



RADIATION TECHNICAL NOTE

TOPIC TEMPORARY DEACTIVATION OF SHENA ONLINE REGISTRATION PORTAL (ORP) FOR RADIATION LICENSING AND RADIATION WORKERS REGISTRATION			Reference Number: 2023/RTN/04
Approved by: Interim Chief Executive Officer	Issue date: 31 st August 2023	Expiry date: Until Further Notice	Revision No: 01

Purpose: This Radiation Technical Note (RTN) serves to update stakeholders who have dealings and engagements on radiation matters with the Safety, Health and Environment National Authority (SHENA) as stipulated under Sections 6 and 7 of the Radiation Protection Act, Cap 228. **This RTN to Radiation Licensees is effective on Thursday, 31st August 2023.**

In a continuous effort to improve the efficiency of its online services, SHENA hereby informs that e-SHENA **Online Registration Portal (ORP) for Radiation Licensing and Radiation Workers Registration will be temporarily taken out of service** to undergo some maintenance and upgrading work until further notice. To ensure continuity of the above services during this period, SHENA will revert to manual processing of Radiation Licensing and Radiation Workers Registration in accordance with current SHENA Standard Operating Procedures (SOPs). In this respect, Radiation Licensees are required to submit the following applications via email to radapplication@shena.gov.bn:

- i) Radiation Licence Application (New, Renewal and Amendment); and**
- ii) Radiation Workers (Radiation Protection Officers and General Radiation Workers) Registration (New and Renewal).**

The forms and checklists required for the respective applications are available for download on SHENA website under the Licenses and Registrations tab, which may be accessed via this [link](#). For termination of radiation workers, the Radiation Licensees are required to submit the application for termination through an official letter to SHENA together with the submission of the latest dose records and medical fitness report via email to radapplication@shena.gov.bn.

For more information on the manual submission process, please refer to the General Requirements for Radiation Licence Applications, which may be accessed via this [link](#). The Client Charter for all above applications remains unchanged as shown in the tables below:

Client Charter for Radiation License Applications:

TYPE OF SERVICES	WORKING DAYS
Processing time for Radiation License Application	
(a) New	90
(b) Renewal	45
(c) Amendment	45

Client Charter for Radiation Worker Applications:

TYPE OF SERVICES	WORKING DAYS
Processing time for Radiation Worker Application	
(a) New	20
(b) Renewal	20

Kindly take note that this RTN has no impact on the existing process for the applications of Import/Export Authorisation. Should you require further clarification or if you have any enquiries specific to this matter, kindly email to radapplication@shena.gov.bn.

END