Sample Annual Audit for Computed Tomography (CT) X-ray Systems

5/12/2022

Chapter 4732.0540 requires the registrant to ensure that the quality assurance program, its content, and implementation are reviewed annually for compliance with the rule. The registrant must ensure that all radiation program audits are performed according to procedures established by the registrant or radiation safety officer. Any noncompliance issues found during the audit must be corrected and documented. The radiation safety officer must review any corrective actions taken.

The following page contains an example of a checklist that could be used for a facility's audit. The facility may have existing forms, a way to retrieve the information electronically or would prefer computer generated forms. These are all acceptable, provided the information is complete and available at the time of inspection. *The sample program audit below may not be complete for all facilities and may include items that are not applicable to all facilities. Each facility should create a site-specific audit form.*

Audit History

Audit Item	Rule Part	N/A	Yes	No
Date of the previous audit:				
Were previous audits conducted annually?	**4732.0540**	☐	☐	☐
Are records of previous audits maintained?	**4732.0540**	☐	☐	☐
Deficiencies identified?	**4732.0540**	☐	☐	☐
Were the deficiencies corrected?	**4732.0540**	☐	☐	☐
Have all records been maintained?	**4732.0330**		☐	☐

Organization and Scope of Program

Audit Item	Rule Part	N/A	Yes	No
Is the Radiation Safety Officer identified?	**4732.0500**		☐	☐
1. Does the RSO meet MDH training requirements?	**4732.0500**		☐	☐
2. Is RSO fulfilling all duties?	**4732.0505**		☐	☐
3. Is the written agreement in place for the RSO?	**4732.0500**	☐	☐	☐
4. All x-ray equipment registered with the MDH?	**4732.0200**		☐	☐
5. Changes in program since the last audit?	**4732.0520**	☐	☐	☐

Operating and Emergency Procedures

Audit Item	Rule Part	N/A	Yes	No
Are the procedures current?	**4732.0520**		☐	☐
ALARA program?	**4732.0530**		☐	☐
Technique charts completed and in place?	**4732.0550**		☐	☐
Holding procedures in place?	**4732.0510**	☐	☐	☐
Garments monitored for integrity?	**4732.0550**	☐	☐	☐
Orders include all required information?	**4732.0560**		☐	☐
Provisions for declared pregnant staff?	**4732.0415**	☐	☐	☐

Individual Monitoring Device

Audit Item	Rule Part	N/A	Yes	No
Are individual monitoring devices in use?	**4732.0440**	☐	☐	☐

Audit Item	Rule Part	N/A	Yes	No
Users notified in writing of annual exposure?	4732.0440		☐	☐
Reports maintained for 30 years?	4732.0440		☐	☐
Is the monitoring worn in the proper locations?	4732.0440		☐	☐

Shielding Plan

Audit Item	Rule Part	N/A	Yes	No
Shielding plan documentation?	4732.0355	☐	☐	☐
Shielding plan submitted for new or remodeled construction?	4732.0360	☐	☐	☐
Permanent placards?	4732.0360	☐	☐	☐
Radiation survey? (change in facility or equipment)	4732.0860	☐	☐	☐

Retake/Reject Analysis

Audit Item	Rule Part	N/A	Yes	No
Retake analysis written procedure?	4732.0535		☐	☐
Reasons listed for rejected studies?	4732.0535		☐	☐
Repeat rate calculated quarterly?	4732.0535		☐	☐
1. Include the quarterly analysis on annual audit?	4732.0535		☐	☐
1st Quarter:	2nd Quarter:	3rd Quarter:	4th Quarter:	

Computed Tomography Requirements

Audit Item	Rule Part	N/A	Yes	No
Visual control of all entrances?	4732.0355		☐	☐
2-way audio communication?	4732.0860		☐	☐
Quality Control procedures in place?	4732.0860		☐	☐
CT unit daily QA quarterly review?	4732.0860		☐	☐
Laser film printer QC daily?	4732.1100	☐	☐	☐
Equipment evaluations (EPE) performed within 12 months?	4732.0860/1100		☐	☐
EPE performed after tube replacement or installation?	4732.0860/1100	☐	☐	☐

Audit Item	Rule Part	N/A	Yes	No
Utilization log maintained and complete?	**4732.0545**		☐	☐

Computed Tomography Self-Referred Screening

Audit Item	Rule Part	N/A	Yes	No
CT screening approved by MDH?	**4732.0565**	☐	☐	☐
Renewal submitted 30 days prior to expiration?	**4732.0565**	☐	☐	☐
CT screening revisions submitted to MDH?	**4732.0565**	☐	☐	☐

X-ray Operator Training

Audit Item	Rule Part	N/A	Yes	No
X-ray operators qualified?	**4732.0580**		☐	☐
New x-ray operators received initial training?	**4732.0510/0860**		☐	☐
Training program implemented?	**4732.0510/0860**		☐	☐
1. Operating procedures?	**4732.0510**		☐	☐
2. Emergency procedures?	**4732.0510**		☐	☐
Training for changes in program? (new scanner/software change)	**4732.0510**	☐	☐	☐

Summary of Findings

Corrective and Preventive Actions

Audit Conducted By

Signature _____ Date _____

Title _____

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05/12/22
To obtain this information in a different format, call: 651-201-4545.