

CHECKLIST FOR FACILITY INSPECTION

To obtain an annual facility permit you must have your facility inspected. Prior to scheduling an inspection, you are required to obtain the following documentation as indicated in the checklist and once all items have been received you must contact the College, via email, to request to have your facility inspected.

CHECKLIST OF REQUIREMENTS

- ☐ Letter of approval from the Director of X-Ray Safety
- ☐ Approved schematic floor plan from the Director of X-Ray Safety
- ☐ Letter of designation from the Ministry of Health and Long-Term Care
- ☐ Signed letter from the CBCT supplier/manufacture that:
 - Lists the date of installation, confirms the dental CT scanner was new when installed in the facility and it was manufactured within 12 months of installation;**OR**
 - Confirms that the dental CT scanner was new when installed in the facility, employs current technology and has the same technology as similar CT scanners currently in production and approved for use in Canada.
- ☐ Copy of reports for the acceptance tests conducted at the time of installation
- ☐ Training documentation/certificates in the safe operation of the equipment installed in your facility issued by the on-site trainer for the authorized dentists that prescribe, order, take, interpret and report on CT scans in the dental facility
- ☐ A quality assurance program that complies with the College's [*Standard of Practice for Dental CT Scanners*](#)

Please note, it is your responsibility to have all the above-mentioned documentation available for our inspector to review at the time of the facility inspection.

NOTE: You will be asked to submit this documentation to either the assigned inspector or ctscanners@rcdso.org prior to your facility inspection. If you are not prepared for the inspection, the inspection may be cancelled without a refund on the application.