Government of India

Atomic Energy Regulatory Board

Niyamak Bhavan, Anushaktinagar,
Mumbai- 400 094

APPLICATION FOR APPROVAL OF NOMINATION OF RADIOLOGICAL SAFETY OFFICER LEVEL-1

Part-1: Particulars of the Institution

1. Name and address of the institution with PIN code (in Block Letters):

							PIN							

2. Name, designation and address of the head of the institution (the applicant) with PIN code:

							PIN							

3. Mode of communication

Telephone No. with STD code												
E-mail												
Fax												

4. This application is for:

First time RSO Approval			
Renewal of RSO Approval	Ref No:	Date:	Valid till:

5. Details of equipments available at the institution:

S.No	Manufacturer	Model No	Type*	kVp	mA (max)	Date of Installation

* Please indicate **R** for Radiography, **F** for Fluoroscopy, **C** for Combined, **D** for Dental, **CT** for Computed Tomography, **M** for Mammography, Any others (specify)

6. Details of unusual occurrences including radiation emergencies that have taken place in the past:

S.No	Date of incident	Equipment involved	Nature of incident	Details of action taken	No of persons involved	Max. dose received by an individual

7. Radiation workers in the institution:

S.No	Name of the employee	Date of Birth	Designation	Date radiation work began	Personnel monitoring service number

Part-2: Particulars of the RSO Designate

Affix a recent Passport size photograph

1. Name of the person to be designated as RSO (in Block Letters):

2. Present Designation of the nominee:

3. Office address of the nominee:

							PIN							
Telephone with STD code														

4. Residential address of the nominee:

							PIN							
Telephone with STD code														

5. Permanent address of the nominee:

							PIN							
Telephone with STD code														

6. Academic qualifications and training in radiation safety:

Qualification	University/Examining body	Degree/Diploma	Year of passing	Subjects of study
Academic				
Training course in radiation safety				

7. Experience in radiation work:

S.No	Years of work	Name of institution	Radiation equipment, sources handled	Max. activity handled	PMS number

8. Radiation equipment/radioactive materials for which RSO will be responsible:

Radiation Equipment	
Radiation Material	

9. Additional responsibilities proposed to be assigned to RSO:

10. In case the application is for renewal of nomination of RSO, give details of functions and responsibilities handled by the RSO since his approval. (Include functions such as tests and safety checks, training of radiation workers in the institution, reporting on safety status and unusual occurrences to AERB and any other functions relating to radiation safety in the institution)

11. (a) I hereby certify that the information furnished above is correct to the best of my knowledge and belief;

(b) I undertake to abide by the conditions stipulated by the competent authority from time to time and follow guidelines in discharging the duties and responsibilities as RSO; and

(c) I further undertake to inform the Atomic Energy Regulatory Board immediately in case I am relieved of my services as RSO.

Date: Signature of RSO Designate

12. (a) I hereby certify that all statements made in this application are correct to the best of my knowledge and belief;

(b) I hereby undertake to provide all necessary facilities to RSO to discharge his/her duties and functions effectively; and

(c) I further undertake to inform the Atomic Energy Regulatory Board immediately in case the RSO is relieved of his/her duties.

Place: Signature of the head of the institution

Date: (the Applicant)

(Seal of the institution)

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Radiological Safety Division

DUTIES AND FUNTIONS OF CERTIFIED RADIOLOGICAL SAFETY OFFICER (RSO-1) IN X-RAY INSTALATIONS

The Radiological Safety Officer (RSO) is responsible for radiation safety in the radiology department (Diagnostic X-Ray Installation) and shall assist the employer in implementing:

1. Atomic Energy Act, 1962
2. Atomic Energy (Radiation Protection) Rules, 2004
3. Radiation Surveillance procedures in Medical Application of Radiation, 1989
4. AERB Safety Code Ref; AERB/SC/MED-2(Rev-1)2001
5. The radiological Safety Officer shall assist the employer in meeting the relevant regulatory requirements applicable to the X-ray installation
6. Radiological Safety Officer shall implement
   i) All radiation surveillance measures including proper use of personnel badges such as TLD
   ii) conduct periodic radiation protection surveys
   iii) Maintain proper records of periodic quality assurance tests and personal doses
   iv) Instruct all workers on relevant safety measures
   v) Educate and train new entrants, and local measures, including issuance of clear administrative instructions in writing, to deal with radiation emergencies.
7. RSO shall ensure that all radiation measuring and monitoring instruments in his/her custody are properly calibrated and maintained in good condition. Suitable records of such surveys, including lay out drawing dose mapping deficiencies noticed and remedial actions taken shall be maintained for future follow –up.

AERB/RSD/X-RSO-1/U-1

UNDERTAKING FORM

I have gone through the Act, Rules and code as mentioned above and fully understood the duties and functions to work as Radiological Safety Officer and hereby undertake that I shall scrupulously follow the same while discharging my duties as Radiological Safety Officer

Name and Signature of RSO-1

Endorsed by .....

Name and Signature of the Institution with seal

Note: A dully signed copy of undertaking should be sent to Head, RSD, AERB for records.