United States Marine Corps

Radiological Controls Office

Logistics Radiation Safety Officer

Internal Audit Checklist

Completed by:

_____ _____

LRSO or ALRSO Date

Reviewed/Approved by:

_____ _____

Commander, MARCORLOGBASES Date

I. Radiological Controls Program Documents

Y N N/O N/A

A. A formal RCP has been implemented that ensures Marine Corps compliance with applicable requirements in RAD-010, current NRMPs, and federal regulations.

Ref: 10 CFR 20.1101(a); NAVSEA S0420-AA-RAD-010, secs 1.3.9 & 7.2.2; MCO 5104.3, para 6.c(3)

Title/Date: _MCO 5104.3_____
COMMENTS:

A.1 Required reference documents are available and maintained current in accordance with the requirements of RAD-010.

Ref: NAVSEA S0420-AA-RAD-010, sec 1.4.1

NRMP 10-67004-T1NP
10-67004-T2NP
10-67004-T3NP
NAVMED P-5055
NAVSEA S0420-AA-RAD-010
NAVSEAINST 5100.18A
NAVMEDCOMINST 6470.10
OPNAVINST 3100.6
OPNAVINST 5100.8G
OPNAVINST 6470.3
10 CFR Parts 19, 20, 21, 30, and 71
49 CFR Parts 171-180
COMMENTS:

II. Audits

Y N N/O N/A

A. Have the LRSO and/or ALRSO(s) conducted and documented internal audits of applicable program elements as required by RAD-010 and current NRMPs.

1. Were corrective actions and milestones established for each finding?

2. Were corrective actions completed; if not, when will they be completed?

3. Are audits reported to the Commander and corrective actions tracked as appropriate?

Ref: NAVSEA S0420-AA-RAD-010, sec 2.6.12.1

COMMENTS:

B. Are external audits conducted and documented at appropriate frequencies (at least one per six-month period) in accordance with RAD-010, the current NRMPs, and the Audit Manual?

1. Were corrective actions and milestones established for each finding?

2. Were corrective actions completed; if not, when will they be completed?

Y N N/O N/A

3. Are audits reported to the Commander and corrective actions tracked as appropriate?

4. Are audit records maintained for three (3) years?

Ref: NAVSEA S0420-AA-RAD-010, sec 2.6.12.2, 10 CFR 20.1101c
COMMENTS:

III. Program Elements (Review Frequency)

Y N N/O N/A

A. RASP Related Training. (**Annual**)

1. Have all Marine Corps IRSOs and CRSOs attended the RASP RSO school? Identify bases, MEFs and MSCs without CRSOs in the Comments section.

2. Is RPA and user training reviewed during external audits?

3. Is RADCON staff training up to date?

Ref: NAVSEA S0420-AA-RAD-010, sec 2.2.1; MCO 5104.3, para 6.d (1)
COMMENTS:

B. Were all devices leak tested in accordance with the requirements of NRMPs. **(Annual)**

1. If not, list how many and explain why.

2. Were timely actions taken to correct the leak test deficiency?

   a. Were messages (and supplies if necessary) sent to deficient units via their higher headquarters?

   b. Did the units reply within two weeks of receipt of the message?

3. Were corrective actions established and implemented to correct future deficiencies?

4. Are leak test dates updated in the inventories?

Ref: NAVSEA S0420-AA-RAD-010, sec 2.6.9, NRMP 10-67004-T1NP, T2NP, and T3NP

COMMENTS:

C. Review quality assurance program of all leak test processes and data. **(Annual)**

1. Were samples received, logged and processed, and data sheets properly reviewed for accuracy according to local procedures?

2. If not, list how many and explain why.

3. Did reporting units provide all required information on the sample envelopes?

Y N N/O N/A

4. If not, list how many and explain actions taken to acquire information.

5. Were corrective actions established and implemented to correct future deficiencies?

6. If not, explain why and provide the action to be taken to correct the deficiencies?

Ref: NAVSEA S0420-AA-RAD-010, sec 2.6.9
COMMENTS:

D. Occupational Radiation Exposure. (**Semi-annual**)

Ref: NAVSEA S0420-AA-RAD-010, secs. 2.1.2 & 2.1.4; NAVMED P-5055, Chaps. 4 & 5
COMMENTS:

E. Receipt, Transfer, and Disposal of RAM. (**Semi-annual**)

1. Are records for the receipt, transfer, and disposal of radioactive material maintained?

2. Are inventories adjusted for the gains, losses, and disposal of radioactive material?

Ref: NAVSEA S0420-AA-RAD-010, sec 2.6.2 & 2.6.3
COMMENTS:

F. Were physical inventories of permitted radioactive materials conducted and reconciled every six months? (**Semi-annual**)

1. Were all devices accounted for?

2. If not, were the missing devices investigated and documented, and corrective actions established and completed?

3. Were radioactive material gains and losses verified by reviewing MRO and WIR disposition instructions?

4. If not, list actions to be taken to verify gains and losses in the Comments section.

5. Did any devices receive replacement drift tubes?

6. If so, were exchanges authorized in writing by the IM and LRSO?

7. If not, was the exchange investigated and resolved, and corrective actions established and completed?

Ref: 10 CFR 20.2103; NAVSEA S0420-AA-RAD-010, sec 2.6.2.2 & 2.6.2.3
COMMENTS:

H. Radiological Control Procedures and Practices. (**Semi-annual**)

1. Do all appropriate documents for example, SI, TMs, TIs, Naval Messages, ULSS, SOPs, match the NRMP requirements?

Y N N/O N/A

2. If not, list the document(s) and discrepancies.

3. Were corrective actions established and implemented to correct the discrepancies?

4. If not, explain why and provide the action to be taken to correct the discrepancies?

Ref: NAVSEA S0420-AA-RAD-010, sec 2.6
COMMENTS:

I. Transportation. (**Semi-annual**)

1. Are transportation records maintained and up to date at LOGBASES?

2. If not, list the discrepancies and provide the action to correct them.

3. Are transportation records inspected and up to date in the field?

4. If not, list the discrepancies and provide the action to correct them.

Ref: NAVSEA S0420-AA-RAD-010, sec 2.6.1.1
COMMENTS:

IV. Emergency Response

Y N N/O N/A

A. Has an emergency response plan been implemented in accordance with the requirements of RAD-010? (**Semi-annual**)

Ref: NAVSEA S0420-AA-RAD-010, sec 2.9
SI 6665-15/1C Procedures for Specific Equipment Containing Radioactive Material
COMMENTS:

B. Are procedures implemented for reporting radiation accidents and incidents involving licensed materials, including the submission of OPREP-3 NAVYBLUE reports when required? (**Semi-annual**)

Ref: NAVSEA S0420-AA-RAD-010, sec 2.10
SI 6665-15/1C Procedures for Specific Equipment Containing Radioactive Material
COMMENTS:

C. Were accidents and significant events properly reported and investigated?

COMMENTS:

D. Were corrective actions established and implemented accordingly?

COMMENTS:

V. Findings.

VI. Corrective actions/POA&M