



College of Physicians & Surgeons of Alberta (CPSA)

X-Ray Equipment Companion Manual

Last revised: May 2020, replacing October 2017

Companion Document X-Ray Equipment

1.0 Owner Responsibilities

- **Designated radiation equipment cannot be used until a registration certificate has been issued by CPSA**
- Register equipment according to CPSA step-by-step instructions
- Recertify equipment according to CPSA step-by-step instructions
- Ensure a copy of the original CPSA *Certificate of Registration* for equipment is on-site at the facility w it is registered
- Pay the one-time registration fee(s) and subsequent annual renewal fee(s) in a timely manner
- Submit annual confirmation of x-ray equipment profile(s) with/without changes back to CPSA
- Notify CPSA of equipment that is discarded, stored, sold, leased, or transferred* within 30 days:
 - Complete and submit *Notification of Change* form with section "C" completed
 - Return original CPSA *Certificate of Registration*
 - If required, advise CPSA of new owner name and/or new location
- If equipment is sold, *OWNER* responsibility is to inform the new owner to register with CPSA prior to operating*
- Inform CPSA prior to resuming use of stored equipment
- Stored equipment must be re-tested by an Authorized Radiation Protection Agency (ARPA) and new CPSA certificate issued when:
 - Certificate's expiry date has lapsed
 - OR**
 - Placed in storage for longer than **one month**
- Notify CPSA of relocated equipment - Complete and submit *Notification of Change* form with section "B" completed
- Notify CPSA of equipment modifications - Complete and submit *Notification of Change* form with section "A" completed
 - Re-testing may be required

*Radiation Protection Regulation 13.1, 13.2

2.0 FAQ's

- **What types of facilities are eligible to register x-ray equipment with CPSA?**
 - Community and public diagnostic imaging / medical accredited facilities
 - Accredited appropriate educational institutions (NAIT and SAIT)
 - Podiatry offices
 - Medical Examiner's Office

- **What is an ARPA?**
 - Authorized Radiation Protection Agency – facility and equipment inspectors
 - ARPA's are a completely independent, **separate regulatory-identified group**
 - ARPA's are not employed by CPSA, or under contract with CPSA

- **What happens if an ARPA deems our facility and/or equipment non-compliant?**
 - The non-compliance report is submitted to CPSA
 - CPSA sends a follow-up letter to owner indicating registration/recertification process **will not** continue and equipment **must not** be used until:
 - Non-compliance issues resolved and ARPA may need to re-test for compliance
 - Report submitted and
 - CPSA registration certificate issued
 - **It is the sole responsibility of the owner to work with the ARPA to achieve facility and/or equipment compliance**
 - Once compliance is achieved the ARPA will notify CPSA; the registration/recertification process will continue

- **Can I submit CPSA equipment registration applications to the ARPA?**
 - No

- **Compliance verification testing is required when:**
 - New x-ray equipment is purchased
 - Existing equipment or the facility's structure is modified
 - Existing equipment is relocated within the same facility
 - Existing equipment is transferred to another facility

- **Why can't equipment be operated without a registration certificate?**
 - Operation without a valid CPSA registration certificate is in direct contravention of the *Radiation Protection Act*.
 - A stop-use directive will be issued; a fine may be levied on prosecution from Alberta Labour & Immigration

- **Does temporary/loaner x-ray equipment require registration?**
 - Yes; restrictions are placed on the CPSA registration certificate

- **How do I maintain x-ray equipment registration?**
 - Owners receive the Compliance Monitoring Confirmation form and profiles of all active equipment from CPSA
 - Owners are required to complete the form and review/update profiles – with or without changes – to CPSA
 - Reviewing equipment profiles and submitting the form is **not the same process** as recertifying equipment

- **What happens if equipment is not recertified by the expiry date on the certificate?**
 - Certificate expiry is in contravention of the *Radiation Protection Act*; a stop-use directive is issued and remains in effect until recertified by the CPSA

- **How do I know when equipment is expiring?**
 - Certificates have an expiry date located on the bottom of the left side.
 - It is the **owner's responsibility** to ensure equipment is re-tested, recertified and new certificate issued prior to the expiry date

- **For additional information on:**
 - Registration
 - Recertification
 - Equipment modification/relocation
 - Decommissioned equipment
 - ARPA listing
 - Fees

Please refer to the CPSA X-ray Equipment web page - www.cpsa.ca/accreditation/x-ray-equipment/