# Authorisation of work with ionising radiation

Authorisation of work helps ensure that necessary standards will be satisfied and allows the specification of any conditions under which work must be undertaken. Legislative requirements must be fulfilled in advance of work commencing, such as notification of work to the HSE; applying for and complying with relevant Notifications, Registrations and Consents; or obtaining EPR16 Permits from the Environment Agency. Consequently, departments must consult the H&S Department as early as possible when any new work with ionising radiation is being planned in order that these requirements can be fulfilled in sufficient time to avoid delay.

No work with ionising radiation is permitted without prior written approval from the Health & Safety Department. The authorisation will specify limits on activities acquired, used, and disposed of, or types of equipment authorised. Work is restricted to controlled, supervised, and registered areas.

Approved work cannot be extended, for example to include new isotopes or increased quantities of isotopes, without further authorisation. This form can also be used to apply to modify existing projects.

Please complete and return this form to the Health & Safety Department.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project title** | | | | | | | | **Project Reference** | | | | |
|  | | | | | | | |  | | | | |
| **Author (Project Proposer)** | | | | | | | | | | | | |
| Name & position | | | | | Date | | Signature | | | | | |
|  | | | | |  | |  | | | | | |
| **Reviewer (Radiation Protection Supervisor (RPS), Academic Supervisor or Principal Investigator)** | | | | | | | | | | | | |
| Name & position | | | | | Date | | Signature | | | | | |
|  | | | | |  | |  | | | | | |
| **Approver\* (Senior Radiation Protection Supervisor, or Head of Department)** *\*This is the approver of the proposal before submission to the H&S Dept. (not the authorisation for work to proceed)* | | | | | | | | | | | | |
| Name & position: | | | | | Date: | | Signature: | | | | | |
|  | | | | |  | |  | | | | | |
| **Brief description of work:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **New project or modification? (Select one)** | | | | | | | | | | | | |
| New | | | |  | | Modification | | | | | |  |
| **School / Faculty / Business Unit** | | | | | | **Location and building** | | | | | | |
|  | | | | | |  | | | | | | |
| **Anticipated start date** | | | | | | **End date (if known)** | | | | | | |
|  | | | | | |  | | | | | | |
| **Have the following Requirements been met?** | | | | | | | | | **Yes** | **No** | **N/A** | |
| IR003 New project proposal / justification of work | | | | | | | | |  |  |  | |
| RPS Appointed for the work | | | | | | | | |  |  |  | |
| Name of RPS: |  | | | | | | | |  |  |  | |
| Has the required application been made to the HSE? | | | | | | | | |  |  |  | |
| Consent | | | | | | | | |  |  |  | |
| Registration | | | | | | | | |  |  |  | |
| Notification | | | | | | | | |  |  |  | |
| Radiation Risk Assessment Completed? | | | | | | | | |  |  |  | |
| Radiation Risk Assessment reference: | | |  | | | | | |  |  |  | |
| Local Rules Completed? | | | | | | | | |  |  |  | |
| Local Rules reference: | |  | | | | | | |  |  |  | |
| IR005 Authorisation to obtain new or replacement closed sourced or radiation generation equipment completed | | | | | | | | |  |  |  | |
| IR006 Moving a source of ionising radiation within the University completed | | | | | | | | |  |  |  | |
| Work can be carried out in accordance with relevant environmental permit (or exemption)? | | | | | | | | |  |  |  | |
| Critical examination completed for radiation generating equipment | | | | | | | | |  |  |  | |

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| **Approval by the H&S Department:** | | |
| Name & position: | Date: | Signature: |
|  |  |  |