**Radiation Safety Program Internal Audit**

**1. AUDIT HISTORY:**

a. Last internal audit completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

b. Last Nuclear Regulatory Commission audit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

b. List of deficiencies from previous audits (Internal and/or NRC):

|  |  |  |
| --- | --- | --- |
| Closed | Description |  |
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**2. AMENDMENTS AND PROGRAM CHANGES:**

a. Amendment(s) during reporting period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Changes due to amendment(s):

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**3. TRAINING:**

\_\_\_\_ Initial training is being conducted.

\_\_\_\_ Number of people receiving initial training during period.

\_\_\_\_ Annual retraining is being conducted.

\_\_\_\_ All required topics are being covered in the lesson plans.

\_\_\_\_ Most current NRC Form 3 and WMU instructions are posted at labs’ primary ingress/egress.

**4. RADIOLOGICAL CONTROLS:**

\_\_\_\_ **Facilities** are used as described in license.

\_\_\_\_ Access to material and facilities is controlled.

\_\_\_\_ **Exposure** is being monitored and evaluated in accordance with procedures and license.

\_\_\_\_ Exposures outside of normal bands is investigated and reported:

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\_\_\_\_ **Radiological surveys** are in accordance with procedures and license.

\_\_\_\_ Radiological surveys are adequate to effectively implement ALARA.

\_\_\_\_ Leak tests are performed in accordance with procedures and license.

\_\_\_\_ Areas and materials are posted in accordance with procedures and regulations.

\_\_\_\_ **Area postings** are adequate to communicate potential hazards and maintain exposure ALARA.

**5. SOURCE INVENTORY AND CONTROL:**

\_\_\_\_Material in use is as described and authorized in license.

\_\_\_\_ Gauges in use are as described and authorized in license and Sealed Source and Devise (SSD) Registration Certificate.

\_\_\_\_ Material receipt and transfer records are maintained in accordance with procedures and license. Activity in mCi of material received in the period:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| C-14 |  |  | P-33 |  |  |  |  |  |
| H-3 |  |  | S-35 |  |  |  |  |  |
| P-32 |  |  | I-125 |  |  |  |  |  |

\_\_\_\_ All material is accounted for and gauges are inventoried every 6 months.

**6. INSTRUMENTATION AND DOSIMETRY:**

\_\_\_\_ Instruments in use are as described by in license.

\_\_\_\_ Instruments are calibrated in accordance with license.

**7. RADIOACTIVE WASTE MANAGEMENT:**

\_\_\_\_ Disposal records are in accordance with procedures and license.

Material disposed by transfer to a disposal vendor:

C-14 \_\_\_\_\_\_\_\_\_\_ mCi and \_\_\_\_\_\_\_\_\_\_ ft3

C-14 \_\_\_\_\_\_\_\_\_\_ mCi and \_\_\_\_\_\_\_\_\_\_ gal

H-3 \_\_\_\_\_\_\_\_\_\_ mCi and \_\_\_\_\_\_\_\_\_\_ ft3

H-3 \_\_\_\_\_\_\_\_\_\_ mCi and \_\_\_\_\_\_\_\_\_\_ gal

Liquid Scintillation vials \_\_\_\_\_\_\_\_\_\_ ft3

Decay in storage \_\_\_\_\_\_\_\_\_\_ mCi and \_\_\_\_\_\_\_\_\_\_ ft3

Decay in storage \_\_\_\_\_\_\_\_\_\_ mCi and \_\_\_\_\_\_\_\_\_\_ gal

\_\_\_\_ Disposal vendor license is on file.

\_\_\_\_ Disposal records are in accordance with procedures and license.

**8.** **TRANSPORTATION:**

\_\_\_\_ Records are maintained in accordance with procedures, DOT and NRC regulations and license.

\_\_\_\_ Shipping paperwork handling and security measures are adhered to during transportation and work at remote sites.

\_\_\_\_ Packaging meet design and regulatory requirements.

**9. NOTIFICATIONS AND REPORTS:**

\_\_\_\_ Reporting to NRC and/State and follow-ups were conducted in accordance with procedures and regulations.

Reports made NRC and/or State during the period:

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**10.**  **AUDIT FINDINGS:**

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**\_\_\_\_ Corrective Action Plan designed and implemented.**

**\_\_\_\_ Does Corrective Action Plan require oversight between reporting periods**

**If yes, how often \_\_\_\_\_\_\_\_\_\_\_ and is oversight explained in the Plan? \_\_\_\_**

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

Auditor Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RETURN THE ORIGNIAL AUDIT TO THE RADIATION SAFETY OFFICER FOR RECORD KEEPING.

**11.**  **AUDIT ADDENDUM/CONTINUATION PAGE:**

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