

## Appendix 13B: Template – Letter for Practices employing Service Providers

DIAGNOSTIC IMAGING PRACTICE LETTERHEAD  
<copy this template onto your business letterhead>

Dear <insert details>

For the purposes of the Diagnostic Imaging Accreditation Scheme, I hereby attest to the following in relation to the service providers working at this practice located at <insert address> for the period, <insert month/year – month/year>:

- all our service providers are trained in accordance with the manufacturer’s recommended servicing procedures for the item/s of diagnostic imaging equipment, listed in Schedule 1 that is/are located at this practice; and
- our service providers have and maintain all required radiation use licences for the state or territory in which the servicing of ionising radiation equipment occurs; and
- a current radiation use licence for service and repair was held at the time the ionising radiation equipment listed in Schedule 1 was serviced at this practice by the service provider/s listed in Schedule 2.

Training records and licence details for all the service providers working at this practice have been sighted by me and can be provided on request.

I confirm that the information provided in this letter is complete and correct.

Yours sincerely

<insert name, workplace title, business contact details and date>

**Schedule 1** Diagnostic imaging equipment <insert required information below>

Equipment Type	Manufacturer	Model	Serial number
<i>X-ray</i>	<i>Shimadzu</i>		
<i>X-ray</i>	<i>Radspeed</i>		
<i>Angiography</i>	<i>Siemens</i>		
<i>Ultrasound</i>	<i>Mindray</i>	<i>DP80</i>	<i>XYZABC01</i>
<i>Ultrasound</i>	<i>Philips</i>	<i>EPIQ 7</i>	<i>DEFGHI002</i>
<i>Computed Tomography</i>	<i>Philips</i>	<i>MX16</i>	

**Schedule 2** Service providers <insert required information below>

Name	Radiation Licence No. (if required)	Licence type/radiation source	Licence purpose/practice	Jurisdiction
1. <i>John Smith</i>	<i>123450067</i>	<i>servicing and testing of dental radiation apparatus</i>	<i>x-ray equipment only</i>	<i>Victoria</i>
2.				
3.				
4.				
5.				
6.				
7.				