



# ADCO

## Services, Inc.

ADCO SERVICES, INC.  
QUALITY ASSURANCE PROGRAM  
FOR INDUSTRIAL RADIOGRAPHY AND SEALED SOURCES

The final responsibility for the Quality Assurance (QA) Program for Part 71 Requirements rests with ADCO Services, Incorporated. Design and fabrication will not be conducted under this program. The program is implemented using the attached organizational chart.

1. The General Manager and Safety Officer is responsible for over all administration of the program, training and certification, document control and auditing.
2. The Technical Services Manager and Operations Manager are responsible for handling, storing, shipping, inspection, testing and operating status and record keeping.
3. The documentation required in #1 and #2 can be found in ADCO Services, INC. laboratory and administration files.
4. The program establishes and implements training, prior to engagement, for all quality assurance functions as required according to written procedures on file. Revisions to the quality assurance manual are written with management approval. This program insures that all defined quality control procedures, engineering procedures and specific provisions of the package design approval are satisfied as well as being on file for review. The program emphasizes control of the characteristics of the package which are critical to safety.
5. The Technical Services Manager will insure that all radioactive material shipping packages are designed and manufactured under Nuclear Regulatory Commission and Agreement States specifications. This requirement will be satisfied by receiving a certification to this effect from the manufacturer or supplier of the package. These documents will be retained on file for review.
6. All documents related to a specific shipping package will be controlled through the use of written procedures. Any document changes will be performed according to written procedures approved by management. The Technical Services Manager will insure that all quality assurance functions are conducted in accordance with the latest applicable changes to these documents.

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17650 Duvar Drive • Tinley Park, IL 60477 • (708) 429-1660 • Fax (708) 429-9759

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7. Written safety procedures concerning the handling , storage, and shipping of packages for radioactive material will be followed. Shipments will not be made unless all tests, certifications, acceptances, and final inspections have been completed. Work instructions are provided for handling, storage and shipping operations.
8. Inspection, test and operating status of packages for radioactive material will be indicated and controlled by written procedures. The status will be indicated by a tag, label, marking and /or log entry. Nonconforming parts or packages will be identified and documented.
9. Records of package approvals (which includes references and drawings) procurement, inspections, tests, operating logs, audit results, personnel training and qualifications and records of shipments will be maintained. These records will be maintained in accordance with the written procedures. The list of required records and their storage locations are maintained by the Technical Services Manager and health physic personnel.
10. The schedule of audits of the Quality Assurance Program are monitored using written check lists. The results of the audits are maintained and reported to management. Audit reports are maintained and on file for review.

File  
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ADCO SERVICES, INC.  
 ORGANIZATIONAL CHART

