

GUIDELINES: SEALING / NOT SEALING AND UNSEALING OF X-RAY UNITS / FILM PROCESSORS /CR SYSTEMS

Note that if in doubt contact Assistant director in your regional office and/or Deputy-director.

X-RAY UNITS	SEAL	NOT SEAL	ACTIONS / COMMENTS
<ol style="list-style-type: none"> 1. Unlicensed x-ray unit 2. Unqualified operator 3. X-ray unit(s) already in storage or to be stored / out of order / not to be used. 4. Annual QA/ QC tests / monthly / quarterly / 6 monthly not done or only partially done 5. Mammography phantom for image quality evaluation not available 6. Mammography QA tests not done / or only partially done 7. GP's: Licence holder must perform the x-ray examinations. If bad quality images are produced - seal the unit 8. Seal if no response to inspection report has been received following 	<p>Radiographer performs x-ray examinations. He / she is employed by the GP.</p>	<p>Open collimator 10x10cm field size</p> <ul style="list-style-type: none"> * Place coin in one quadrant * Prescribed DOH label on unit stating "Permission to remove seal must be in writing from DOH" Date of sealing and Inspectors name and contact number * Take of photograph of the sealed unit <p>Memo 15 of 2008 refers: The GP must obtain permission from HPCSA to employ a radiographer. Radiation Control to be informed when radiographer leaves.</p> <p>Note:</p> <ul style="list-style-type: none"> • Supplementary radiographers may only perform x-ray examinations in hospitals or any institution operated or subsidized by government or provincial authority or by The SA Chamber of Mines. • A qualified radiographer must supervise supplementary radiographers. In remote areas, supervision at least once a week by a qualified radiographer is acceptable. <p>Note: The licence holder must be informed /</p>	

<ul style="list-style-type: none"> • Witten: (30days) and telephonic reminders <p>9. Dental units operating below 50 kVp</p> <p>10.</p> <p>11. No response: X-ray units can be sealed if no response to the inspection report has been received following:</p> <ul style="list-style-type: none"> • Written (30 days) and telephonic reminders 	<p>Point type Dental Cone .</p>	<p>warned in the reminder letter of the actions (sealing) to be taken if no response has been received by the due date.</p> <p>Seal unit and please indicate that unit may not be resold as it will not be re licence.</p> <p>Inform Dentist / licence holder of the requirements and please indicate that unit may not be resold as it will not be re licence.</p> <p>Requirement for cones: Circular ≤ 60mm diameter at the open end of the collimator and it must be of the open ended type OR Rectangular ≤ 40mm diameter at the open end of the collimator Focus to skin distance of at least 200mm</p>
<p>PROCESSORS</p> <p>SEAL</p>	<p>NOT SEAL</p>	<p>ACTIONS / COMMENTS</p>
<p>1. The x-ray units must be sealed when processing speed is < 60%.</p>		<p>a. Licence holder must submit a sensitized film to inspector following the servicing of the processor. If processing speed is > 60% (preferably between 80 – 120%) the seal/s may be removed.</p> <ul style="list-style-type: none"> • After 30 days the licence holder must

<p>2. Densitometer, sensitometer / pre-exposed strips and thermometer are not available on the premises seal the x-ray unit.</p>	<p>Densitometer, sensitometer / pre-exposed strips and thermometer are available but daily QA tests not yet done or partially done.</p>	<p>submit: * copies of the graphs (daily tests) * copy of the sensitometric control standards (See "Test procedures for film processing (par 14.1, 14.2, 14.5) Forms & Lists / Code of Practice)</p> <p>Note: When x-ray unit/s not sealed, the licence holder will get only 30 days from the date of the inspection report to implement the daily QA tests. If the results have not yet been submitted by the due date the processor must be sealed.</p>
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<p>CR Systems SEAL</p>	<p>NOT SEAL</p>	<p>ACTIONS / COMMENTS</p>
<p>1. The x-ray units must be sealed when Annual QA/ QC tests/ quarterly QC tests are not done or only partially done</p>		<p>Licence holder must update QC TEST results</p>

UNSEALING OF EQUIPMENT

1. A seal may only be removed by an official of Directorate: Radiation Control (DOH).
2. If not possible for an official to remove the seal, the licence holder may only remove it following written approval from DOH.
3. Inspectors must grant permission in writing for equipment to be unsealed. Forward a copy of the letter to Head Office.
4. If inspector is not available, Head Office will forward the letter to the licence holder. A copy will also be forwarded to the Regional Office.
5. If a technician requires the unit to be unsealed – The unseal letter must be addressed to the IB company and the technicians' name must be listed on the unseal letter. It must be included in the letter that the unit is not licenced for "**CLINICAL USE.**" Forward a copy of the letter to Head Office.