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DNMS

Mark Ficek
Mattingly Testing Service, Inc.
12555 West Andrews Lane
Molt, MT 59057

8/31/2009

Dear Mark,

This letter is regarding the evaluation of Mattingly Testing Services, Inc. Operating and Emergency Procedure Manual and an evaluation of Mattingly Testing Services, Inc. training program. R & M Consulting, Inc. recommends the following:

Operating and Emergency Procedure Manual

- 1) Administrative Controls – Implementation of a document control system to track and maintain current and past revisions of the O & E manuals issued to all personnel. This prevents the inadvertent use of out dated material and ensures all personnel are compliant with current instructions.
- 2) Detailed Procedures – Elimination of human error should be the goal of any radiation safety procedure. Detailing guidelines for each camera (locking mechanisms, differences in construction, etc.) and detailing guidelines for configurations of guidetubes and collimators (positioning to prevent damage and proper bend radii) are just examples. Essentially, procedures should be written to remove as much individual interpretation as possible. This should be evaluated by the RSO, by observing actual field radiography, and incorporating step by step procedures.
- 3) Revise numbering system for sections. Standard numbering systems for procedures are written with the section number first followed by sequential paragraphs. Example of section in Mattingly's O & E manual:

Section 2 Paragraph 1.1.1 Fundamentals of radiation safety,

would read: 2.1.1 Fundamentals of radiation safety

This is an industry standard and clarifies references to various paragraphs.

- 4) In reference to Sect. 1 para 1.11, an exhibit should be created outlining guidelines for auditing the performance of designees on a quarterly basis.

