

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

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

## X-RAY UNITS

| SEAL                                                                                                                                                                                                                                                                                                                               | NOT SEAL                                                                                                                                                                                                                                                                                                            | ACTIONS / COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Unlicensed x-ray unit</p> <p>2. Unqualified operator</p> <p>3. GP's: Licence holder must perform the x-ray examinations. If <b>bad quality images</b> are produced - <b>seal the unit</b></p> <p>4. X-ray unit(s) already in storage or to be stored / out of order / not to be used.</p> <p>5. Annual QA tests not done</p> | <p>Radiographer performs x-ray examinations. He / she is employed by the GP.</p> <p>Annual QA tests done but monthly / quarterly / 6 monthly not done or only partially done.<br/><b>Note:</b> When machine was not sealed, the outstanding QA tests must be followed up as a requirement in inspection report.</p> | <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><b>Note:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• A qualified radiographer must supervise supplementary radiographers. In remote areas, supervision <b>at least once a week</b> by a qualified radiographer is acceptable.</li> </ul> <p><b>Suggested method of sealing:</b></p> <ul style="list-style-type: none"> <li>* Open collimator 18x24cm field size</li> <li>* Place coin in one quadrant</li> <li>* Prescribed DOH label on unit stating "<i>Permission to remove seal must be in writing from DOH</i>"</li> </ul> |

| SEAL                                                              | NOT SEAL | ACTIONS / COMMENTS |
|-------------------------------------------------------------------|----------|--------------------|
| 6. Mammography phantom for image quality evaluation not available |          |                    |
| 7. Mammography QA tests not done / or only partially done         |          |                    |

## PROCESSORS

| SEAL                                                                                                                      | NOT SEAL                                                                                                                         | ACTIONS / COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The x-ray units must be sealed when processing speed is < 60%.                                                         |                                                                                                                                  | <ul style="list-style-type: none"> <li>Licence holder must submit a sensitized film to inspector following the servicing of the processor. If processing speed is &gt; 60% (preferably between 80 – 120%) the seal/s may be removed.</li> <li>After 30 days the licence holder must submit: <ul style="list-style-type: none"> <li>* copies of the graphs (daily tests)</li> <li>* copy of the sensitometric control standards<br/>(See "Test procedures for film processing (par 14.1, 14.2, 14.5) Forms &amp; Lists / Code of Practice)</li> </ul> </li> </ul> |
| 2. Densitometer, sensitometer / pre-exposed strips and thermometer are not available on the premises seal the x-ray unit. | Densitometer, sensitometer / pre-exposed strips and thermometer are available but daily QA tests not yet done or partially done. | <b>Note:</b> When x-ray unit/s not sealed, the licence holder will get <b>only 30 days</b> 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.                                                                                                                                                                                                                                                                                                      |

## 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.

