

USE OF ISOSTOCK ACCOUNTANCY SOFTWARE: SEALED SOURCES,  
STFC/SHE14/RAL/01  
Feb 2013, rev4

This procedure outlines the method of using the software for accounting for sealed/closed sources at RAL and its satellite sites. It should be read in conjunction with STFC Code 14 and the Closed Sources Registration Certificate CA8990/CA8990. Further advice can be obtained from the Radiation Protection Adviser (RPA).

- 1 Only appointed Radiation Protection Supervisors (RPS), their deputies and users approved by the RPS and RPA are to use the software. They are to keep access codes secure.
- 2 All movements to and from the source stores are to be immediately logged on ISOSTOCK. Sufficient information should be entered in the software that allows location of the sources to be determined at all times.
- 3 Monthly checks on source locations should be made. Out of date location checks for sources will automatically register in red type.
- 4 Biennial leak tests must be arranged with the RPA and Health Physics by the RPS. Out of date leak tests for sources will automatically register in red type. Sources more than 15 years old would usually be considered for disposal however if replacements cannot be obtained they should have annual leak tests and revised risk assessments. The RPA must be informed of any leaking sources and these must be made safe, removed from use and disposed. The Radioactive Waste Manager should be consulted regarding disposals.
- 5 Procurement/loan/transfer of sources to another RPS area or offsite must be made, using a signed request form, via the RPA who will advise on; preparation of method statements, risk assessments and transport arrangements. Logistics must be informed of any proposed import/export of sources. They will raise the necessary documentation.
- 6 The RPA will inspect RAL receiving areas for new sources and register sources on ISOSTOCK.
- 7 RPS should immediately report by e-mail any inconsistencies or difficulties with the software to the RPA who will provide assistance and arrange, if necessary, further induction training in use of ISOSTOCK.
- 8 The RPA will check that all proposed source movements are to permitted areas and also check monthly location check reports for defaulters and those exceeding 3 months.

P Wright  
RAL RPA