1. Objectives

To ensure that, in accordance with IRMER 2017 Regulation 15, a robust system is in place for maintaining an inventory of radiation equipment at each of the Board's sites.

2. Responsibilities

Service Leads (SL) are responsible for ensuring that the inventory of radiation equipment for management of their service is kept up-to-date.

Local Service Leads (LSL) are responsible to their Service Lead for providing the information necessary for the Service Lead to update the inventory of radiation equipment.

3. Procedure

A local inventory will be kept by each department to assist the management of equipment replacement and maintenance.

Service Leads shall authorise a Procedure that defines requirements for the entry of information into the local inventory in accordance with Section 4 of this procedure and identifies a person responsible to them for this task.

The Local Service Lead (LSL) who is responsible for the equipment will ensure that new equipment is added promptly to the inventory, and that equipment that is no longer required, or that becomes obsolete, is removed from clinical service and is removed from the inventory.

The Local Service Lead (LSL) responsible for the equipment will also ensure that equipment is maintained and calibrated in accordance with the provisions of Employer's Procedure EP14 and, in particular that, maintenance and calibration requirements instances of commissioning, maintenance, repair and calibration are recorded.

4. Inventory

The equipment inventory should show the name of the Local Service Lead (LSL) who is responsible for the equipment.

Each inventory will include the following information relating to each item of equipment in columns ordered as follows

- Location of equipment e.g. dept/room
- Unique local asset number
- Name of the manufacturer
- Model number and type
- Manufacturer's serial number
- Date (year) of manufacture
- Date of installation

5. Exemptions

The West of Scotland Breast Screening Service uses a nationally agreed format for equipment inventory and follows a separate and national Breast Screening QA programme.