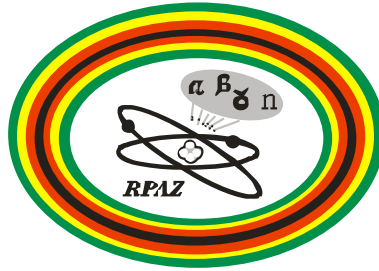


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RPA-AUT/RQ-02/TR/14

RADIATION PROTECTION AUTHORITY OF ZIMBABWE

RADIATION PROTECTION ACT (CHAPTER 15:15)

MINIMUM REQUIREMENTS FOR AUTHORIZATION TO TRANSPORT RADIOACTIVE MATERIAL WITHIN OR OUTSIDE ZIMBABWE AND TO TRANSIT THROUGH ZIMBABWE

Requirements for the transport and transit of radioactive material should be applied in addition to the following regulations:

- Radiation Protection Act [Chapter 15:15] of 2004
- Statutory Instrument 62 of 2011, Radiation Protection (Safety and Security of Radiation Sources) Regulations;
- Statutory Instrument 106 of 2011, Radiation Protection (Safety and Security of Radiation Sources) (Amendment) Regulations;
- Statutory Instrument 134 of 2012 (Fee Schedule), Radiation Protection (Safety and Security of Radiation Sources) (Amendment) Regulations (No 2);
- IAEA Regulations for the Safe Transport of Radioactive Material (SSR-6) [2012 Edition]

Note that this minimum requirement is not exhaustive and does not in any way preclude other decisions by RPAZ.

a) Licensing Fees

Under the Radiation Protection Act (Chapter 15:15) section 9(c) and 22(g) of the Act, RPAZ is empowered to charge fees for the licensing of radiation generating apparatus. The applicant is therefore required to pay applicable authorization fees in accordance with Statutory Instrument 134 of 2012 (Fee Schedule), Radiation Protection (Safety and Security of Radiation Sources) (Amendment) Regulations (No 2); and Statutory Instrument 106 of 2011, Radiation Protection (Safety and Security of Radiation Sources) (Amendment) Regulations;

b) Administrative Arrangements

- i. Nature of practice
- ii. Memorandum of Articles
- iii. Certificate of Registration, CR 14, CR 6
- iv. VAT Certificate and Tax clearance Certificate Name of the Legal Persons of the company including the Chief Executive Officer

- v. Name, Addresses and locations of company in Zimbabwe
- vi. Name of Legal Persons of Company (Managing Director, Chief Executive Officer etc.)
- vii. List of Staff and their qualifications and relevant trainings
- viii. Organogram of company showing line of authority
- ix. Scope of work in Zimbabwe
- x. Designation of an officer as Radiation Safety officer (RSO) who shall develop skills in basic radiation safety and understand the regulatory requirements for practices involving radioactive materials and ionizing radiation

c) For transport within the country

Obtain and submit a duly completed Application for Authorization to Transport/Transit Radiation devices/materials form (*the form can also be downloaded from the RPAZ website: www.rpaz.co.zw or collected at our offices*) together with documentation providing the following information:

- i. port of entry/exit
- ii. the source certificates, leak test report obtained within the last 6 months
- iii. Payment of the requisite RPAZ transport fee
- iv. Specification of the radioactive substances to be transported in any conveyance – type, physical and chemical characteristics, quantity, activity, numbers according to the unified classification of the UN (UN No.)
- v. specification of the transport packages – type, category, transport index;
- vi. The chosen transport mode within the country - road, rail, air, or combined transport. In the case of combined transport, the intermediate points between the departure and arrival points and identification data for the contact persons authorized by the carrier shall also be specified.
- vii. Document regulating the relations between the applicant and the subcontractors to participate in the transportation.
- viii. In the case of export, transport permits and corresponding import authorizations issued by the competent authorities of the country of destination and of the states of transit.
- ix. Radiation Protection Programme
- x. Documents demonstrating the applicant's obligation to return the consignment to the starting point and the consignor's obligation to accept the consignment back in case of non-delivery.

d) For transport through the country (Transit)

Obtain and submit a duly completed Application for Authorization to Transport/Transit Radiation devices/materials form (*the form can also be downloaded from the RPAZ website: www.rpaz.co.zw or collected at our offices*) together with documentation providing the following information:

- i. port of entry and exit
- ii. The expected date of entry and exit of the shipment
- iii. the source certificates, leak test report obtained within the last 6 months
- iv. Payment of the requisite RPAZ transport fee

- v. Specification of the radioactive substances to be transported in any conveyance – type, physical and chemical characteristics, quantity, activity, numbers according to the unified classification of the UN (UN No.)
- vi. specification of the transport packages – type, category, transport index.
- vii. The chosen transport mode within the country - road, rail, air, or combined transport. In the case of combined transport, the intermediate points between the departure and arrival points and identification data for the contact persons authorized by the carrier shall also be specified.
- viii. Document regulating the relations between the applicant and the subcontractors to participate in the transportation.
- ix. Transport route within the state, including the scheduled transit stops.
- x. Documents regulating the relations between the consignor and consignee and between the applicant and the contractors to participate in the shipment within the territory of the state.
- xi. Transport permits and corresponding import and export authorizations issued by the competent authorities of the state of departure, destination and of the states of transit.
- xii. Radiation Protection Programme
- xiii. Depending on the radioactive substances type and characteristics, the applicant may be requested to submit:
 - a). Document confirming that the physical protection is ensured
 - b). Instruction for physical protection.

e) Radiation Protection Programme

The Radiation Protection Program shall describe, where appropriate:

- i. The persons in charge of the transport safety (RSO) and evidence of basic radiation safety training
- ii. Personnel to take part in the transport operations e.g vehicle driver
- iii. Route plan
- iv. Emergency procedures
- v. Quality assurance program
- vi. Labelling and placarding arrangements
- vii. Programme for individual monitoring and dose assessments on packages. Also indicate the devices to be used.
- viii. Procedures on transfer of radioactive material to consignee or to another transporter
- ix. Procedures for accident and incident investigation

f) Inspection

The authority may decide to do an inspection before or during, as appropriate, the transportation of the radioactive material.

g) Personnel Monitoring

All personnel directly involved in the transport of radioactive material should be under Radiation Monitoring Program from an accredited Service Provider.

h) Radiation Safety Officer (RSO)

The person appointed as the RSO shall ensure that:

- i. There is appropriate monitoring devices for transport packages and all persons involved in transporting the radioactive material and any other protective accessories necessary to carry out radiation procedures with the lowest possible riskThe expected date of entry and exit of the shipment
- ii. Transport packages are properly labeled and secured, and that the conveyances have appropriate placards.
- iii. Practical segregation distances are employed.
- iv. All radiation workers employed within the facility are given proper instruction on radiation safety measures and, where annual exposure exceed three-tenths of the dose equivalent limit, receive medical check-ups at least once every six months.
- v. Proper care is taken of radioactive wastes if they appear in the course of the use of radiation sources as described in the codes of practice issued by RPAZ for protection of persons exposed to ionizing radiation and that the wastes are only disposed of in accordance with the licence granted for the purpose.
- vi. Emergency procedures are followed in the case of an accident.
- vii. Exposure records are kept as prescribed in the codes of practice for users of ionizing radiation; and
- viii. Any other instructions that may be issued from time to time by RPAZ are implementation.