



Radiation Store Audit Checklist

Budget Unit: _____ Store location: _____ Radiation Safety Officer: _____

Is this store for:

- ☐ (Unsealed) Radioactive Material
- ☐ Sealed sources
- ☐ Waste radioactive material awaiting disposal

All radioactive stores are considered “Hazardous Locations” under the ANU procedure [Control of access to restricted locations](#).

HOW TO USE THESE CHECKLIST

1. Complete checklist by placing a tick in the appropriate box next to each checklist item (**C**=Compliant, **NC**=Not Compliant, **NA**=Not Applicable).
2. Sign and date the page.
3. Forward a completed copy to the Radiation Safety Officer.
4. Forward a completed copy to Safety and Wellbeing.

Item	C	NC	NA	Comment
General				
The logbook of store visitor is maintained.				
Spill kit and decontamination material are available for the hazards present.				
Lighting levels are sufficient and not excessive for general tasks.				
Electrical equipment is tested and tagged, with all testing up to date.				
'Out of Service' tags for faulty electrical equipment are available and used.				
The Store: - Is protected from natural hazards. - Is protected from man- made hazards. - Is fire resistant. - Interior is easily decontaminated. - Exterior dose rate is less than 20 µSv/hr.				
Precautions must be taken to protect occupationally exposed and non-occupational exposed persons from direct and scattered ionising radiations. These precautions may include consideration of time, distance and shielding, as well as the use of personal and area monitoring.				
Housekeeping				
Floors and aisles are clear of obstruction, rubbish, material, equipment, etc.				
Access/ Security				

Storage and access keys for the store are limited to “Authorised persons”. “Authorised” access to the store is granted only to: • Radiation Safety Officer and • Research leader or designated staff member Note: Students are not generally considered authorised persons.		
Store is secure against break-in, theft and unauthorised tampering.		
Store is kept locked at all times unless transferring materials.		
Storage		
Radioactive substances must be used and stored in a manner that does not present a hazard to persons in the vicinity.		
Non-radioactive substances stored separately.		
Incompatible classes of chemicals are segregated (generally by D.G Class).		
Labelling		
A radiation warning sign must be displayed at the entrances to the designated radiation area. The warning sign must show the radiation trefoil symbol in black against a yellow background. Suitable wording must be included to give adequate warning of the associated hazard.		
Inventory/ Radiation register		
Radiation register must be maintained for the designated area documenting: • Receipt of sources/material		

• Location of sources/material • Accessor details • Disposal of sources/material • Chemical inventory system is updated and • Appropriate barcoding done (if applicable)		
Inventory must be reviewed periodically to confirm that all designated materials are in their correct location and that packages are in good condition.		
Emergency procedures		
The store location must be clearly indicated in documentation at the fire panel.		
Updated emergency contact details (name and phone numbers) must be displayed: • On the access path/door and • In the emergency documentation		
Emergency exits are clear and unobstructed.		
Fire extinguisher is available and has been inspected/tagged within last 6 months.		
Emergency lighting is provided, if needed.		

Comment: _____

Auditor's name: _____ Date: ____ / ____ / ____