



CHECKLIST FOR NEW RADIATION LICENCE APPLICATION

Please complete and attach the following documents during submission: -

| 1.0 ORGANIZATION AND MANAGEMENT | APPLICANT | SHENA |
|---|--------------------------|--------------------------|
| 1.1 Completed Radiation License Application Form, signed and stamped | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 A copy of company registration form (Form 16/17 or Form X) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.0 RADIATION PROTECTION OFFICER (RPO) | | |
| 2.1 Completed Radiation Worker Application Form | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.0 RADIATION PROTECTION PROGRAMME | | |
| 3.1 A copy of Company Radiation Protection Program inclusive of emergency plan | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.0 SECURITY RADIOACTIVE MATERIAL PLAN | | |
| 4.1 A copy of Company Security Radioactive Material Plan (applicable for radioactive materials category 1 and 2 only) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.0 RADIATION SURVEILLANCE MONITORING EQUIPMENT | | |
| 5.1 A copy of quotation for purchase of personal dosimeter for each potential RPO and GRW or current personnel dose records | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2 A copy of quotation for purchase of environmental dosimeter for each control area or current records | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.3 A copy of quotation/catalogue of survey meter (minimum 2 units to purchase) | <input type="checkbox"/> | <input type="checkbox"/> |

| | |
|---|--|
| Checked by (applicant): Signature & Date: | Received by (SHENA): Signature & Date: |
|---|--|

NOTE:

Electronic applications are to be submitted together with all the required supporting documents to email radapplication@shena.gov.bn. Files must be in PDF format, except photos must be in JPEG/PNG format, with appropriate heading and indexed.