



Radiation Protection Authority of Zimbabwe

"... protecting people and the environment against radiation effects ..."

POLICY

AUTHORIZATION

RPAZ/PO/AU-01

June, 2014

AUTHORIZATION POLICY

Version 1.0

June 19, 2014

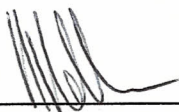
RPAZ/PO/AU-01

Published by the
Radiation Protection Authority of Zimbabwe
June 2014

A handwritten mark consisting of several parallel, slightly curved lines, possibly a signature or initials, located in the bottom right corner of the page.

RPAZ AUTHORIZATION POLICY

APPROVED BY RADIATION PROTECTION BOARD



Dr. N. Ndlovu
Radiation Protection Authority
Board Chairperson

Board Directors

Mr M S Pawadyira (Deputy Chairman), Prof M M Chidzonga, Prof Z A R Gomo, Mr J Banhwa,
Mr A Makamure, Mr G Mashava, Mrs P R Shoko, Mr T Mutazu, Eng B Munyaradzi

DATE: June 19, 2014

RPAZ AUTHORIZATION POLICY

RPAZ Authorization Policy Contents

1 Introduction.....	5
2. Purpose.....	5
3. Scope	5
4. Policy Statement.....	6
4.1 Notification	6
4.2 Categorization of radiation sources	6
4.3 Registration	6
4.4 Licensing	6
4.5 Transportation and import-export authorizations	6
4.6 Documents submitted by applicants for authorizations	6
4.7 Records keeping	6
4.8 Review and assessment of applications	6
4.8.1 Pre-authorization inspections	6
4.9 Approval or rejection of an application	7
4.10 Renewal of authorizations.....	7
4.11 Amendment of authorizations	7
4.12 Exemption.....	7
4.13 Suspension of authorization	7
4.14 Cancellation of authorization	7
4.15 Accreditation	7
5. Implementation.....	8
6. Responsibilities	8
6.1 Chief Executive Officer	8
6.2 Licensing Manager	8
References.....	9

RPAZ AUTHORIZATION POLICY

RPAZ Authorization Policy
RPAZ/PO/AU-01

Published by the Radiation Protection Authority of Zimbabwe

ISBN-TBA.

Editors: D. Keshav, R. Mpandanyama and J. Chipuru

Extracts from this document may be reproduced for individual use without permission provided the source is fully acknowledged. However, reproduction in whole or in part for purposes of resale or redistribution requires prior written permission from the Radiation Protection Authority of Zimbabwe.

Document Availability

The document can be viewed on the RPAZ website (www.rpaz.co.zw). To order a printed copy of the document in English, please contact,

Corporate Communications Department
Radiation Protection Authority of Zimbabwe
No 1 McCaw Drive
Avondale
Box A1710
Avondale West
Harare
Zimbabwe

Telephone: +263-4-335 792/627/683, 304 982/978, 308
Facsimile: + 263 4 335 716
Email: officialmail@rpaz.co.zw

RPAZ AUTHORIZATION POLICY

1 INTRODUCTION

The Radiation Protection Authority of Zimbabwe (RPAZ) is a statutory body with a mandate to protect people and the environment against the harmful effects of radiation. It was established in terms of the *Radiation Protection Act [Chapter 15:15]* (the Act).

RPAZ is empowered to authorize the use of all radiation related practices and activities in terms of *Sections 14 and 15* of the Act. In carrying out authorization activities, RPAZ adheres to the International Atomic Energy Agency (IAEA) safety standards and international best practices. No activity involving radiation should be undertaken without authorization.

2 PURPOSE

The *Authorization Policy* provides guidance to RPAZ in conducting its notification, authorization and exemption activities in a consistent and systematic manner.

3 SCOPE

This policy shall apply to the following:

- a) System of notification;
- b) Authorization of practices and activities involving radiation;
- c) Accreditation of service providers; and
- d) Information management for authorization.

4 POLICY STATEMENT

RPAZ shall establish and maintain a notification and authorization process that prescribes the requirements for safety and the procedure to acquire authorization for all facilities and activities that give rise to radiation risks.

4.1 Notification

Any person or organization intending to carry out any actions that involve the use of radiation sources as specified in the Act and regulations shall submit a notification in the prescribed form to RPAZ of such an intention.

The system of notification allows for RPAZ to determine whether the use of radiation meets the justification criteria.

4.2 Categorization of radiation sources

RPAZ shall assign categories using the IAEA standards for categorization of radiation sources.

4.3 Registration

RPAZ shall use registration as a means of authorization on a risk-informed decision making basis.

4.4 Licensing

RPAZ shall use licensing as means of authorization on a risk-informed decision making basis.

4.5 Transportation and Import-Export Authorizations

RPAZ shall authorize:

- a) transportation and transiting of radiation sources within the territory;
- b) import or export of radiation sources.

4.6 Documents submitted by applicants for authorization

In submitting an application the applicant shall make available to RPAZ all necessary information in accordance with the guidance provided by RPAZ.

4.7 Records Keeping

RPAZ shall maintain a regulatory authority database and file all documentation pertaining to the notification and authorization process.

RPAZ shall maintain an up to date national register of sources.

4.8 Review and assessment of applications

RPAZ shall review and assess applications to determine whether facilities and activities comply with regulatory requirements. Review and assessment of a facility or an activity shall be conducted on a risk informed decision making basis.

4.8.1 Pre-authorization Inspections

RPAZ shall conduct pre-authorization inspections on a risk-informed decision making basis.

RPAZ AUTHORIZATION POLICY

4.9 Approval or rejection of an application

The review and assessment will lead to:

- 1) granting of an authorization, or
- 2) refusal of such an authorization.

RPAZ shall formally record the basis for these decisions.

4.10 Renewal of Authorizations

Licensees shall renew their licences by the 31st of December of the preceding year for which the authorization is being sought.

4.11 Amendment of Authorizations

A licensee shall notify RPAZ of any changes to safety related aspects of the practice upon which RPAZ shall amend the authorization as appropriate.

RPAZ may take enforcement actions against any licensee which may entail amendment to authorizations.

4.12 Exemption

RPAZ may issue exemptions based on the applicant meeting regulatory requirements.

4.13 Suspension of Authorization

An authorization for a practice involving the use of radiation sources may be suspended following an enforcement action.

4.14 Cancellation of authorization

An authorization for a practice involving the use of radiation sources may be cancelled:

- a) as part of an enforcement action, or
- b) following decommissioning of a practice.

4.15 Accreditation

RPAZ shall accredit any service providers or persons that enable licensees, registrants or notifying parties to comply with conditions or requirements imposed by or under the Act.

5 IMPLEMENTATION

RPAZ shall implement this policy, ensuring the following are carried out,

- a) Development of the procedure and guidance for notification;
- b) Development of requirements, procedures and guidance for authorization;
- c) Development of review and assessment procedures
- d) Development of databases and a filing system.

6 RESPONSIBILITIES

6.1 Chief Executive Officer

The Chief Executive Officer (CEO) shall be responsible for,

- a) Development of a strategic plan to implement this policy;
- b) Mobilizing resources and support for authorization activities and maintenance of the register of sources;
- c) Providing general guidance on authorization issues;
- d) Protecting the interests and image of the Authority in the conduct of authorizations;
- e) Reporting to the Board on implementation of this policy.

6.2 Licensing Manager

The Licensing Manager or any other Manager assigned to oversee the Licensing function at any time shall be responsible for:

- a) Developing strategies and action plans to support the implementation of this policy;
- b) Developing of guidance documents on licensing issues;
- c) Developing a system for review and assessment;
- d) Maintaining an up to date national register of sources.

RPAZ AUTHORIZATION POLICY

REFERENCES

- a) The Radiation Protection Act [Chapter 15:15]
- b) IAEA Safety Standards, Fundamental Safety Principles, Safety Fundamentals No. SF 1
- c) IAEA Safety Standards, General Safety Requirements Part 1, Government, Legal and Regulatory Framework for Safety, No. GSR Part 1
- d) IAEA Safety Standards: Categorization of Radioactive Sources, Safety Guide No. RS-G-1.9
- e) IAEA Safety Standards, Application of the concepts of Exclusion, Exemption and Clearance, Safety Guide No. RS-G-1.7
- f) IAEA Safety Standards, Safety Guide, Regulatory Control of Radiation Sources, No. GS-G-1.5
- g) IAEA TECDOC 1525, Notification and Authorization for the Use of Radiation Sources (Supplement to IAEA Safety Standards Series No. GS-G-1.5)
- h) IAEA-TECDOC-1679, Exemption from Regulatory Control of Goods containing Small Amounts of Radioactive Materials

“... protecting people & the environment against radiation effects ...”

Safety Principles:

- Justification of facilities and activities
- Optimisation of protection
- Limitation of risks to individuals
- Protection of present and future generations
- Prevention of accidents
- Emergency preparedness and response
- Protective actions to reduce existing or unregulated radiation risks

— Fundamental Safety Principles: Safety Fundamentals,
IAEA Safety Standards Series No. SF - 1 (2006)

Radiation Protection Authority of Zimbabwe

Harare