

RADIATION SAFETY AND NUCLEAR SECURITY AUTHORITY

Guide for Renewal of Licence

1.0 Introduction

In accordance with Section 16 of the Radiation Safety and Nuclear Security Act 2018 (RSNS Act 2018), the Radiation Safety and Nuclear Security Authority (RSNSA) issues licences authorising the conduct of radiation practices. A licence is issued for a specified period, the duration of which depends on the risk and nature of the radiation practice authorised.

A licensee who wishes to continue conducting a radiation practice upon expiry of an existing licence is required to submit an application for renewal of the licence in accordance with Section 18 of the RSNS Act 2018 and the applicable regulations.

The purpose of this guidance document is to assist licensees in preparing and submitting an application for renewal of a licence. It provides information on the applicable requirements, supporting documents and the process to be followed for the timely submission and processing of an application for renewal of licence.

1.1 Submission of Application

The application for renewal of the licence should be submitted by completing the '*Application Form for Renewal of Licence*' herewith attached. The form may also be downloadable from the [RSNSA website](#). **The duly completed application form should be submitted to the RSNSA, together with all supporting documents as may be required.** Such documents may include, but are not limited to the following –

- (i) The Safety Assessment Report (SAR);
- (ii) The Inventory of Radiation Sources;
- (iii) The Notification Form for the Appointment of a Radiation Protection Officer (RPO);
- (iv) An Emergency Response Plan; and
- (v) A Site Security Plan.

In accordance with Regulation 5(1) of the Radiation Protection (Licensing and Registration) Regulations 2017 [GN No. 153 of 2017], **the application for renewal of licence shall be submitted to the Authority at least 90 days prior to the expiry of the licence.**

1.2 Approval of Application

The Authority will review and assess each and every application received for renewal of licence and **a decision on the application will, as far as practicable, be communicated to the licensee at least one month prior to the expiry of the licence**, to allow sufficient time for payment of the prescribed licence fee and issuance of the renewed licence.

Upon approval of the application for renewal of licence, the licensee should effect payment of the prescribed licence fee in accordance with the Radiation Protection (Licensing and Registration) Regulations 2017 [GN No. 153 of 2017]. Kindly note that **no payment will be accepted prior to approval of the application for renewal of licence**. The licensee will be requested to effect payment of the applicable licence fee only after the application has been approved.

1.3 Late Submission of Application

A late submission of application for renewal of licence, that is less than 90 days prior to the expiry of the licence, may lead to a discontinuity of radiation practices being conducted at the facility and payment of surcharge for the late renewal of licence in case of a late renewal of the licence.

1.4 Late Renewal of Licence

A late renewal of licence may result from an incomplete or late application submitted to the RSNSA. In accordance with Radiation Protection (Licensing and Registration) Regulations 2017 [GN No. 153 of 2017], the following surcharges will be applicable for the late renewal of licence -

- (i) **10%** where payment is received within a delay of **15 days** after the expiry date; and
- (ii) **50%** where payment is received **more than 15 days but less than 30 days** after the expiry date.

As per the said regulations, a licence cannot be renewed where payment of the renewal fee is not made within 30 days from the expiry of the licence.

No radiation practice shall be conducted after the expiry of the licence until or unless the licence has been renewed.

2.0 Supporting Documents

2.1 Safety Assessment Report (SAR)

If required, the licensee should submit the SAR being maintained for the safe conduct of all radiation practices at the facility.

The SAR is the document being maintained by the licensee to clearly demonstrate compliance with the requirements of the RSNS Act 2018.

The SAR should be submitted in hard copy to the RSNSA and electronic form on the following email address: rsnsa@govmu.org.

For more information on the SAR, please refer to the ['Guide for the Development of a Safety Assessment Report'](#).

2.2 Inventory of Radiation Source(s)

If required, the licensee should complete and submit the Inventory of Radiation Sources at the facility.

The Inventory of Radiation Sources is a document being maintained by the licensee providing updated information on each radiation source at the facility in line with the [template](#) provided by the RSNSA.

The inventory should include the technical details (Make, Model, Serial Number, Activity, etc) of each radiation source and current status, such as whether the source is in use, kept in custody only, or is authorised for installation and commissioning only.

2.3 Notification Form for Appointment of a Radiation Protection Officer (RPO)

Pursuant to Section 20(1)(c) of the RSNS Act, 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.

If required, the licensee should complete and submit the ['Notification Form for Appointment of a Radiation Protection Officer'](#).

It is to be highlighted that the duly completed form should be accompanied by the letter of appointment of the RPO or the justification letter. You may refer to the [template letter for the appointment of the RPO](#).

For more information on the submission of the Notification Form for Appointment of a RPO, please refer to the ['Guide on the Appointment of a Radiation Protection Officer'](#).

2.4 Emergency Response Plan

If required, the licensee should submit an Emergency Response Plan being maintained for effective response to a radiological emergency.

The Emergency Response Plan is a document which comprises details on the responsibilities, procedures and arrangements for effective respond to any foreseeable radiological emergency that may occur in the facility.

For more information on the Emergency Response Plan, please refer to the ['Guide for the Emergency Response Plan'](#).

2.5 Site Security Plan

If required, the licensee should submit a Site Security Plan maintained to ensure adequate physical protection of any high risk radioactive material.

A Site Security Plan is a documented, site-specific plan describing the security measures and arrangements established to protect radioactive sources and associated facilities against unauthorised access, removal, loss, theft, misuse, sabotage or other security threats, and to respond to security-related events.

For more information on the Site Security Plan, please refer to the ['Guide for Site Security Plan'](#).

Annex

[Application Form for Renewal of Licence](#)