



اوتوريٽي ڪيٽيگري ڪملا مٿن
ڪميٽي. ڊان عالم سڪيٽر

Safety, Health and Environment
National Authority

07
AUGUST
2025

SHENA RADIATION ENGAGEMENT FORUM



اوتوري تي ڪيڊسائن ڪملا مٿن
ڪصين دن عالم سڪيتر
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PROGRAMME

ARRIVAL OF PARTICIPANTS

SAFETY BRIEFING & RECITAL OF SURAH AL-FATIAH

OPENING REMARKS

PRESENTATION SESSIONS

- **OPENING – CASE FOR CHANGE**
- **SESSION 1: RADIATION LICENCE – UPDATE ON NEW REQUIREMENTS**
- **SESSION 2: RADIATION PROTECTION OFFICER – UPDATE ON NEW REQUIREMENTS**
- **SESSION 3: MANAGEMENT OF DISUSED RADIOACTIVE SOURCE & CONTROLLED APPARATUS**
- **SESSION 4: RADIATION ENFORCEMENT**
- **SESSION 5: RADIATION DOSIMETRY SERVICE LABORATORY (RDSL)**

Q & A SESSION

SHENA MINI BOOTH TOUR & REFRESHMENTS



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INTRODUCTION: CASE FOR CHANGE

YANG MULIA ZAHARUDDIN BIN HAJI ABD RAHMAN
OFFICER I, COMPLIANCE AND INTERNATIONAL DIVISION, SHENA



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WHY THIS CHANGE?

ACCOUNTABILITY & RESPONSIBILITY

Understanding the legal requirements ,
provide and maintain safety and health of
employees who are exposed or likely to be
exposed to radiation working environment

RISK-BASED, LIFECYCLE-ORIENTED REGULATORY SYSTEM

Move towards a risk-based, lifecycle-oriented
regulatory system.

This approach ensures that regulatory controls
are proportionate to the level of radiological
risk and are applied throughout the **entire
lifecycle** of a radioactive source.



GAPS & FEEDBACK

Gaps & feedback identified during the 5-
years period of radiation licensing &
registration process

Increasing complexity and volume

IAEA & INTERNATIONAL/ REGIONAL GOOD PRACTICES

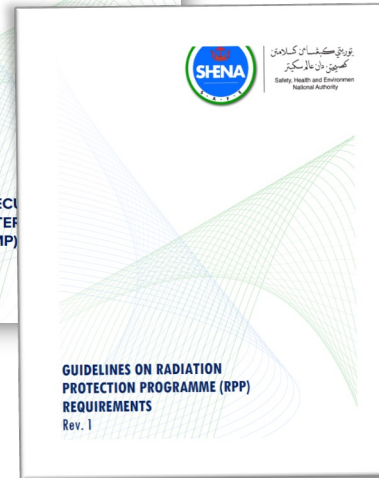
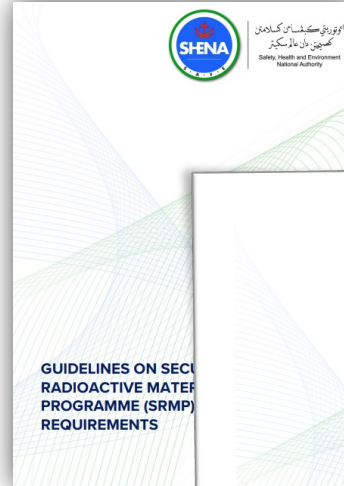
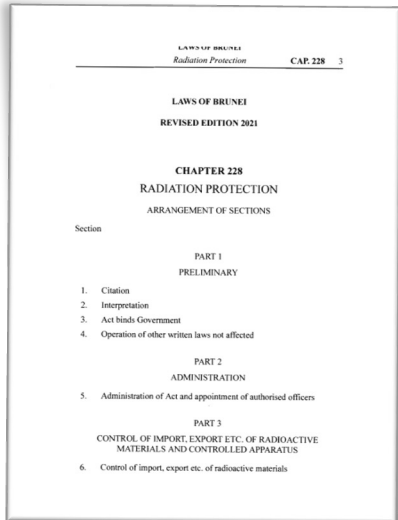
Alignment with IAEA Safety Standards and
International/ Regional good practices



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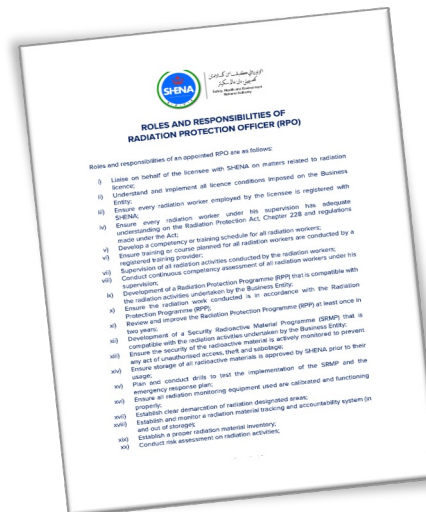
A SHARED RESPONSIBILITIES

- ## RADIATION PROTECTION ACT, CHAPTER 228



- **GUIDELINE ON RADIATION PROTECTION PROGRAMME (RPP) REQUIREMENTS**
- **GUIDELINES ON SECURITY OF RADIOACTIVE MATERIAL PROGRAMME (SRMP) REQUIREMENTS**

- ## ROLES AND RESPONSIBILITIES OF RPO





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TRAINING & COMPETENCY



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RADIATION TECHNICAL NOTE

TOPIC COURSE SYLLABUS: RADIATION PROTECTION ACT (CHAPTER 228) (RPA) AS WELL AS SHENA'S REQUIREMENTS UNDER THE RPA IN RADIATION-RELATED TRAINING COURSES				Reference Number 2024/RTN/02
Approved by: Acting Director of Compliance & International Division	Endorsed by: Acting Interim CEO	Issue date: 10 May 2024	Expiry date: None	Revision No: 1

Purpose: This Radiation Technical Note (RTN) serves to update stakeholders who have dealings and engagements with radiation matters under the Safety, Health and Environment National Authority (SHENA). **This Radiation Technical Note to Radiation Licensees is effective from 10th MAY 2024.**

SHENA is pleased to announce that the topics on the Radiation Protection Act, Chapter 228 will be covered in the radiation-related training courses by SHENA's Approved Training Providers that can be found in **Appendix A** of this RTN. The training course is aimed to provide learners with a good understanding of Brunei Darussalam's Radiation Protection Act as well as the requirements under SHENA.

Approved Training Providers (ATP) who intend to deliver the training course must register with SHENA using the [online form](#) available on the SHENA website which can be found under the 'Licenses & Registrations' tab.

Once the submission is made, SHENA will then review and update the status of the application accordingly. Upon approval of the submitted application, the ATP will receive a letter of approval from SHENA that will allow the ATP to run the training course using the syllabus as attached in **Appendix A**. SHENA will also publish the list of ATP with the qualified trainers for public viewing on SHENA official website www.shena.gov.bn.



1) Radiation Protection Act, Chapter 228

Upcoming (in plan)

- 1) **Basic Radiation Protection Awareness Course**
- 2) **Radiation Protection Officer (RPO) Certification Course**



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WHAT'S COMING: SESSION OVERVIEW



**Radiation Protection Officer
– New Requirements**



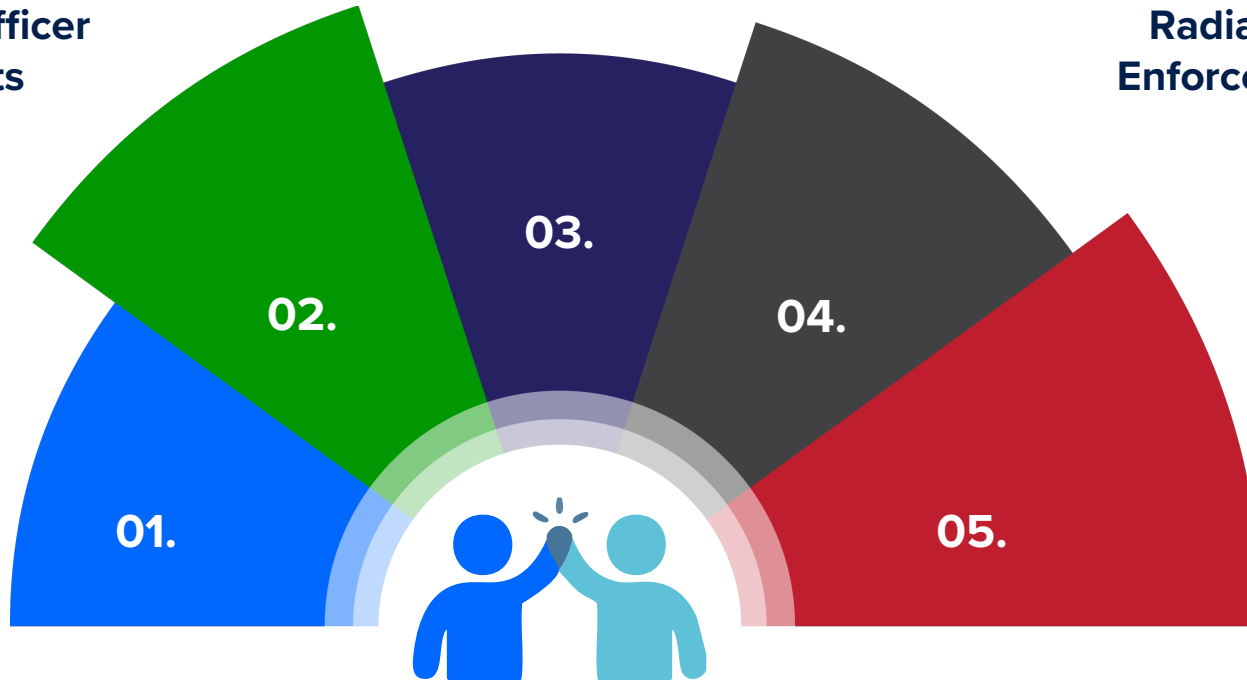
**Management of Disused
Radioactive Source &
Controlled Apparatus**



**Radiation
Enforcement**



**Radiation License –
New Requirements**



**Radiation Dosimetry
Service Laboratory**



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SESSION 1: RADIATION LICENCE - UPDATE ON NEW REQUIREMENTS

YANG MULIA DK NURUL NAZIRAH PG HJ ABD RAHMAN
OFFICER II, COMPLIANCE AND INTERNATIONAL DIVISION, SHENA



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CURRENT REQUIREMENTS

PROCESSING TIME



Client charter for new licence application is 90 working days

GENERAL RADIATION WORKER (GRW)



Renewal registration are submitted prior to expiry date



Undergo a medical fitness test at least once in two years

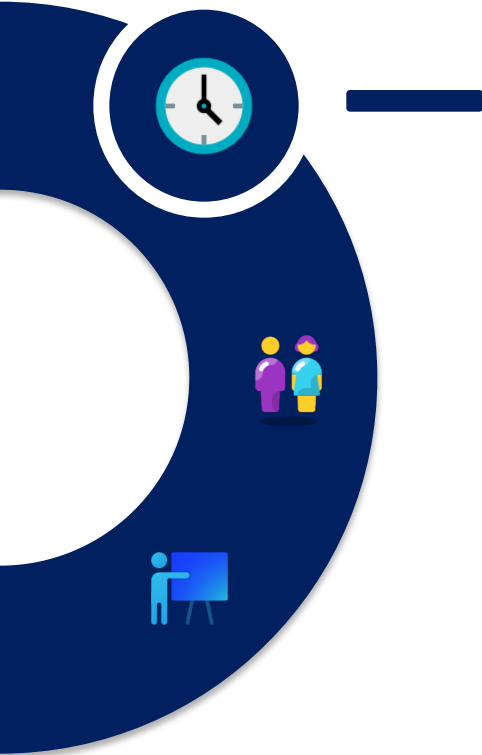


Attend radiation-related training annually



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NEW REQUIREMENTS EFFECTIVE 1st SEPTEMBER 2025



PROCESSING TIME

- The client charter for new licence applications has been reduced from

90

working days



70

working days



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NEW REQUIREMENTS EFFECTIVE 1st SEPTEMBER 2025

GENERAL RADIATION WORKERS

- GRW records are now incorporated into radiation licence applications
- GRWs will be registered with SHENA once only, with no expiry dates
- Physical radiation worker cards will no longer be issued
- Undergo a medical fitness test at least once in three (3) years
- Attend radiation-related training test at least once in three (3) years



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NEW REQUIREMENTS EFFECTIVE 1st SEPTEMBER 2025

LICENSEE TRAINING REQUIREMENT

- All Licensees must attend Radiation Protection Act, Cap. 228 training conducted by SHENA's Approved Training Provider



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Under Section 10(2)(a), (b), and (e) of the Radiation Protection Act, Cap. 228:

Every licensee must protect all of his employees from exposure to radiation, provide sufficient information, instruction, training and supervision and ensure the employees undergo medical examinations.



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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		<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 and depends on the categorization of radioactive materials and the controlled areas used and radiation activities undertaken by the licensees (refer to [Radiation Protection Programme Guidelines](#)).



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GRW REGISTRATION

LICENCE RENEWAL REQUIREMENTS

The latest medical certificates for all registered GRWs

The latest radiation training certificates for all registered GRWs



GRW registration is a one-time requirement, to be submitted:



When applying for a new licence, or



When registering a new GRW



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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"/> 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: _____



REVISED RADIATION LICENCE APPLICATION FORM

SHENA اوتوريٽي ڪيٽيگري ڪيٽيگري ڪميٽي ڊان عالمي سڪيورٽي Safety, Health and Environment National Authority		اوتوريٽي ڪيٽيگري ڪيٽيگري ڪميٽي ڊان عالمي سڪيورٽي Safety, Health and Environment National Authority		اوتوريٽي ڪيٽيگري ڪيٽيگري ڪميٽي ڊان عالمي سڪيورٽي Safety, Health and Environment National Authority		اوتوريٽي ڪيٽيگري ڪيٽيگري ڪميٽي ڊان عالمي سڪيورٽي Safety, Health and Environment National Authority	
DETAILS OF APPLICANT Name: _____ Address: _____ City: _____ Country: _____ Date of Birth: _____ IC Colour: _____ Email Address: _____ Tel (Office): _____ Tel (Mobile): _____		FOR WHICH LICENCE IS SOUGHT Purpose of Use: _____ Qty: _____ Location: _____		FOR WHICH LICENCE IS SOUGHT Purpose of Use: _____ Qty: _____ Location: _____		FOR WHICH LICENCE IS SOUGHT Purpose of Use: _____ Qty: _____ Location: _____	
DETAILS OF RADIATION PROTECTION OFFICER (RPO) APPOINTED Name: _____ Address: _____ City: _____ Country: _____ Date of Birth: _____ IC Colour: _____ Email Address: _____ Tel (Office): _____ Tel (Mobile): _____		FOR WHICH LICENCE IS SOUGHT Purpose of Use: _____ Qty: _____ Location: _____		FOR WHICH LICENCE IS SOUGHT Purpose of Use: _____ Qty: _____ Location: _____		FOR WHICH LICENCE IS SOUGHT Purpose of Use: _____ Qty: _____ Location: _____	
AREA SURVEILLANCE MONITORING (If applicable) Survey meter: <input type="checkbox"/> Naucleon <input type="checkbox"/> Photon By (Minimum of 2 units): _____		FOR WHICH LICENCE IS SOUGHT Purpose of Use: _____ Qty: _____ Location: _____		FOR WHICH LICENCE IS SOUGHT Purpose of Use: _____ Qty: _____ Location: _____		FOR WHICH LICENCE IS SOUGHT Purpose of Use: _____ Qty: _____ Location: _____	
DATE OF LATEST MONITORING TRAINING Date: _____		DATE OF LATEST MONITORING TRAINING Date: _____		DATE OF LATEST MONITORING TRAINING Date: _____		DATE OF LATEST MONITORING TRAINING Date: _____	

approved by the Authority to supervise the

ee, whether employed by the licensee, in the
terial, nuclear material, radioactive substance

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n all the relevant supporting
will be automatically rejected.

e box)

☐ Transport

☐ Services:

☐ Others:

and Education



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)	



REVISED RADIATION LICENCE APPLICATION FORM

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7. PERSONAL SURVEILLANCE MONITORING (if applicable) <input type="checkbox"/> Optically Stimulated Luminescence Dosimeter (OSL) <input type="checkbox"/> Radio-Photo Luminescence Dosimeter (RPL) <input type="checkbox"/> Thermoluminescence Dosimeter (TLD) <input type="checkbox"/> Active Dosimeter	8. FOR WHICH LICENCE IS SOUGHT NAME R.No. PURPOSE OF USE QTY LOCATION	9. PARTICULARS OF RADIOACTIVE MATERIAL FOR WHICH LICENCE IS SOUGHT (if applicable) SOURCE TYPE OF CAPSULE MANUFACTURER RADIOACTIVE ACTIVITY TO BE USED (Bq or Ci) PURPOSE OF USE QTY LOCATION
10. PARTICULARS OF NUCLEAR MATERIAL FOR WHICH LICENCE IS SOUGHT (if applicable) SOURCE TYPE OF CAPSULE MANUFACTURER MODEL (if applicable) PURPOSE OF USE QTY LOCATION	11. DATE OF LATEST MEDICAL CERTIFICATE DATE OF LATEST MEDICAL CERTIFICATE DATE OF LATEST MEDICAL CERTIFICATE	12. DATE OF LATEST RADIATION TRAINING DATE OF LATEST RADIATION TRAINING DATE OF LATEST RADIATION TRAINING
SHENA/CID/FRM/5-401 Page 4 of 6	SHENA/CID/FRM/5-401 Page 5 of 6	SHENA/CID/FRM/5-401 Page 6 of 6

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approved by the Authority to supervise the
ee, whether employed by the licensee, in the
terial, nuclear material, radioactive substance

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will be automatically rejected.

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☐ Transport

☐ Services:

☐ Others:

and Education



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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



REVISED RADIATION LICENCE APPLICATION FORM



13. DECLARATION	
<input type="checkbox"/> 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

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approved by the Authority to supervise the
ee, whether employed by the licensee, in the
aterial, nuclear material, radioactive substance

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n all the relevant supporting
will be automatically rejected.

e box)

☐ Transport

☐ Services:

☐ Others:

and Education



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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



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LICENCE REQUIREMENTS

RADIATION PROTECTION PROGRAMME
Version XXX

We hereby declare that all information contained in the Radiation Protection Programme are correct and true. We further acknowledge, understand, and agree that the programme will be implemented accordingly.

RADIATION PROTECTION OFFICER (RPO)		LICENSEE	
Signature		Signature	
NAME:		NAME:	
DATE:		DATE:	

SECURITY OF RADIOACTIVE MATERIAL PROGRAMME
Version XXX

We hereby declare that all information contained in the Security of Radioactive Material Programme is correct and true. We further acknowledge, understand, and agree that the programme will be implemented accordingly.

RADIATION PROTECTION OFFICER (RPO)		LICENSEE	
Signature		Signature	
NAME:		NAME:	
DATE:		DATE:	

The licensee must ensure **full compliance** with the approved Radiation Protection Programme (RPP) and Security Of Radioactive Material Programme (SRMP)





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LICENCE REQUIREMENTS

The importation of any radioactive materials or controlled apparatus must be licensed under the company and must not exceed the approved licensed quantities

Serial No.:
APPENDIX A

A. LIST OF RADIOACTIVE MATERIAL

NO	TYPE OF RADIOACTIVE MATERIAL	MANUFACTURER	MAX ACTIVITY (Bq or Ci)	QUANTITY	PURPOSE
N/A	N/A	N/A	N/A	N/A	N/A

TOTAL LICENSED RADIOACTIVE MATERIAL(S): N/A UNIT(S)

B. LIST OF NUCLEAR MATERIAL

NO	TYPE OF NUCLEAR MATERIAL	MANUFACTURER	QUANTITY	PURPOSE
N/A	N/A	N/A	N/A	N/A

TOTAL LICENSED NUCLEAR MATERIAL(S): N/A UNIT(S)

C. LIST OF CONTROLLED APPARATUS

NO	MODEL OF CONTROLLED APPARATUS	MAX TUBE VOLTAGE KeV	QUANTITY	PURPOSE
1	VMI SPECTRUM 6040	170	05	SECURITY

TOTAL LICENSED CONTROLLED APPARATUS: 05 UNIT(S)

NOTE:
N/A - NOT APPLICABLE
UL - UNLIMITED

END-USER
LICENCE

Page 2 of 3

Serial No.:
APPENDIX A

A. LIST OF RADIOACTIVE MATERIAL

NO	TYPE OF RADIOACTIVE MATERIAL	MANUFACTURER	MAX ACTIVITY (Bq or Ci)	QUANTITY	PURPOSE
1	Ir-192	UL	70 Ci	UL	INDUSTRIAL RADIOGRAPHY

TOTAL LICENSED RADIOACTIVE MATERIAL(S): UL UNIT(S)

B. LIST OF NUCLEAR MATERIAL

NO	TYPE OF NUCLEAR MATERIAL	MANUFACTURER	QUANTITY	PURPOSE
N/A	N/A	N/A	N/A	N/A

TOTAL LICENSED NUCLEAR MATERIAL(S): N/A UNIT(S)

C. LIST OF CONTROLLED APPARATUS

NO	MODEL OF CONTROLLED APPARATUS	MAX TUBE VOLTAGE KeV	QUANTITY	PURPOSE
1	VMI SPECTRUM 6040	170	UL	SECURITY

TOTAL LICENSED CONTROLLED APPARATUS: UL UNIT(S)

NOTE:
N/A - NOT APPLICABLE
UL - UNLIMITED

SUPPLIER
LICENCE

Page 2 of 3

Serial No.:
APPENDIX A

5. DETAILS OF APPLICANT:

Company Name	: Security Supplier Sdn Bhd	Expiry Date of Licence	: 07/08/2026
Licence No.	: L/0120	Contact No.	: +673 798 2146
Name of Radiation Protection Officer (RPO)	: Azhar bin Adam	Expiry Date of RPO Registration	: 07/08/2026
Serial No. of Survey Meter (at least 1 unit)	: 2003495	Expiry Date of Calibration Certificate for Survey Meter (at least 1 unit)	: 10/12/2026

6. DETAILS OF FORWARDER:

Company Name	:	Expiry Date of Licence	:
Company Address	:	Email Address	:
Licence No.	:	Contact No.	:

7. DETAILS OF SENDER / RECEIPT OF GOODS:

Company Name	: VMI SECURITY	Email Address	: marissa@vmts.com.us
Company Address	: 1110 Brickell Avenue, Suite 710 Miami, Florida - USA (Postal code 33131)	Contact No.	: +1 305 779 5692

8. DETAILS OF END-USER (FOR IMPORT ONLY):

Company Name	: Security Sdn Bhd	Expiry Date of Licence	: 09/03/2026
Company Address	: Lot 58, Jln Seria Belat	Email Address	: rpo@sgmail.com
Licence No.	: L/0115	Contact No.	: +673 723 4579

9. INFORMATION OF RADIOACTIVE MATERIAL TO BE IMPORTED / EXPORTED:

Source	Sealed/Unsealed	Serial Number	Manufacturer and Model	Activity to be used (Bq or Ci)	Purpose of Use
--------	-----------------	---------------	------------------------	--------------------------------	----------------

10. INFORMATION OF CONTROLLED APPARATUS TO BE IMPORTED / EXPORTED:

Type	Serial Number	Manufacturer and Model	Maximum Tube Voltage (KeV)	Purpose of Use
X-RAY	11589	VMI SPECTRUM 6040	170	SECURITY

IMPORT / EXPORT
AUTHORISATION FORM





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LICENCE REQUIREMENTS



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APPENDIX F

CATEGORISATION OF RADIATION ACTIVITIES FOR MONITORING PROGRAMME

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

The monitoring programme shall depend on the **categorisation** of radioactive materials and controlled apparatus used as well as the radiation **activities** undertaken by the licensees





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LICENCE REQUIREMENTS

Dear Sir/Madam,

With regards to your Radiation Licence application submitted on 22nd January 2025, we are pleased to inform you that it has been **APPROVED WITH CONDITIONS**.

Name of Company	Licence No.	Issue Date	Expiry Date	Conditions
SECURITY SDN BHD	L/0115	01-03-25	31-08-25	<ul style="list-style-type: none">To ensure survey meters are calibrated.To install environmental monitoring for all controlled apparatus prior to expiry date.To ensure all radiation workers are trained and undergo medical fitness test.

Kindly be informed that the conditions are required to be fulfilled prior to expiry date.

In the event that you wish to seek clarification on this matter, please do not hesitate to contact us.

Thank you.

Warm regards,



COMPLIANCE & INTERNATIONAL DIVISION

SAFETY, HEALTH AND ENVIRONMENT NATIONAL AUTHORITY (SHENA)

Level 4, Design & Technology (D&T) Building,
Spg. 32-37, Kg. Anggerek Desa,
Bandar Seri Begawan BB3713,
Negara Brunei Darussalam
T: +673 2722200
E: cid@shena.gov.bn
W: www.shena.gov.bn



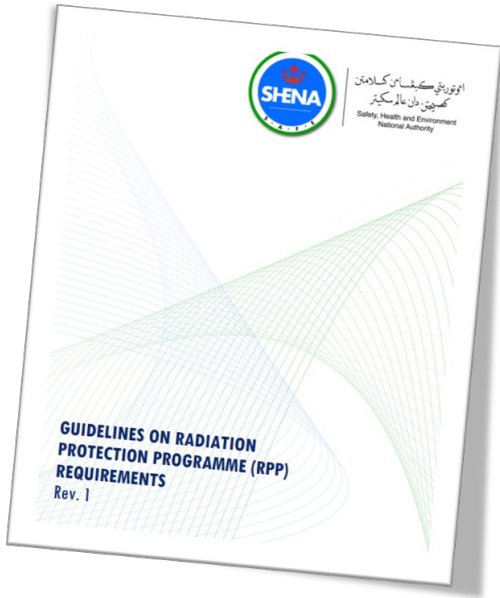
If non-compliance with licence requirements or conditions is found, the licence will only be issued for a **period of six months** and will be accompanied by a **licence slip** only





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RADIATION PROTECTION PROGRAMME



All licensed radioactive materials and controlled apparatus must be accurately reflected and aligned in both the RPP and the licence application

Installation of any radioactive materials or controlled apparatus must be reported to SHENA with a minimum notice period of 7 days prior to installation

The annual dose limit for a radiation worker shall not exceed 20 mSv per year

The reference to the Radiation Protection Order, 2018 should be updated to the Radiation Protection Act, Chapter 228



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ONLINE REGISTRATION PORTAL



SHENA launched a pilot implementation phase of the E-SHENA Online Registration Portal for the submission of radiation-related applications



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ONLINE REGISTRATION PORTAL



**E-SHENA Online Registration
Portal was deactivated**



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ONLINE REGISTRATION PORTAL



Efforts are currently underway to reinstate the ORP with enhanced functionality and improved efficiency in due course



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SESSION 2: RADIATION PROTECTION OFFICER – UPDATE ON NEW REQUIREMENTS

YANG MULIA NURUL NAJIAH BINTI ROSLI
OFFICER II, COMPLIANCE AND INTERNATIONAL DIVISION, SHENA



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RADIATION PROTECTION OFFICER

DEFINITION:

**A technically competent person appointed
by a licensee and approved by the Authority
to supervise the application of radiation protection
regulations, measures, and procedures**



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ROLES & RESPONSIBILITIES



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ROLES AND RESPONSIBILITIES OF RADIATION PROTECTION OFFICER (RPO)

Roles and responsibilities of an appointed RPO are as follows:

- i) Liaise on behalf of the licensee with SHENA on matters related to 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 adequate understanding on 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 training or course 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 in 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 prior to 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 are calibrated and functioning properly;
- xvii) Establish 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;



Liaise with SHENA on radiation licence matters



Understand and implement licence conditions



Ensure radiation workers are registered with SHENA



Supervise all radiation-related activities conducted by the radiation workers



Develop & ensure implementation of Radiation Protection Programme (RPP)



Develop & ensure implementation of Security of Radioactive Material Programme (SRMP)





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ROLES & RESPONSIBILITIES (CONT')



SECURITY

- ✓ Actively monitor the security of radioactive materials and controlled apparatus
- ✓ Ensure proper storage of radioactive materials and controlled apparatus
- ✓ Ensure only licensed entities transport radioactive materials



MONITORING

- ✓ Maintain calibrated and functional radiation monitoring equipment
- ✓ Implement personnel and area monitoring programmes



COMPETENCY

- ✓ Ensure provision of information and training to radiation workers



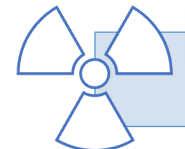
INVENTORY & RECORD KEEPING

- ✓ Establish and maintain inventory of radioactive materials and controlled apparatus
- ✓ Ensure proper record keeping



EMERGENCY PREPAREDNESS & RESPONSE

- ✓ Plan and conduct emergency drills
- ✓ Investigate radiological accidents/incidents under supervision
- ✓ Report incident/accident(s) to SHENA within 24 hours and submit a written report within 30 days



RISK ASSESSMENT

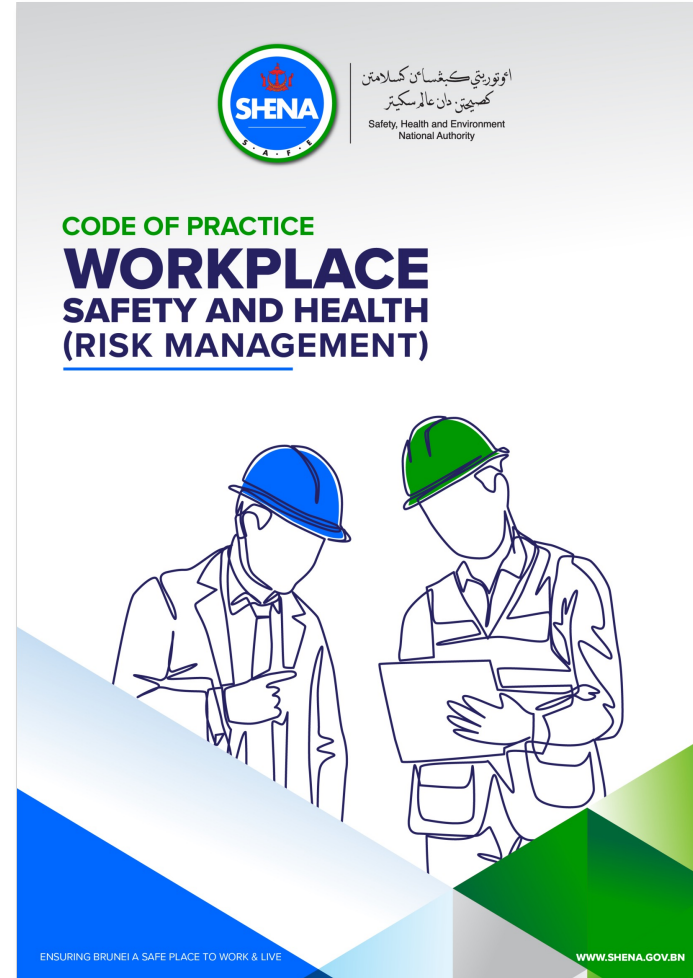
- ✓ Conduct risk assessment on radiation activities



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GUIDANCE FOR RISK ASSESSMENT

CODE OF PRACTICE



<https://qr.shenabrunei.info/25cop01>



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CURRENT REQUIREMENTS FOR RPO

Registration Requirements

New and Renewal of RPO / GRW application are required to comply with the following

Industry Sector

Medical Sector

No	Requirements	RPO	
		New	Renews
A	Applicable to all radiation workers		
1	Medical Fitness report from registered medical practitioner stated, "Fit to work" (minimum 6 months expiry)	✓	✓
2	Dose record for the past 12 months		✓
3	Be at least 18 years old	✓	
B	Applicable to radiation workers in Industrial Radiography (NDT) activity (Note: Attended American Society for Non-Destructive Testing (ASNT) or other certifying bodies that complies to ISO 9712)		
1	Valid ASNT Radiography Testing certificate Level 1 or 2	✓	
2	RPO NDT course attendance certificate	✓	
3	Radiation protection awareness attendance certificate		✓
4	Minimum diploma in science or engineering	✓	
C	Applicable to radiation workers in Sales, Storage, Security, Manufacture, Gauging and Transport activity		
1	RPO course attendance certificate	✓	
2	Radiation protection awareness attendance certificate		✓
3	Minimum diploma in any technical discipline	✓	

Registration Requirements

New and Renewal of RPO / GRW application are required to comply with the following

Industry Sector

Medical Sector

No	Requirements	RPO	
		New	Renews
A	Applicable to radiation workers in Medical activity		
1	Degree in medicine, dentistry, medical imaging, radiation science, medical physics or other medical related discipline	✓	
2	Radiation protection awareness attendance certificate	✓	✓
3	Minimum diploma in medical related discipline		
4	Minimum 3 years of experience in any medical radiation field	✓	



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NEW REQUIREMENTS EFFECTIVE 1st SEPTEMBER 2025



TRAINING REQUIREMENT

- RPO must attend Radiation Protection Act, Cap. 228 course conducted by SHENA's Approved Training Provider
 - ☑ Applicable for new and renewal application
 - ☑ To attend the refresher course once existing certificate has expired
- All RPO (both industry & medical sectors) must attend RPO Course
- Continuing Professional Development (CPD) is commenced as part of the renewal registration requirement with SHENA at the next renewal cycle





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NEW REQUIREMENTS EFFECTIVE 1st SEPTEMBER 2025



MEDICAL FITNESS TEST

- RPO is required to undergo a medical fitness test at least once every 3 years



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NEW REQUIREMENTS EFFECTIVE 1st SEPTEMBER 2025



REGISTRATION

- For new registration, require to submit official appointment letter
- All RPO registration is valid for 1 year
- All registered RPO will be issued a digital card



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NEW REQUIREMENTS EFFECTIVE 1st SEPTEMBER 2025



EXAMINATION

- RPO Course Examination with SHENA (only commence once announce via RTN)



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ڪصيتن دان عالم سڪيٽر
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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"/>		



REVISED RADIATION PROTECTION OFFICER REGISTRATION FORM

APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER		ON TO REGISTER AS RADIATION PROTECTION OFFICER		APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER	
<p>FILE NO.</p> <p>DOCUMENT NAME</p> <p>DESCRIPTION</p> <p>PLEASE INDICATE (/)</p> <p>FOR OFFICE USE ONLY</p>		<p>FILE NO.</p> <p>DOCUMENT NAME</p> <p>DESCRIPTION</p> <p>PLEASE INDICATE (/)</p> <p>FOR OFFICE USE ONLY</p>		<p>FILE NO.</p> <p>DOCUMENT NAME</p> <p>DESCRIPTION</p> <p>PLEASE INDICATE (/)</p> <p>FOR OFFICE USE ONLY</p>	
<p>1. Radiation Training</p> <p>2. RPA Course Attendance Certificate</p> <p>3. RPA Course Completion Certificate</p> <p>4. RPA Course Completion Certificate</p> <p>5. RPA Course Completion Certificate</p> <p>6. RPA Course Completion Certificate</p> <p>7. RPA Course Completion Certificate</p> <p>8. RPA Course Completion Certificate</p>		<p>1. Radiation Training</p> <p>2. RPA Course Attendance Certificate</p> <p>3. RPA Course Completion Certificate</p> <p>4. RPA Course Completion Certificate</p> <p>5. RPA Course Completion Certificate</p> <p>6. RPA Course Completion Certificate</p> <p>7. RPA Course Completion Certificate</p> <p>8. RPA Course Completion Certificate</p>		<p>1. Radiation Training</p> <p>2. RPA Course Attendance Certificate</p> <p>3. RPA Course Completion Certificate</p> <p>4. RPA Course Completion Certificate</p> <p>5. RPA Course Completion Certificate</p> <p>6. RPA Course Completion Certificate</p> <p>7. RPA Course Completion Certificate</p> <p>8. RPA Course Completion Certificate</p>	
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<p>25. RPA Course Completion Certificate</p> <p>26. RPA Course Completion Certificate</p> <p>27. RPA Course Completion Certificate</p> <p>28. RPA Course Completion Certificate</p> <p>29. RPA Course Completion Certificate</p> <p>30. RPA Course Completion Certificate</p> <p>31. RPA Course Completion Certificate</p> <p>32. RPA Course Completion Certificate</p>		<p>25. RPA Course Completion Certificate</p> <p>26. RPA Course Completion Certificate</p> <p>27. RPA Course Completion Certificate</p> <p>28. RPA Course Completion Certificate</p> <p>29. RPA Course Completion Certificate</p> <p>30. RPA Course Completion Certificate</p> <p>31. RPA Course Completion Certificate</p> <p>32. RPA Course Completion Certificate</p>		<p>25. RPA Course Completion Certificate</p> <p>26. RPA Course Completion Certificate</p> <p>27. RPA Course Completion Certificate</p> <p>28. RPA Course Completion Certificate</p> <p>29. RPA Course Completion Certificate</p> <p>30. RPA Course Completion Certificate</p> <p>31. RPA Course Completion Certificate</p> <p>32. RPA Course Completion Certificate</p>	



REGISTER AS PROTECTION OFFICER

SHENA, along with all the relevant supporting documents,
will be automatically rejected.

ACTIVITY
(ing)
Security, Analysis and Education

ON	PLEASE INDICATE (/)		FOR OFFICE USE ONLY
	NEW	RENEWAL	
m	<input type="checkbox"/>	<input type="checkbox"/>	
rd (IC) or citizen	<input type="checkbox"/>		
se (CV)	<input type="checkbox"/>		
photo with white	<input type="checkbox"/>	<input type="checkbox"/>	
for applicant to Officer for the	<input type="checkbox"/>		
onal certificate	<input type="checkbox"/>		
ertificate	<input type="checkbox"/>	<input type="checkbox"/>	
e Course	<input type="checkbox"/>		

APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER

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 <i>Note: Applicable for Industrial Radiography Activity only</i>	<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	



REVISED RADIATION PROTECTION OFFICER REGISTRATION FORM

 اوتوریتی کے بھسائن کسلا کھپیتن دان عالم سکیتز Safety, Health and Environment National Authority	 اوتوریتی کے بھسائن کسلا کھپیتن دان عالم سکیتز Safety, Health and Environment National Authority
APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER	APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER
SECTION B: APPLICANT BASIC INFORMATION	SECTION D: DECLARATION
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:	I declare that the information provided in this application and the documents attached to it are true and correct to the best of my knowledge and belief, and I understand that the Environment National Authority (SHENA) reserves the right to reject this application if the information provided is false and incorrect. Should verification information provided in this application, I authorize SHENA to conduct the same.
SECTION C: BUSINESS ENTITY	SECTION E: COUNTERSIGNATURE
Business Entity Name Business Entity Address Business Entity Tel No. Business Entity Email Address Name of Business Entity Current Designation of Applicant in Business Entity	I, the undersigned, being duly authorized, hereby declare that the information provided is accurate and true to the best of my knowledge and belief.
Page 3 of 4	Page 4 of 4

REGISTER AS SECTION OFFICER

NA, along with all the relevant supporting documents,
atically rejected.

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ON	PLEASE INDICATE (/)		FOR OFFICE USE ONLY
	NEW	RENEWAL	
m	<input type="checkbox"/>	<input type="checkbox"/>	
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ge (CV)	<input type="checkbox"/>		
photo with white	<input type="checkbox"/>	<input type="checkbox"/>	
for applicant to n Officer for the	<input type="checkbox"/>		
onal certificate	<input type="checkbox"/>		
ertificate	<input type="checkbox"/>	<input type="checkbox"/>	
e Course	<input type="checkbox"/>		

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National Authority



APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER

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	



REVISED RADIATION PROTECTION OFFICER REGISTRATION FORM



APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER

SECTION D: DECLARATION	
<input type="checkbox"/> 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 authorize SHENA to conduct the necessary investigations.	
Signature of Applicant	Date
SECTION E: COUNTERSIGNATURE	
<input type="checkbox"/> 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

REGISTER AS SECTION OFFICER

NA, along with all the relevant supporting documents,
atically rejected.

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ecurity, Analysis and Education

ON	PLEASE INDICATE (/)		FOR OFFICE USE ONLY
	NEW	RENEWAL	
m	<input type="checkbox"/>	<input type="checkbox"/>	
rd (IC) or citizen	<input type="checkbox"/>		
se (CV)	<input type="checkbox"/>		
photo with white	<input type="checkbox"/>	<input type="checkbox"/>	
for applicant to n Officer for the	<input type="checkbox"/>		
onal certificate	<input type="checkbox"/>		
certificate	<input type="checkbox"/>	<input type="checkbox"/>	
e Course	<input type="checkbox"/>		

Page 1 of 4

Page 2 of 4

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APPLICATION TO REGISTER AS RADIATION PROTECTION OFFICER

SECTION D: DECLARATION	
<input type="checkbox"/>	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.
<div>Signature of Applicant</div> <div>Date</div>	
SECTION E: COUNTERSIGNATURE	
<input type="checkbox"/>	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.
<div>Name & Signature of Licensee</div> <div>Date & Business Entity Stamp</div>	

SHENA/CID/FRM/5-405

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REVISED RADIATION PROTECTION OFFICER REGISTRATION FORM



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CONTINUING PROFESSIONAL DEVELOPMENT (CPD)




RPOs remain responsible for continuously improving their knowledge and skills in radiation and nuclear safety to stay competent and perform their duties effectively.

Category 1: Continuing Education

May include participation in:

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



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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
<small>Note: Each Continuing Education activity must be completed in a separate attachment. Ensure all fields are completed and supporting evidence is submitted.</small>	
Total No. of Hours (Category 1)	
SHENA/CID/PRM/S-407	
Page 1 of 3	
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CONTINUING PROFESSIONAL DEVELOPMENT (CPD)



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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			
<input type="checkbox"/> 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			
<input type="checkbox"/> 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	

Category 2: Practical Experience and Skills Development

Activities include on-the-job learning, applying technical knowledge, and gaining practical experience through performing RPO duties.



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CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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

CPD activities must be documented with evidence such as certificates, attendance records, or other forms of verification.



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SESSION 3: MANAGEMENT OF DISUSED RADIOACTIVE SOURCE & CONTROLLED APPARATUS

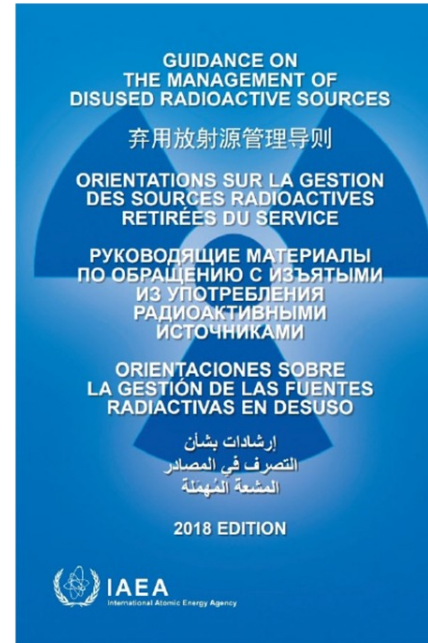
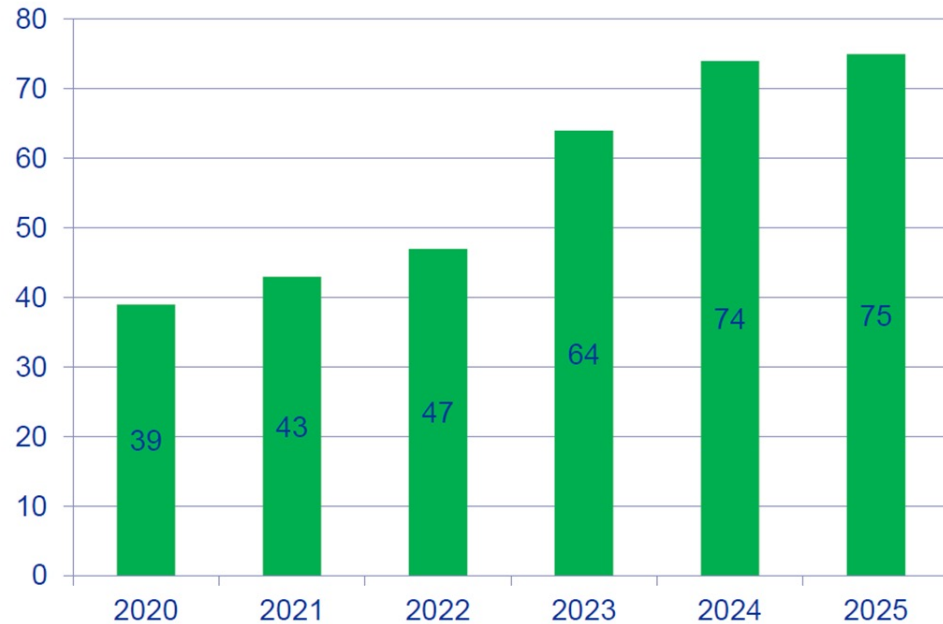
YANG MULIA ZAHARUDDIN BIN HAJI ABD RAHMAN
OFFICER I, COMPLIANCE AND INTERNATIONAL DIVISION, SHENA



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CODE OF CONDUCT ON THE SAFETY & SECURITY OF RADIOACTIVE SOURCE

Political Commitment to the Guidance - Global



Code approved 2003

IAEA Board of Governors approved the Code of Conduct September 2003

20+ years

of Member State support to enhance the safety and security of radioactive sources

Import and Export

providing guidance on the safe and secure transfer of radioactive sources between States

Management of Disused Radioactive Sources

providing guidance on the end-of-life management of radioactive sources

Brunei Darussalam was the 75th Country addressing political commitment to the Guidance on the Management of Disused Radioactive Source



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**Meeting
In May 2025**

**151 IAEA
member
states**

**IAEA
Headquarters
Vienna**





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DISUSED RADIOACTIVE SOURCE



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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.

- **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 authorized.

- **Scope and Application:**
 - All Radiation Licensees who have been authorised under the Radiation Protection Act, Cap 228 and possess **Category 1, 2 or 3** radioactive sources.

- **Effective from 1st January 2026 onwards**





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Category 1

- Radioisotope Thermoelectric Generators (RTGs)
- Irradiator sources
- Teletherapy source
- Multi-Beam Teletherapy (Gamma Knife) sources
- Any Radioactive Material More Than 400 GBq

Category 2

- Industrial gamma radiography sources (NDT)
- Industrial gamma projector (Depleted Uranium)
- Brachytherapy sources
- Calibration sources (^{60}Co)

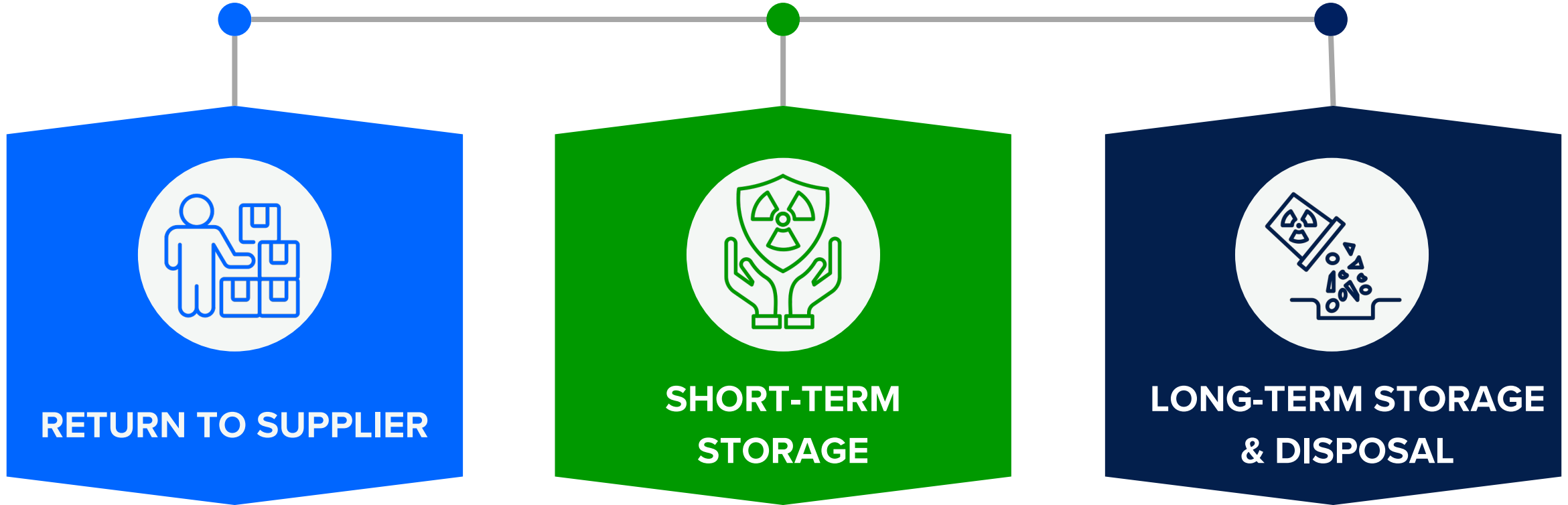
Category 3

- Industrial level gauges
- Conveyor gauges
- Well logging gauges
- Radioactive Material used for Security Purposes
- Calibration sources (^{241}Am)
- Blast furnace gauges
- Spinning pipe gauges (^{137}Cs)



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MANAGEMENT OPTIONS



Type

Storage Duration

Short-Term

<5 years

Long-Term

≥5 years



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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***



RETURN TO SUPPLIER

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"/>
▪ <i>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)</i>	<input type="checkbox"/>
▪ <i>The initial estimation and allocation of the costs of return between the user and the supplier.</i>	<input type="checkbox"/>
<i>*B) If applicable, please provide/ specify any relevant financial tools for return (however not limited to the following:)</i> ▪ Bankers guarantee. ▪ Insurance coverage. ▪ Letter of credits from banks.	<input type="checkbox"/>



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SHORT-TERM STORAGE

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.*



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LONG-TERM STORAGE & DISPOSAL

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 required to fulfil the following checklist requirements:

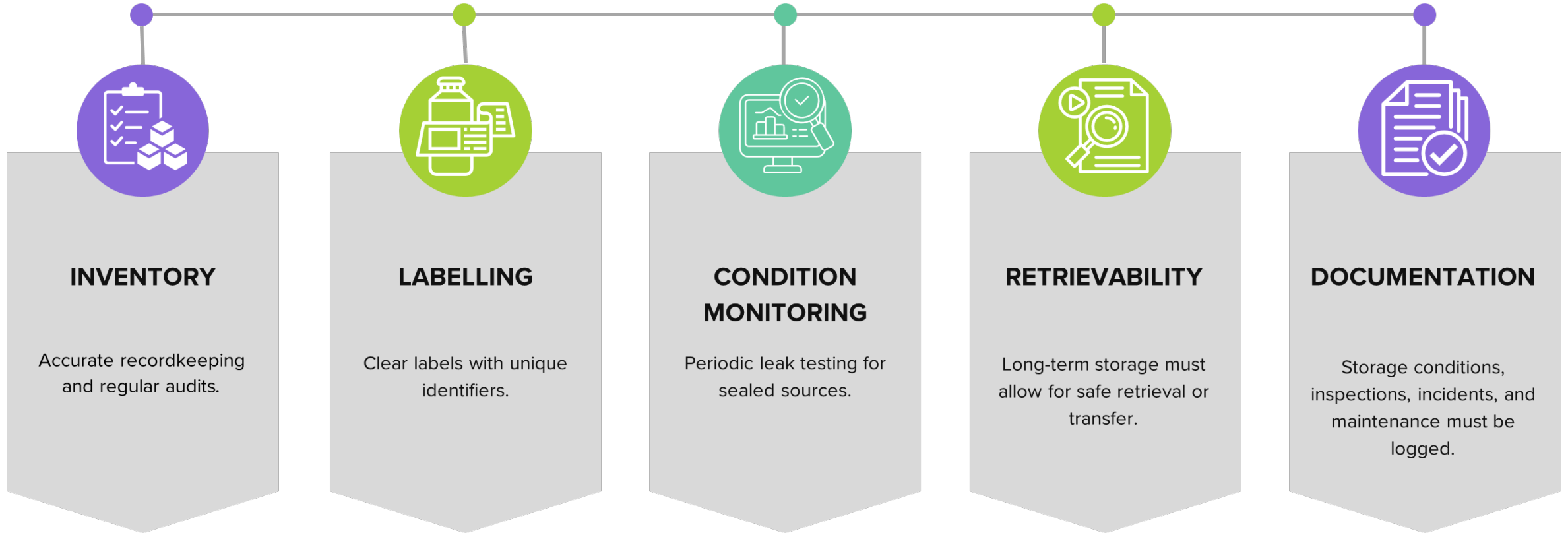
Checklist	Tick
<i>The facilities in which they are stored are fit for the purpose</i>	<input type="checkbox"/>
<i>Record of disused sources in long-term storage facilities are established and maintained</i>	<input type="checkbox"/>
<i>The facility is located, designed, constructed, operated and decommissioned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

- 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.



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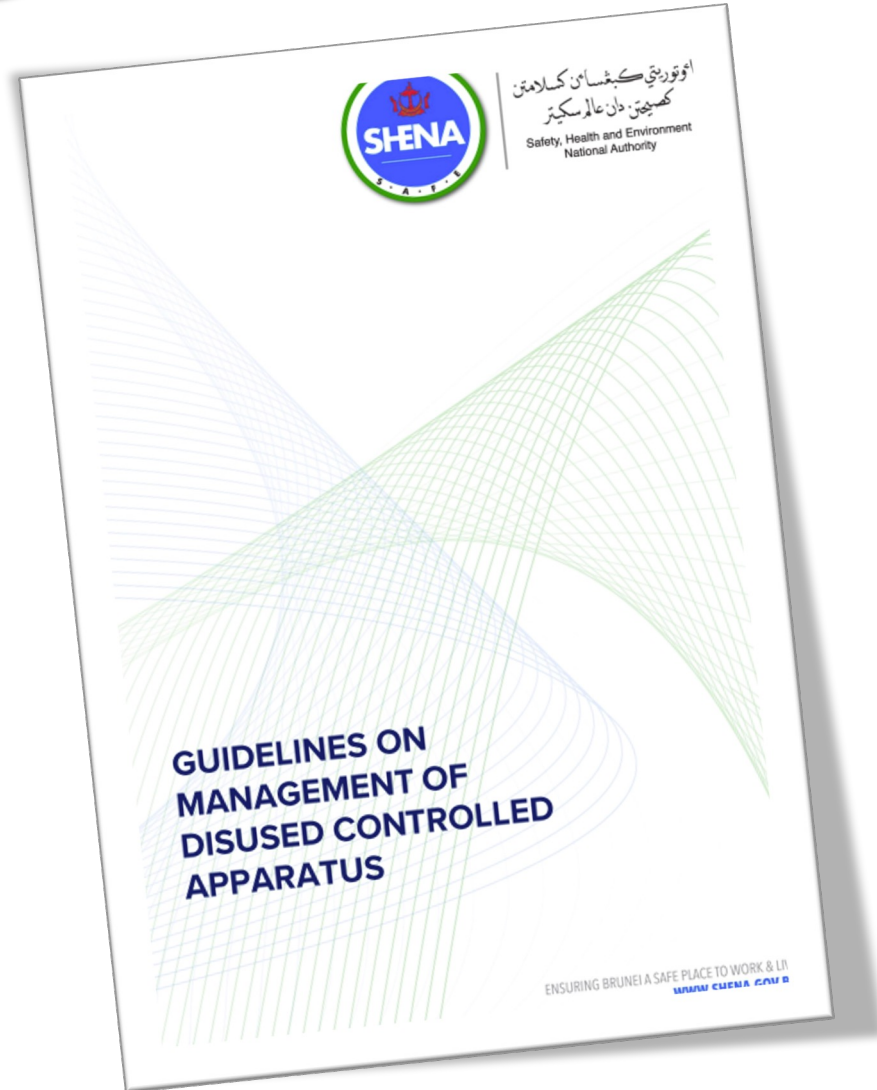
OTHER CONSIDERATIONS





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MANAGEMENT OF DISUSED CONTROLLED APPARATUS



- Methods to manage disused controlled apparatus:
 - Reuse by transfer of ownership
 - Dismantling of controlled apparatus
 - Export or Return to Supplier/Manufacturer Abroad



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SESSION 4: RADIATION ENFORCEMENT

YANG MULIA JUNYI KOH

INSPECTOR I, ENFORCEMENT DIVISION, SHENA



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ENFORCEMENT ACTIVITIES

Ensure that **employers, principal, occupiers and licensees** carry out their legal duties for the health & safety of all workers, persons at the workplace and work activities conducted.

TYPES OF VERIFICATION

REGULATORY
INSPECTION

MONITORING
VISIT





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ENFORCEMENT ACTIONS



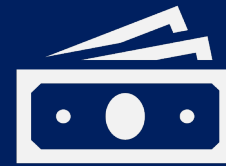
**WARNING
LETTER**



**REMEDIAL
ORDER**



**STOP WORK
ORDER**



**COMPOUND
FINES**



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LEGAL NOTICES STATISTICS

Legal Notices issued under the Radiation Protection Act, Chapter 228 (Since the year 2023)

STOP WORK ORDER

3

Unlicensed
radiation sources

REMEDIAL ORDER

2

Timely licensing of
radiation source and
improvement
towards licensing
management system

OUTCOME

All legal notices have been
rectified and lifted

KEY LEARNING

Importance of regulator-industry
cooperation to achieve compliances



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DISPOSAL OF CONTROLLED APPARATUS IN COUNTRY

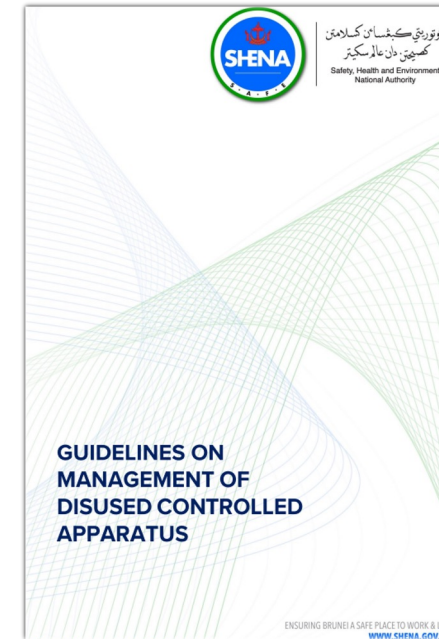
DISPOSAL OF CONTROLLED APPARATUS

- Enforcement Division grants authorisation towards disposal of controlled apparatus sources in country.
- Reference to Guidelines on Management of Disused Controlled Apparatus as issued on 19 February 2025.

Disused controlled apparatus: No longer in use and are no longer intended to be used again in the practices for which they were originally authorized for.

KEY HIGHLIGHTS

- The owner of the controlled apparatus and the service provider must be licensed with SHENA.
- Disposal application form to be completed and site inspection conducted by SHENA.



CONTROLLED APPARATUS DISPOSAL APPLICATION FORM

Note:

- This application form is only applicable for the disposal of controlled apparatus in Brunei Darussalam.
- The applicant refers to the owner of the controlled apparatus.
- Supporting documents to be submitted with the application form:
 - Copy of radiation licence(s), and
 - Radiation protection programme (RPP) of the licensee conducting the disposal activity.

SHENA Ref No. _____

1. PARTICULARS OF APPLICANT

Company Name			
Radiation Licence No.		Licence Expiry Date	
Radiation Protection Officer (RPO)			
RPO Contact No.		RPO Email	

2. PARTICULARS OF CONTROLLED APPARATUS (PROVIDE AS SEPARATE ATTACHMENT FOR MORE THAN 1 ITEM)

Function of Controlled Apparatus	
Current Location	
Manufacturer	
Model	
Serial No.	
SHENA Import Authorisation Ref No.	





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TREATY ON THE NON-PROLIFERATION OF NUCLEAR WEAPONS (NPT)

Entered into force in 1970 to prevent the further spread of nuclear weapons. **Brunei Darussalam became a party in 1985.** **Legal obligation: Conclude Agreement with the IAEA as empowered verifying organisation on Brunei Darussalam's compliance.**

IAEA INSPECTION TO BRUNEI DARUSSALAM

- IAEA Inspectors verified Brunei Darussalam's nuclear material compliance in 2022.
- Satisfactory result.
- The IAEA commended the strong cooperation from licensees and RPOs in the inspection.



NUCLEAR SAFEGUARDS OBLIGATIONS

IAEA
International Atomic Energy Agency

Press centre Employment Contact

TOPICS SERVICES RESOURCES NEWS & EVENTS ABOUT US

Home / Publications / Documents / Information Circulars
/ Agreement of 4 November 1987 Between the Government of Brunei Darussalam and the International Atomic Energy Agency for the Application of Safeguards in Connection with the Treaty on the Non-Proliferation of Nuclear Weapons

Agreement of 4 November 1987 Between the Government of Brunei Darussalam and the International Atomic Energy Agency for the Application of Safeguards in Connection with the Treaty on the Non-Proliferation of Nuclear Weapons

MAY 1 1989

INF/CIRC/365

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Arabic Chinese English French Russian Spanish

Revisions and Addendums

INF/CIRC/365/Mod.1

Agreement of 4 November 1987 between the Government of Brunei Darussalam and the International Atomic Energy Agency for the Application of Safeguards in Connection with the Treaty on the Non-Proliferation of Nuclear Weapons



SHENA looks forward to the ongoing collaboration and support of Licensees in sustaining Brunei Darussalam's safeguards compliance efforts!



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SESSION 5: RADIATION DOSIMETRY SERVICE LABORATORY (RDSL)

YANG MULIA ALDRIN JALONG BARING ANAK MELAYU
OFFICER II, INVESTIGATION AND RESPONSE DIVISION, SHENA



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INTRODUCTION



“First locally
operated
Radiation
Dosimetry
Service”

- ✓ Personal Dose Monitoring
- ✓ Area Exposure Monitoring
- ✓ Monthly Dose Reports
- ✓ Urgent Analysis & Re-Analysis





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OUR GOALS



Radiation Exposure Monitoring

Help monitor the dose received by radiation workers and others who may be exposed, by providing personal and area dosimeters.



Assessing radiation safety measures

To support workplaces in evaluating the effectiveness of radiation protection and control practices.



Critical information during incidents

Detect unusual exposure and provide important data during accidental or emergency incidents.



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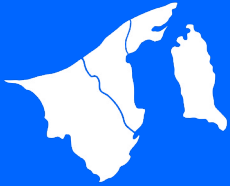
OUR FEES

New client registration (one-time)	\$50
New user/area (one-time)	\$25
Monthly analysis per user/area (subscription based: 3, 6 & 12 mths)	\$35
Re-analysis	\$35
Urgent analysis	\$75



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WHY CHOOSE US?



LOCAL SERVICE

Fast, convenient
and no overseas
shipping
delays.



ACCURATE & EFFICIENT

OSL (Optically Stimulated
Luminescence) technology
is used in dosimeters to
measure radiation
exposure.



SECURED

Better user data
privacy and
security.



RESPONSIVE SUPPORT

Prompt response for
urgent cases and
inquiries.



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Contact Us

COUNTER SERVICE HOURS

Monday – Thursday

8:30 AM - 11:30 AM

2:30 PM - 4:30 PM

Friday

By appointment only

PHONE NUMBER

+673 270 4390

EMAIL ADDRESS

radtechservices@shena.gov.bn

LOCATION

No. 70, Jalan Perayaan, Bandar Seri Begawan BB3513



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THANK
YOU