[Name of Dental Practice]

[Date]

# Radiation Protection Checklist

Suggested instructions on [how to use checklists](https://www.psm.sdcep.org.uk/checklists/how-to-use-checklists/) in the Practice Support Manual are provided. Note that a worked example Radiation Protection checklist is also provided for reference.

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| Dental Practice Name:  |  |
| Overall Responsibility for Checklist: |  |
| Year: |  |

|  | **Team Member Responsible** | **Date to be Completed** | **Documentation Storage Site** | **Completed?** | **Comments** | **Review Date** |
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| **Radiation Protection File** |
| Ensure Radiation Protection File has all relevant documentation in place and up-to-date. Review annually. |  |  |  |  |  |  |
| Ensure that the Overview of the Radiation Protection File is in place and up-to-date. |  |  |  |  |  |  |
| Ensure that the Radiation Protection File Log is in place and that any changes to the Radiation Protection File are documented. |  |  |  |  |  |  |
| Ensure that all staff are aware of the contents of the Radiation Protection File and where it is stored. |  |  |  |  |  |  |
| **Procedures and Protocols** |
| Ensure that up-to-date Employer’s Procedures for the practice are in place and subject to document control. **PI** |  |  |  |  |  |  |
| Ensure that the practice’s protocols for each type of exposure are in place, up to date and subject to document control. **PI** |  |  |  |  |  |  |
| Ensure that staff are aware of the practice’s Employer’s Procedures and Protocols and follow them. |  |  |  |  |  |  |
| **Formal Appointments and Entitlement of Personnel** |
| Appoint and entitle staff to carry out specific duties related to radiography, ensuring that the criteria for each duty is met. [Appointment of RPA, RPS and MPE **PI**][Duty holders identified and properly entitled **PI**] |  |  |  |  |  |  |
| Ensure that all formal appointments and entitlement of staff, including those external to the practice, is confirmed in writing. |  |  |  |  |  |  |
| **Training** |
| Provide training for all entitled duty holders that is relevant to and sufficient for their responsibilities. |  |  |  |  |  |  |
| Ensure that the Radiography Training Records for all entitled duty holders are in place and up to date. |  |  |  |  |  |  |
| Ensure that all staff members are aware of their responsibilities with regards to the relevant legislation. |  |  |  |  |  |  |
| **X-Ray Equipment** |
| Register with the Health and Safety Executive for the use of radiation equipment. **PI** |  |  |  |  |  |  |
| Ensure an inventory of all x-ray equipment is in place and up to date. **PI** |  |  |  |  |  |  |
| Ensure that a Critical Examination is carried out at installation for each x-ray machine and retain reports in Radiation Protection File. |  |  |  |  |  |  |
| Ensure that an Acceptance Test is carried out at installation for each x-ray machine and retain reports in Radiation Protection File. |  |  |  |  |  |  |
| Ensure that all x-ray machines are subject to routine performance tests, maintenance and routine surveillance and retain records and reports in Radiation Protection File. [Equipment quality assurance **PI**] |  |  |  |  |  |  |
| Ensure that all x-ray machines are subject to safety assessment tests and retain reports in Radiation Protection File. **PI** |  |  |  |  |  |  |
| **Controlling Exposure and Dose** |
| Ensure that a Radiation Risk Assessment is carried out in consultation with RPA and that the findings are recorded in the Radiation Protection File. [Risk Assessment for Radiation Work **PI**] |  |  |  |  |  |  |
| Ensure that the Radiation Risk Assessment contains contingency plans for dealing with equipment malfunctions and other incidents. |  |  |  |  |  |  |
| Define the controlled area for each x-ray machine and ensure it is signed, in accordance with RPA advice. |  |  |  |  |  |  |
| Ensure that a dose investigation level is in place, with personal dosimetry used where advised by RPA. |  |  |  |  |  |  |
| Ensure that referral criteria for radiography are in place and available to all referrers. |  |  |  |  |  |  |
| Ensure that diagnostic reference levels (DRLs) are in place and readily available.**PI** |  |  |  |  |  |  |
| **Incidents and Accidents** |
| Ensure that incidents and accidents are thoroughly investigated and reports retained in the Radiation Protection File. |  |  |  |  |  |  |
| **Local Rules** |
| Ensure that up-to-date Local Rules are in place, subject to document control and readily available to all duty holders.**PI**  |  |  |  |  |  |  |
| **Quality Assurance** |
| Put in place a Radiography Quality Assurance Programme for the practice. [Radiology Audit**PI**] |  |  |  |  |  |  |

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| **PI** – Practice inspection item |