



اوتوريټي كبعساٺن كسلامتن
كصيټن. دان عالم سكيتر
Safety, Health and Environment
National Authority

GENERAL REQUIREMENTS FOR RADIATION LICENCE APPLICATIONS



GENERAL REQUIREMENTS FOR RADIATION LICENCE APPLICATIONS

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GENERAL REQUIREMENTS FOR RADIATION LICENCE APPLICATIONS

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1. INTRODUCTION

The Safety, Health and Environment National Authority (SHENA) is a statutory body set up under the Safety Health and Environment National Authority Order, 2018. The Authority acts and enforces all matters relating to workplace safety, health and environment as well as radiation within Brunei Darussalam. SHENA is headed by a Chief Executive Officer (CEO) reporting directly to the Minister responsible for the administration of the SHENA Order, 2018.

2. OUR VISION, MISSION, KEY PRINCIPLES AND VALUES

2.1 SHENA Vision Statement

We are committed to making a difference and ensuring Brunei Darussalam is a safe place to work and live.

2.2 SHENA Mission Statement

We will maintain a robust fit for purpose national safety, health and environmental regulatory framework and ensure that the risks to people, assets and the environment are controlled in compliance with Law and regulation, set by the government, implemented by those who create the risk and underpinned by continuous Improvement.

2.3 Principles

Our operational philosophy is governed by four key principles:

1. Structured
2. Auditable
3. Focused
4. Engaged

In all our activities we will ensure a transparent and open dialogue with all our stakeholders. Our stakeholders include industry, government, and the general public and our key principles apply equally to all.

2.4 Values

All our employees are expected to adopt key values in their day-to-day engagements. Our employees will demonstrate the following values in all aspects of our activities:

1. Integrity
2. Respect
3. Reasonability
4. Professionalism



GENERAL REQUIREMENTS FOR RADIATION LICENCE APPLICATIONS

3. PURPOSE

This document is created as guidelines for applicants who wish to apply for licence(s) to conduct any or all types of radiation activities in Brunei Darussalam.

4. SCOPE

These guidelines outline the regulatory requirements to prepare applicants prior to the submission of their licence applications to Safety, Health and Environment National Authority (SHENA) in accordance with sections 6 and 7 under the Radiation Protection Order, 2018, which deal with the control, import, export, etc. of radioactive material and controlled apparatus respectively. Readers of this guideline are asked to familiarize themselves with these provisions.

Existing licensees who wish to **renew** their licence are advised to submit their applications to SHENA **not less than 2 months** prior to the date of expiry of their existing licences.

Existing licensees who wish to amend their licence are to submit their applications together with relevant supporting documents for approval.

These guidelines may be amended or varied by the Authority from time to time.

5. DEFINITIONS AND ABBREVIATIONS

In this guideline, abbreviations for the key terms are as follows:

- | | | |
|-------|------|--------------------------------------|
| (i) | GRW | - General Radiation Worker |
| (ii) | OSL | - Optically Stimulated Luminescence |
| (iii) | RPL | - Radio-Photoluminescence Dosimeter |
| (iv) | RPO | - Radiation Protection Officer |
| (v) | RPP | - Radiation Protection Programme |
| (vi) | SRMP | - Security Radioactive Material Plan |
| (vii) | TLD | - Thermoluminescence Dosimeter |

The definitions in this guideline are as follows:

- (i) **New Applications** are licence applications from entities that wish to conduct in radiation activity but are not licenced with the Authority.
- (ii) **Licence Renewal** are licence applications from existing licensees who wish to renew their existing radiation licences with no modifications to the current licence.



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- (iii) **Amendment of Licence** Applications are licence applications from existing licensees who wish to amend their existing licences, where changes proposed will affect radiation safety at the workplace including changes on the class of licence, licensee, RPO, or the RPP and SRMP.

6. TYPES OF LICENCES

The radiation licence is divided into two sectors:

- (i) industrial; and
- (ii) medical.

All applications must be submitted to SHENA for an initial assessment to determine compliance with the general requirements.

The types of licences that need to be applied are for the following activities:

- (i) Import or export of any radioactive material and/or controlled apparatus;
- (ii) Keep, possess, have under its control or use any radioactive material and/or controlled apparatus;
- (iii) Manufacture or sell any radioactive material and/or controlled apparatus; and
- (iv) Transport any radioactive material.

If any business entity is currently undertaking disposal activity or intends to do so, the business entity is legally presumed to keep, possess or have under its control of any radioactive material and/or controlled apparatus, and therefore is required to be licensed.

For the purpose of disposal, where any radioactive material and/or controlled apparatus is in the possession or under the control of a business entity, the business entity **must** obtain written approval from the Authority.

7. REQUIREMENTS FOR LICENCE APPLICATION

An applicant who wishes to undertake the activities under section 6 or 7 of Radiation Protection Order, 2018 must be licensed.

The applicant must ensure that all requirements for the application of a licence have been met at the time of application (refer to **Appendix A**).

An applicant who submits an application that does not meet the requirements set out by the Authority will be automatically rejected and the applicant is required to resubmit a new application accompanied by new supporting documents if the applicant wishes to do so (refer to **Appendix A**).



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The applicant shall be required to complete, sign and company stamp the Radiation Licence Application Form (refer to **Appendix B**) and submit the following supporting documents (refer to **Appendix A**):

- (i) For business entities, a copy of its registration Certificates (Form 16/17 or Form X). In the case of a foreign company, it must be registered in Brunei Darussalam or be affiliated with a local Business Entity to apply for a radiation licence;
- (ii) A copy of the RPP document endorsed by the applicant;
- (iii) A copy of SRMP document endorsed by the applicant. This is applicable for handling radioactive materials under categories 1 and 2 only (refer to **Appendix C**);
- (iv) Registration of Radiation Workers shall be in accordance with the following:
 - a) The entity must appoint at least one RPO;
 - b) The registration requirements for Radiation Worker are as stated in **Appendix D**;
 - c) The Applicant is required to complete the Radiation Worker Application Form as prescribed in **Appendix E**;
 - d) Each successful radiation worker application shall be provided with a radiation worker card as shown in **Appendix F**; and
 - e) The roles and responsibilities are as prescribed in **Appendix G**.
- (v) Evidence of a Surveillance Monitoring Programme which comprises the following:
 - a) a copy of quotation or purchase order (PO) from supplier for the purchase of personal dosimeter for each appointed RPO and GRW (e.g. OSL, TLD or RPL) or current personnel dose records;
 - b) a copy of quotation from supplier for the purchase of environmental dosimeter (e.g. OSL, TLD or RPL) for each controlled area or current dose records; and
 - c) a copy of quotation from supplier for the purchase of survey meter (minimum 2 units required per facility).

All completed application forms shall be submitted to the Authority in the following format:

- (i) All electronic documents must be in PDF format and labelled appropriately with headings and indexed. Photographs submitted must be in JPG/JPEG format or PNG format and named appropriately; and
- (ii) All applications and supporting documents may be sent via email to radapplication@shena.gov.bn.



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8. FEES

Currently, fee payments are not required until further notice.

9. APPLICATION PROCESS

Completed new applications submitted with relevant supporting documents will be processed within **90 working days** upon submission (refer to **Appendix H**).

Completed applications for licence renewal and amendment with relevant supporting documents will be processed within 45 working days upon submission (refer to **Appendix H**).

10. EFFECTIVE DATE

These guidelines take effect immediately upon the date of release and when they are published on the SHENA website at www.shena.gov.bn. For further questions regarding these guidelines, the licensees and applicants can contact the Authority at:

Safety, Health and Environment National Authority (SHENA)
Level 4, Design and Technology Building,
Simpang 32-37, Kg Anggerek Desa,
Bandar Seri Begawan BB3713
Brunei Darussalam

Office hours : Mon – Fri 8:00am – 11:30am; 2:00pm – 4:00pm
Office telephone : +673 2382000
Email address : radapplication@shena.gov.bn



GENERAL REQUIREMENTS FOR RADIATION LICENCE APPLICATIONS

APPENDIX A

CHECKLIST FOR NEW RADIATION LICENCE APPLICATION

Please complete and attach the following documents during the submission of application: -

1.0 ORGANIZATION AND MANAGEMENT	APPLICANT	SHENA
1.1 Completed Radiation Licence Application Form, signed and stamped	<input type="checkbox"/>	<input type="checkbox"/>
1.2 A copy of company registration form (Form 16/17 or Form X)	<input type="checkbox"/>	<input type="checkbox"/>
2.0 RADIATION PROTECTION OFFICER (RPO)		
2.1 Completed Radiation Worker Application Form	<input type="checkbox"/>	<input type="checkbox"/>
3.0 RADIATION PROTECTION PROGRAMME		
3.1 A copy of Company Radiation Protection Program inclusive of emergency plan	<input type="checkbox"/>	<input type="checkbox"/>
4.0 SECURITY RADIOACTIVE MATERIAL PLAN		
4.1 A copy of Company Security Radioactive Material Plan (<i>applicable for radioactive materials category 1 and 2 only</i>)	<input type="checkbox"/>	<input type="checkbox"/>
5.0 RADIATION SURVEILLANCE MONITORING EQUIPMENT		
5.1 A copy of quotation for purchase of personal dosimeter for each potential RPO and GRW or current personnel dose records	<input type="checkbox"/>	<input type="checkbox"/>
5.2 A copy of quotation for purchase of environmental dosimeter for each control area or current records	<input type="checkbox"/>	<input type="checkbox"/>
5.3 A copy of quotation/catalogue of survey meter (<i>minimum 2 units to purchase</i>)	<input type="checkbox"/>	<input type="checkbox"/>

Checked by (applicant):

Received by (SHENA):

Signature & Date:

Signature & Date:

NOTE:

Electronic applications are to be submitted together with all the required supporting documents and emailed to radapplication@shena.gov.bn. Files must be in PDF format, except photos must be in JPEG/PNG format, with appropriate heading and indexed.



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5. AREA SURVEILLANCE MONITORING:						
Type of Survey meter	: <input type="checkbox"/> Neutron		<input type="checkbox"/> Photon			
Model	:					
Quantity (Minimum of 2 units)	:					
6. PERSONAL SURVEILLANCE MONITORING:						
<input type="checkbox"/> Optically Stimulated Luminescence Dosimeter (OSL)			<input type="checkbox"/> Thermoluminescence Dosimeter (TLD)			
<input type="checkbox"/> Radio-Photo Luminescence Dosimeter (RPL)			<input type="checkbox"/> Active Dosimeter			
7. PARTICULARS OF RADIOACTIVE MATERIAL FOR WHICH LICENCE IS SOUGHT *: (if applicable)						
Source	Sealed/ Unsealed	Manufacturer and Model	Maximum Activity to be used (Bq or Ci)	Purpose of Use	Qty	Location
8. PARTICULARS OF CONTROLLED APPARATUS FOR WHICH LICENCE IS SOUGHT *: (if applicable)						
Type	Model	Manufacturer	Maximum Tube Voltage (KeV)	Purpose of Use	Qty	Location
9. LIST OF GENERAL RADIATION WORKER(S) *:						
Name	IC/Passport No.	Date of Birth	Position	Duration with Business Entity		
10. DECLARATION						
I, declare that all particulars and information provided in this application and the documents attached hereto are true to the best of my knowledge and belief, and I understand that the Safety, Health and Environment National Authority (SHENA) reserves the right to reject this application if, at any stage, the information provided is false and incorrect. Should verification be required on any information provided in this application, I hereby authorise SHENA to carry out the necessary investigations.						
_____				_____		
Name and Signature of Applicant				Date and Business Entity Stamp		



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EXAMPLE OF A COMPLETED FORM



RADIATION PROTECTION ORDER, 2018 (S 67/2018)

APPLICATION FOR RADIATION LICENCE

Note:

Please complete the application form and submit together with all the relevant supporting documents to the Radiation Department, SHENA via radapplication@shena.gov.bn. Incomplete submission will be automatically rejected. Additional attachment may be used as applicable when () is listed.*

<p>6. APPLICATION FOR: (Check appropriate box)</p> <p><input type="checkbox"/> New Licence</p> <p><input checked="" type="checkbox"/> Renewal of Licence</p> <p><input type="checkbox"/> Amendment</p> <p>Licence No: _____ (For Renewal/Amendment only)</p>	<p>7. PURPOSE OF: (Check every appropriate box)</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Import / Export</td> <td><input type="checkbox"/> Transport</td> </tr> <tr> <td><input checked="" type="checkbox"/> Use</td> <td><input checked="" type="checkbox"/> Services: Industrial Radiography</td> </tr> <tr> <td><input type="checkbox"/> Manufacture</td> <td><input type="checkbox"/> Others: _____</td> </tr> <tr> <td><input checked="" type="checkbox"/> Possession (Storage)</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Sell</td> <td></td> </tr> </table>	<input checked="" type="checkbox"/> Import / Export	<input type="checkbox"/> Transport	<input checked="" type="checkbox"/> Use	<input checked="" type="checkbox"/> Services: Industrial Radiography	<input type="checkbox"/> Manufacture	<input type="checkbox"/> Others: _____	<input checked="" type="checkbox"/> Possession (Storage)	_____	<input type="checkbox"/> Sell	
<input checked="" type="checkbox"/> Import / Export	<input type="checkbox"/> Transport										
<input checked="" type="checkbox"/> Use	<input checked="" type="checkbox"/> Services: Industrial Radiography										
<input type="checkbox"/> Manufacture	<input type="checkbox"/> Others: _____										
<input checked="" type="checkbox"/> Possession (Storage)	_____										
<input type="checkbox"/> Sell											
8. DETAILS OF APPLICANT:											
Name : Adam bin Abdul Rahim	Date of Birth : 18/10/1963										
IC/Passport No. : 00-045268	IC Colour : Yellow										
Position : Managing Director	Email Address : md@rt.com										
Business Entity Name : Radiographic Testing Sdn Bhd	Tel (Office) : +673 2148795										
Business Entity Address : Unit 15, Jalan 58, Bangunan Baru, Kg Lambak, Bandar Seri Begawan, BB 3513, Negara Brunei Darussalam	Tel (Mobile) : +673 7812469										
9. DETAILS OF RADIATION PROTECTION OFFICER (RPO):											
Name : Mohammad Ismail bin Salam	Date of Birth : 20/05/1970										
IC/Passport No. : 01-054789	IC Colour : Yellow										



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Position	: Radiation Protection Officer/Head of HSE	Email Address	: Ismail.salam@rt.com
Home Address	: No 33, Spg 74, Jalan 70, Kg Mata-Mata, Bandar Seri Begawan, BE1918, Negara Brunei Darussalam	Tel (Mobile)	: +673 8751674

10. AREA SURVEILLANCE MONITORING:

Type of Survey meter : Neutron Photon
Model : 451 B, ND2000
Quantity (Minimum of 2 units) : 2

11. PERSONAL SURVEILLANCE MONITORING:

Optically Stimulated Luminescence Dosimeter (OSL) Thermoluminescence Dosimeter (TLD)
 Radio-Photo Luminescence Dosimeter (RPL) Active Dosimeter

12. PARTICULARS OF RADIOACTIVE MATERIAL FOR WHICH LICENCE IS SOUGHT *: (if applicable)

Source	Sealed/Unsealed	Manufacturer and Model	Maximum Activity to be used (Bq or Ci)	Purpose of Use	Qty	Location
Ir-192	Sealed	QSA Global, Inc. Burlington	70 Ci	Industrial Radiography	3	RT Storage Bomb Pit
Depleted Uranium	Sealed	QSA Global, Inc. Burlington	N/A	Projector Shielding	2	RT Storage Bomb Pit

13. PARTICULARS OF CONTROLLED APPARATUS FOR WHICH LICENCE IS SOUGHT *: (if applicable)

Type	Model	Manufacturer	Maximum Tube Voltage (KeV)	Purpose of Use	Qty	Location
XRF	X-MET8000	Oxford Instruments	50 KV	PMI	1	RT Storage Bomb Pit

14. LIST OF GENERAL RADIATION WORKER(S) *:

Name	IC/Passport No.	Date of Birth	Position	Duration with Business Entity
John Smith	Z3245897	19/08/1980	Radiation Worker	3 years
Haji Burhan bin Sabtu	01-055879	26/01/1990	Radiation Worker	2 years

15. DECLARATION

I, declare that all particulars and information provided in this application and the documents attached hereto are true to the best of my knowledge and belief, and I understand that the Safety, Health and Environment National Authority (SHENA) reserves the right to reject this application if, at any stage, the information provided is false and incorrect. Should verification be required on any information provided in this application, I hereby authorise SHENA to carry out the necessary investigations.

Adam bin Abdul Rahim

Adam Rahim

Name and Signature of Applicant

23/05/2020

Date and Business Entity Stamp





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APPENDIX C

CATEGORISATION OF RADIOACTIVE MATERIAL

CATEGORY	SOURCES USED AND/OR PRACTICES	REQUIRE SRMP
1	<ul style="list-style-type: none"> • Radioisotope Thermoelectric Generators (RTGs) • Irradiator used in sterilization and food preservation • Blood/tissue irradiator • Multi – Beam Teletherapy (Gamma Knife) sources • Teletherapy source 	Yes
2	<ul style="list-style-type: none"> • Industrial Gamma Radiography sources • Brachytherapy sources • Calibration sources (⁶⁰Co) 	Yes
3	<ul style="list-style-type: none"> • Level gauges • Conveyor gauges • Well logging gauges • Security Purpose that used Radioactive Material • Calibration sources (²⁴¹Am) • Blast furnace/ Dredger gauges • Spinning pipe gauges (¹³⁷Cs) • Research reactor start-up sources (²⁴¹Am/Be) 	No
4	<ul style="list-style-type: none"> • Thickness gauges • Fill level gauges • Calibration sources (⁹⁰Sr) • Moisture detectors (²⁴¹Am/Be) • Density gauges (¹³⁷Cs) • Static Eliminators sources • Bone Densitometers sources • X-ray fluorescence (XRF) analyser sources (⁵⁵Fe) • Electron capture detector sources • Medical unsealed sources • Tritium targets (³H) • PET check sources (⁶⁸GE) • Mossbauer spectrometry sources (⁵⁷Co) • Naturally Occurring Radioactive Material (Norm) • Technologically enhanced natural occurring radioactive material (TENORM) 	No



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APPENDIX D

REGISTRATION REQUIREMENTS FOR RADIATION WORKER

INDUSTRY SECTOR

NO	REQUIREMENTS	RPO		GRW	
		NEW	RENEW	NEW	RENEW
A Applicable to all radiation workers					
1	Medical Fitness report from registered medical practitioner stated, "Fit to work" (minimum 6 months expiry)	✓	✓	✓	✓
2	Dose record for the past 12 months		✓		✓
3	Be at least 18 years old	✓		✓	
B Applicable to radiation workers in Industrial Radiography (NDT) activity (Note: Attended American Society for Non-Destructive Testing (ASNT) or other certifying body that complies to ISO 9712)					
1	Valid ASNT Radiography Testing certificate Level 1 or 2	✓		✓	
2	RPO NDT course attendance certificate	✓			
3	Radiation protection awareness attendance certificate		✓	✓	✓
4	Minimum diploma in science or engineering	✓			
C Applicable to radiation workers in Sales, Storage, Security, Manufacture, Gauging and Transport activity					
1	RPO course attendance certificate	✓			
2	Radiation protection awareness attendance certificate		✓	✓	✓
3	Minimum diploma in any technical discipline	✓			

MEDICAL SECTOR

NO	REQUIREMENTS	RPO		GRW	
		NEW	RENEW	NEW	RENEW
A Applicable to radiation workers in Medical activity					
1	Degree in medicine, dentistry, medical imaging, radiation science, medical physics or other medical related discipline	✓			
2	Radiation protection awareness attendance certificate	✓	✓	✓	✓
3	Minimum diploma in medical related discipline			✓	
4	Minimum 3 years of experience in any medical radiation field	✓			

ATTENTION: SHENA only accepts radiation protection training courses recognised by authorities in ASEAN Member States.



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APPENDIX E

RADIATION WORKER FORM



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APPLICATION TO REGISTER AS A RADIATION WORKER

Note:

Please complete the application form and submit together with all the relevant supporting documents to the Radiation Department, SHENA via radapplication@shena.gov.bn. This application form is to be submitted along with a passport photo, copy of verification / certificate / documentation when (*) is listed. Incomplete application submission will be automatically rejected.

1. Applicant Name:	2. For Renewal Application: a) Worker Registration No.: b) Expiry date of previous Radiation Card*:
3. Application Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal	5. Previous Position (RPO/RPS/RW):
4. Position applied: (please tick one) <input type="checkbox"/> Radiation Protection Officer (RPO) <input type="checkbox"/> General Radiation Worker (e.g. radiographer, operator, etc)	6. Sex: <input type="checkbox"/> M <input type="checkbox"/> F
7. Date of Birth (DD/MM/YY):	8. Nationality:
9. Home Address:	10. Age:
	11. IC/Passport No.*:
13. Latest Medical Fitness result (Minimum 6 months validity) *: <input type="checkbox"/> Fit <input type="checkbox"/> Unfit Validity:	12. Tel No.:
	14. Email Address:
15. Business Entity Name: Address: Tel No.:	Name of Business Entity contact person: Email Address:
16. Position of Applicant in Business Entity:	



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17. Educational Level (Please provide *Curriculum Vitae* in a separate attachment) *:

Institution	Level (e.g. MSc, BSc, Diploma, etc.)	Course	Graduation Year

18. List of Radiation Qualification/Training/Work Experience (You may use separate attachment) *:

Organiser	Training Title	Location	Date of Certification

19. Please attach dose record * (if applicable)

20. Medical Licence No. (For Medical Practitioner only) *:

21. Declaration:

I, declare that all particulars and information provided in this application and the documents attached hereto are true to the best of my knowledge and belief, and I understand that the Safety, Health and Environment National Authority (SHENA) reserves the right to reject this application if, at any stage, the information provided is false and incorrect. Should verification be required on any information provided in this application, I hereby authorise SHENA to carry out the necessary investigations.

Applicant signature:

Date:

22. Countersignature:

I hereby endorse the above application of the applicant to become a Radiation Protection Officer/General Radiation Worker * (where applicable) and declare that information provided is accurate and true to the best of my knowledge.

Note: Please choose the appropriate signatory above by crossing out the irrelevant.

Name and Signature of Licensee / RPO

Date and Business Entity Stamp



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APPENDIX F

SAMPLES OF RADIATION WORKER CARDS



Figure 1: Radiation Protection Officer Card



Figure 2: General Radiation Worker Card



Figure 3: The Back of Card



GENERAL REQUIREMENTS FOR RADIATION LICENCE APPLICATIONS

APPENDIX G

ROLES AND RESPONSIBILITIES OF RADIATION WORKER

RADIATION PROTECTION OFFICER (RPO)

The Radiation Protection Officer (RPO) must be appointed by the licensee to undertake the following roles and responsibilities:

- Liaise on behalf of the licensee with SHENA in matters related to the radiation licence;
- Understand and implement any licence condition imposed on the Business Entity;
- Ensure every radiation worker is registered with SHENA;
- Ensure every radiation worker under his supervision has adequate understanding on the Radiation Protection Order, 2018 and any regulations made under the Order;
- Develop a competency or training schedule for every radiation worker;
- Ensure training or course planned for his Radiation Worker is organised by an authorised training provider;
- Aware of any radiation work conducted by his radiation worker;
- Authorise the commencement of any radiation work conducted through Permit to Work (PTW) system;
- Conduct continuous competency assessment of every radiation worker under his supervision;
- Development of a Radiation Protection Programme (RPP) (inclusive of emergency preparedness and response plan) that is compatible with the radiation activity practised by the Business Entity;
- Ensure the radiation work conducted is in accordance to the Radiation Protection Programme (RPP);
- Review and improve the Radiation Protection Programme (RPP) at least once in three years;
- Development of a Security Radioactive Material Plan (SRMP);
- Ensure the security of the radioactive material is actively monitored to prevent any act of unauthorised access, theft and sabotage;
- Ensure storage of radioactive material is approved by SHENA prior to usage;
- Plan and conduct drill to test the implementation of the SRMP and the emergency response plan;
- Ensure only suitable, calibrated and functioning monitoring equipment can be used;
- Designation of area;
- Develop a radiation material tracking and accountability (in and out of the storage);
- Develop a radiation material inventory;
- Conduct radiation risk assessment;
- Develop a personal and area monitoring programme;
- Report any radiological accident to the Radiation Department, SHENA within 24 hours followed by a written report within 30 working days;
- Conduct investigation on any radiological incident and accident;



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- Ensure only licensed entity is allowed to transport the radioactive material;
- Prevent and stop any radiation activity from commencing if it is not in legal compliance with the Radiation Protection Order, 2018; and
- Ensure proper record keeping of the following documents -
 - a) Medical fitness for each radiation worker
 - b) Dose record of every radiation worker
 - c) Leak test report
 - d) Equipment maintenance report
 - e) Equipment calibration report
 - f) Security plan drill record
 - g) Emergency response drill record
 - h) Area monitoring report (of storage or exposure room)
 - i) Entry and exit record (of storage or exposure room)
 - j) Equipment and radioactive source sales record
 - k) Equipment and radioactive source movement tracking record
 - l) Import and Export record
 - m) Disposal record
 - n) Incident investigation report
 - o) Training / Course record
 - p) SHENA inspection record
 - q) Any other document that may be required by SHENA

GENERAL RADIATION WORKER (GRW)

Act in accordance with instructions from the RPO if safe to do so.



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APPENDIX H

FLOWCHART FOR LICENCE APPLICATION

