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كصيحتن دان عالم سكيتر
Safety, Health and Environment
National Authority

GENERAL REQUIREMENTS FOR RADIATION LICENCE APPLICATION REV 2.0

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1. INTRODUCTION

The Safety, Health and Environment National Authority (**SHENA**) is a statutory authority established under the Safety, Health and Environment National Act (Chapter 227). SHENA acts and enforces all matters relating to workplace safety, health and environment, as well as radiation within Brunei Darussalam.

2. PURPOSE

This document serves as a reference guideline for any applicant who wishes to apply for licence to conduct any or all types of radiation activities in Brunei Darussalam in line with the Radiation Protection Act, Chapter 228 (the Act). The Act controls and regulates the import, export, manufacture, sale, disposal, transport, storage, possession, and use of radioactive materials and controlled apparatus within Brunei Darussalam.

3. SCOPE

This guideline outlines the regulatory requirements for preparing applicants before submitting new, renewal, amendment, and cancellation applications for radiation licences. Any person conducting radiation activities, as specified in Section 6 and Section 7 of the Act, must be licensed by SHENA (the Authority).

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

4. DEFINITIONS

The following terms used in this guideline are defined as follows:

- i) **Amendment Applications:** 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 type of radiation activities, licensee, particulars of licensed radioactive materials and/or controlled apparatus, Radiation Protection Officer (RPO), the Radiation Protection Programme (RPP) and Security of Radioactive Material Programme (SRMP);
- ii) **Applicant:** The person responsible for the radiation licence, known as Licensee;
- iii) **New Applications:** Licence applications from entities that wish to conduct radiation activity but are not licenced with the Authority;
- iv) **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;
- v) **Radiation Protection Officers (RPO):** A technically competent person appointed by a licensee and approved by SHENA to supervise the application of radiation protection regulations, measures, and procedures; and
- vi) **Renewal Applications:** Licence applications from existing licensees who wish to renew their existing radiation licences with no modifications to the current licence.

In this guideline, the list of abbreviations is as follows:

Terms	Description
GRW	General Radiation Worker
OSL	Optically Stimulated Luminescence
RPL	Radio-Photoluminescence Dosimeter
RPO	Radiation Protection Officer
RPP	Radiation Protection Programme
SHENA	Safety, Health and Environment National Authority
SRMP	Security of Radioactive Material Programme
TLD	Thermoluminescence Dosimeter

5. TYPES OF LICENCES

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 for 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.

6. REQUIREMENTS FOR LICENCE APPLICATION

An applicant who wishes to undertake the activities under sections 6 or 7 of the Act must be licensed.

The applicant must ensure that all requirements for the application of a licence have been met at the time of application.

An applicant who submits an application that does not meet the requirements set out by the Authority will be automatically rejected. The applicant is required to resubmit a new application, accompanied by new supporting documents, if they wish to do so.

The applicant shall be required to complete, sign and business entity stamp the Radiation Licence Application Form and submit the following supporting documents (refer to [Appendix A](#)):

- i) For business entities, a copy of their registration Certificates (Form 16/17 or Form X) (if applicable). 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 and RPO (refer [here](#) for more information);
- iii) A copy of the SRMP document endorsed by the applicant and RPO (applicable for radioactive materials Category 1 and 2 only (refer to [Appendix B](#)) – refer [here](#) for more information);
- iv) A copy of the applicant's Radiation Protection Act (Chapter 228) course attendance certificate, issued by SHENA's Approved Training Provider.

- v) Registration of RPO shall be in accordance with the following:
 - a) The entity must appoint one RPO;
 - b) The registration requirements for RPO are as stated in [Appendix C](#);
 - c) The applicant is required to complete the RPO Form as prescribed in [Appendix D](#);
 - d) The roles and responsibilities are as prescribed in [Appendix E](#); and
 - e) All registered RPOs will be issued a digital card.
- vi) Registration of GRW shall be in accordance with the following:
 - a) Registration is once only, with no expiration associated with their registration;
 - b) The registration requirements for GRW are as stated in [Appendix C](#);
 - c) The applicant is required to complete the GRW Form as prescribed in [Appendix E](#);
 - d) All registered GRWs will be issued with a digital slip; and
 - e) Records of registered GRWs are incorporated into radiation licence applications (refer to [Appendix A](#)).
- vii) Surveillance Monitoring Programme shall depend on the categorisation of radioactive materials (refer to [Appendix B](#)) and/or controlled apparatus used (refer to [Appendix G](#)) and radiation activities undertaken by the licensees (refer to [Appendix H](#)). 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 a quotation from the supplier for the purchase of an environmental dosimeter (e.g., OSL, TLD or RPL) for each controlled area or current dose records;
 - c) A copy of a quotation from the supplier for the purchase of a survey meter (minimum two units) or valid survey meter calibration certificates.
- viii) In reference to 2025/RTN/03, effective 1st January 2026, 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.

All completed application forms shall be submitted to SHENA 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 must be submitted through the SHENA official channel.

7. FEES

Currently, fee payments are not required until further notice.

8. APPLICATION PROCESS

Table 1 below describes the processing duration for licence applications.

OVERALL PROCESSING DURATION	NEW (WORKING DAYS)	RENEWAL AND AMENDMENT (WORKING DAYS)
Starts from receipt of the completed application until approval and record-keeping	70	45

9. EFFECTIVE DATE

These guidelines take effect immediately upon publication date on the SHENA website at www.shena.gov.bn. For any further questions regarding this guideline, the Radiation Licensees, Radiation Protection Officers, and new applicants can contact the Authority at:

Safety, Health and Environment National Authority (SHENA)
Level 6, Knowledge Hub Building,
Simpang 32-37, Kg Anggerek Desa,
Bandar Seri Begawan BB3713
Brunei Darussalam

Operating hours : Monday – Friday
8:00 am – 11:30 am and 2:00 pm – 4:00 pm
Office telephone no. : +673 238 2000 / +673 237 2200
Email address : radapplication@shena.gov.bn

10. REFERENCES

- i) Radiation Protection Act, Chapter 228 (RPA, 228).
- ii) SHENA Guidelines on Radiation Protection Programme (RPP) Requirements (Rev. 1).
- iii) SHENA Guidelines on Security of Radioactive Material Programme (SRMP) Requirements.

APPENDIX A: RADIATION LICENCE APPLICATION FORM



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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 here 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 radioactive materials Category 1 and 2 only – refer here 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"/> Others: _____
	<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: CATEGORISATION OF RADIOACTIVE MATERIALS

Table 2 below describes the categorisation of radioactive materials used in common practices.

CATEGORY	SOURCES USED AND/OR PRACTICES
1	• Radioisotope Thermoelectric Generators (RTGs)
	• Irradiator sources
	• Teletherapy source
	• Multi – Beam Teletherapy (Gamma Knife) sources
2	• Industrial Gamma Radiography sources (Non-Destructive Testing)
	• Brachytherapy sources
	• Calibration sources (^{60}Co)
3	• Industrial level gauges
	• Conveyor gauges
	• Well logging gauges
	• Security Purpose that used Radioactive Material
	• Calibration sources (^{241}Am)
	• Blast furnace gauges
	• Spinning pipe gauges (^{137}Cs)
4	• Thickness gauges
	• Fill level gauges
	• Calibration sources (^{90}Sr , ^{137}Cs , ^{57}Co)
	• Moisture detectors ($^{241}\text{Am}/\text{Be}$)
	• Density gauges (^{137}Cs)
	• Static Eliminators sources
	• Bone Densitometers sources
	• X-ray Fluorescence (XRF) analyser sources (^{55}Fe)
	• Electron capture detector sources
	• Medical unsealed sources
	• Tritium targets (^3H)
	• PET check sources (^{68}Ge)
	• Mossbauer spectrometry sources (^{57}Co)
	• Naturally Occurring Radioactive Material (Norm)
	• Technologically enhanced natural occurring radioactive material (TENORM)
	• Thorium Blanket (^{232}Th)

APPENDIX C: REGISTRATION REQUIREMENTS FOR RPO AND GRW

Table 3 below describes the registration requirements for RPO and GRW.

NO	REQUIREMENTS	RPO	GRW
1	Be at least 18 years old	✓	✓
2	Undergo a medical fitness test at a minimum interval of every three (3) years	✓	✓
3	Minimum diploma	✓	✗
4	Attend the RPO Course	For new application	✗
5	Complete the Radiation Protection Act, Chapter 228 course provided by SHENA's Approved Training Provider (ATPs) Note: Licensee is also required to attend the course.	✓	✗
6	Attend Radiation Protection Awareness/Radiation-Related Course	For renewal application	At least once in 3 years
7	A Copy of valid American Society for Non-Destructive Testing (ASNT) Radiography Testing certificate Level 1 or 2 or other certifying bodies that comply with ISO 9712 Note: Applicable for Industrial Radiography Activity only	✓	✓
8	Continuing Professional Development (CPD)	For renewal application	✗
9	Official Appointment Letter	For new application	✗
10	Dose records	✓	✓

APPENDIX D: RPO APPLICATION FORM



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APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER

Please complete the application form and submit it to SHENA, along with all the relevant supporting documents, as listed. Incomplete application submissions will be automatically rejected.

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: _____

FILE NO.	DOCUMENT NAME	DESCRIPTION	PLEASE INDICATE (/)		FOR OFFICE USE ONLY
			NEW	RENEWAL	
1.	Form	Completed application form	<input type="checkbox"/>	<input type="checkbox"/>	
2.	IC / Passport	Copy of Brunei Identity Card (IC) or passport for non-Bruneian citizen	<input type="checkbox"/>		
3.	CV	Up-to-date Curriculum Vitae (CV)	<input type="checkbox"/>		
4.	Photo	One (1) coloured passport photo with white background	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Official Appointment Letter	Official appointment letter for applicant to act as Radiation Protection Officer for the organization	<input type="checkbox"/>		
6.	Highest Educational Certificate	A copy of highest educational certificate Note: Minimum diploma	<input type="checkbox"/>		
7.	Medical Fitness Certificate	A copy of medical fitness certificate	<input type="checkbox"/>	<input type="checkbox"/>	
8.	RPO course attendance certificate	A copy of RPO Attendance Course Certificate	<input type="checkbox"/>		

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FILE NO.	DOCUMENT NAME	DESCRIPTION	PLEASE INDICATE (/)		FOR OFFICE USE ONLY
			NEW	RENEWAL	
9.	Radiation Training	A copy of Radiation Protection Awareness/ Radiation-Related Course Certificate		<input type="checkbox"/>	
10.	RPA Cap. 228 course attendance certificate	A copy of RPA Cap. 228 Attendance Certificate from SHENA's Approved Training Provider	<input type="checkbox"/>	<input type="checkbox"/>	
11.	ASNT Radiography Testing Certificate	A Copy of valid American Society for Non-Destructive Testing (ASNT) Radiography Testing certificate Level 1 or 2 or other certifying bodies that comply with ISO 9712 Note: Applicable for Industrial Radiography Activity only	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Continuous Professional Development (CPD) Log Form	CPD Log form including valid evidence		<input type="checkbox"/>	
13.	*Examination Transcript	A copy of transcript that indicate passing of Radiation Protection Officer Course Examination with SHENA	<input type="checkbox"/>	<input type="checkbox"/>	

*Note: Only commence upon announcement by SHENA via Radiation Technical Note (RTN).

SECTION A: TYPE OF APPLICATION		
Application Type	<input type="checkbox"/> New <input type="checkbox"/> Renewal	
For Renewal Application <i>Note: Renewal application shall be submitted at least 1 month prior to expiry date.</i>	Registration No.	
	Expiry Date of Previous Registration	



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SECTION B: APPLICANT BASIC INFORMATION	
Applicant Name	
IC/Passport No.	
Nationality	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YY)	
Home Address	
Email Address	
Telephone No.	
Highest Educational Level & Name of Course	
Latest Medical Fitness result	<input type="checkbox"/> Fit <input type="checkbox"/> Unfit Issue Date:

SECTION C: BUSINESS ENTITY	
Business Entity Name	
Business Entity Address	
Business Entity Tel No.	
Business Entity Email Address	
Name of Business Entity Contact Person	
Current Designation of Applicant in Business Entity	



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APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER

SECTION D: DECLARATION

- ☐ I declare that all particulars and information provided in this application and the documents attached hereto are accurate 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 authorise SHENA to conduct the necessary investigations.

Signature of Applicant

Date

SECTION E: COUNTERSIGNATURE

- ☐ I hereby endorse the above application of the applicant to become a Radiation Protection Officer and declare that the information provided is accurate and true to the best of my knowledge.

Name & Signature of Licensee

Date & Business Entity Stamp

APPENDIX E: ROLES AND RESPONSIBILITIES OF AN RPO

Roles and responsibilities of an appointed RPO are as follows:

- i) Liaise on behalf of the licensee with SHENA on matters related to the 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 an adequate understanding of 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 that training or courses 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 every two years;
- xii) Development of a Security Radioactive Material Programme (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 before 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 is calibrated and functioning correctly;
- xvii) Establish a 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;
- 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) Investigate any radiological accident and/or incident under his supervision;
- xxiv) Ensure only a 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 SHENA may require

APPENDIX F: GRW APPLICATION FORM



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APPLICATION TO REGISTER AS GENERAL RADIATION WORKER

Please complete the application form and submit it to SHENA, along with all the relevant supporting documents, as listed. Incomplete application submissions will be automatically rejected.

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: _____

FILE NO.	DOCUMENT NAME	DESCRIPTION	PLEASE INDICATE (/)	FOR OFFICE USE ONLY
1.	Form	Completed application form	<input type="checkbox"/>	
2.	IC / Passport	Copy of Brunei Identity Card (IC) or passport for non-Bruneian citizen	<input type="checkbox"/>	
3.	CV	Up-to-date Curriculum Vitae (CV)	<input type="checkbox"/>	
4.	Photo	One (1) coloured passport photo with white background	<input type="checkbox"/>	
5.	Highest Educational Certificate	A copy of highest educational certificate	<input type="checkbox"/>	
6.	Medical Fitness Certificate	A copy of medical fitness certificate	<input type="checkbox"/>	
7.	Radiation Training	A copy of Radiation Protection Awareness/ Radiation-Related Course Certificate	<input type="checkbox"/>	
8.	ASNT Radiography Testing Certificate	A Copy of valid American Society for Non-Destructive Testing (ASNT) Radiography Testing certificate Level 1 or 2 or other certifying bodies that comply with ISO 9712 Note: Applicable for Industrial Radiography Activity only	<input type="checkbox"/>	



اوتوريٽي كجسائن كسلامتن
كهيٽين: دان عالم سكيٽر
Safety, Health and Environment
National Authority

APPLICATION TO REGISTER AS GENERAL RADIATION WORKER

SECTION A: APPLICANT BASIC INFORMATION	
Applicant Name	
IC/Passport No.	
Nationality	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YY)	
Home Address	
Email Address	
Telephone No.	
Highest Educational Level & Name of Course	
Latest Medical Fitness result	<input type="checkbox"/> Fit <input type="checkbox"/> Unfit Issue Date:

SECTION B: BUSINESS ENTITY	
Business Entity Name	
Business Entity Address	
Business Entity Tel No.	
Business Entity Email Address	
Name of Business Entity Contact Person	
Current Designation of Applicant in Business Entity	



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SECTION D: DECLARATION

- ☐ I declare that all particulars and information provided in this application and the documents attached hereto are accurate 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 authorise SHENA to conduct the necessary investigations.

Signature of Applicant

Date

SECTION E: COUNTERSIGNATURE

- ☐ I hereby endorse the above application of the applicant to become a General Radiation Worker and declare that the information provided is accurate and true to the best of my knowledge.

Name & Signature of Licensee /
Radiation Protection Officer

Date & Business Entity Stamp

APPENDIX G: CATEGORISATION OF CONTROLLED APPARATUS

Table 4 below describes the categorisation of controlled apparatus in accordance with the tube voltage.

CATEGORY	APPARATUS PRACTICES	TUBE VOLTAGE
1	Industrial and Medical controlled apparatus	$\geq 11\text{MeV/MV}$
2	Industrial and Medical controlled apparatus	$\geq 1\text{ MeV/MV}$
3	Industrial and Medical controlled apparatus	$\geq 1\text{ keV/kV}$

APPENDIX H: CATEGORISATION OF RADIATION ACTIVITIES FOR MONITORING PROGRAMME

Table 5 below describes the requirements for monitoring programme in accordance with the radiation activities undertaken by the business entity.

NO.	RADIATION ACTIVITIES	REQUIREMENT		
		PERSONAL DOSIMETER	SURVEY METER	ENVIRONMENTAL MONITORING
1	Sales of any controlled apparatus	No	No	No
2	Sales and maintenance of any controlled apparatus	Yes	Yes	No
3	Sales and transport of any controlled apparatus	No	No	No
4	Sales of any radioactive materials	No	No	No
5	Sales and transport of any radioactive materials	Yes	Yes	No
6	Sales and maintenance of any radioactive materials	Yes	Yes	No
7	Use of any radioactive materials	Yes	Yes	Yes
8	Handling of NORM and TENORM	Yes	Yes	Yes
9	Use of check source/reference source for education purposes	No	No	No
10	Use of controlled apparatus (Category 1,2 and 3)	Yes	Yes	Yes
11	Use of controlled apparatus (Category 4)	Yes	No	Yes
11	Use of dental and mobile x-rays	Yes	No	No
12	Use of XRF, XRD, SEM and Metal Analyser	Yes	No	No
13	Transport of any radioactive materials (via land)	Yes	Yes	No
14	Transport of any radioactive materials (via sea)	Yes	Yes	Yes
15	Transport of any radioactive materials (via air)	No	No	No
16	Permanent or temporary storage of any radioactive materials	Yes	Yes	Yes
17	Permanent or temporary storage of any controlled apparatus	Yes	No	No

APPENDIX I: PROCESS FLOW FOR RADIATION LICENCE APPLICATION

