


**GUIDE TO READING RADIATION PROTECTION AUTHORITY OF ZIMBABWE
(RPAZ) LICENCE**

a) Typical Licence issued by RPAZ

Licence Number: RPAIM: 002/2013



RADIATION PROTECTION AUTHORITY OF ZIMBABWE
(Radiation Protection Act Chapter 15:15)

CERTIFICATE OF LICENCE TO IMPORT RADIOTHERAPY SOURCES

SAVE LIVES HOSPITALS

This certificate entitles
Mobile X-RAY unit
to import serial no:.....
23 broad street , Kensington Harare

Authorization to import this apparatus is subject to the following conditions:

- This authorization shall not relieve the Importer from compliance with the provisions of any other legislation relating to the importation of goods into Zimbabwe
- This authorization is issued without amendments, if any unauthorized amendments appear therein, the authorization will be invalid.
- Only irradiating device described in this authorization shall be imported
- Safe and effective transport arrangements are made for protection of people and the environment
- See attached Annex for further conditions

.....
21/01/2013 **22/04/2013**
.....
Date of issue **Date of Expiry**
Issued by: **R.M.Severa**
Chief Executive Officer

Directors: Dr.N.Ndlovu(Chairman), M S Pawadyira (Deputy Chairman), Prof M M Chidzonga,
Prof Z A R Gomo, G Ngoma, J Banhwa,

2356
Serial No

b) Typical licence conditions issued by the authority

Box A1710
1 McCaw Drive
Avondale
Harare



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+263 4 304982, +263 4 304978
+263 4 308000, +263 4 335792
Fax: +263 4 335710
Email: licensing@rpa.zw
Website: www.rpa.zw

RADIATION PROTECTION AUTHORITY OF ZIMBABWE RADIATION PROTECTION ACT [CHAPTER 15:15]

Facility Regulatory Authority number: **232**
Date: 07/04/2014

CONDITIONS OF THE AUTHORIZATION FOR USE OF RADIATION EMITTING INDUSTRIAL EQUIPMENT [RPA-AUTH/LC-01/IND/14]

These conditions have been issued in line with the Radiation Protection (Safety and Security of Radiation Sources) regulations (SI 62 of 2011).

1. The devices/sources shall be used only by trained and authorized operator(s) under the supervision of a duly appointed Radiation Safety Officer.
2. Written procedures provided by the manufacturer and outlined in the operation and maintenance manuals for the operation of the devices/sources **must** be displayed. These procedures shall be followed by each authorized operator and any changes shall have prior approval from the Authority.
3. Appropriate logbooks must be kept for inspection by inspector(s) to the facility.
4. The devices/sources shall **not** be used on any person.
5. Personal monitoring shall be provided for each authorized user.
6. The maintenance schedules and procedures in the operator's guide manual shall be followed at the recommended intervals.
7. The licensee shall inform the Authority when transporting the sources away from their present location, within or outside Zimbabwe.
8. The complete inventory of the sources shall be made available for physical inspection whenever a team of officers from the Authority go to the facility for inspection.
9. The licensee shall inform the Authority of:
 - a. Changes in the Staff of the facility;
 - b. Proposed modification to the facility operations;
 - c. Any radiation dose rate in excess of 7.5 $\mu\text{Sv/h}$ within the control area and 1.0 $\mu\text{Sv/h}$ outside the perimeter of the facility;
 - d. Any incident and/or accident of safety significance within 24 hours and any remedial actions undertaken to bring the situation under control.
 - e. When a device/source is no longer in use or spent.
 - f. Any intention to sell or transfer the device.
10. Records shall be kept in accordance with Part XIII Section 50(1) of SI 62 of 2011 and any other directives from the Authority. The records shall include, but not limited to the following:
 - a) Personal monitoring;
 - b) Proposed modification to the facility operations;
 - c) Maintenance and repairs;
 - d) Instruments tests and calibration,
 - e) Leak and contamination test
 - f) Incidents/accidents;
 - g) Training of staff;
 - h) Health surveillance; and
 - i) Audit and review of radiation protection programme

11. Emergency procedures and safety precautions provided in the Radiation Protection Program shall be followed.
12. Licensee shall ensure adequate physical protection and security of all radioactive sources.
13. Licensee shall apply for renewal of licences **at least one month** before the stated expiring date.
14. The licence is **not** transferable. Only devices stated in the authorization shall be used.
15. The certificate of Authorization must be displayed in a prominent public location within the premises.

Failure to comply with or observe all the conditions above will render the licence invalid.

Signed by:

.....
R.M. Severa
CHIEF EXECUTIVE OFFICER

.....
Date Stamp

c) Description: Reading the licence certificate

i. Licence Number

The licence number format contains the following elements

- I. RPA (standing for Radiation Protection Authority)
- II. The Regulatory Authority Number of the facility
- III. Abbreviation of the Type of source/ device
- IV. The Source or device number
- V. Type of practice

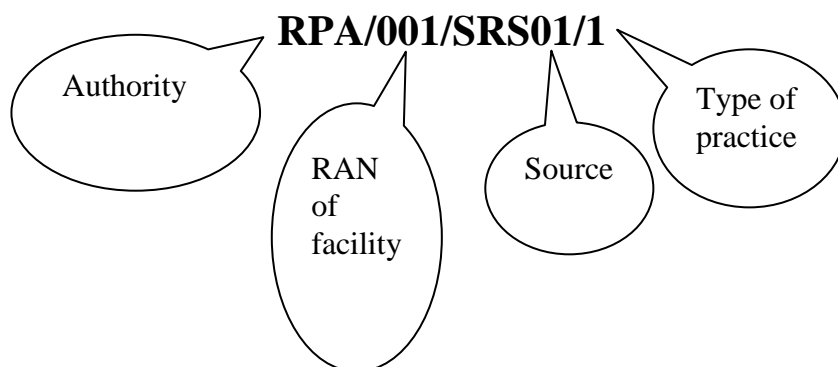
Type of practice codes

| | |
|---------------|---|
| Medical | 1 |
| Industrial | 2 |
| Research | 3 |
| Accreditation | 4 |
| Veterinary | 5 |
| Dental | 6 |

SOURCE / DEVICE Abbreviation

| | |
|------------------------------|-----|
| Sealed Radioactive Source | SRS |
| Radiation Generator | RG |
| Unsealed Radioactive source | URS |
| Licence to operate | LO |
| Licence to store and possess | SP |
| Licence to Import | IMP |
| Licence to Export | EXP |
| Transit Permit | TP |
| Accreditation | ACC |

EXAMPLE



ii. Name and address of Organisation

The facility name, legal person and physical address must be specified

iii. Scope of Authorisation

The authorised undertaking to deal with a specific practice, activity or sources must be clearly highlighted

Radiation source details must be specified that is name of source and serial number

iv. Licence conditions

All licensing conditions applicable to the licence must be specified

An annex to the Certificate shall be attached for conditions of licensing. These conditions shall signed by the RPAZ CEO or designated official of the Authority.

v. Duration of licence

The date of issue and expiry of the licence must be specified

vi. CEO signature

The signature of the CEO of RPAZ or other authorised official must appear on the certificate and conditions schedule

vii. RPAZ Seal

The official seal must appear on the licences

viii. Serial number

The certificate serial number must appear at the bottom left corner of the licence

ix. Director's list

The Authority's board of directors list must appear at the foot of the licence