

LETTER HEAD OF COMPANY

Name of Appointed RPO
Designation

Dear [Title & Name of Appointed RPO],

Appointment of Radiation Protection Officer

In accordance with section 20(1)(c) of the Radiation Safety and Nuclear Security Act, [Name of Licensee] is pleased to formally appoint you as Radiation Protection Officer (RPO) for the conduct of radiation practice(s) at [Name and Address of Facility], with effect from [start date].

Your duties and responsibilities will include, but not limited to the following -

- (i) carrying out a safety assessment of the practice;
- (ii) developing and maintaining the safety assessment report;
- (iii) advising, in writing, on the protection and safety measures to be implemented to minimise any risk associated with the conduct of the practice;
- (iv) assisting in the implementation of the protection and safety measures and the radiation protection programme for the safe and secure conduct of the practice;
- (v) conducting radiation safety training, briefing and awareness sessions for relevant personnel, as necessary; and
- (vi) advising the licensee on matters related to radiation safety and nuclear security.

[Please add any other duties and responsibilities to be assigned to the RPO.]

Kindly confirm your acceptance of this appointment by signing the section below.

Date:

Name:

Signature:

Designation:

ACCEPTANCE

I, [Name of Appointed RPO], hereby accept the appointment as RPO and confirm that I will carry out the duties and responsibilities assigned to me as outlined above.

Date:

Signature: