**Inspection report**

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| **Licence Holder**: Federal Court of Australia  | **Licence Number:**  S0310 |
| **Location inspected:** Canberra, ACT  | **Date/s of inspection:** 12 September 2017 **Report No:** R17/10488  |
| An inspection was conducted as part of ARPANSA’s baseline inspection program to assess compliance with the *Australian Radiation Protection and Nuclear Safety Act 1998* (the Act), the Australian Radiation Protection and Nuclear Safety Regulations 1999 (the Regulations), and conditions of the Source Licence S0310. The scope of the inspection included an assessment of the Federal Court’s 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.BackgroundThe Canberra court facility 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 the court’s sites.ObservationsPerformance Reporting VerificationThe 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 for 2016-2017 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. Evidence of this was sighted during the inspection.TrainingThe 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 screening of persons and goods entering the court. MSS centrally manages training records with copies held by the MSS security staff at the screening point with on-line access to training material available in the security control room. 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 ProtectionObservations 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 four 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 January 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 and to control the handling of baggage by security screening staff was not fitted to the entry port of the unit. The Marshall of the Federal Court explained that entry port shielding has been extremely difficult to source. He also advised that a tender process for new machines is in progress and includes the requirement that new units be fitted with both entry and exit perspex shielding. ARPANSA understands the difficulty in obtaining the shields and notes this issue will be rectified under the court’s forthcoming X-ray unit replacement program.Workplace procedures and instructions provided by the manufacturer of the X-ray unit and The Federal Court calibration testing procedures were located in a folder held with staff at the screening point. Along with the relevant documentation, it was noted that the system control key, when not in use, was stored in a key safe within the court’s security control room. Copies of the most recent maintenance/service reports for 2015 (x1), 2016 (x2) and 2017 (x2) were readily available. 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 (August 2017) was provided during the inspection noting radiation monitoring and checks of interlocks were performed with ‘nil corrective actions and recommendations required’.FindingsThe licence holder was found to be in compliance with the requirements of the Act, the Regulations, and licence conditions. The inspection revealed no **areas for improvement**. |