

RADIATION SAFETY AND NUCLEAR SECURITY AUTHORITY

Guide for Appointment of a Radiation Protection Officer

1. Introduction

Pursuant to Section 20(1)(c) of the Radiation Safety and Nuclear Security Act 2018, every licensee shall appoint an appropriate person as Radiation Protection Officer (RPO) to oversee the safe and secure conduct of radiation practice(s) at a facility.

2. Appointment of RPO

The licensee should officially appoint a Radiation Protection Officer (RPO) and apprise the latter, in writing, of his duties as RPO. Please see attached template which may be used as a letter for the appointment of a RPO.

The licensee should also ensure that the person appointed as RPO has confirmed his acceptance of his appointment in writing.

The licensee should inform the Radiation Safety and Nuclear Safety Authority (RSNSA) on the appointment of the RPO by completing the *Notification Form for Appointment of a RPO*.

For any change of the appointed RPO, the licensee should submit a fresh *Notification Form for Appointment of a RPO*.

Additionally, in the temporary or prolonged absence of the appointed RPO, the licensee should inform the RSNSA, in writing, of the appointment of the temporary RPO, providing the contact details and period for which the temporary RPO has been appointed.

3. Criteria for appointment of RPO

The person to be appointed as RPO should -

- (i) possess a Cambridge Higher School Certificate or Passes in Mathematics and Physics obtained on one certificate at the General Certificate of Education "Advanced Level";
- (ii) be fully conversant with the radiation practice(s) for which he/ she will serve as Radiation Protection Officer;
- (iii) possess effective communication and interpersonal skills;
- (iv) be computer literate; and
- (v) be a full-time employee working at the facility and provided with adequate time and resources to ensure that all protection and safety measures are implemented in compliance with the RSNS Act 2018.

NOTE

A Degree in Science or Engineering from a recognised institution or an equivalent qualification acceptable to the Higher Education Commission is desirable.

4. Duties of RPO

Below is a generic list of duties of the RPO in line with Section 21 of the Radiation Safety and Nuclear Security Act 2018 -

- (i) To carry out a safety assessment of the practice;
- (ii) To develop and maintain the safety assessment report;
- (iii) To promote radiation safety and nuclear security culture at the facility;
- (iv) To advise the licensee, in writing, of the protection and safety measures to be implemented to minimise any risk associated with the conduct of the practice;
- (v) To assist the licensee in the effective implementation of the protection and safety measures and the radiation protection programme for the safe and secure conduct of the practice;
- (vi) To promptly inform the licensee, in writing, of any identified non-compliance and to assist the licensee in the implementation of any corrective action;
- (vii) To maintain an inventory of radiation sources at the facility;
- (viii) To maintain all the radiation safety and nuclear security related records;
- (ix) To conduct training sessions, briefing sessions and awareness sessions on radiation safety to relevant personnel as may be necessary;
- (x) To facilitate the conduct of inspections by the RSNSA;
- (xi) To provide to the RSNSA, as and when required, any safety related information/document pertaining to the radiation practices being carried out at the facility; and
- (xii) To be the liaison officer on radiation safety and nuclear security matters between the RSNSA and the licensee.

NOTE

All the duties assigned to the RPO should be clearly stipulated in the letter of appointment of a RPO.