

General Procedure Followed at each site for removal of radiography Device from Source Storage facility

- i. Key of the Source Storage facility is always in the custody of RSO/Site-in-charge at the site.
- ii. Whenever key of the source storage room is to be withdrawn, entry is to be made in the log-book kept with the RSO. Format for the Log-book attached herewith as Annexure-I.
- iii. List of the persons who are authorized to withdraw the key at each site is decided by the management.
- iv. Authorised person has to make the entries in the log-book kept with the security guard, whenever removes or stores the radiography devices from the source storage room. Format of the Log-book with security is attached as Annexure-II.
- v. It is the responsibility of radiographer to store all the radiography devices securely under lock and key as per the established provisions.
- vi. Site-in-charge/RSO carries out verification of proper storage of radiography devices daily.

Procedure for Employing Helpers at radiography site:

- i. Proper police verification is carried out before employing the helper.
- ii. Detail address of the Helper is obtained.

Security Arrangements for Source Storage facility:

- i. The sources are always kept in underground pit with multiple locking arrangement, eg. Chain lock, lock to the pit and storage room to prevent unauthorized use and theft.
- ii. In addition, round the clock security guards are provided for every source storage facility available at each site.
- iii. **Reliability & trustworthiness** of security guards are carried out **by** proper police verifications of security guards before employing the same for security.
- iv. Details about the security personnel and Helper employed are available in our record and also provided to the contract awarding parties at every site.
- v. Radiation warning sign is pasted outside storage room for deterrence

Security Arrangements During Radiography Operations:

- i. Radiography device and its keys are always in the custody of RSO/Site-in-charge/radiographer.
- ii. Radiography devices are brought from storage room only after obtaining the clearance for carrying out radiography by contract awarding party.
- iii. During operation of the radiography device, proper surveillance on the radiography device is ensured by keeping either radiographer/trainee/helper/security guards outside the cordon off area.

(* Institution can list out additional measures which they take at site for security of radiography devices.**)

Security Arrangements During Transport of Radiography Devices:

(** List out provision of security arrangements during transport of radiography device from one site to another site; from source storage facility to radiography site and back. It should include the measures for verification of security of conveyance; procedures for verification of trustworthiness of personnel carrying the sources; provision of communication of links.**)

Specifications of Source Storage facility at each site:

- i. Approval Reference No. of Source Storage facility :
- ii. Source Storage facility is provide with pit, chain locking inside the pit; lock for the lid; lock for the door; fencing around the source storage facility and locking of the fencing gate.
- iii. Persons are identified at each location that are responsible for ensuring the security of radiography devices under their custody.
- iv. List of persons to be contacted during emergencies is always displayed on the source storage room.

Details of the Source Storage facilities at each site:

- i. Location of Source Storage facility:
- ii. Approval Reference No. of Source Storage facility :
- iii. Number of Devices stored in the source storage facility and their details. Record of Radiation levels on pit and around the source storage facility.
- iv. Photographs of the Source Storage facility : (inside & Outside)
- v. Contract awarding party name:
- vi. Name of representative from contract awarding party and its communication detail:
- v. Person employed as security guard for source storage facility at site along with its communication detail:

Declaration:

I hereby declare that, we shall incorporate all the relevant provisions as prescribed in the AERB Safety Guide on Security of Radioactive Sources in radiation facilities to safeguard our radiation sources to minimise likelihood of unauthorized access to the sources/removal of source for theft and other malevolent acts.

(Name and Signature of Head of the Institute)

(Seal of the Institute)