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Quality Management System - Occupational Radiation Protection and Functional Provisions Section					
ACCOMMODATION AND ENVIRONMENTAL CONDITIONS					

1. PURPOSE

To describe the measures taken by PPSS to ensure the necessary environmental conditions as specified in the appropriate Technical Procedures and Working Instructions.

2. SCOPE

This procedure applies to all laboratories of PPSS, where measurements for the service to the customer are performed and will be used as a guideline to specify conditions in facilities not under the control of PPSS, but where measurements for the customer have to be performed (e.g.: the SAL)

3. RESPONSIBILITIES

Section Head


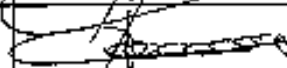

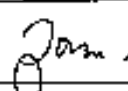

- To communicate necessary changes to environmental conditions to other IAEA Laboratories, which are under surveillance by PPSS

Service Group Leader

- To specify the necessary environmental conditions for performing measurements with acceptable quality.
- To specify ways of monitoring these conditions.
- To establish rules of access to the measurement laboratories.
- To set up or accept rules of housekeeping, necessary to keep up the quality of operations.

Staff

- To stop work and inform the **Service Group Leader**, when the necessary environmental conditions, as specified in technical procedures or working instructions are no longer guaranteed.

	Function	Name	Signature and Date
Authorized	Section Head	K. Mrabit	 2005/05/20
Approved	Unit Head	Pascal Deboodi	 2005-05-05
Approved	Service Group Leader	R. Cruz-Suarez	 2005-03-24
Approved	Service Group Leader	John Hunt	 2005-03-08
Registered	Quality Manager	J. Zeger	 2005-03-03

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 s:\quality management\quality management documentation\general technical procedures\ PR-16-OP_Accomodation_and_environmental_conditions_V1.doc

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ACCOMODATION AND ENVIRONMENTAL CONDITIONS				

4. DESCRIPTION

Technical procedures or working instructions describing measurement processes, which are relevant to the quality of the service delivered to the customer, shall also describe the necessary environmental conditions, if these have to be controlled.

In addition to the relevant environmental constants that have to be monitored, these process descriptions shall also describe the way this monitoring has to be performed and the accuracy of the controlling process.

Equally, these procedures have to describe any access control system for measurement laboratories, if there is a requirement for stricter control than the general access control system of the Agency's buildings.

Special attention shall be focused on housekeeping in the measurement facilities to keep up favourable conditions to perform the measurements. Actions to keep up the necessary cleanliness of the facilities shall be the responsibility of the appointed laboratory technician and the **Service Group Leader** or even Unit Head, if needed.

5. RECORDS

Records out of this procedure arise only, if monitoring of environmental conditions is deemed necessary in some technical procedure or working instruction. The necessary records and their keeper have to be detailed in the technical procedure or working instruction.