

No containers will be procured without the approval of the Radiation Safety Officer. He shall require that all suppliers of packages shall supply certifications verifying that the model and serial number container in question was manufactured under the control of an NRC approved QA Program. This shall include the submission of all relevant test results, certificates of compliance, and operation manuals for the package.

3.4 N/A

3.5 Document Control

All documents shall be reviewed by the Radiation Safety Officer prior to issuance. The documents controlled shall include:

1. QA and QC manuals
2. Operating procedures
3. Maintenance procedures
4. Inspection and test procedures
5. Shipping Procedures

3.6 Handling, storage and shipping

The package shall be secured while in storage in accordance with Carroll Engineers written procedures.

No package will be shipped until the required surveys have been made and the shipping papers prepared as required by the DOT regulations.

3.7 Inspection, Test, and operating status

Carroll Engineers has only one package. It's status is known to the General Manager for testing at all times, and verified by the Radiation Safety Officer at the quarterly audits.

3.8 Quality Assurance records

Records to be maintained by the QA Program are:

1.0 Procurement documentation - These records will be retained for 3 years after the unit in question has been retired from service.

2.0 Inspection and test results of the package(s). These records will be retained for 3 years after the unit has been retired from service.

3.0 Maintenance records will be retained for 3 years after the unit has been retired from service.

4.0 Personnel training records will be retained for 3 years, or until 2 years after an individual leaves our employ.

5.0 The records retained shall be kept in the library at Carroll Engineers.

3.9 Audit

Quarterly audits of the QA program shall be performed by the Radiation Safety Officer. He will check the following items:

- 1.0 Utilization log
- 2.0 Procurement Records
- 3.0 Source inventory log
- 4.0 Meter calibration log
- 5.0 Dosimeter and chirper calibration log
- 6.0 Maintenance and inspection records
- 7.0 Job sheets
- 8.0 Training records
- 9.0 Gamma alarm test records
- 10.0 Film badge reports
- 11.0 Personnel exposure logs
- 12.0 Discrepancies and corrections