



QUALITY DOCUMENTS

W.I. NUMBER 12

PROCUREMENT AND DISPOSAL OF HIGH ACTIVITY SEALED SOURCES (HASS) FOR USE IN RADIOGRAPHY COMPOUND



This document forms an integral part of the Company Quality system, and adherence to the requirements specified within are mandatory upon all Company personnel and upon any subcontractor required to work in accordance with it.

This is a controlled document and must not be altered in any way without authorisation from the Company Quality Manager.

Issued by:

S. Young

Title: QUALITY MANAGER

Date: 01.01.16

Authorised/Approved by:

R. L.

Title: CO-MANAGING DIRECTOR

Date: 01.01.16



Date amended	Section Amended	Amendment made	Name of person inserting change
01.01.16	3.1	Text inserted	S. Young
	5.1	Text inserted	

A copy of this document is sent to BINDT/PCN

CONTENTS

1	Responsibility
2	Procurement
3	Delivery
4	Exchange of Source
5	Completion of HASS Record Form RSA 10
6	Identification
Appendix 1	HASS Form RSA 10



1.0 RESPONSIBILITY

The responsibility for the procurement, use and disposal of Radioactive Sources will be that of DH Lavender and RA Hamlett.

2.0 PROCUREMENT

2.1 The need for a replacement source will be based on the activity level of the existing source.

2.2 The request to our Suppliers, Gilligan Engineering, for the supply and replacement of a Radioactive Source will be carried out by the Quality Manager or the delegated RPS. The agreed date will be communicated to DH Lavender or RA Hamlett.

3.0 DELIVERY

3.1 Immediately upon arrival and before unloading the following information shall be checked by DH Lavender, RA Hamlett or their delegated Radiation Protection Supervisor (RPS).

- a) Source activity does not exceed 740 GBq/20 Ci
- b) Source type Ir-192
- c) Source identity number
- d) Name of source manufacturer or supplier
- e) Date of manufacture of source
- f) Activity at date of manufacture
- g) Physical and chemical characteristics
- h) Capsule identification and/or ISO number and/or ANSI number
- i) Special form certificate number
- j) Date of expiry of special form certificate
- k) Date of receipt
- l) Name and address of company delivering the source (consignor)
- m) Photograph of the source included in Supplier's documentation

3.2 Also at this stage the recipient's permission number (Registration number) shall be noted as this will be needed to complete the return information on the source that is to be replaced.

4.0 EXCHANGE OF SOURCE

4.1 The source exchange will be carried out by the source supplier, who will be handed control of the Gamma enclosure while the exchange takes place.

4.2 The source supplier will provide a current copy of their local rules and risk assessment for carrying out the source exchange. This will be reviewed by the RPS delegated to oversee the exchange.



- 4.3 Prior to handing over the Gamma bay to the source supplier, the RPS will complete and sign section 1 of the Temporary Handover of Radiation Controlled Area form (QD 190) The supplier will brief the RPS on their requirements and any actions required in the event of an emergency.
- 4.4 After completion of the source exchange, the source supplier will complete and sign section 2 of QD 190, which will then be signed off by the RPS and filed away with the source documentation by the Quality Manager.

5.0 COMPLETION OF HASS RECORD FORM RSA 10

- 5.1 Using the information gathered in 3.0 for the delivered source a new RSA 10 form (See Appendix 1) shall be immediately completed by the Quality Manager. Sections which may change and need to be completed each time are:

1a (Date record made)
2a (Source ID No)
2b (Name of source manufacturer or supplier)
2c (Address of source manufacturer or supplier)
7d (Other reference date – this should be the date of handover)
7e (Activity on that date – this can be found on the decay chart)
7h (Capsule ID)
7i (ISO Classification)
7k (Special form certificate number)
7l (Date of expiry of special form certificate)
8a (Date of receipt of source)
Sections 1b, 1c and 9 should be left blank

- 5.2 The existing RSA 10 Form completed for the previous source that is now to be returned shall have Section 9 completed on a copy of that Form.

Note: Dates in boxes 1a and 1b to be completed and 'Source return' inserted in box 1c.

- 5.3 Both RSA 10 Forms shall be sent within 14 days to:

The Environment Agency
Richard Fairclough House
Knitsford Road
Latchford
Warrington
WA4 1HG



- 5.4 Copies shall be retained with all additional source information by the Quality Manager. Records of HASS documentation shall be kept until the Environment Agency notify in writing that they may be destroyed.

6.0 IDENTIFICATION

- 6.1 After replacement of the source the following information shall be attached to the source container.
- a) Source identity number
 - b) The date of receipt of the source
 - c) The name and the activity of the source at receipt
- 6.2 The source container will be checked to ensure that it carries an identity number, the wording 'RADIOACTIVE' and the radiation symbol.



APPENDIX 1

HASS Form RSA 10

Form RSA10: HASS Record

RESTRICTED WHEN COMPLETED

HASS Record



For regulator's use only

Premises regulator

Date report received

Date regulator's record made

Please read the guidance notes on this form carefully before you complete this record. This form is available in pdf format from your regulator's website. Using that version will allow you to complete it electronically, should you wish. But it should be submitted in hard copy only – and not electronically.

1 Making and amending records

1a Date record made

1b Replaces record made on

1c Amends information about

1d Below exemption level on

1e Contact name for this record

1f Contact's telephone number

2 Identifying the Source

2a Source identifying number

2b Name of source manufacturer or supplier

2c Address of source manufacturer or supplier

Postcode

2d Equipment identifying number

2e Name of equipment manufacturer

2f Equipment manufacturer's address

Postcode

2g Practice

2h Associated activity

3 Identifying the HASS Holder

3a Holder's name

3b Holder's address

Postcode

3c Organisation's identifier

3d Type of holder

- ☐ manufacturer ☐ supplier
☐ user ☐ storage

4 Location of HASS

4a Use

- ☐ fixed ☐ mobile

4b Usual source location

Postcode



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