



Australian Government

Australian Radiation Protection and Nuclear Safety Agency

SOURCE LICENCE APPLICATION

LOW HAZARD SOURCES

Use this form to apply for:

1. A source licence to deal with low hazard sources, that is, sources in Group 1 in the table in clause 1 of Schedule 3C of the Australian Radiation Protection and Nuclear Safety Regulations 1999 **OR**
2. An amendment to an existing source licence.

Refer to the [Regulatory Guide: How to Apply for a Source Licence](#) when completing this form.

Indicate the purpose of this application:

A. NEW LICENCE

B. AMENDMENT TO SOURCE LICENCE S

REGULATORY SERVICES

REG-LA-FORM-240N v2

May 2016

SECTION A – APPLICANT INFORMATION

DEPARTMENT OR COMMONWEALTH BODY:	
PORTFOLIO:	
PERSON MAKING THE APPLICATION: (Department Secretary, CEO or other authorised delegate¹) NAME: POSITION: BUSINESS ADDRESS: PH: FAX: EMAIL:	
NOMINEE (where applicable): NAME: POSITION: BUSINESS ADDRESS: PH: FAX: EMAIL:	
RADIATION SAFETY OFFICER (or contact person) NAME: POSITION: BUSINESS ADDRESS: PH: FAX: EMAIL:	

DECLARATION (To be signed by the person making the application)

I hereby declare that the information provided on this form and in support of this application is, to the best of my knowledge, complete and true in every particular.

Signed:

Date:

¹A copy of the instrument of authorisation must accompany the application if it has been signed by an authorised delegate.

SECTION B – DESCRIPTION OF SOURCE AND PROPOSED DEALING

1. Indicate the kind of controlled material or controlled apparatus in the table below

GROUP 1* ITEM	KIND OF CONTROLLED MATERIAL OR CONTROLLED APPARATUS	Select
1	Sealed source for calibration purposes of activity of 40 MBq or less	<input type="checkbox"/>
2	Sealed source in a fully enclosed analytical device	<input type="checkbox"/>
3	Sealed source with activity of 400 MBq or less in a fixed gauge	<input type="checkbox"/>
4	Sealed source in a blood irradiator	<input type="checkbox"/>
5	Sealed source in a bone densitometer	<input type="checkbox"/>
6	Sealed source that: (a) is in storage and awaiting disposal; and (b) has a nuclide with a maximum activity of not more than 10^9 times the activity value for that nuclide set out in an item in the table in clause 2 of Schedule 2 to the Regulations	<input type="checkbox"/>
7	Unsealed source, or sources, in a laboratory or premises, having nuclides of 1 kind only with a maximum activity not more than 100 times the activity value for that nuclide set out in an item in the table in clause 2 of Schedule 2 to the Regulations	<input type="checkbox"/>
8	Unsealed source, or sources, in a laboratory or premises, having nuclides such that when the maximum activity of each nuclide in the source, or sources, is divided by the activity value for that nuclide set out in an item in the table in clause 2 of Schedule 2 to the Regulations, the total of the results for all nuclides in the source, or sources, is not more than 100	<input type="checkbox"/>
9	Mammographic x-ray unit	<input type="checkbox"/>
10	Conventional dental x-ray unit	<input type="checkbox"/>
11	X-ray unit used for bone densitometry	<input type="checkbox"/>
12	X-ray unit used for veterinary radiography	<input type="checkbox"/>
13	Fully enclosed x-ray analysis unit	<input type="checkbox"/>
14	Baggage inspection x-ray unit	<input type="checkbox"/>
15	Mobile or portable medical x-ray unit	<input type="checkbox"/>
16	Magnetic field non-destructive testing device	<input type="checkbox"/>
17	Induction heater or induction furnace	<input type="checkbox"/>
18	Industrial radiofrequency heater or welder	<input type="checkbox"/>
19	Radiofrequency plasma tube	<input type="checkbox"/>
20	Microwave or radiofrequency diathermy equipment	<input type="checkbox"/>
21	Industrial microwave or radiofrequency processing system	<input type="checkbox"/>
22	Optical source, other than a laser product, emitting ultraviolet radiation, infra-red or visible light.	<input type="checkbox"/>
23	A laser product with an accessible emission level more than the accessible emission limit of a Class 3R laser product as set out in AS/NZS IEC 60825.1:2011 <i>Safety of Laser Products – Equipment classification and requirements</i>	<input type="checkbox"/>
24	An optical fibre communication system exceeding Hazard Level 3R as defined by AS/NZS IEC 60825.2:2011 <i>Safety of Laser Products, Part 2: Safety of optical fibre communications systems (OFCS)</i>	<input type="checkbox"/>
24A	Sealed source of controlled material not mentioned in another item of this Schedule, dealings with which have the potential for accidental exposure but the exposure would be unlikely to exceed the dose limits mentioned in regulations 59 and 62 Select from (1) to (6)** below. If none apply, provide a brief description	<input type="checkbox"/>
	(1) Sealed source for training and education purposes of activity 40 MBq or less	<input type="checkbox"/>
	(2) Manufactured item or component containing thorium	<input type="checkbox"/>
	(3) Clock, watch, heritage object, luminous dial or indicator with paint containing radium 226 of activity of 1 MBq or less and no other controlled material	<input type="checkbox"/>
	(4) Clock, watch, heritage object, luminous dial or indicator with paint containing promethium 147 of activity of 1 GBq or less and no other controlled material	<input type="checkbox"/>
	(5) Clock, watch, heritage object, luminous dial, indicator or electronic component containing gaseous tritium (H-3) of an activity between 1 GBq and 100 GBq and no other controlled material	<input type="checkbox"/>
	(6) Tritium as an ionisation source	<input type="checkbox"/>

GROUP 1* ITEM	KIND OF CONTROLLED MATERIAL OR CONTROLLED APPARATUS	Select
	Controlled apparatus that produces ionizing radiation not mentioned in another item of this Schedule, dealings with which have the potential for accidental exposure but the exposure would be unlikely to exceed the dose limits mentioned in regulations 59 and 62 <i>Select from (1) to (11)** below. If none apply, provide a brief description</i>	<input type="checkbox"/>
24B	(1) Fully enclosed x-ray unit (radiography for special purposes)	<input type="checkbox"/>
	(2) Portable handheld dental x-ray apparatus	<input type="checkbox"/>
	(3) Optical source, other than a laser product, emitting ultraviolet radiation, infrared or visible light – solar tower array	<input type="checkbox"/>
	(4) Ion beam etching unit	<input type="checkbox"/>
	(5) CT scanner (for inspection of baggage/freight etc.)	<input type="checkbox"/>
	(6) Dual energy x-ray absorptiometry (DEXA) unit for veterinary studies	<input type="checkbox"/>
	(7) Fully enclosed x-ray biological irradiator (low power)	<input type="checkbox"/>
	(8) CT, SPECT/CT or PET/CT scanner for imaging of small animals	<input type="checkbox"/>
	(9) Klystron amplifier for radio communication or radar	<input type="checkbox"/>
	(10) Laser used on animals	<input type="checkbox"/>
	(11) Handheld backscatter x-ray security inspection system	<input type="checkbox"/>

* See the table in clause 1 of Schedule 3C to the Regulations

** These numbers have been created for purposes of ARPANSA's Licence Administration Database. As such, they will not appear in the table in clause 1 of Schedule 3C to the Regulations.

2. Describe the source (s)

3. Describe the proposed dealing

4. Address of the source(s)

SECTION C – SOURCE DETAILS

Complete the Excel Spreadsheet known as the Source Inventory Workbook (SIW) for any sources used in connection with the facility. [Click here for template](#)

Note: For sealed sources, a copy of any source certificate or special form certificate should accompany the application as per item 5(d) of Part 2 of the Regulations.

SECTION D – PLANS & ARRANGEMENTS

Describe the plans and arrangements for managing the sources (include reference to codes and/or standards where relevant)

EFFECTIVE CONTROL ARRANGEMENTS

Define key accountabilities and responsibilities, including delegations for operation and control over the source, including for safety and security.

TRAINING OF PERSONNEL

Provide details of radiation safety training and training with respect to the use or operation of the source.

RADIATION SAFETY OFFICER

Complete this section only if a Radiation Safety Officer (RSO) has been appointed. A RSO should be appointed if the annual doses have the potential to exceed 10% of the limits prescribed in the Australian Radiation Protection and Nuclear Safety Regulations 1999 (the Regulations) or the source is a hazardous non-ionising radiation source (e.g. Class 4 laser). If appointed, the RSO should have sufficient knowledge of the Act and Regulations and of any relevant code, standard or guidance applying to the source.

WORK PRACTICES

Provide details of appropriate work procedures, records and practices (e.g. Standard Operating Procedures) in relation to the use of the source). If a Code or Standard applies to the safe use of the source, work practices should meet the requirements of the relevant Code or Standard.

RADIOACTIVE WASTE MANAGEMENT PLAN

This section applies only to Items 6, 7 & 8 of Section B. Provide details of the arrangements for the safe handling, treatment, transport, storage and ultimate transfer or disposal of any waste arising from the possession and use of the source.

SECURITY PLAN

This section applies only to Items 1 - 6 of Section B. Provide details of the arrangements for the security of the source to prevent unauthorised access, damage, theft, loss or unauthorised use.

The Code of Practice for Security of Radioactive Sources (RPS11) provides the security requirements for sources depending on the security category and the threat level set by the Australian Government.

EMERGENCY PLAN OR PROCEDURES

This section applies only to Items 3 & 4 of Section B. If a Code or Standard applies to the safe use of the source, the emergency plans or procedures should meet the requirements of the relevant Code or Standard.

CHECKLIST

ITEM	Check	N/A
1. Completed and signed Section A – Applicant Information	<input type="checkbox"/>	<input type="checkbox"/>
2. Copy of Instrument of Authorisation for authorised person	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed Section B – Proposed Dealing	<input type="checkbox"/>	<input type="checkbox"/>
4. Documents to support Section B	<input type="checkbox"/>	<input type="checkbox"/>
5. Completed Section C – SIW (email attachment)	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of sealed source or special form certificate(s)	<input type="checkbox"/>	<input type="checkbox"/>
7. Completed Section D – Plans and Arrangements	<input type="checkbox"/>	<input type="checkbox"/>
8. Documents to support Section D	<input type="checkbox"/>	<input type="checkbox"/>
9. Application fee	<input type="checkbox"/>	<input type="checkbox"/>

SUBMITTING THE APPLICATION

The completed application form and any supporting documentation should be sent to licenceadmin@arpansa.gov.au. Arrangements must be made for payment of the application fee either by cheque or electronic funds transfer. Applicants should refer to regulation 40B and the table in clause 1 of Schedule 3C of the Regulations to determine the appropriate fee.

REGULATORY ASSESSMENT REPORT

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RECOMMENDATION

Issue of Licence

Based on my assessment of the application, I recommend a source licence/an amended source licence be issued to <applicant> to authorise the dealing with <enter details>

Licence Conditions to be applied:

- Licence conditions 1 – 2 (as per licence template)
- Any other special licence condition(s)

Licence attached

REGULATORY OFFICER		
NAME:	SIGNATURE:	DATE:
SECTION MANAGER		
NAME:	SIGNATURE:	DATE:
CHIEF INSPECTOR		
NAME:	SIGNATURE:	DATE: