

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 Provide historical reference, previous reviews, and background information.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

RSC Checklist:

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- 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.**