RS-11A / Radioactive Material Inventory Verification & Self-Audit

Instructions: Complete all sections as appropriate and submit electronically to the Radiation Safety Officers at **RSO@nmt.edu**

Date: _____

SECTION 1 – Authorized User / Permit Information

Authorized User: _____ 900#: _____

Department: _____ Office Location: _____

Radiation Use Permit No.: _____

Authorized location(s): _____

Inventory verification date: _____

Inventory period, if applicable: _____

SECTION 2 – Physical Inventory Verification

Radionuclide / Source	Form / Serial No.	Recorded Activity / Quantity	Expected Location	Actual Location	Physically Verified?	Discrepancy
					☐ Yes ☐ No	
					☐ Yes ☐ No	
					☐ Yes ☐ No	
					☐ Yes ☐ No	
					☐ Yes ☐ No	
					☐ Yes ☐ No	
					☐ Yes ☐ No	
					☐ Yes ☐ No	
					☐ Yes ☐ No	
					☐ Yes ☐ No	

SECTION 3 – Reconciliation

Discrepancies identified:

☐ None

☐ Yes — describe below: _____

Purchase / transfer / waste records reviewed: ☐ Yes ☐ No ☐ N/A

Corrective actions / reconciliation: _____

RS-11 inventory record updated, if necessary: ☐ Yes ☐ No ☐ N/A

SECTION 4 – AU Certification and RSO Review

I certify that I compared the listed inventory with material physically present in my authorized areas and reported discrepancies to Radiation Safety.

Authorized User Signature: _____ Date: _____

RSO Review

☐ Inventory verified / acceptable

☐ Discrepancies require follow-up

☐ Corrective actions completed

☐ Additional action required

Comments / required actions: _____

RSO signature: _____ Date: _____

Printed Name: _____