Radiation Safety Committee (RSC) Review Checklist and Sign-off for New and Revised Policies and Procedures

Instructions to preparer:

1. Explain the request. Provide historical reference, previous reviews, and background information. Is the new or changed policy in response to an NRC notice?
2. If a change request, provide a summary of previous language and new language.
3. For RSC approval the following must be verified. These items should be reviewed prior to the meeting by the RSO:
   a. Does the proposed policy or procedure meet all applicable regulatory requirements?
   b. Is the proposed policy or procedure consistent with all applicable license conditions?
   c. Will the proposed policy or procedure decrease the effectiveness of the Radiation Safety Program?
4. Have affected personnel reviewed and been trained on the new policy or procedure?
   a. Provide the list of personnel to be trained and the date of training.

Sign-off and approval:

The attached Policy or Procedure has been reviewed and approved by the RSC for implementation on the following date:

Implementation date: ________________________________

Signed: __________________________________________ Date: ______________________

Radiation Safety Committee Chair

Signed: __________________________________________ Date: ______________________

Radiation Safety Officer