**Inspection report**

|  |  |
| --- | --- |
| **Licence Holder**: Federal Court of Australia  | **Licence Number:**  S0310 |
| **Location inspected:** Launceston, Tasmania  | **Date/s of inspection:** 15 March 2017  |
| **Report No:** R17/02854  |
| An inspection was conducted under Part 7 of the *Australian Radiation Protection and Nuclear Safety Act 1998* (the Act). The purpose of the inspection was to assess compliance with the Act, applicable regulations, and licence conditions. The inspection was conducted as part of ARPANSA’s baseline inspection program. The scope of the inspection included an assessment of the Federal Court’s (note recent name change) performance against the Source Performance Objectives and Criteria as per the notification letter. The inspection consisted of a review of records, interviews, and visit to the facility with a physical inspection of the controlled apparatus.**Background <Style – Heading 1>**The Launceston Court is in the Family Division of The Federal Court of Australia and deals with family law matters. The Federal Court of Australia is licensed under section 33 of the *Australian Radiation Protection and Nuclear Safety Act 1998* to deal with baggage inspection x-ray units for the examination of packages and parcels for security purposes at various sites.**Observations*****Performance Reporting Verification***The details of the baggage inspection x-ray unit were consistent with the corresponding entry in the SIW.The Federal Court is required to fulfil its annual reporting commitments to ARPANSA by submission of an annual report, in the approved format, within 28 days of the end of the financial year with information about compliance for the previous 12 months. The annual report submitted by The Family Court (per previous S0040) for 2015-2016 contained information about compliance and was submitted in a timely manner. The report included a comment that plans and arrangement had been reviewed in accordance with the Federal Courts licence conditions. Of note, all administrative functions of the Family Court, the Federal Court and The Federal Circuit Court have been merged per request. The new combined licence is now known as S0310. ***Training***The Federal Court must ensure that security staff who conduct x-ray screening on-behalf of the court, have received appropriate training in radiation safety and use/operation of the x-ray unit. Based on information supplied during the inspection, training on systems and safety is delivered by the courts contracted security provider - MSS Security. MSS provides security screening officers for the purpose of general security as well as security screening of persons and goods entering the court. Training records are centrally managed by MSS with copies held by the MSS security staff at the screening point. Observation of the staff training records found no issues and training package information observed included manufacturer requirements, Federal Court-specific procedures and is comprehensive in nature.***Radiation Protection***Observations of the x-ray unit showed the control panel was key operated and that a separate switch was fitted for the control of the x-ray beam. The x-ray unit was fitted with two indicator lights labelled ‘X-RAY ON’. Warning signs of type and content in accordance with the appropriate standard, Radiation Health Series 21 *Revised Statement On Cabinet X-ray Equipment For Examination Of Letters, Packages, Baggage, Freight And Other Articles For Security, Quality Control And Other Purposes (1987)* (RHS21), were fitted to the x-ray unit.The x-ray unit (acquired 01/01/2000) is in a satisfactory condition, including the curtain shielding at the entry/exit ports. Perspex shielding, designed to prevent access to the x-ray in accordance with section 5.2 (b), RHS 21, was not fitted to either entry or exit ports of the unit. Emergency stop buttons were fitted at both entry and exit ports and at the control panel. Workplace procedures and instructions provided by the manufacturer of the x-ray unit and The Federal Court calibration testing procedures were co-located in a folder held with screening staff. Along with the relevant documentation, It was noted that the system control key, when not in use, was stored in an unlocked cupboard adjacent to the machine in the court’s public area. Copies of the four most recent maintenance/service reports for 2013, 2014 and 2015 were readily available. The 2016 reports could not be located at the time of the entry meeting, however, was found and provided by the court registrar during the exit meeting. Section 12, RHS21 requires that *“periodic radiation monitoring and a check of the correct operation of safety interlocks must be carried out at intervals not exceeding two years”* (sections 3 and 4 of RHS21 provide external radiation monitoring and safety interlocks requirements). The most recent report (Sept 2016) was provided during the inspection noting radiation monitoring and checks of interlocks were performed with ‘nil corrective actions and recommendations required’.Findings <Style – Heading 1>The licence holder was found to be in compliance with the requirements of the Act, the Regulations, and licence conditions. The inspection revealed the following **areas for improvement**:1. Perspex shielding for entry and exit ports.
2. Storage and controlling of access of system control key.
3. Maintenance records management.

It is expected that improvement actions be taken in a timely manner. |