



08<sup>th</sup> December 2025

Dear Valued Client

**Subject: Important Update – Chain of Custody Forms Required for All Wipe Test Submissions**

We are writing to advise you of an important compliance requirement relating to the submission of wipe tests for analysis.

To maintain the integrity of radiation monitoring, ensure traceability of all samples, and meet regulatory and quality-assurance obligations, a completed Chain of Custody (CoC) form must now accompany every wipe test sent to us for analysis.

**What is a Chain of Custody Form?**

A Chain of Custody form is a simple document that records the movement and handling of your wipe test samples from the moment they are collected until they are received for analysis. It captures essential details such as:

- Who collected the sample
- When and where the sample was collected
- How the sample was packaged/transported
- Who transferred or handled the sample along the way

This process ensures each sample is accounted for and has not been altered, mixed, or misplaced during transit.

**Why Is It Required?**

Using a Chain of Custody form provides several important protections for both your business and ours:

- **Regulatory compliance:** It supports our obligations under radiation safety legislation and industry best practice.
- **Sample traceability:** It ensures the sample can be accurately linked to the equipment or area tested.
- **Quality assurance:** It removes any ambiguity regarding who collected the sample and how it was handled.
- **Defensible results:** In the unlikely event of a non-compliant result, we can confidently stand behind the integrity of the testing pathway.



***McKavanagh Engineering Services Pty Ltd***

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Without a completed CoC form, we are unable to proceed with analysis, as doing so may compromise compliance and the accuracy of your records.

**What you need to do.**

Please ensure that from **01<sup>st</sup> January 2026**, all wipe test submissions include:

1. The wipe test sample(s)
2. A fully completed Chain of Custody form (available from our team [office@mckeng.com.au](mailto:office@mckeng.com.au)) or use the link provided on our website to download to your computer.

If you need assistance completing the form, our team will be happy to help.

Thank you for your cooperation and commitment to radiation safety. Ensuring a clear, traceable process helps protect your staff, your equipment, and your regulatory obligations.

Kind regards,

A handwritten signature in black ink, appearing to read 'Sim Badger'.

**Sim Badger**  
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