

Guidance Notes for the compilation of a Radiation Safety Manual:

Introduction

The conditions attached to licenses issued by the RPII in respect of any activity involving ionising radiation require the licensee to draft, approve and maintain a Radiation Safety Manual (in those cases where only small sources of radiation are involved the manual is more often referred to as 'Radiation Safety Procedures' since the content can be contained in a few pages only).

The Manual/Procedures should be approved by the licensee's Managing Director (or equivalent) usually after receiving 'no objections' from the Regulatory Service of the Radiological Protection Institute of Ireland. A typical layout and content of the Manual is given below.

Section 1

Technical description of licensed items covering particulars, as appropriate, such as x-ray machine/isotope type; half-life; radiation source holder type; serial number; activity; makers name; ISO 2919 classification.

Section 2

Normal Operating Procedures

Section 3

Emergency Operating Procedures (Contingency Plans) such as in case of fire, explosion, spill or loss; (including methods of contacting responsible personnel outside working hours)

Section 4

Details of planned maintenance such as routine radiation surveys; wipe testing; performance testing; routine surveillance when equipment is not in use.

Section 5

Radiological safety procedure such as dosimetry; designation of controlled and supervised areas; radiation labels and notices; testing and calibration of monitoring equipment.

Section 6

Administration, such as name of Radiological Protection Officer and Deputy; terms of reference; reporting lines and working relations with other members of staff and management; list of qualified operators; list of Category A and B workers.

Section 7

Records. Description of method keeping records which are required by licence or Radiation Safety Manual.

Section 8

Transport. How to package and transport the licensed items in order to comply with condition of licence.

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