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دان عالم سكيٽر كيشناسان  
Safety, Health and Environment  
National Authority

## RADIATION TECHNICAL NOTE

TOPIC <b>NEW REQUIREMENTS FOR LICENCE APPLICATIONS AND RADIATION PROTECTION OFFICER (RPO) REGISTRATION</b>				Reference Number <b>2025/RTN/04</b>
<b>Approved by:</b> Director of Compliance and International Division	<b>Endorsed by:</b> Chief Executive Officer	<b>Issue date:</b> 8 August 2025	<b>Expiry date:</b> None	<b>Revision No:</b> 1

**Purpose:** This Radiation Technical Note (RTN) serves to update stakeholders involved with radiation-related matters under the purview of the Safety, Health and Environment National Authority (SHENA) with respect to compliance with the Radiation Protection Act, Chapter 228.

In an effort to enhance the regulatory framework governing radiation matters in Brunei Darussalam, SHENA is pleased to inform all Radiation Licensees and Radiation Protection Officers (RPOs) of the new requirements for the following applications:

### 1) Radiation Licence Applications

#### (a) General Radiation Workers (GRW) Records

- GRW records are now incorporated into radiation licence applications (please refer to the checklist in [Appendix A](#)).
- GRWs will be registered with SHENA once only, with no expiration associated with their registration.
- Each GRW is required to:
  - i) undergo a medical fitness test at a minimum interval of every three (3) years.
  - ii) attend radiation-related training at least once every three (3) years, led by SHENA's Approved Training Providers (ATPs).

**(b) Licensee Training Requirement**

- All Licensees are required to complete the Radiation Protection Act, Chapter 228 course provided by SHENA's ATP. A comprehensive list of ATP can be accessed on the SHENA website at this [link](#).

**(c) Processing Time**

- The processing time for new licence applications has been reduced from ninety (90) working days to seventy (70) working days.

**(d) Radiation Worker Cards**

- The issuance of physical radiation worker cards will be phased out.

We wish to remind all Licensees that, in accordance with Section 10(2)(a), (b), and (e) of the Radiation Protection Act, Chapter 228, it is the obligation of each Licensee to safeguard employees from radiation exposure. This entails the provision of sufficient information, instruction, training, and supervision, as well as ensuring that employees undergo necessary medical examinations.

**2) Registration of Radiation Protection Officer (RPO)**

- (a) All RPOs are mandated to complete the Radiation Protection Act, Chapter 228 course provided by SHENA's Approved Training Provider **(ATPs)**.
- This requirement is applicable to both new applications and renewal.
  - A refresher course is required once the existing certificate has expired.
  - Continuing Professional Development **(CPD)** will be incorporated into the renewal registration requirements with SHENA, commencing with the next renewal cycle (please refer to [Appendix B](#)).
- (b) RPOs are also required to undergo a medical fitness test at least once every three (3) years.
- (c) All registered RPOs will be issued with a digital card.

**The aforementioned new requirements for Licence Applications and the registration of Radiation Protection Officer (RPO) shall take effect from 1<sup>st</sup> September 2025.**

SHENA kindly urges all radiation stakeholders to ensure that their agents are informed of these updated provisions.

Should there be any further clarifications on this matter, please email your enquiries to [radapplication@shena.gov.bn](mailto: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



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## CHECKLIST FOR LICENCE APPLICATION

NO.	DOCUMENT	DESCRIPTION	PLEASE INDICATE (X) IF ATTACHED			FOR OFFICE USE ONLY
			NEW	RENEWAL	AMENDMENT	
1.	Form	Complete licence application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Company registration certificate	Copy of a valid company registration certificate in Brunei Darussalam	<input type="checkbox"/>			
3.	Radiation Protection Officer	Completed Registration of Radiation Worker Application Form and its supporting documents	<input type="checkbox"/>			
4.	Radiation Protection Programme	Copy of Radiation Protection Programme (Refer <a href="#">here</a> for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Security of Radioactive Material Programme	Copy of the Security of Radioactive Material Programme (applicable for <b>radioactive materials Category 1 and 2 only</b> – refer <a href="#">here</a> for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Quotation of Radiation Surveillance Monitoring Equipment	A copy of quotation for purchase of Personal Dosimeter for each radiation worker (if applicable) *	<input type="checkbox"/>			
7.		A copy of quotation for purchase of Environmental Dosimeter for each controlled area (if applicable) *	<input type="checkbox"/>			
8.		A copy of quotation/catalogue of Survey Meter (minimum 2 units to purchase) (if applicable) *	<input type="checkbox"/>			
9.	Records of Radiation Surveillance Monitoring Equipment	Current radiation worker dose records (if applicable) *		<input type="checkbox"/>		
10.		Current dose records of Area Monitoring (if applicable) *		<input type="checkbox"/>		
11.		Current Survey Meter Certificates (if applicable) *		<input type="checkbox"/>		
12.	General Radiation Worker	Completed Registration of Radiation Worker Application Form and its supporting documents	<input type="checkbox"/>			
13.		Latest Medical Certificates for Registered GRW		<input type="checkbox"/>		
14.		Latest Radiation Training Certificates for Registered GRW		<input type="checkbox"/>		

\* The radiation surveillance equipment shall depend on the categorisation of radioactive materials and/or controlled apparatus used and radiation activities undertaken by the licensees (refer to [Radiation Protection Programme Guidelines](#)).



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Note:

Radiation Protection Officer: A technically competent person appointed by a licensee and approved by the Authority to supervise the application of radiation protection regulations, measures, and procedures.

General Radiation Workers (GRW): Any individual working under the instruction of the licensee, whether employed by the licensee, in the handling or use of, or in any activity that will bring him into contact with any radioactive material, nuclear material, radioactive substance or controlled apparatus.

## RADIATION LICENCE APPLICATION FORM

**Note:**

Please complete the application form and submit together with all the relevant supporting documents listed in the checklist to SHENA. Incomplete submission will be automatically rejected.

1. APPLICATION FOR (Check appropriate box)	2. PURPOSE (Check every appropriate box)
<input type="checkbox"/> New	<input type="checkbox"/> Import / Export <input type="checkbox"/> Transport
<input type="checkbox"/> Renewal	<input type="checkbox"/> Use <input type="checkbox"/> Services: _____
<input type="checkbox"/> Amendment	<input type="checkbox"/> Manufacture <input type="checkbox"/> Others: _____
	<input type="checkbox"/> Possession (Storage) <input type="checkbox"/> Sell

3. TYPE OF ACTIVITY
<input type="checkbox"/> Industrial Radiography (Non-Destructive Testing)
<input type="checkbox"/> Well logging & Gauging
<input type="checkbox"/> Manufacture, Transport, Sale, Maintenance, Security, Analysis and Education
<input type="checkbox"/> Medical & Dental
<input type="checkbox"/> Others: _____



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4. DETAILS OF APPLICANT (Note: applicant will act as a licensee - the person responsible for the licence)			
Name		Date of Birth	
IC/Passport No.		IC Colour	
Position		Email Address	
Business Entity Name		Tel (Office)	
Business Entity Address		Tel (Mobile)	

5. DETAILS OF RADIATION PROTECTION OFFICER (RPO) APPOINTED			
Name		Date of Birth	
IC/Passport No.		IC Colour	
Position		Email Address	
Home Address		Tel (Mobile)	

6. AREA SURVEILLANCE MONITORING (if applicable)	
Type of Survey meter	<input type="checkbox"/> Neutron <input type="checkbox"/> Photon
Model	
Quantity (Minimum of 2 units)	



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## 7. PERSONAL SURVEILLANCE MONITORING (if applicable)

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

## 8. PARTICULARS OF RADIOACTIVE MATERIAL FOR WHICH LICENCE IS SOUGHT (if applicable)

SOURCE	TYPE OF CAPSULE	MANUFACTURER	MAXIMUM ACTIVITY TO BE USED (Bq or Ci)	PURPOSE OF USE	QTY	LOCATION

## 9. PARTICULARS OF NUCLEAR MATERIAL FOR WHICH LICENCE IS SOUGHT (if applicable)

SOURCE	TYPE OF CAPSULE	MANUFACTURER	MODEL (IF APPLICABLE)	PURPOSE OF USE	QTY	LOCATION



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10. PARTICULARS OF CONTROLLED APPARATUS FOR WHICH LICENCE IS SOUGHT (if applicable)						
TYPE	MODEL	MANUFACTURER	MAXIMUM TUBE VOLTAGE (KeV)	PURPOSE OF USE	QTY	LOCATION

11. LIST OF VESSELS (if applicable)	
NAME OF VESSEL(S)	

12. LIST OF GENERAL RADIATION WORKERS(S)				
NAME	REGISTRATION NO.	IC/PASSPORT NO.	DATE OF LATEST MEDICAL CERTIFICATE	DATE OF LATEST RADIATION TRAINING



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### 13. 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 & Signature of Applicant

\_\_\_\_\_  
Date & Business Entity Stamp

## APPENDIX B

Continuing Professional Development (CPD) is a continuous process of lifelong learning and remains the responsibility of RPOs to enhance and continually improve their knowledge, awareness, practices, and skills related to radiation and nuclear safety and security to ensure that the appointed RPOs remain competent, qualified and able to perform their duties and responsibilities effectively. **This will become part of the mandatory criteria for the renewal over each renewal registration cycle with SHENA.**

### **Category 1: Continuing Education**

This category comprises structured learning activities that enhance theoretical knowledge, regulatory awareness, and technical competencies in radiation protection. Qualifying activities may include participation in:

- Congress, Conference, seminar, or symposium;
- Training course;
- Webinars and e-learning module;
- Workshop; and / or
- Forum

### **Category 2: Practical Experience and Skills Development**

This category encompasses on-the-job learning, application of technical knowledge, and practical experience gained through the performance of an RPO's duties and responsibilities. Examples are, but not limited to, as follows:

CATEGORIES	RESPONSIBILITIES
Regulatory Compliance & Licensing	<ul style="list-style-type: none"><li>• Liaise with SHENA on licensing matters</li><li>• Implement licence conditions</li><li>• Ensure all radiation workers are registered under SHENA</li></ul>
Training & Competency	<ul style="list-style-type: none"><li>• Develop and implement training schedules</li><li>• Organize induction/ training for radiation workers</li><li>• Conduct competency assessments</li></ul>
Radiation Programme Development	<ul style="list-style-type: none"><li>• Develop, review and improve Radiation Protection Programme (RPP) and Security of Radioactive Material Programme (SRMP)</li></ul>
Operational Supervision	<ul style="list-style-type: none"><li>• Supervise radiation activities</li><li>• Conduct risk assessments</li><li>• Monitor radiation-designated areas</li><li>• Conduct inspections/ audits</li></ul>
Emergency Preparedness & Drills	<ul style="list-style-type: none"><li>• Plan and conduct emergency drills</li><li>• Respond to incidents</li><li>• Investigate accidents/incidents</li></ul>

Monitoring & Calibration	<ul style="list-style-type: none"> <li>• Ensure radiation detectors are calibrated</li> <li>• Ensure personal dosimeters are provided to radiation workers</li> <li>• Ensure area monitoring is conducted</li> </ul>
Record Keeping & Documentation	<ul style="list-style-type: none"> <li>• Maintain essential records: dose reports, calibration, maintenance, entry/exit logs, import/export, training, inspection</li> </ul>
Inventory & Material Tracking	<ul style="list-style-type: none"> <li>• Manage inventory and track movement of radioactive materials</li> <li>• Ensure safe and secure storage and transport</li> </ul>

Evidence of CPD must be recorded and supported by documents such as certificates, evidence of attendance or other means of reasonable verification.

In summary, the minimum number of hours to be completed within each renewal cycle are as follows:

NO.	CATEGORY	MINIMUM NO. OF HOURS
1	CONTINUING EDUCATION	15 HOURS
2	PRACTICAL EXPERIENCE AND SKILLS DEVELOPMENT	30 HOURS

The log record of the CPD must be submitted together with the application form and its supporting documents during the renewal application to SHENA (refer to [Appendix C](#) for the template).

## APPENDIX C



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### CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR RADIATION PROTECTION OFFICER ACTIVITY TRACKER

Name of Radiation Protection Officer			
Registration No.			
Expiry Date of Registration			
Organization			
Start Date		End Date	

CATEGORY 1: CONTINUING EDUCATION RECORD			
Date			
No. of Hours(s)			
Course Title			
Training Provider Name			
Instructor Name			
Instructor Signature		Training Provider/ Organiser Stamp	

**Note:** Each Continuing Education activity must be completed in a separate attachment. Ensure all fields are completed and supporting evidence is submitted.

Total No. of Hours (Category 1)	
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## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR RADIATION PROTECTION OFFICER

CATEGORY 2: PRACTICAL EXPERIENCE AND SKILLS DEVELOPMENT			
NO.	DATE	ACTIVITY	NO. OF HOUR(S)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Note:** If more than 10 activities are to be recorded in this category, please attach a separate document. Ensure all fields are completed with accurate dates and the total number of hours.

Total No. of Hours  
(Category 2)



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## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR RADIATION PROTECTION OFFICER

### DECLARATION

☐ I hereby declare that the information provided in this form is true, complete, and accurate to the best of my knowledge. I understand that any false, misleading, or omitted information may result in the rejection of my application or revocation of my registration status.

Radiation  
Protection Officer  
Signature

Date

### VERIFICATION

☐ I hereby verify that, to the best of my knowledge, the information provided above by the Radiation Protection Officer is accurate and reflects their duties and responsibilities as required.

Radiation Licensee  
Name

Signature

Stamp

Date