

GOVERNMENT OF INDIA
ATOMIC ENERGY REGULATORY BOARD
 NIYAMAK BHAVAN, ANUSHAKTINAGAR, MUMBAI – 400 094

AERB/RSD/X-RAY/ASR

ANNUAL REPORT ON STATUS OF RADIATION SAFETY IN RADIOLOGY DEPARTMENT

(A copy of this form, duly filled in and signed, must be despatched **before the end of each calendar year to Head, Radiological Safety Division, Atomic Energy Regulatory Board.** If any entry is not relevant, write “NA” (Not Applicable) against the entry. Additional pages may be used, wherever necessary)

INSTITUTION NUMBER allotted by this Division:

FORM FOR THE YEAR

A. **INSTITUTION AND STAFF**

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i) Name & Address of the Institution :
(with PIN Code)

ii) Name & Designation of Head of :
the Institution/Radiology Dept

iii) a. Telephone No.(with STD code) :

b. Tel. No. (beyond office hour) :

c. Fax No. :

d. E-mail :

iv) Staff in Radiology Department

Name of Radiologist t(s) (Put “*” against Head Radiologist)	Qualification	Working in the dept. since (date)	Status of appointment (Full-time/Part-time)

Name of RSO approved by AERB	Qualification	Working in the dept. since (date)	Status of appointment (Full-time/Part time)

Name of Radiographer / X-Ray Technician(s)	Qualification	Working in the dept. since (date)	Status of appointment (Full-time/Part-time)

B. FACILITIES AVAILABLE IN THE INSTITUTION

i) Computed Tomography / Cath Lab

Sr. No.	Make	Model	Max kVp	Max mA	Serial No. of Unit	Month & Year of Commissioning

ii) Radiography Units / Mammography / Dental / Others

Sr. No.	Make	Model	Max kVp	Max mA	Serial No. of Unit	Month & Year of Commissioning

C. i) Radiation Protection Level measuring Instruments & Quality Assurance Kit

Name of the kits	Yes	No
KVp meter		
Dose meter / Dost rate meter		
Timer Test Tool		
Focal spot test tool (bar pattern type)		
Al filters (0.5mm – 2 numbers, 1.0 mm-3 Nos, 2.0 mm – 2 Nos)		
Collimator test tool / Beam alignment test tool		
Radiation Survey meter – Ionization chamber type		

ii) Protection Survey of X-Ray installations

(The radiation levels should be measured using water phantom of size 30x30x30 cm³ kept at treatment distance with maximum field size and values should be expressed in μ Sv/h or mR/h)

Survey Instrument used:

Date of Measurements:

Locations	Name of the Units			
	1	2	3	4
Control Panel				
Patient Waiting Area				
Outside entrance Door				
Above room (if occupied)				

In addition to above also measure the radiation levels around the installation at different locations. Draw a neat sketch of the layout on a separate sheet indicating these locations and the respective radiation levels.

C. GENERAL INFORMATION:

i. Maintenance of Records & Documentation

Sr. No.	Record	Yes / No
1	Personal Exposure monitoring (TLD) records are maintained up-to-date	
2	Medical records of radiation workers	
3	Radiation Protection surveillance	

- i. Personnel Monitoring badges are available to all radiation workers (Yes / No):
- ii. Institution No. provided by Personnel Monitoring Services:
- iii. Details of excessive exposures received by radiation workers during the year. Attach details of investigations carried out by R.S.O on the circumstances causing excessive exposures and steps initiated to prevent such recurrence.
- iv. Any other information on radiation safety matters in the institution.

G. DECLARATION

We hereby agree to inform Head, Radiological Safety Division, Atomic Energy Regulatory Board, Niyamak Bhavan, Anushaktinagar, Mimbai – 400094

- i. If the RSO leaves the institution (RSO & Head of the Inst. should inform independently)
- ii. If any staff (X-ray Technician) joins or leaves the Radiology Department
- iii. If Personnel Monitoring Service is not available/suspended the Radiology department

(Signature)

Head, Radiology Dept.

Name :

Date :

(Signature)

Radiological Safety Officer

Name :

Date :

(Seal of the Institution)