



## CHECKLIST FOR RENEWAL RADIATION LICENCE APPLICATION

Please complete and attach the following documents during submission: -

1.0 FORM		APPLICANT	SHENA
1.1	Completed Radiation License Application Form, signed and stamped	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.0 RENEWAL RADIATION PROTECTION OFFICER (APPLICABLE IF EXPIRED)</b>			
2.1	Completed Radiation Worker Application Form	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.0 RADIATION PROTECTION PROGRAMME</b>			
3.1	A copy of latest Radiation Protection Programme (RPP) inclusive of emergency plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.0 SECURITY RADIOACTIVE MATERIAL PLAN</b>			
4.1	A copy of Company Security Radioactive Material Plan ( <i>applicable for radioactive materials category 1 and 2 only</i> )		
<b>5.0 RADIATION MONITORING EQUIPMENT</b>			
5.1	A copy of latest dose record analysis for every Radiation Worker	<input type="checkbox"/>	<input type="checkbox"/>
5.2	A copy of dose record analysis control area monitoring (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
5.3	A copy of valid survey meter calibration certificate ( <i>minimum 2 units</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 to email [radapplication@shena.gov.bn](mailto:radapplication@shena.gov.bn). Files must be in PDF format, except photos must be in JPEG/PNG format, with appropriate heading and indexed.*