

## § 34.75

### **§ 34.75 Records of alarm system and entrance control checks at permanent radiographic installations.**

Each licensee shall maintain records of alarm system and entrance control device tests required under §34.33 and retain each record for 3 years after it is made.

### **§ 34.79 Records of training and certification.**

Each licensee shall maintain the following records (of training and certification) for 3 years after the record is made:

(a) Records of training of each radiographer and each radiographer's assistant. The record must include radiographer certification documents and verification of certification status, copies of written tests, dates of oral and practical examinations, and names of individuals conducting and receiving the oral and practical examinations; and

(b) Records of annual refresher safety training and semi-annual inspections of job performance for each radiographer and each radiographer's assistant. The records must list the topics discussed during the refresher safety training, the dates the annual refresher safety training was conducted, and names of the instructors and attendees. For inspections of job performance, the records must also include a list showing the items checked and any non-compliances observed by the RSO.

### **§ 34.81 Copies of operating and emergency procedures.**

Each licensee shall maintain a copy of current operating and emergency procedures until the Commission terminates the license. Superseded material must be retained for 3 years after the change is made.

### **§ 34.83 Records of personnel monitoring procedures.**

Each licensee shall maintain the following exposure records specified in §34.47:

(a) Direct reading dosimeter readings and yearly operability checks required by §34.47 (b) and (c) for 3 years after the record is made.

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(b) Records of alarm ratemeter calibrations for 3 years after the record is made.

(c) Personnel dosimeter results received from the accredited NVLAP processor until the Commission terminates the license.

(d) Records of estimates of exposures as a result of: off-scale personal direct reading dosimeters, or lost or damaged personnel dosimeters until the Commission terminates the license.

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### **§ 34.85 Records of radiation surveys.**

Each licensee shall maintain a record of each exposure device survey conducted before the device is placed in storage as specified in §34.49(c), if that survey is the last one performed in the workday. Each record must be maintained for 3 years after it is made.

### **§ 34.87 Form of records.**

Each record required by this part must be legible throughout the specified retention period. The record may be the original or a reproduced copy or a microform provided that the copy or microform is authenticated by authorized personnel and that the microform is capable of reproducing a clear copy throughout the required retention period. The record may also be stored in electronic media with the capability for producing legible, accurate, and complete records during the required retention period. Records, such as letters, drawings, and specifications, must include all pertinent information, such as stamps, initials, and signatures. The licensee shall maintain adequate safeguards against tampering with and loss of records.

### **§ 34.89 Location of documents and records.**

(a) Each licensee shall maintain copies of records required by this part and other applicable parts of this chapter at the location specified in §34.13(k).

(b) Each licensee shall also maintain copies of the following documents and records sufficient to demonstrate compliance at each applicable field station and each temporary jobsite;

(1) The license authorizing the use of licensed material;