**Appendix 1**

**Summary of Quality Control tasks and frequencies**

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| **Reference Point** | **Frequency** | **Equipment** | **QC Task** |
| **2.1** | **Daily**  | **General Checks** | Facility cleanliness |
| **Automatic Film Processor** | Before start-up |
| Start-up |
| Shut-down |
| **X-ray Equipment and Film** | X-ray tube warm-up |
| X-ray film sensitometry |
| **2.2** | **Weekly**  | **Automatic Film Processor** | Cleaning and inspection |
| Check replenishment rates |
| **X-ray Equipment and Film** | Image receptor, cassette and intensifying screen cleaning |
| CR Image plate erasure |
| Cassette light leakage test |
| **4.1** | **Weekly** | **Images** | Image critique |
| **2.3** | **Monthly**  | **Automatic Film Processor** | Cleaning and inspection |
| Fixer retention rate analysis |
| **X-ray Equipment and Film** | Physical and mechanical inspection |
| Portable x-ray unit inspection |
| **Other equipment** | Film printer QC |
| Viewing box inspection |
| **4.2** | **Monthly** | **Images** | Reject analysis |
| **2.4** | **Quarterly**  | **X-ray Equipment and Film** | Alignment of X-ray field to light field |
| Consistency of exposure index (EI) |
| Image uniformity and artefact evaluation |
| **2.5** | **6-monthly**  | **Darkroom** | Darkroom white light leakage test |
| Safelight efficiency test |
| **X-ray Equipment and Film** | Image quality test |
| Film screen contact test |
| **2.6** | **Yearly**  | **X-ray Equipment and Film** | Routine servicing and medical physics checks |
| **Other equipment** | Lead apron testing |
| **3.1** | **Yearly** | **X-ray Equipment**  | LDRL production and NDRL comparison |
| **3.2** | **Yearly** | **X-ray Equipment (CR / DR only)** | Exposure indicator analysis |
| **2.7** | **As required**  | **Film** | Accidental light fogging of film test |