



X-Ray Rollout Preview

*Strategies and services for efficient
implementation of a new system*

ABM EQUIPMENT CONTACT

Name

Email

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We have developed a multi-faceted integration of services to reduce administrative load on clients' staff and globally upgrade inspection capabilities on an aggressive timeline. These services are furnished to their respective Champions under the supervision of the Project Manager.

Services Include:

Task Grouping And Allocation

Each site's necessary tasks are grouped by common roles, titled "Champion", with each role receiving clear directives on the necessary steps for efficient rollout.

Online Training Hub

Both machine and Radiation Safety Training will be available online, where students can be added and managed internally.

DSO Sentinel

Easy access to machine monitoring software is afforded to Champions.

In-Person & Remote Support

In-person, phone, and HMT support are available.

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Project Manager

Project checklists with direct links to required documents/ tasks allow Project Managers to ensure the Champions are coordinating and completing necessary functions.

Deliverables:

1. Milestone checklists linked to required items
2. Weekly meetings
3. Online portal

Complete Prior to Installation	Start Date	Completion Date
<ul style="list-style-type: none"> <input type="checkbox"/> Review Project Proposal with Project Manager <input type="checkbox"/> Complete and submit Key Contacts List <input type="checkbox"/> Complete and submit equipment Order Details Form <input type="checkbox"/> Review and approve machine drawing(s) <input type="checkbox"/> Review Project Manager Package <input type="checkbox"/> Review Champion Packages <input type="checkbox"/> Review Project Milestone Schedule to ensure task completion timeliness <input type="checkbox"/> Complete pre-installation site review with ABM <input type="checkbox"/> Confirm equipment installation timeframe <input type="checkbox"/> Clarify required data types for automated DSO reports <input type="checkbox"/> Establish DSO report recipients <input type="checkbox"/> Coordinate delivery of equipment & storage <input type="checkbox"/> Arrange mechanical assistance for physical equipment install <input type="checkbox"/> Arrange LAN / Ethernet / Network connection to equipment <input type="checkbox"/> Ensure completion of all pre-installation tasks required by Champions 		
<ul style="list-style-type: none"> <input type="checkbox"/> Attend and assist physical equipment installation <input type="checkbox"/> Ensure completion of all installation tasks required by Champions <input type="checkbox"/> Oversee, test and review all installation tasks with onsite technician <input type="checkbox"/> Attend and monitor production and inspection start up <input type="checkbox"/> Attend installation Sign Off Meeting & Project Close Out 		
<ul style="list-style-type: none"> <input type="checkbox"/> Monitor DSO reports, request adjustments as needed <input type="checkbox"/> Archive all project resource documentation <input type="checkbox"/> Provide feedback to ABM Team <input type="checkbox"/> Ensure completion of all post-installation tasks required by Champions 		

Responsibilities:

1. Oversee project and verify completion of other Champions' Packages
2. Attend weekly progress meetings and production updates
3. Complete ABM Milestone checklist

Complete Prior to Installation	Deadline: No later than 2 weeks prior to install
<ul style="list-style-type: none"> Key Contacts List Machine order details form Approve machine drawing(s) Review Project Manager Package Review Champion Packages Confirm installation date Clarify DSO reports required Establish DSO report recipients Arrange mechanical assistance for physical machine install Arrange electrical and air connections for physical machine install 	
<ul style="list-style-type: none"> Attend and assist physical machine installation, start up and monitoring 	
<ul style="list-style-type: none"> Monitor reports, request adjustments as needed Project sign-off Provide feedback to ABM Team 	

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Training Champion

Training champions receive self-managed dashboard for managing the training of new and existing personnel without the need for on-site technicians. This framework provides the necessary tools to ensure ongoing, scalable regulatory compliance at the individual and corporate level with scheduling in-person training as operators change.

Deliverables:

1. Online dashboards
 - a. Add/manage students
 - b. Track course completion
2. Online Radiation safety training
3. Online Operator Training
4. Annual certifications
5. Training reminders
6. Training translations
7. In-person training

— Radiation Safety Training

ENROLLED USERS

10 Users
41 Seats remaining / 50 Total Seats

Users ▾ Reports ▾

Search

<input type="checkbox"/>	First name ▾	Last name ▾	Email	Status ▾	Key ▾
<input type="checkbox"/>	Anthony	Gardner	agardner@abmequipment.com	In Progress	8e5ef68b8f
<input type="checkbox"/>	asdf	asdf	hilgendorfjohn@hotmail.com	Not Enrolled	0ce810ed0d
<input type="checkbox"/>	Ben	Nemnich	bnemnich@abmequipment.com	Completed	
<input type="checkbox"/>	Chris	Kirkland	ckirkland@abmequipment.com	Completed	592ec3a3f9
<input type="checkbox"/>	John	hilgendorf	hilgendorfj@abmequipment.com	Not Started	f9698d5380
<input type="checkbox"/>	Johnny	Bliss	jbliss@abmequipment.com	Not Started	4ba2b89f93
<input type="checkbox"/>	Josh	Baugh	jbaugh@abmequipment.com	Completed	c0314f047c
<input type="checkbox"/>	Nicholas	Cassa	ncassa@abmequipment.com	Completed	d9504b92a1
<input type="checkbox"/>	Sarah	Jarrell	sjarrell@abmequipment.com	Completed	67a75b086a
<input type="checkbox"/>	Stephanie	Lee	slee@abmequipment.com	In Progress	3540efb528

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Responsibilities:

1. Manage student enrollment
2. Monitor online completion
3. Ensure staff is trained on and offline

Complete Prior to Installation Deadline: No later than 2 weeks prior to installation.

Review Training Champion Package
 Register employees for job-specific training on web portal
 Radiation Safety Training (in conjunction with RSO)
 Operations, Maintenance & QA Training
 Track and assist employees with training
 Complete all operational training & documentation via Web Portal & Videos
 Coordinate with Project Manager and Project Champions to schedule start up training for employees

Complete During Installation

Attend production start up training

Complete Post-Installation

Ensure all new employees receive job-specific training

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Radiation Safety Officer

Our comprehensive radiation safety program encompasses all phases of a cabinet X-Ray installation and helps involved parties adhere to State and Federal regulations on a continued basis.

Deliverables:

1. Comprehensive checklist for initial startup and continued operation
2. Online training hub for new employees and refresher courses
3. Annual calibrations and radiation surveys with certificates
4. On-site training for site specific RSO responsibilities at time of installation
5. Service schedule alerts
6. Signage and dosimetry reporting

SAMPLE HOSPITAL
ATTN: RSO
6202 MAIN STREET
SMALLVILLE, MA 01432

Received Date / Reported Date: 2014-05-30 / 2014-06-03
Page: 4 of 4
Analytical Work Order / QC Reference: 141000001 / NHE
Copy Version: 2.1.1

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Radiation Dosimetry Report
Account: 709008 Subaccount: 143160 Series: CST

Fetal Addendum: *No NVLAP accreditation is available from NVLAP for thermal neutron or X-type dosimeters. When exposure results are reported for thermal neutrons or X-type dosimeters, this report contains data that are not covered by the NVLAP accreditation.

Participant ID	Name	DOB	Occupation	Use	Risk Type	Risk Category	Dose Equivalent (mrem) for Periods Shown Below												Report Date	Serial Number
							DDE-Deep Dose Equivalent				LLE-Lens Dose Equivalent				SDE-Shallow Dose Equivalent					
							Period Shown Below	Quarter to Date	Year to Date	Lifetime to Date	DDE	LDE	SDE	DDE	LDE	SDE	DDE	LDE		
For Monitoring Period							2014-06-01 to 2014-06-30												LIFETIME	
0108	Blair, K	1974-09-07	Pa	COLLAR	Pa	FETAL ASSIGNED	M	M	M									200903	F254731C	
		1974-02-3333	Pa	FETAL ASSIGNED	M	M													F254732C	
Administrative Comment to Description							NOT SUPPLIED													
Administrative Field Order No							M													
0108	Blair, K	1974-02-34	Pa	COLLAR	Pa	FETAL ASSIGNED	M	M	M										F254742C	
		1974-09-9999	Pa	FETAL ASSIGNED	M	M													F254744C	
Administrative Comment to Description							NOT SUPPLIED													
Administrative Field Order No							M													

The Fetal Addendum is a part of the Radiation Dosimetry Report and includes the fetal and other doses for pregnant participants in a specific subaccount. The Fetal Addendum prints on separate pages from the Radiation Dosimetry Report for the confidentiality of the participants.

* - Standard background control rate used for control subtraction

This report must not be used to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the federal government.

Responsibilities:

1. Operator safety compliance
2. Work with ABM to develop a Radiation Protection Plan
3. Place safety signs
4. Record-keeping

Complete During Installation

Attend and assist physical machine installation, start up and monitoring
 Determine "Prior Occupational Dose" for all individuals who require occupational dose monitoring
 Establish process for maintaining records
 Establish operating and emergency procedures
 Establish process for inspection and maintenance of equipment
 Register x-ray system with State
 Review and finalize RPP

Complete During Installation

Attend and assist physical machine installation, start up and monitoring
 Determine "Prior Occupational Dose" for all individuals who require occupational dose monitoring
 Establish process for maintaining records
 Establish operating and emergency procedures
 Establish process for inspection and maintenance of equipment
 Register x-ray system with State
 Review and finalize RPP

Complete Post-Installation

Ensure employees receive job-specific training at appropriate intervals
 Maintain records of formal training instructions in collaboration with Training Champion
 Maintain records of all test results, calibrations, radiation safety surveys, performance tests, daily inspection logs and equipment maintenance records
 Maintain and enforce operating and emergency procedures
 Maintain and enforce process for inspection and maintenance of equipment

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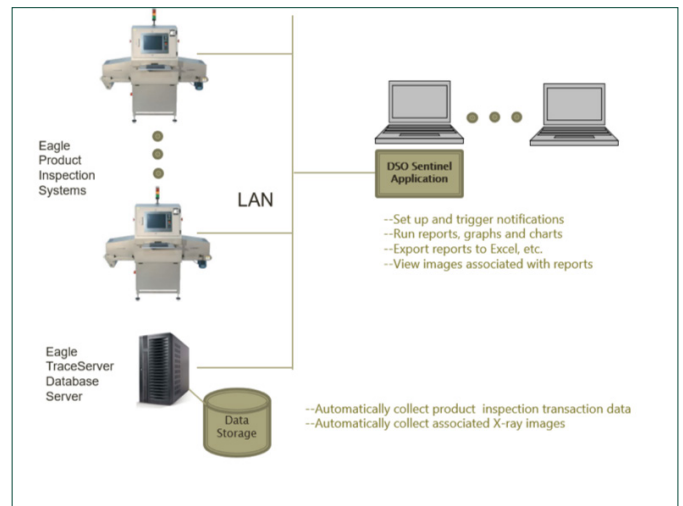


IT/Network Champion

ABM's IT team offers a customized experience for the installation and upkeep of ABM & Eagle software, real-time support, and ongoing updates for the DSO software platform.

Deliverables:

1. Tailored IT support by location to ensure proper protocols are in place to maximize effectiveness of the X-Ray system and data collection software
2. DSO dashboard for modifying report and alerts settings
3. Installation and connection assistance at the plant level
4. Itemized checklist for proper installation and archiving of logins, passwords, etc.



Responsibilities:

1. Review internal requirements for network connection and remote support
2. Record and submit all required log ins, addresses, and passwords into Champion Checklist
3. Connect and monitor hardware and software

Complete Prior to Installation	Deadline: No later than 2 weeks prior to installation.	Completed Date
Review IT & Network Champion Package Review IT security protocols Establish contacts & remote connection Install TraceServer, DSO Sentinel in preparation for equipment install Run LAN connection to equipment location(s)		
Complete During Installation		
Complete LAN Connection Assign & set IP addresses for equipment Verify network connection & data collection Document IP addresses, MAC addresses, Subnets, UUID's per serial & line number Confirm production start up & data collection Set up automated reports for applicable individuals		
Complete Post-Installation		
Monitor data collection from DSO and TraceServer Adjust reports as needed for recipients		

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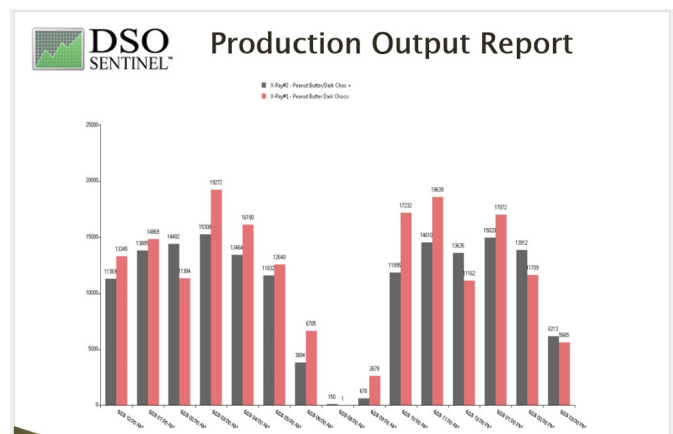


Production Champion

Production Champions are given easy access to trackable machine and safety training.

Deliverables:

1. Online training
2. Checklist
3. Itemized checklist for proper installation and archiving of logins, passwords, etc.
4. DSO Sentinel reports
5. Phone & virtual support
6. Guides and walkthroughs



Responsibilities:

1. Minor sensitivity adjustment tracking
2. Establish operating procedures
3. Day-to-day, functional process monitoring
4. Sensitivities adjustment tracking

Complete Prior to Installation Deadline: No later than 2 weeks prior to installation.

- Review Production Champion Package
- Radiation Safety Training
- Equipment Operational Training
- Review and maintain Machine Quick Reference Guide

Complete During Installation

- Establish internal operating procedures for x-ray equipment
- Equipment Startup & Operational Training
- Attend production start up with installed machine, monitor running line, rejects, etc.

Complete Post-Installation

- Report to supervisor/maintenance/RSO any damaged or missing components, curtains, or safety labels on the machine

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Quality Champion

DSO provides QC champions with insights they need to improve efficiency, monitor equipment events, and simplify the verification process. Learn more at dsosentinel.com.

Deliverables:

1. DSO portal access and dashboard
2. Email alerts of events and abnormalities
3. On-line QC training in ABM training web portal
4. Initial installation framework and checkoff lists for a successful install
5. Customized validation cards by site



Responsibilities:

1. Monitor machine verifications
2. Sensitivity & performance monitoring
3. Utilizing DSO
4. Conducting product tests and assessments
5. Developing and supporting process improvements

Complete Prior to Installation Deadline: No later than 2 weeks prior to ins

- Review Quality Champion Package
- Complete Radiation Safety Training
- Complete Quality Operational Training

Complete During Installation

- Attend production start up, verification and monitoring of machine
- Complete Equipment Verification Procedure
- Establish and finalize internal QA Procedure & Test Standards into HACCP, SQF, BRC or similar program
- Determine DSO Sentinel database reporting requirements

Complete Post-Installation

- Maintain verification records in accordance with internal QA procedures
- Regularly inspect test standards for damage and replace as necessary to remain in compliance
- Reference DSO reporting for verification records

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Maintenance Champion

Maintenance Champions have access to a web portal with localized, resources, including site-specific. This will reduce needs for on-site assistance and provide Maintenance Champions with the resources to navigate the new systems with confidence.

Deliverables:

1. Guides
2. Troubleshooting walkthroughs
3. Schematics
4. Parts lists & ordering
5. HMT headset with trial remote support



Responsibilities:

1. Maintenance and consumables
2. Troubleshooting
3. Parts ordering

Complete Prior to Installation	Deadline: No later than 2 weeks prior to installation.	Completed Date
Review Maintenance Champion Package Complete Radiation Safety Training Complete Maintenance Operational Training Complete Spare Parts List Entry, Inventory & Purchasing Set Up (in coordination with Accounts Payable Champion) Receive and test HMT headset		
Complete During Installation	Attend and assist physical machine installation, start up and monitoring	
Complete Post-Installation	Order spare parts as needed Schedule regular maintenance and service visits Liaise with Radiation Safety Officer for required documentation handoff	

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