[Name of Dental Practice] [How to use templates](https://www.psm.sdcep.org.uk/templates/how-to-use-templates/)

[Date]

# X-ray Machine Routine Surveillance Record

Type of Machine:

Location:

Model & Manufacturer:

KV rating:

## Checks

In-house surveillance is part of the routine use of the x-ray machine and includes checking:

* Control panel is fully intact and able to freely select appropriate setting
* LED lights work on the control panel and are illuminated when settings have been selected
* Exposure switch is fully intact and functioning
* Exposure switch cable is in satisfactory condition
* Audible alarm is heard whilst taking x-rays
* Illuminated signage is visible and fully working whilst x-rays are being taken (where applicable)
* X-ray arm is fully intact and casing whole
* X-ray arm is free from oil with no oil residue present or seeping from joints
* Counterbalance is functioning properly for maintaining the position of the tube head for intra-oral machines
* Wall mounting still secure
* Rotational or scanning movement is satisfactory for panoramic/cephalometric/CBCT equipment

## Record

Record of any issues identified and log (completed at least every 6 months) to confirm that checks are carried out routinely.

| **Date** | **Checked by** | **Comments/Action required** | **Date action completed** |
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