



Submission Checklist: Non-Medical X-ray imaging

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.	Layout of the X-Ray imaging room and adjacent areas (Architectural Plan)	
5.	Shielding Calculations and Safety Features	
6.	Boundaries of controlled and supervised areas	
7.	Radiation Monitoring equipment (Survey meters and Personal dosimeters and approved dosimetry service provider)	
8.	Safety Assessment	
9.	Qualification certificates of all the staff who will be operating the X-ray units	
10.	Radiation Protection Programme: • Assignment of responsibilities for the radiation protection programme • Boundaries of controlled and supervised areas • Local Rules • Personal protective equipment • Radiation warning signs and functional warning lights	
11.	Protection of workers and members of the public: • Specify who operates an X - ray imaging procedure • Optimization of protection of workers and members of the public	
12.	Quality Control Programme	
13.	Maintenance results of X-ray units or commissioning results if new units are Installed	
14.	Records (area monitoring, individual monitoring, quality control records etc)	
15.	Appointment letter of the Radiation Protection Officer (RPO)	
16.	Qualification certificates of all the staff who will be operating the x-ray units	
17.	A copy of work permits or a proof of registration for workers who are non-citizens	
18.	Copy of registration with Ministry of Trade, where applicable	

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