



CHECKLIST FOR DHEC INSPECTION

Dental Facility

Please have available the following records for the DHEC inspector:

- ___ Records of x-ray equipment performance testing, including calibration and service records
- ___ Documentation that all x-ray operators have machine specific training on equipment at the facility
- ___ Verification that all x-ray operators have received training that meets SC Dental Practice Act requirements. Please have the lead Dentist sign the Facility General Information Form to indicate compliance.
- ___ Documentation of protective apparel inspection/testing
- ___ Personnel monitoring reports, if applicable
- ___ Records of previous occupational dose for employees, if applicable
- ___ Records of occupational dose for employees working at multiple facilities, if applicable
- ___ Records of processor maintenance and cassette cleaning, if applicable

Please be familiar with and be prepared to show the DHEC inspector the following items:

- ___ Posted technique chart at each control
- ___ Posted pregnancy warning signs
- ___ Posted radiation area signs, if required
- ___ Posted “Notice to Employees”
- ___ Copy of shielding plan and area survey/as-built drawing, if required