



Submission Checklist: Industrial Radiography

Application for Authorisation and licensing

1.	Notification (if not submitted already)	
2.	Integrated Management System (Organizational Structure, responsibilities etc. as per the guidelines)	
3.	Emergency Preparedness and Response Plan	
4.	Description of the radioactive source storage (Layout, shielding calculations, safety features, area classification, location and temporary storage of onsite works)	
5.	Radiation Monitoring equipment (Survey meters, personal dosimeters and dosimetry service provider)	
6.	Safety Assessment	
7.	Proof of the agreement with the supplier of the sources to take the sources back for disposal	
8.	Calibration and leak test certificates of the sources if the sources are in use	
9.	Sample of the source movement register	
10.	Qualification certificates of all occupationally exposed workers who will be operating the irradiators	
11.	Radiation Protection Programme: <ul style="list-style-type: none"> • Assignment of responsibilities for the radiation protection programme • Classification of areas • Local Rules • Personal protective equipment • Radiation Warning Signs • Health Surveillance 	
12.	Protection of occupationally exposed workers and members of the public: <ul style="list-style-type: none"> • Specify who operates irradiating devices • Optimization of protection of workers and members of the public 	
13.	Security Plan	
14.	Quality Control Programme	
15.	Maintenance results of the irradiating devices	
16.	Records (individual monitoring and area monitoring, quality control)	
17.	Appointment letter of the Radiation Protection Officer (RPO)	
18.	A copy of work permits or a proof of registration of all non-citizens	
19.	Copy of registration with Ministry of Trade where applicable	