3. INFORMATION

3.1 General Information

Name of Organisation: _____

DOH Licence No.: _____

Maximum number of students in each class: _____

Key members of staff including RPO and ARPO:

Name	Position	Contact Tel No.	Contact e mail

3.2 Quality System Approvals

Auditing/Certifying Agency	Audit Criteria	Certificate Issue Date	Certificate Expiration Date

3.3 NCR Summary

Attach NCR summary. *Note: If organisation is not in agreement with the assessment results, this must be identified accordingly on this summary prior to the assessor departing from the organisation.*

4. AUDIT

4.1	Did the Training organisation make a copy of their completed self-assessment available to the assessor, at least at the opening meeting?	Yes	No
4.2	For each question in the checklist, has the training organisation identified where the means of compliance or evidence of compliance is to found? *Compliance Guidance: Compliance or evidence of compliance can be the procedure, training notes, physical location of evidence, etc.*	Yes	No
4.3	Does the training organisation have a quality management system (QMS)? *Compliance Guidance: The system should be similar to ISO 9001 however, ISO 9001 certification is not necessary.*	Yes	No
4.4	Does the QMS have procedures for document control?	Yes	No
4.5	Does the QMS have a procedure for dealing with non-conformances?	Yes	No
4.6	Does the QMS have a procedure for dealing with persons with a disability? This should deal with both physical and language disability. *Compliance Guidance: In the event that a candidate claims a disability, the school is expected to use their judgment on the merits of the claimed disability and records should be retained of the decision.* *Oral examinations may be administered providing an independent third party is present during the examination*	Yes	No
4.7	Is the current DOH licence for Group III and/or Group IV displayed?	Yes	No
4.8	Are the emergency numbers prominently displayed?	Yes	No

4.9	Is there evidence that the organisation has documented the requirements for qualification of lectures? *Compliance Guidance:* *Lectures shall have as minimum one or more of the following qualification:* *a. Possess a current NDT Level 3 radiography certification from a recognised certification body (i.e. ASNT, ISO 9712, EN 4179).* *b. Have academic credentials at least equivalent to a B.SC in engineering, Radiation science, or technology, and two or more years of experience in Industrial Radiography.* *c. Be a graduate of two-year school of science, engineering, or NDT and have two or more years of experience in Industrial radiography.* *d. Have 10 or more years of experience as an NDT Level 2 radiographer.* *In addition, they should have the following:* *a. Evidence that they have demonstrated the ability to instruct and demonstrate relevant practical applications.* *b. Evidence that they have demonstrated the ability to interact with students.* *Formal appointment by the school as a NDT Radiographer lecturer is required. Appointment of contract lecturers must be by a formal written contract.*	Yes	No
4.10	Does the organisation have a list of qualified lectures?	Yes	No
4.11	Does the organisation provide training notes to all students?	Yes	No
4.12	Are training notes reviewed regularly? *Compliance Guidance: Annual review is recommended.*	Yes	No
4.13	Do the lecture notes address the requirements of the Structure and Content of the one (1) week classroom training (Basic level)?	Yes	No
4.13.1	Basic radiation concepts	Yes	No
4.13.2	Radiation quantities and units	Yes	No

4.13.3	Radiation detecting instruments	Yes	No
4.13.4	Biological effects of radiation	Yes	No
4.13.5	System of radiation protection (justification, optimization and dose limits)	Yes	No
4.13.6	Regulatory requirements	Yes	No
4.13.7	Designation of controlled areas and supervised areas	Yes	No
4.13.8	Dose limits and investigation levels	Yes	No
4.13.9	Source outputs	Yes	No
4.13.10	Effects of time, distance and shielding	Yes	No
4.13.11	Individual monitoring	Yes	No
4.13.12	Working practice to limit doses and maintain them as low as reasonably achievable.	Yes	No
4.13.13	Storage of radioactive sources including security of storage area.	Yes	No
4.13.14	Correct operation and maintenance of radiographic equipment	Yes	No
4.13.15	Radiation protection programme	Yes	No
4.13.16	Local rules	Yes	No
4.13.17	Emergency plans	Yes	No
4.13.18	Management of radiation protection	Yes	No
4.13.19	Transport of radioactive sources	Yes	No
4.13.20	End-of-life considerations for sources following decay	Yes	No

4.13.21	Accidents and other incidents involving radioactive sources, their consequences and lessons learned	Yes	No
4.13.22	Emergency preparedness and response	Yes	No
4.14	Does the organisation have the necessary equipment to explain and demonstrate the concepts of radiation safety	Yes	No
4.14.1	Gamma source with associated equipment. *Compliance Guidance: A dummy source assembly, controls, guide tubes, warning signs, shielding materials and example barriers.*	Yes	No
4.14.2	X-ray equipment with associated equipment. *Compliance Guidance: Generator, tube head, control panel, warning signs, warning lights, fixtures, and example barriers.*	Yes	No
4.14.3	Does the organisation have a selection of survey meters? *Compliance Guidance: These are necessary to demonstrate their use.*	Yes	No
4.14.4	Does the organisation have examples of personnel monitoring equipment? *Compliance Guidance: Survey meter, thermoluminescent dosimeters and direct reading dosimeters are ideal however overhead pictures are acceptable.*	Yes	No
4.15	Does the organisation have the relevant latest revision DOH Regulations available?	Yes	No
4.16	Is there sufficient facilities to accommodate the proposed number of students? *Compliance Guidance: Classrooms, desks, chairs, sufficient lighting etc. and space to demonstrate.*	Yes	No