A. ADMINISTRATION AND SAFETY ASSURANCE

(a) Administrative hierarchy / organisational set up
(b) Authorised Personnel - Training and qualification of plant personnel, their knowledge in radiation safety, responsibilities of personnel, their availability in adequate number, Policies in case of long leave/absence of certified personnel
(c) Local safety committee: constitution, functions and responsibilities
(d) Procedures for reporting to the regulatory agency on unusual occurrences and periodic radiation safety status
(e) Procedures in case of change or repairs of safety system / interlocks, certification of log book entry by FIC/RSO
(f) Record of maintenance – source storage, maintenance schedule, radiation monitoring, calibration of survey meters, etc.
(g) Control and distribution of irradiator operating keys
(h) Industrial safety aspects - fire equipment, safety accessories etc.
(i) Facility security arrangements, fencing and personnel movement control etc.
(j) Removal and storage of contaminated material, if any.
(k) Medical assistance - First aid facility, location, periodic medical examination (once a year), medical facilities and treatment facilities for radiation incidents

B. MONITORING

(a) Radiation monitoring - Type of area monitors, sensitivity, range, location, interlock alarm set levels (DM plant/unloading bay, control room) and radiation survey meter
(b) Contamination Monitoring - On line monitoring & sample measurement, method of collecting samples of pool water, accessible surfaces of source raise system
(c) Personnel Monitoring - Number of PM badges, procedure for their issuance, safe place for storage, etc.

C. OPERATIONAL PROCEDURES

(a) Sequential procedures for raising the source as per the design (with flow chart)
(b) Familiarization and procedure for modifications

D. MAINTENANCE PROCEDURE FOR SAFETY SYSTEMS / INTERLOCKS

(a) Periodic Maintenance - Daily/ weekly/ monthly/ quarterly/ yearly: items, procedures and schedules
(b) Procedure for maintenance of D.M. water supplies
(c) Maintenance and checking of alarm/ warning devices
E. **SOURCE REPLENISHMENT PROCEDURES**

(i) Details of the agency responsible for source supply & source loading operation
(ii) Procedure for transporting the source flask from the source manufacturer to the facility
(iii) Procedure for unloading the source flask at the facility
(iv) Procedure for taking the source flask into & out of the irradiation cell
(v) Procedure for lifting the source flask down/up from the water pool
(vi) Technical speciation & test certificate of devices used for lifting the source flask (hoist etc.)
(vii) Procedure for transferring the sources from the flask to the source frame
(viii) List of source handling tools, equipments and safety accessories used for source loading operation

F. **EMERGENCY PLANNING AND PROCEDURES**

(a) Organisational structure and communication links
(b) Name, address, and telephone numbers of agencies to be contacted in case of emergency
(c) Emergency contact telephone/ telex nos. and address of
   (i) Head of institution
   (ii) Facility-in-charge
   (iii) Radiological safety officer (RSO)
   (iv) Regulatory agency (AERB)
   (v) Fire officer (Local)
   (vi) Local fire station
   (vii) Local police
   (viii) Local medical hospital, Radiation therapy hospitals (Nearest)
   (ix) Radiation source supplier
(d) Type of emergencies envisaged - Prevention/ handling of emergencies, investigation methods, etc. during major leaks of water, explosion or fire or smoke, radiation emergency, crisis management in case of emergency, earthquake, floods, other natural calamities.