



اوتوريٽي ڪي بڻسائن ڪسلامتن
ڪصيتن دان عالم سڪيتر
Safety, Health and Environment
National Authority

RADIATION TECHNICAL NOTE (RTN)

TOPIC SUBMISSION OF MANAGEMENT PLAN FOR DISUSED RADIOACTIVE SOURCE (FOR CATEGORIES 1, 2 & 3)				Reference Number 2025/RTN/03
Approved by: Director of Compliance and International Division	Endorsed by: Chief Executive Officer	Issue date: 05 August 2025	Expiry date: None	Revision No: 1

Purpose: This Radiation Technical Note (RTN) serves to update stakeholders involved in radiation-related matters under the purview of the Safety, Health and Environment National Authority (SHENA) concerning compliance with the Radiation Protection Act, Chapter 228. **This RTN applies to all Radiation Licensees, and the Note takes effect from the date of issuance.**

This RTN supplements the previous RTN issued by SHENA on Notification on Management of Disused Radioactive Material and Controlled Apparatus (Ref: 2020/RTN/05).

1. INTRODUCTION

As part of SHENA's ongoing commitment to enhancing national radiation safety and strengthening regulatory compliance, all Radiation Licensees authorised to possess Category 1, 2 or 3 radioactive sources are required to **develop and maintain a Management Plan for Disused Radioactive Sources.**

Effective from 1st January 2026, such Management Plan must be submitted alongside any new or renewal of radiation license applications involving Category 1, 2 or 3 radioactive sources.

A disused source is defined as a radioactive source that is no longer in use and for which there is no intention of future use under the practices for which it was originally authorised. The improper storage or neglect of such sources can present serious risks to safety, security, and the environment.

This requirement is aligned with international best practices and the recommendations of the International Atomic Energy Agency (**IAEA**), particularly regarding the safe management of radioactive sources throughout their lifecycle, including the end-of-life planning and disposal.

2. SCOPE AND APPLICATION

This requirement applies to all Radiation Licensees who have been authorised under the Radiation Protection Act, Chapter 228 and possess Category 1, 2 or 3 radioactive sources as per [Appendix E of the Guidelines on Radiation Protection Programme \(RPP\) Requirements \(Rev.1\)](#);

Radiation Licenses are expected to proactively plan for the end-of-life management of these radioactive sources through options such as:

- Return to the original supplier;
- Short-term storage (<5 years); or
- Long-term storage and disposal (≥5 years).

A **template form (Appendix A)** has been provided to assist Radiation Licensees in developing a suitable management plan and fulfilling the relevant checklist requirements applicable for each disposal option.

All Radiation Licensees are also required to:

- Maintain a copy of the Management Plan as part of their radiation protection documentation; and
- Update the plan if there are changes to the radioactive source inventory or end-of-life options.

3. SUMMARY

The introduction of this requirement is a proactive measure aimed at ensuring that radioactive sources are responsibly managed throughout their full lifecycle. SHENA urges all Radiation Licensees to review their current practices and begin preparations for the timely submission of the Management Plan by the **2026** deadline.

SHENA would like to remind all radiation stakeholders to ensure that their agents are made aware of these updated arrangements.

Should there be any further clarifications on this matter, please email your enquiries to radapplication@shena.gov.bn or contact the SHENA office general line at + 673 238 2000 / +673 272 2200 anytime during office hours.

END

APPENDIX A

TEMPLATE FORM OF MANAGEMENT PLAN OF DISUSED RADIOACTIVE SOURCE (FOR CATEGORY 1, 2 & 3 RADIOACTIVE SOURCE ONLY)

REF: SHENA/CID/FRM/5-439

ORGANIZATION				
NAME OF LICENSEE				
NAME OF APPOINTED RPO				
PURPOSE	Current source	<input type="checkbox"/>	Import	<input type="checkbox"/>

Definition of Disused Source:

Disused sources are defined as a radioactive source that is no longer in use and for which there is no intention of future use under the practices for which it was originally authorized.

A. Particulars of Radioactive Source currently in possession / to be imported

NO.	RADIOACTIVE SOURCE	MAX ACTIVITY (CI/KBQ)	EXPECTED YEAR THE SOURCE BECOMES DISUSED (AS APPLICABLE)	END-OF-LIFE MANAGEMENT OPTION		
				*RETURN TO SUPPLIER	SHORT-TERM STORAGE	LONG-TERM STORAGE AND DISPOSAL
1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Most Recommended
(add the number of rows as applicable)*

B. For option on 'Return to Supplier' you are required to fulfil the following checklist requirements:

CHECKLIST	TICK
A. Written agreement on return of disused sources to supplier, which should consist of the following elements:	<input type="checkbox"/>
▪ <i>An undertaking by the supplier to take the disused source within a specified time period;</i>	<input type="checkbox"/>

<ul style="list-style-type: none"> ▪ The arrangement for transport and associated conditioning of the disused source in connection with its return (including the provision of a transport package certified in accordance with transport regulations and maintenance of the source special form certificate as applicable) 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ The initial estimation and allocation of the costs of return between the user and the supplier. 	<input type="checkbox"/>
<p>B. <i>*If applicable, please provide/ specify any relevant financial tools for return (however not limited to the following:)</i></p> <ul style="list-style-type: none"> ▪ Bankers guarantee. ▪ Insurance coverage. ▪ Letter of credits from banks. 	<input type="checkbox"/>

C. For option on ‘Short-term Storage’ you are required to fill in the questionnaire below:

QUESTION	RESPONSE
a) The location of the short-term storage.	
b) Duration of keeping the source at the location.	
c) Reason for choosing short-term storage.	

Note:

- *Short-term storage of a disused source must be stored in a safe and secure conditions*
- *There should be an appropriate time limit for short-term storage of a disused source.*

D. For option on ‘Long-term Storage and disposal’ you are required to fill in the questionnaire below:

QUESTION	RESPONSE
a) The location of the long-term storage	
b) Duration of keeping the source at the location.	
c) Reason for choosing long-term storage	

You are also required to fulfil the following checklist requirements:

CHECKLIST	TICK
<i>The facilities in which they are stored are fit for the purpose</i>	<input type="checkbox"/>
<i>Record of disused sources in long-term storage facilities are established and maintained</i>	<input type="checkbox"/>
<i>The facility is located, designed, constructed, operated and decommissioned in conformance with regulatory requirements and other established standards for safety and security</i>	<input type="checkbox"/>

Note:

- Long-term storage of disused sources, even if planned for an extended period of time, is not meant to be a permanent solution but rather a stage prior to disposal.

SOFTCOPY OF THE DOCUMENT AVAILABLE FOR DOWNLOAD (PLEASE SCAN THE QR CODE)



<https://qr.shenabrunei.info/shenampdrst>