

Entering calibration room

When X-ray unit is not being used, all keys must be stored in key cabinet!

Access to key cabinet is controlled by the responsible operator!

X-ray badges must be worn when entering interlocked areas!

Entering

- 1) Obtain permission from operator to enter calibration room
- 2) Enter date and time of entry in logbook and name of all personnel seeking entrance
- 3) Retrieve key number 4 from key cabinet
- 4) Unlock padlock using key number 4, slide open door and lock in place with padlock
- 5) Unlock door using key card and enter gowning area
- 6) Don clean room outfit and enter clean area

Exiting

- 1) Account for all personnel
- 2) Leave clean area and remove clean room outfit
- 3) Exit gowning area
- 4) Unlock padlock using key number 4, slide door shut and lock in place with padlock
- 5) Ensure calibration room service hatches are secured
- 6) Ensure all personnel entered in logbook is accounted for
- 7) Return key number 4 to operator