

**Important Memorandum
from Krueger-Gilbert Health Physics, Inc.
Radiation Machine Inspections 2016**

Date: January 2016
To: Radiology Clients
From: Michele Loscocco, MS, DABR, KGHP Director of Technical Operations

In the approaching months, we will be inspecting your x-ray equipment for certification renewal and are legally bound to cite conditions as they are when we arrive. Our goal is to help you to be in full compliance before your inspection, and thereby prevent violations and subsequent fines. You must have all of the items listed on the checklist on site when inspection starts. If the last radiation machine PM was not performed with 12 months have service completed before our inspection. **Effective 1/1/2012, you must submit a copy of the PM service report to the State. Failure to do so will result in a violation.**

Follow and complete this "INSPECTION READY" checklist. All information must be on site **before the inspection**.

**INSPECTION READY
CHECKLIST**

√ = Completed and attached	INFORMATION TO BE ON SITE FOR REVIEW
Administrative	
	State Certificate of Registration posted
	State "Notice to Employees" posted
	Federal ID tax number for machine owner available
	X-ray room shielding report (physics report)
	State plan approval letter for room shielding
	Radiation badge reports for last 24 months
	State license for each radiology tech
	Copy of current state regulations (including Supplement 27) - see www.mde.state.md.us
	Log for documentation of x-rays performed
	Log book for human holders
	Technique chart posted at control
Machine related	
	Operating manuals for radiation machine
	PM performed within 12 months - Report must be submitted to State within 30 days of service.
	PM report with test results
	Service company form has been completed - signed copy is necessary for inspection process
	Processor service maintenance records if applicable
	Exposure switch permanently mounted in protected area
	CT facility must have spot check results (and images) available for review
Fluoroscopy facilities	
	Documentation of physician's training for operation of fluoroscopy
	3 month fluoro time analysis interventional procedures

Radiation Machine Preventive Maintenance (PM) Program

Instructions for X-ray Personnel: All x-ray facilities are required to follow the machine manufacturer's preventive maintenance program (frequency of service and scope of work). In addition, this work must be performed by a company or individual who is registered with the MDE. Prior to inspection, have your service company/individual complete this form. Please allow sufficient time for your service provider to research the PM requirements for your facility. Effective 1/1/2012, a copy of the service report must be submitted to the State within 30 days of service.

Instructions for Service Provider: As you know, all x-ray registrants are required to maintain their machines in accordance with the manufacturer's recommended maintenance specifications. As their registered service provider, the registrant is relying upon your machine maintenance service to meet this state regulation.

Complete the following form and attach a copy of the most recent machine maintenance service report (detailed report required).

Service Provider Form

Facility Name			
Facility Address			
x-Ray Room ID			
Radiation Machine Manufacturer/Model			
Manufacturer's Recommended Preventive Maintenance Schedule <i>(fill in the frequency in months)</i>			
Exceptions to above frequency should particular tests be required at different frequency than indicated above <i>(if all PM tests are to be performed at same frequency, write in NA. If there is an exception, fill in specific parameter to be tested and frequency of that test)</i>			
Completed by : Registered Service Provider			
MDE Registration Number			
Company			
Individual			

This form must be completed before your scheduled inspection and available for review during inspection.