

UNDERTAKING FORMDUTIES & FUNCTIONS OF CERTIFIED SITE-IN-CHARGE

The site-in-charge is responsible for carrying out radiography job at the site to which he is deputed and his duties and functions are broadly outlined below :-

1. To plan the execution of the job in accordance with the safe handling procedures stipulated in the Industrial Radiography (radiation surveillance) Procedure, 1980 and AERB Safety Guides on "Open Field Radiography/Enclosed Radiography", in order to ensure that personnel radiation dose for himself as well as for other workers are kept as low as reasonably achievable (ALARA).
2. To ensure that the radiography exposure devices under his charge are always handled only by duly certified radiographers and to personally supervise the radiographic operations from the radiation safety standpoint.
To keep the radiography exposure devices, radiation survey meter and other radiation safety utilities in good operating condition at all times. To ensure that all radiography exposure devices are always provided with a tag indicating the details regarding the source.
4. To regularly measure the leakage radiation levels on exposure devices and source containers under his control and also to inspect the exposure devices for safe and smooth operation.
5. To maintain up-to-date log-book record of radiography operations in the prescribed format.
6. To ensure the use of Personal Monitoring Badges (Film/TLD badge) & Pocket dosimeters by him as well as other radiographers under his control while carrying out radiography work at the site. To ensure that all the personal monitoring badges, when not in use, are stored in a radiation free area.
7. To prevent misuse of personal monitoring badges.
8. To promptly dispatch used personal monitoring badges to the Head office after the receipt of fresh batch.
To maintain up-to-date records of the personnel dose to himself as well as all the radiographers working under his charge.
10. In the event of any excessive exposure to any radiographer working under his charge, to promptly inform the concerned radiographer and also assist the management in investigating the reasons for such excessive exposure without any delay and to adopt specific remedial steps to prevent such excessive exposure in future.
11. To inform the management in the event of any untoward happening which may result in over exposure either to him or to others at the site. To promptly arrange to inform the Head Office regarding any accidental exposure to the personal monitoring badges or misuse of the same and arrange to replace it immediately.
12. To take immediate steps to inform the Head Office and to undertake other follow up action in the event of the consignment containing the radiographic source sent to him or by him as the case may be (usually replacement or decayed source) has not reached on date. While dispatching radioactive material to ensure that the packing, marking and labelling are in accordance with the relevant transport regulations. The consignee's address should be clearly indicated on the package. The package containing

(Signature)

radioactive material should be sent only as an insured parcel. As far as possible, packages containing radiography sources should be dispatched by air.

13. Any radiation incident such as loss or damage to radiography exposure device, accidental exposure to individuals including members of public should be promptly intimated to the Head office as well as to the Head, RSD, AERB. In the event of any loss of radiography exposure device, search operations with radiation survey meters should be promptly initiated.
14. Not to leave the site without prior approval from the Head Office.
15. To promptly inform the RSD, AERB in the event of leaving the institution and seek approval from Head, RSD, RPAD prior to joining any new institution.

I have fully understood the above duties and functions and I hereby undertake that I shall scrupulously follow the same while discharging my duties as a Site-in-charge.

Sunil Kumar Choudhary
SK Choudhary

Name & Signature of Site-in-charge

Certificate No. RT-2/2013/58/1505

Valid upto :

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Endorsed by

