SOP · IMG-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 50.2

At a glance

- All imaging equipment has a quality assurance schedule, set by the manufacturer and the regulator.
- Testing and calibration are done by qualified personnel and recorded (IMG-REG-002).
- Equipment that fails a test is taken out of use until it is repaired and passes again.
- Each test is recorded with the result and the next due date.
- Stop and get help straight away if: imaging equipment is used after it has failed a quality assurance test.

1. Purpose

To make sure imaging equipment is tested and calibrated on schedule, and out of use when it fails (50.2).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

An imaging machine out of calibration gives wrong pictures, and wrong pictures lead to wrong decisions. Quality testing and calibration on schedule keep the images reliable.

5. Responsibilities

Role	Responsibility	Competence
Medical physicist	Sets the schedule and carries out or checks the tests	Radiologist
Radiographer	Takes equipment out of use on a failed test	Medical physicist

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Schedule.

- Set the quality assurance schedule for each piece of equipment.

Key point: Scheduled.

Step 2. Test.

- Test and calibrate on schedule, and record the result (IMG-REG-002).

Key point: Tested.

Step 3. Act on failure.

- Take failed equipment out of use until it is repaired and passes.

Key point: Acted.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Tests done on schedule	100%	Monthly	Medical physicist	Escalate to the radiologist
Failed equipment out of use on the day	100%	Each failure	Radiographer	Stop the equipment

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
IMG-REG-002	Imaging equipment quality assurance register	Register
DEN-REG-003	Radiation equipment and dose audit register (dental, existing, reused)	Register

17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Diagnostic Imaging Safety and Quality Standards** (AMB-16)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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