



Bangladesh Atomic Energy Commission

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Inspection Report on Branch Offices by BAEC High Officials

PART A: Introduction

1.1 Basic Information:

Item	Details
Name of Visiting Official	
Designation	
Office Address	
Date of Visit	
Location/address of the Branch Office	
Officer-in-Charge (Branch)	
Meeting(s) held with officers/staff	

PART B: General Observation

1.2 Inspection Checklist:

SI	Inspection Item	Status (✓/✗/N/A)	Remarks
1	Attendance and punctuality of staff (The no. of staff presents out of....) (The no. of officer presents ...out of....) (The no. of scientist/engineers/doctors present out of)		

2	Management of records and files		
	Implementation of Digital Nothi system		
3	Facility security arrangements		
4	Availability of fire safety tools and emergency preparedness and response plans		
5	Condition and usability of scientific/technical equipment		
6	Maintenance of lab/technical infrastructure		
7	QA/QC of the equipment		
8	Accreditation of the laboratory		
9	Staff Conduct in Patient/Client Handling		
10	Status of Service Delivery (No. of patients/service per day....)		
11	Actions taken to increase patient/client numbers and improve service delivery		
12	Maintenance of patient/client registry		
13	Service/patients reporting time		
14	Radiation protection measures for patient/occupational worker/public		
15	Waste disposal and management of radiation waste		
16	Cleanliness and general hygiene of office premises		

PART C: Inspection Summary

1.3. Discussion of Key Points:

1.4. Time Bound Action for the Branch Office:

Action Item	Responsible Person	Deadline
Immediate action items:		
Short-term improvements:		
Long-term strategic suggestions:		
Internal training, repair, or procurement:		
Policy guidance/manual etc.:		

1.5. Identification of Challenges:

(Challenges related to resource or manpower shortages, operational or technical barriers etc.):

1.6. Suggestions/recommendations:

Conclusion:

Inspection Conducting Officials:

Name:

Designation:

Signature:

Date: