

**Appointment of  
Radiation Protection Officer**

*Please print and complete in full.*

**From:**

Owner/CEO name .....

Facility name .....

Facility address .....

.....

XRIS registration no. ....

**To:****Ministry of Health****and Long-Term Care**

X-ray Inspection Service

Performance Improvement and  
Compliance Branch

55 St. Clair Ave. West, 8th Floor

Toronto ON M4V 2Y7

Telephone: 416 327-7937

Facsimile: 416 327-8805

**Re: Appointment of Radiation Protection Officer**

I, as owner /CEO of the above noted facility, hereby appoint .....  
(print name of RPO)

as the radiation protection officer for this facility and grant this person sole authority for:

- ensuring that every x-ray machine in the facility is maintained in safe operating condition in accordance with the Healing Arts Radiation Protection (HARP) Regulations;
- ensuring that every person who operates an x-ray machine for the irradiation of a human being in the facility is qualified in accordance with HARP Act and Regulations;
- ensuring that quality assurance procedures and tests are established and maintained and that records of the results of these tests are maintained;
- other such matters related to the safe operation of each x-ray machine in the facility as are prescribed by the HARP Regulations.

Signature of facility owner/CEO

Date (yyyy/mm/dd)

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I hereby accept the position of Radiation Protection Officer (RPO) and understand the role, responsibilities and authority of the position as set out in the HARP Act and Regulations.

Signature of RPO

Date (yyyy/mm/dd)

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