

Application No

**REVIEW AND ASSESSMENT OF LICENCE APPLICATION
GAUGES – FIXED and/or PORTABLE**

FIRST APPLICATION RENEWAL DATE RECEIVED ____ / ____ / ____

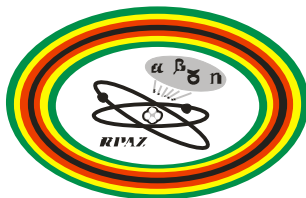
NAME OF APPLICANT _____

PROCESSING OFFICER

ITEM	YES	NO	NOTES and ACTIONS
DATABASE ENTRY, PRELIMINARY DATA CHECK, FILE CREATION			
Database entry completed?	<input type="checkbox"/>	<input type="checkbox"/>	New applications - enter information into the database and record the application sequence number (and/or future licence number) on the application. Renewals - update the database as required.
Required details provided?	<input type="checkbox"/>	<input type="checkbox"/>	Has required information been provided including postal and physical address, RPO, source inventory, RPP, etc? If not, or if unclear, discuss with the assessment officer and, return the application for the additional information as directed. Mark record with bring-up date.
Legal person identified?	<input type="checkbox"/>	<input type="checkbox"/>	Name and position held has been stated? If not, discuss with the assessment officer.
Application signed by the legal person?	<input type="checkbox"/>	<input type="checkbox"/>	Application to be returned if unsigned. However, first discuss with the assessment officer as other matters may need to be raised with the applicant. Return the application for signature as directed. Mark record with bring-up date.
Correct fees paid?	<input type="checkbox"/>	<input type="checkbox"/>	Check that the correct fee has been paid. If not, first discuss with the assessment officer as other matters may need to be raised with the applicant. Send letter advising fee details. Mark record with bring-up date.
File and related papers prepared for assessment?	<input type="checkbox"/>	<input type="checkbox"/>	Create the licence file (retrieve previous file for renewal) and transfer with the application, related papers and the relevant review and assessment forms to the assessment officer
If all matters have been satisfactorily completed, the application is to be forwarded to the officer assigned to review this class of application. Applications held for further information must be followed up within 10 working days.			

COMMENTS (Record the details if the application is returned to the applicant for further information)

Signature	Date



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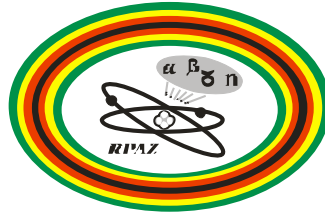
ASSESSMENT OFFICER (Tick relevant box or enter “n/a” if not applicable)

ITEM	YES	NO	NOTES and ACTIONS
PERSONNEL RESOURCES AND TRAINING			
Nominated radiation protection officer satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	Confirm that the nominee has appropriate qualifications and experience for the position and has appropriate authority to undertake the required duties and responsibilities
Nominated Qualified Expert satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	Confirm that the nominated QE has appropriate qualifications and experience
Personnel appropriately trained?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Confirm that personnel who may use portable gauges or who work in controlled areas in the vicinity of fixed gauges have appropriate training and experience for the range of radiation sources to be used. Confirm that persons who install, service or maintain gauges have appropriate training, particularly in ensuring source security during these procedures. <p><i>Note: The licensee must provide appropriate instruction to all employees who may work near fixed gauges to minimize tampering, interference or unauthorized maintenance, to ensure workers do not inadvertently put themselves at risk, and to allay health fears that might otherwise lead to avoidable industrial action.</i></p>
Portable gauge assistants appropriately trained and supervised?	<input type="checkbox"/>	<input type="checkbox"/>	Confirm that persons assisting portable gauge users have appropriate training and experience and will be adequately supervised
FACILITIES, SOURCES AND EQUIPMENT, TRANSPORT			
Principal premises satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	Confirm that the plan of the premises (excluding temporary field sites) shows the location of fixed gauges and that a report from a qualified expert verifies that they will be installed (or used) in a manner that will ensure at least the minimum prescribed level of worker and public radiation safety. <i>For portable gauges, the principal premises will only be used for storage and/or maintenance.</i>
Qualified Expert Report provided?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> A report is required to demonstrate that fixed gauges storage and maintenance areas comply with dose and dose rate limits prescribed by the regulations. The report also might deal with the disposal of sources, safe working practices, transport, etc.

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QE report satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	The report may need to be reviewed by an external expert if the Regulatory Authority does not have internal expertise.
Radioactive sources comply?	<input type="checkbox"/>	<input type="checkbox"/>	Are the radioactive sources, activities and form listed in the inventory approved by the Regulatory Authority for use in gauges (eg ²⁴¹ Am, ¹³⁷ Cs, ¹³¹ I, ¹⁹² Ir, etc)?
X-ray equipment and source containers comply?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Are the radioactive source containers and x-ray gauges of a type approved by the Regulatory Authority for this purpose? Do they comply with specified design and performance standards. eg ISO, IEC?
Leak Testing	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Procedures for leak testing sealed sources satisfactory? Are the windows of low energy in-stream analysis gauges counted for contamination when replaced?
Storage facility(-ies) comply?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Is the store for radioactive sources suitably constructed in compliance with the regulations, including meeting external dose rate limits and potential public exposure? Is it suitably labelled, including stating the means of contacting the licensee and/or RPO in case of emergency? Are all locations where sources are stored secure ie in permanent stores, on vehicles transporting portable gauges, during field use, etc?
Survey meters comply?	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Note: Neutron survey meters are not essential provided manufacturer's data is available to indicate the intensity relationship between the measurable gamma dose rate and the neutron dose rate.</i></p> <ul style="list-style-type: none"> Are the survey meters identified by the applicant suitable for the intended purpose? Do they have a current satisfactory calibration for the radiation energies to be used, including test for fold back when subject to high radiation exposure rates? For portable gauges, are there sufficient complying survey meters for the number of potential operations?
Transport of radioactive sources complies?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Has the applicant made complying arrangements for the transport of radioactive sources? Source containers secured, vehicles labelled, etc in compliance with IAEA Transport Regulations? Procedures for monitoring incoming and outgoing packages satisfactory?
Disposal arrangements satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	Has the applicant made suitable arrangements for the disposal of unwanted sources and clearly identified how this will be achieved?
OCCUPATIONAL AND PUBLIC EXPOSURE			
Applicant's protocols ensure that occupational and public radiation doses will comply with the prescribed limits?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Does the applicant properly discriminate between occupationally exposed and non-occupationally exposed employees and the public who may be in the vicinity when radiation is used or radioactive sources stored? Do protocols ensure dose rates at boundaries around logging operations comply with prescribed limits?
Arrangements for Personal Radiation Monitoring comply?	<input type="checkbox"/>	<input type="checkbox"/>	<i>Note: The use of personal monitors is not normally required for fixed gauges other than during some installation</i>

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			<p><i>and maintenance procedures. Users of portable neutron moisture / density gauges and persons maintaining those gauges require personal dosimeters capable of measuring both γ and n radiation.</i></p> <ul style="list-style-type: none"> • Has the applicant provided satisfactory information on the numbers and types of personal monitoring devices that will be used (film badges, TLD, OSL, personal alarms, etc)? • Has the applicant made suitable arrangement for keeping personnel regularly and routinely informed of their recorded occupational radiation dose? • Is the stated monitoring period (frequency) satisfactory?
Personal Monitoring Service Provider is approved?	<input type="checkbox"/>	<input type="checkbox"/>	Is the personal monitoring service provider approved by the Regulatory Authority
WORKING RULES, RECORDS, EMERGENCY PROCEDURES, AUDITS,			
QA and Working Rules satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Are the applicant's QA program and working rules satisfactory including ensuring— <ul style="list-style-type: none"> – by regular inspection that gauges function correctly and that all labels and warning signs remain legible? – that radioactive gauges are locked OFF prior to movement? – that gauges temporarily removed from their installed (fixed) locations during plant maintenance are securely stored pending re-installation? • For portable gauges, do the rules require — <ul style="list-style-type: none"> – work to cease if the user's survey meter fails or in the event of any other safety related failure? – users to verify with a survey meter that radioactive sources have been safely returned to the shielded container after each use?
Emergency plans and equipment satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Are the applicant's emergency procedures appropriate? • Does the applicant have appropriate emergency equipment. eg remote handling tools, lead pots, etc. • Personnel are appropriately trained in these procedures?
Routine audit program satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • The licensee audits the RPP at suitable intervals? • The licensee / RPO regularly (and without notice) audits radiation safety practices of its personnel, including the use of portable gauges at field sites?
Records satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	Has the applicant made suitable arrangements for maintaining records (inventory, source movement register including disposal, occupational dose records, audits, etc)?
If a renewal, are there any outstanding items of non-compliance and/or is legal action being considered by the Regulatory Authority?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, the application should be discussed with the assessor's supervisor to determine an appropriate course of action
If all matters have been satisfactorily completed, the application is to be forwarded to the assessor's supervisor and then to the officer authorised to sign the application			

COMMENTS		
		Signature
		Date



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FIRST APPLICATION **RENEWAL** **DATE RECEIVED** ____ / ____ / ____
NAME OF APPLICANT _____

SUPERVISOR

ITEM	YES	NO	NOTES and ACTIONS
Review and Assessment Procedures Satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	Check that the Assessing Officer has completed all relevant sections, that the fee, authorization period, applicant's name, licensed location(s) and purpose(s) are correct and an authorization number and expiry date are stated.
Authorization can be approved?	<input type="checkbox"/>	<input type="checkbox"/>	Confirm that any attached conditions, restrictions or limitations imposed on the authorization are appropriate before the authorization is signed.
Inspection Personnel Informed?	<input type="checkbox"/>	<input type="checkbox"/>	Inspection personnel advised of the application for inclusion in the inspection program

COMMENTS			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Signature</td> <td style="width: 30%;">Date</td> </tr> </table>	Signature	Date
Signature	Date		