

**10A NCAC 15 .0523 RECORDS OF INDUSTRIAL RADIOGRAPHY**

(a) Each licensee or registrant shall maintain, for a period of three years after the record is made, the following records for inspection by the agency:

- (1) copies of the following documents:
  - (A) radioactive materials license or registration issued by the agency;
  - (B) the complete application submitted for the license or registration that includes all amendments; and
  - (C) current operating and emergency procedures;
- (2) records showing the receipt and transfer of all sealed sources and devices using depleted uranium (DU) for shielding that include:
  - (A) date;
  - (B) individual making the record;
  - (C) radionuclide;
  - (D) activity in curies or becquerel or mass for depleted uranium; and
  - (E) make, model and serial number of each sealed source and device;
- (3) records of the calibrations of radiation detection instrumentation;
- (4) records of leak tests for sealed sources and devices containing depleted uranium in units of microcuries or becquerel;
- (5) records of quarterly inventories that include:
  - (A) radionuclide;
  - (B) activity in curies or becquerel;
  - (C) specific information on each sealed source and the radiographic exposure device, storage container or source changer which contains the sealed source to include:
    - (i) model numbers;
    - (ii) serial numbers; and
    - (iii) manufacturers names;
  - (D) location of sealed sources;
  - (E) name of the individual conducting the inventory; and
  - (F) the date of the inventory;
- (6) records of utilization logs showing the following information:
  - (A) a description of each radiographic exposure device, radiation machine or transport or storage container in which the sealed source is located that includes:
    - (i) make;
    - (ii) model number; and
    - (iii) serial number;
  - (B) the identity and signature of the radiographer to whom assigned;
  - (C) the plant or site where used; and
  - (D) dates of use that includes the dates removed and returned to storage;
- (7) records of inspection and maintenance of radiographic exposure devices, transport and storage containers, associated equipment, source changers and radiation machines. The record shall include:
  - (A) date of the check;
  - (B) name of the individual performing the check;
  - (C) equipment involved;
  - (D) any problems found in daily checks and quarterly inspections; and
  - (E) any repairs or maintenance made and name of individual or company performing the repair;
- (8) records of alarm system tests for permanent radiographic installations;
- (9) records of the training and certification of each radiographer and radiographer's assistant as follows:
  - (A) radiographer certification documents and verification of certification status;
  - (B) for initial training, copies of written tests; dates and results of oral tests and field examinations; and names of individuals conducting and receiving the oral test or field examination;
  - (C) for periodic training and semi-annual inspections of job performance, list of topics discussed; date(s) of the review; and names of the instructors and the attendees; and

- (D) for inspections of job performance, the records shall also include a list showing the items checked and any noncompliance observed by the Radiation Safety Officer.
  - (10) records for pocket dosimeters to include daily exposure readings and yearly operability checks;
  - (11) records of reports received from the accredited National Voluntary Laboratory Accreditation Program (NVLAP) personnel dosimetry processor. These records, as well as any records of exposure estimates required as a result of off-scale direct reading dosimeters, or lost or damaged personnel dosimeters, shall be maintained until the agency terminates the license or registration or until authorized by the agency;
  - (12) records of exposure device surveys performed at the end of the work day and prior to placing the device in storage;
  - (13) records of area surveys required by Rule .0515 of this Section;
  - (14) copy of current operating and emergency procedures until the agency terminates the license or registration and copies of superseded material shall be retained for three years after the change is made; and
  - (15) evidence of the latest calibrations of alarm ratemeters and operability checks of pocket dosimeters or electronic personal dosimeters.
- (b) Each licensee or registrant conducting operations at temporary jobsites shall maintain copies of the following documents and records at the temporary jobsite until the radiographic operation is completed:
- (1) operating and emergency procedures required by Rule .0513 of this Section;
  - (2) radioactive materials license or registration;
  - (3) evidence of training of the radiographers and radiographer's assistants. The individuals shall either be listed on the radioactive materials license or registration and offer identification or shall have certification of his training and offer identification;
  - (4) evidence of the latest calibration of the radiation detection instrumentation in use at the site as required by Rule .0506 of this Section;
  - (5) evidence of the latest leak test of the sealed source required by Rule .0507 of this Section;
  - (6) records of the latest surveys required by Rule .0515 of this Section;
  - (7) records of current direct reading dosimeters such as pocket dosimeter or electronic personal dosimeter readings;
  - (8) shipping papers for the transportation of radioactive materials required by 10 CFR Part 71.5; and
  - (9) records of area surveys required by Rule .0515 of this Section;
  - (10) a copy of Section .0500 of this Chapter;
  - (11) utilization records for each radiographic exposure device dispatched from that location as required by Subparagraph (a) of Rule .0523 of this Section;
  - (12) records of equipment problems identified in daily checks of equipment; and
  - (13) when operating under reciprocity, a copy of the Nuclear Regulatory Commission or agreement state license authorizing the use of radioactive material.
- (c) Each record required by this Rule shall be legible throughout the specified retention period. The record may be an original, a reproduced copy or microform provided that the copy or microform is authenticated by the licensee and the microform is capable of reproducing a clear copy throughout the required record retention period. The record may also be stored in electronic media with the capability for producing legible, accurate and complete records during the required record retention period. Records, such as letters, drawings and specifications shall include all pertinent information, such as stamps, initials and signatures. The licensee or registrant shall maintain safeguards against tampering with and loss of records.

*History Note: Authority G.S. 104E-7;  
 Temporary Adoption Eff. August 20, 1994, for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;  
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 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. June 22, 2019.*