SOURCE LICENCE APPLICATION

# Group 1

# Low hazard sources

|  |
| --- |
| Use this form to apply for:   1. A licence to deal with low hazard sources, that is, sources in Group 1 as described in section 4 of the Australian Radiation Protection and Nuclear Safety Regulations 2018   **OR**   1. An amendment to an existing source licence to add a Group 1 source   *Applicants should refer to the* [*Regulatory Guide: How to apply for a source licence*](https://www.arpansa.gov.au/regulation-and-licensing/licensing/information-for-licence-holders/regulatory-guides/regulatory-guide-applying-source-licence-or) *to complete this form* |

*Indicate the purpose of this application:*

A. New Licence

B. Amendment to Source Licence S

# SECTION A: Applicant information

|  |  |
| --- | --- |
| **Department or Commonwealth entity** |  |
| **Portfolio** |  |
| **Person making the application** **(Department Secretary, CEO or authorised delegate[[1]](#footnote-1))**  name:  POSITION:  BUSINESS ADDRESS:  PH:  EMAIL: | |
| **Nominee (where applicable)**  name:  POSITION:  BUSINESS ADDRESS:  PH:  EMAIL: | |
| **Radiation Safety Officer (or contact person)**  NAME:  POSITION:  BUSINESS ADDRESS:  PH:  EMAIL: | |

**Declaration by 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.

Print Name:

Sign:

Date:

# SECTION B: Description of source and proposed dealing

## *Select from the table below*

|  |  |  |
| --- | --- | --- |
| GROUP 1\* ITEM | KIND OF CONTROLLED MATERIAL OR CONTROLLED APPARATUS | Select |
| G1-1 | Sealed source for calibration purposes of activity of 40 MBq or less |  |
| G1-2 | Sealed source in a fully enclosed analytical device |  |
| G1-3 | Sealed source with activity of 400 MBq or less in a fixed gauge |  |
| G1-4 | Sealed source in a blood irradiator |  |
| G1-5 | Sealed source in a bone densitometer |  |
| G1-6 | Sealed source that:(a) is in storage and awaiting disposal; and (b) has a nuclide with a maximum activity of not more than 109 times the activity value for that nuclide in Part 1 of Schedule 1 of the Regulations |  |
| G1-7 | Unsealed source, or sources, in a laboratory or particular premises, having nuclides of one kind only with a maximum activity of not more than 102 times the activity value for that nuclide set out in Part 1 of Schedule 1 of the Regulations |  |
| G1-8 | Unsealed source, or sources, in a laboratory or particular 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 Part 1 of Schedule 1 of the Regulations, the total of the results for all nuclides in the source, or sources, is not more than 102 |  |
| G1-8 (a)\*\* | Radioactive waste in storage awaiting disposal, if the result of the activity value division steps for the controlled material is greater than 1 and is not greater than 102 |  |
| G1-9 | Mammographic x-ray unit |  |
| G1-10 | Conventional dental x-ray unit |  |
| G1-11 | X-ray unit used for bone densitometry |  |
| G1-12 | X-ray unit used for veterinary radiography |  |
| G1-13 | Fully enclosed x-ray analysis unit |  |
| G1-14 | Baggage inspection X-ray unit |  |
| G1-15 | Mobile or portable medical x-ray unit |  |
| G1-16 | Magnetic field non-destructive testing device |  |
| G1-17 | Induction heater or induction furnace |  |
| G1-18 | Industrial radiofrequency heater or welder |  |
| G1-19 | Radiofrequency plasma tube |  |
| G1-20 | Microwave or radiofrequency diathermy equipment |  |
| G1-21 | Industrial microwave or radiofrequency processing system |  |
| G1-22 | Optical source, other than a laser product, emitting ultraviolet radiation, infra-red or visible light. |  |
| G1-23 | 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 60825.1:2014 |  |
| G1-24 | An optical fibre communication system exceeding Hazard Level 3R as defined by AS/NZS IEC 60825.2:2011 |  |
| G1-25 | Sealed source not mentioned in another item of this table or in the definition of Group 2 or Group 3, dealings with which do not have the potential for accidental exposure likely to exceed the dose limits mentioned in sections 77 and 79 of the Regulations  ***Select from (a) to (g)\*\* below. If none apply, provide a brief description:*** |  |
| 1. Sealed source for training and education purposes of activity 40 MBq or less |  |
| 1. Manufactured item or component containing thorium |  |
| 1. Item or device containing radium 226 of 1 MBq or less and no other controlled material |  |
| 1. Item or device containing promethium 147 of 1 GBq or less and no other controlled material |  |
| 1. Item or device containing tritium of 100 GBq or less and no other controlled material |  |
| 1. *Intentionally blank* |  |
| 1. Sealed source in a static eliminator or aerosol neutraliser |  |
| G1-26 | Controlled apparatus that produces ionising radiation and is not mentioned in another item of this table or in the definition of Group 2 or Group 3, dealings with which do not have the potential for accidental exposure likely to exceed the dose limits mentioned in sections 77 and 79 of the Regulations  ***Select from (a) to (k)\*\* below. If none apply, provide a brief description:*** |  |
| 1. Fully enclosed x-ray unit (radiography for special purposes) |  |
| 1. Portable handheld dental x-ray apparatus |  |
| 1. *Intentionally blank* |  |
| 1. *Intentionally blank* |  |
| 1. *Intentionally blank* |  |
| 1. Dual energy x-ray absorptiometry (DEXA) unit for veterinary studies |  |
| 1. Fully enclosed x-ray biological irradiator (low power) |  |
| 1. CT, SPECT/CT or PET/CT scanner for imaging of small animals |  |
| 1. *Intentionally blank* |  |
| 1. *Intentionally blank* |  |
| 1. Handheld backscatter x-ray security inspection system |  |
| G1-27 | Controlled apparatus that produces non‑ionizing radiation and is not mentioned in another item of this table  ***Select from (a) to (c)\*\* below. If none apply, provide a brief description:*** |  |
| 1. Optical source, other than a laser product, emitting ultraviolet radiation, infrared or visible light – solar tower array |  |
| 1. Ion beam etching unit |  |
| 1. Laser used on animals |  |

\* See section 4 of the Regulations

\*\* These numbers have been created for purposes of ARPANSA’s Licence Administration Database. As such, they do not appear in section 4 of the Regulations

## Describe the source(s)

## Describe **how the source(s) will be used**

## Address where source(s) are normally used or stored

# SECTION C: Source details

*Complete the Excel Spreadsheet known as the Source Inventory Workbook (SIW) for any sources used in connection with the facility.* *The SIW template is available* [*HERE*](https://www.arpansa.gov.au/regulation-and-licensing/licensing/information-for-licence-holders/regulatory-forms#6)*. Include a copy of any sealed source certificate for sealed sources.*

# SECTION D: Plans & arrangements for managing safety

*Describe the plans and arrangements for managing the safety of 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 2018 (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 its requirements.*

## Radioactive waste management plan

***This section applies only to Items G1-1 to G1-8(a) & G1-25 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 G1-1 to G1-6 and G1-25 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)*](https://www.arpansa.gov.au/node/258) *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 controlled material***

*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.*

**Section E: Matters to be taken into account by the CEO**

**International best practice in radiation protection and nuclear safety**

### Describe how international best practice in radiation protection and nuclear safety will be considered with respect to the source

## Undue risk

*Provide information to show that there is no undue risk from radiation associated with the proposed dealing*

## Net benefit

*Provide information that demonstrates a net benefit from the proposed conduct*

## Optimisation of protection

### Provide information in relation to the proposed dealing that demonstrates protection has been optimised so that radiation risks are as low as reasonably achievable. The level of protection should be the best under prevailing circumstances and should provide for an adequate margin of benefit over harm. The applicant must show that the likelihood of incurring exposures, the number of people exposed, and the magnitude of exposures are as low as reasonably achievable, having regard to economic and societal factors.

## Technical, human and organisational factors

*Provide information that demonstrates that interactions between technical, human and organisational factors have been considered in the management of safety.*

## Capacity to comply

*Provide information to show that the applicant has the capacity to comply with the Act & Regulations*

## Authorised signatory

*Confirm that the application has been signed by an office holder of the applicant or a person authorised by an office holder of the applicant*

# Submitting the application

Send completed application, SIW, and all supporting documents to [licenceadmin@arpansa.gov.au](mailto:licenceadmin@arpansa.gov.au)

# Application fee

Applicants should refer to section 49 of the [Regulations](http://classic.austlii.edu.au/au/legis/cth/num_reg/arpansr2018201801694612/) to determine the appropriate application fee.

The fee must be received before the application can be assessed.Accepted payment methods are EFT, credit card or BPAY – please see [Payment methods | ARPANSA](https://www.arpansa.gov.au/about-us/payment)**.**

## Checklist

|  |  |  |
| --- | --- | --- |
| **Item** | **Check** | **N/A** |
| 1. Completed and signed Section A – Applicant Information |  |  |
| 1. Copy of Instrument of Authorisation for authorised person |  |  |
| 1. Completed Section B – Proposed Dealing |  |  |
| 1. Documents to support Section B |  |  |
| 1. Section C – Completed SIW (separate attachment) |  |  |
| 1. Copy of sealed source or special form certificate(s) |  |  |
| 1. Completed Section D – Plans and Arrangements |  |  |
| 1. Documents to support Section D |  |  |
| 1. Completed Section E – Matters to be taken into account by the CEO |  |  |
| 1. Documents to support Section E |  |  |
| 1. Application fee |  |  |

1. A copy of the instrument of authorisation must accompany the application if it has been signed by an authorised delegate [↑](#footnote-ref-1)