



ROLES AND RESPONSIBILITIES OF RADIATION PROTECTION OFFICER (RPO)

Roles and responsibilities of an appointed RPO are as follows:

- i) Liaise on behalf of the licensee with SHENA on matters related to radiation licence;
- ii) Understand and implement all licence conditions imposed on the Business Entity;
- iii) Ensure every radiation worker employed by the licensee is registered with SHENA;
- iv) Ensure every radiation worker under his supervision has adequate understanding on the Radiation Protection Act, Chapter 228 and regulations made under the Act;
- v) Develop a competency or training schedule for all radiation workers;
- vi) Ensure training or course planned for all radiation workers are conducted by a registered training provider;
- vii) Supervision of all radiation activities conducted by the radiation workers;
- viii) Conduct continuous competency assessment of all radiation workers under his supervision;
- ix) Development of a Radiation Protection Programme (RPP) that is compatible with the radiation activities undertaken by the Business Entity;
- x) Ensure the radiation work conducted is in accordance with the Radiation Protection Programme (RPP);
- xi) Review and improve the Radiation Protection Programme (RPP) at least once in two years;
- xii) Development of a Security Radioactive Material Plan (SRMP) that is compatible with the radiation activities undertaken by the Business Entity;
- xiii) Ensure the security of the radioactive material is actively monitored to prevent any act of unauthorised access, theft and sabotage;
- xiv) Ensure storage of all radioactive materials is approved by SHENA prior to their usage;
- xv) Plan and conduct drills to test the implementation of the SRMP and the emergency response plan;
- xvi) Ensure all radiation monitoring equipment used are calibrated and functioning properly;
- xvii) Establish clear demarcation of radiation designated areas;
- xviii) Establish and monitor a radiation material tracking and accountability system (in and out of storage);
- xix) Establish a proper radiation material inventory;



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- xx) Conduct risk assessment on radiation activities;
- xxi) Establish a personnel and area monitoring programme;
- xxii) Report any radiological accident and/or incident to the SHENA within 24 hours followed by a written report within 30 days;
- xxiii) Conduct investigation on any radiological accident and/or incident under his supervision;
- xxiv) Ensure only licensed entity is allowed to transport the radioactive materials;
- xxv) Prevent and stop any radiation activity from commencing if it is not in compliance with the Radiation Protection Act, Chapter 228; and
- xxvi) Ensure proper record keeping of the following documents -
 - (a) Medical fitness for all radiation workers
 - (b) Dose record of all radiation workers
 - (c) Leak test reports
 - (d) Equipment maintenance reports
 - (e) Equipment calibration reports
 - (f) Security plan drill records
 - (g) Emergency response drill records
 - (h) Area monitoring reports (of storage or exposure room)
 - (i) Entry and exit records (of storage or exposure room)
 - (j) Equipment and radioactive source sales records
 - (k) Equipment and radioactive source movement tracking records
 - (l) Import and Export of radioactive material and/or controlled apparatus records
 - (m) Disposal of radioactive material and/or controlled apparatus records
 - (n) Incident investigation reports
 - (o) Training / Course records
 - (p) SHENA inspection records
 - (q) Any other document that may be required by SHENA