CHECKLIST 4. RADIATION REGULATIONS AND SAFETY COMPLIANCE

No.	Component	LC	Example of result / type of evidence
4.1	Is the service formally authorized/ licensed by competent national institutions?		Copy of the licence
4.2	Do standard operating procedures (SOPs) for radiation safety and protection refer to higher level guidelines and regulations (i.e. national or international guidelines or regulations)?		Cross-check references in SOPs with the first page of the law/regulation
4.3	Do all personnel of the nuclear medicine service receive instructions and training on local procedures and safety precautions for protection of patients and staff when they start working in nuclear medicine (NM)?		Check/copy records
4.4	Have all staff members signed to confirm that they have read and understood the local policies and SOPs?		Cross-check with all personnel records
4.5	Are all radioactive materials kept, identified, controlled and stored as requested in licences and SOPs?		Observation on-site / photographs
4.6	Are sealed calibration sources checked periodically, cross-accounted for and checked for any leakage?		Observation on-site / photographs / log book
4.7	Is there routine NM personnel monitoring for radiation exposure (e.g. whole body badges, hand/finger monitoring, etc., as appropriate)?		Observation on-site / copy of records
4.8	Is staff personal dosimetry monitoring regularly reviewed and communicated, including reporting and initiation of appropriate actions in the case of unexpected results?		Check/copy records

CHECKLIST 4. RADIATION REGULATIONS AND SAFETY COMPLIANCE (cont.)

No.	Component	LC	Example of result / type of evidence
4.9	Are there appropriate health surveillance procedures for exposed workers, in accordance with the local regulatory body?		Check/copy records
4.10	Is protective clothing (e.g. gloves, syringe shields, handling tongs, etc.) available?		Observation on-site / photographs
4.11	Are there adequate facilities available for the administration of radiopharmaceuticals, therapy and radioactive aerosols, including radiation protection tools, as necessary?		Observation on-site / photographs
4.12	Are there adequate separate waiting areas for patients before and after administration of radiopharmaceuticals?		Observation on-site / photographs
4.13	Are diagnostic rooms adequately equipped (e.g. air-conditioning, ventilation, surfaces and structural shielding or mobile barriers)?		Observation on-site / photographs
4.14	Have areas been classified as ‘supervised’ or ‘controlled’ according to the Basic Safety Standards and/or local regulations?		Observation on-site / photographs
4.15	Is there a procedure for regular monitoring of workplace contamination?		Check the procedure
4.16	Is there a procedure for dealing with a spillage or contamination incident?		Check the procedure / check the decontamination kit
4.17	Are there means to prevent unauthorized access to supervised and controlled areas?		Observation on-site / photographs

CHECKLIST 4. RADIATION REGULATIONS AND SAFETY COMPLIANCE (cont.)

No.	Component	LC	Example of result / type of evidence
4.18	Are radiation signs (in local language(s)) prominently displayed at the entrance to supervised and controlled areas?		Observation on-site / photographs
4.19	Are formal risk assessments and surveys of working areas and equipment performed and documented by designated staff?		Check the procedure
4.20	Are suitably calibrated and functional radiation monitoring devices available?		Observation on-site / photographs
4.21	Are detailed procedures provided to handle patient specimens (blood, urine, etc.) and devices (syringes, urine bags, etc.), including radiation and microbiological safety aspects?		Check the procedure / observation on-site
4.22	Are formal procedures provided for the management (storage and disposal) of liquid and solid radioactive waste, including considerations for chemical and biological hazard safety aspects?		Observation on-site / photographs / check the procedure
4.23	Is the level of waste regularly checked against the authorized disposal limit and recorded?		Check the procedure / check records
4.24	Is there a policy on transportation (within and outside the service) of radioactive material?		Check the procedure
4.25	Is a formal emergency plan provided regarding action in the case of accidents (fire, flood, power blackout, etc.)?		Check the procedure

Note: LC: level of conformance (range 0–4). 0: absent or inappropriate; 1: planned or approximate; 2: partial conformance or partial implementation; 3: near full conformance or near full implementation; 4: full conformance or full implementation.