
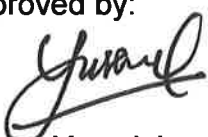

	<b>UNIVERSITI KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b> <b>FACULTY OF PHARMACY &amp; HEALTH SCIENCES</b>	Doc. No:	UniKL/RCMP/ FPHS-03
		Revision No:	02
		Date:	04 Sep 2017
		Page No:	1 of 5
<b>RETURNING OF PERSONAL RADIATION MONITORING DEVICE (RADIOGRAPHY)</b>			

Prepared by:  Name: Abdul Aziz Ismail Position: Assistant Lecturer, Diploma in Radiography Faculty of Pharmacy & Health Sciences Date: 04/09/2017	Approved by:  Name: Yussri Jemenin Position: Head of Programme, Diploma in Radiography Faculty of Pharmacy and Health Sciences Date: 04/09/2017
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#### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	Dean, FPHS
2	01 July 2017	Amendment	01	HoP, Dip. in Radiography
3	04 Sep 2017	Amendment	02	HoP, Dip. in Radiography

	<b>UNIVERSITI KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b> <b>FACULTY OF PHARMACY &amp; HEALTH SCIENCES</b>  <b>RETURNING OF PERSONAL RADIATION MONITORING DEVICE (RADIOGRAPHY)</b>	Doc. No:	UniKL/RCMP/FPHS-03
		Revision No:	02
		Date:	04 Sep 2017
		Page No:	2 of 5

## 1.0 OBJECTIVE

The objective of this procedure is to provide guideline on returning of the personal radiation monitoring device (PRMD) for radiography's clinical placement.

## 2.0 SCOPE

The scope of this procedure only for Diploma in Radiography Program at Faculty of Pharmacy & Health Sciences, UniKL, RCMP.

## 3.0 REFERENCES

Returning of PRMD procedure by APM Nuclear Technology SDN BHD.

## 4.0 DEFINITIONS/ABBREVIATIONS

FAC	: Faculty Academic Committee
FPHS	: Faculty of Pharmacy and Health Sciences
HoC	: Head of Committee
HoP	: Head of Programme
HoU	: Head of Unit
PRMD	: Personal Radiation Monitoring Device
RPO	: Radiation Protection Officer
UniKL	: Universiti Kuala Lumpur

## 5.0 RESPONSIBILITY

5.1 The head of radiography programme is responsible to ensure that this procedure is adhered to the guideline from APM Nuclear Technology SDN BHD and FPHS.

5.2 HOP are responsible to ensure that this procedure is adhered to at programme level.

## 6.0 PROCEDURE

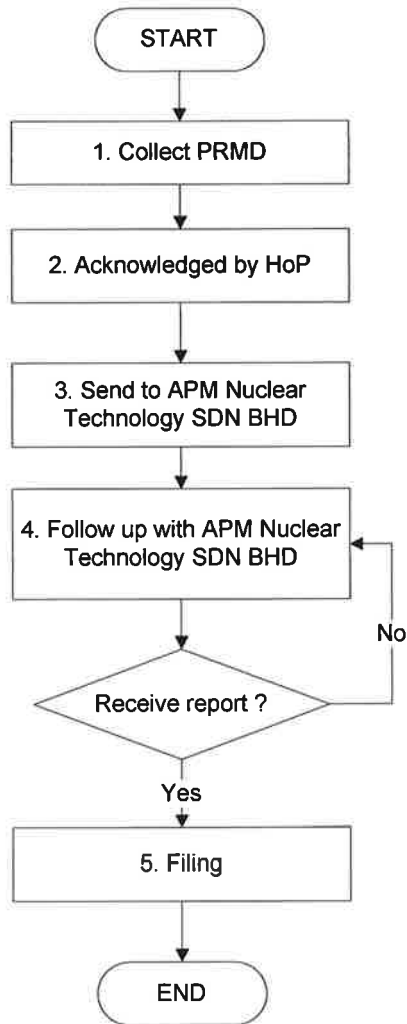
6.1 Refer to the process flow chart as in the next page.




**UNIVERSITI KUALA LUMPUR  
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SCIENCES**

**RETURNING OF PERSONAL RADIATION  
MONITORING DEVICE  
(RADIOGRAPHY)**


Doc. No:	UniKL/RCMP/ FPHS-03
Revision No:	02
Date:	04 Sep 2017
Page No:	3 of 5



	<b>UNIVERSITI KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b> <b>FACULTY OF PHARMACY &amp; HEALTH SCIENCES</b>  <b>RETURNING OF PERSONAL RADIATION MONITORING DEVICE (RADIOGRAPHY)</b>	Doc. No:	UniKL/RCMP/FPHS-03
		Revision No:	02
		Date:	04 Sep 2017
		Page No:	4 of 5

## 7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Collect PRMD	RPO 1/RPO 2	<ul style="list-style-type: none"> <li>Name list of staffs and students</li> </ul>	End of every month used or maximum 3 months
2	Acknowledged by HoP	HoP	-	End of every month used or maximum 3 months
3	Send to APM Nuclear Technology SDN BHD	RPO 1/ RPO 2	<ul style="list-style-type: none"> <li>Name list of staffs and students</li> <li>Courier form</li> </ul>	End of every month used or maximum 3 months
4	Follow up with APM Nuclear Technology SDN BHD\	RPO 1/RPO 2	<ul style="list-style-type: none"> <li>E-mail / online / telephone</li> </ul>	Within 4 months after PRMD returned
5	Filing	RPO 1/RPO 2	-	Day of received report

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		Revision No:	02
		Date:	04 Sep 2017
		Page No:	5 of 5

## 8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	APM Nuclear Technology SDN BHD report	RPO	3 years