



Instructions for Updating the X-ray Machine Template(s)

See <https://support.microsoft.com/en-us/office/find-and-replace-text-c6728c16-469e-43cd-afe4-7708c6c779b7> for how to find and replace text in Microsoft Office.

Highlights have been used to bring attention to most of the needed changes. Remove them before finalizing the document: <https://support.microsoft.com/en-us/office/apply-or-remove-highlighting-1747d808-6db7-4d49-86ac-1f0c3cc87e2e>.

There are some sections which are highlighted that are particular to that template, and instructions for those sections are included with the highlight. Otherwise, the following need to be changed in all templates:

- Throughout document - Replace “XYZ Corporation” with the name of the company.
- To update the company name in the footer, double click that area of the document. To go back to the document, double click the body of the document. For more information on headers and footers, see <https://support.microsoft.com/en-us/office/insert-a-header-or-footer-d832a10c-ef2e-4cff-988a-02bd582db12f>.
- Throughout document - If needed, replace X-ray machine with X-ray machines. There are two incidences highlighted in cyan at the start of the document. Make the words singular or plural consistently throughout the document. Other than the first two incidences, the remainder of the document uses the singular.
- Cover page – Update the type of X-ray machine(s) to be more descriptive, if you wish.
- Section 1.1 – Add Manufacturer/Product Name/Model #/Serial #s for all X-ray machines of the type for the selected template. If you have more than one type of machine, you should complete the template for each type, as sections of the regulations and guidance documents are different.
- Section 1.2 – Update date of submission of registration to MLTSD and business address.
- Section 2.1 – Complete the organizational chart, Figure 1. Click on the chart, and type the appropriate information in the text pane. If the text pane does not appear, click on the small arrow which appears when you click on the graphic. For more information on SmartArt, see: <https://support.microsoft.com/en-us/topic/learn-more-about-smartart-graphics-6ea4fdb0-aa40-4fa9-9348-662d8af6ca2c>. Put in the title of the person to whom the XSO reports directly in the second last paragraph.
- 2.3 – Update the title of the XSO and the location of the manufacturing facility. Change manufacturing to another type of facility if necessary.
- 2.4 – Insert the approximate number of workers to be designated as authorized operators.
- 2.5.2 – If necessary, as indicated in the template, update if the authorized users and/or workers in general will or will not be designated as x-ray workers. For the cabinet x-ray template, all workers will not be; but, for other templates, the decision will be based on the possibility of exceeding the

doses to Other Workers found in Column 3 of the Schedule from Regulation 861/90, given in Table 1 of the templates, found in Section 2.5.

- 2.5.3 – If necessary, as indicated in the template, update if the workers will or will not be provided dosimetry. For the cabinet x-ray template, the workers will not require dosimetry, but for other templates, the decision will be based on the possibility of exceeding 5 mSv/year.
- 2.5.4 – For other than cabinet x-ray, determine the expected worst case scenario doses for workers to justify the selections in Sections 2.5.2 and 2.5.3 regarding designation of workers and dosimetry respectively.
- 3.1.3 – Update the main location address.
- Faculty Floor Plan Appendix – Replace sample floor plan in yellow with the appropriate facility floor plan. The yellow is to draw attention to the floor plan; the replacement image is not required to have a specific colour, as long as it is legible.
- Example Compliance Inspection Checklist Appendix – Check “Comments/Remarks” column for comments stating the section is optional and either remove the entire row if not applicable or just the comment if it is applicable. This is template dependent.
- Once completed, update the table of contents following the instructions found here: <https://support.microsoft.com/en-us/office/update-a-table-of-contents-6c727329-d8fd-44fe-83b7-fa7fe3d8ac7a>. Select “Update entire table”.