

RULEBOOK

ON RECORDS ON PERFORMED ACTIVITIES IN THE FIELD OF IONIZING RADIATION PROTECTION

("Off. Gazette of the Republic of Serbia", no. 17/2011)

SUBJECT MATTER OF REGULATION

Article 1

This Rulebook stipulates the content of records kept by authorised legal persons relating to the activities in the field of radiation protection (hereinafter referred to as authorized legal persons) as well as matters concerning form and content of records that shall be submitted to the Serbian Radiation Protection and Nuclear Safety Agency (hereinafter referred to as: the Agency) by authorised legal persons.

RADIATION PROTECTION ACTIVITIES PERFORMED BY AUTHORISED LEGAL PERSONS

Article 2

Keeping records pursuant this Rulebook shall be obligation of the legal persons authorised to perform activities in the field of radiation protection set out in this Article:

1. radioactivity monitoring or specific examinations within monitoring;
2. measurements of radionuclide content in drinking water, foodstuff, feeding stuffs, medicines, consumer goods, construction materials and other goods;
3. measurements for early warning of emergency;
4. measurements to assess the levels of exposure to ionizing radiation of occupationally exposed persons, patients and population;
5. measurements to control the quality management system of ionizing radiation protection measures;
6. decontamination of the work and living environments;
7. decontamination of persons;
8. control of radioactivity in goods.

RECORDS CONTENT

Article 3

Authorized legal person shall be obliged to keep records on the performed radiation protection activities in line with the content described in Appendix 1 attached along with this Rulebook and constitutes its integral part.

Article 4

Authorized legal person shall keep the recorded data referred to in Article 3 of this Rulebook for a period of 30 years.

Article 5

Authorized legal person shall submit to the Agency the data on performed radiation protection activities no later than 31 January of the current year for the previous year, in line with the content of the form and Form 2, given in Appendix 2 attached along with this Rulebook and constitutes its integral part.

Article 6

Authorized legal person shall submit the data referred to in Article 5 of this Rulebook to the Agency in printed and electronic form.

Article 7

Authorized legal person shall be obliged to submit to the Agency, in addition to the records under Article 5 of this Rulebook, the Annual analysis of results of the measurements carried out in order to implement radiation protection measures no later than 31 March of the current year for the previous year.

Paragraph 1 of this Article shall not apply to the Annual report on radioactivity monitoring which shall be submitted by 31 May of the current year for the previous year.

Article 8

Authorized legal person shall submit to the Agency a report on the performed radiation protection with the risk assessment in cases where measurement results indicate an unacceptable risk of ionizing radiation for exposed individuals, patients or environment, as soon as possible and no later than 15 days from the performed measurements that revealed irregularity.

ENTRY INTO FORCE

Article 9

This Rulebook shall enter into force on the eighth day following its publication in the Official Gazette of the Republic of Serbia.

Appendix 1

DATA CONTAINED IN RECORDS ON PERFORMED ACTIVITIES IN THE FIELD OF RADIATION PROTECTION MEASURES IMPLEMENTATION

1. General information on activities carried out as follows:

- 1) Type of activity;
- 2) Name of legal person/entrepreneur for whom it was performed;
- 3) Address of legal person/entrepreneur: (phone, fax and e-mail address);
- 4) Number and date of license for performing radiation practice (if any);
- 5) Person responsible for radiation protection (phone, fax and e-mail address);
- 6) Measurement date.

2. Data by the type of activity

- Records on diagnostic X-ray generators shall include:

- 1) name of generator and additional equipment;
- 2) name and address of the manufacturer;
- 3) type and serial number of generator or X-ray tube;
- 4) number and date of issuance of procurement decision;
- 5) number and date of issuance of decision for use;
- 6) number and date of certification;
- 7) generator type and purpose;
- 8) tube type;
- 9) operating mode (illumination, imaging);
- 10) maximum voltage of X-ray tube and anode current;
- 11) join generator;
- 12) filtration;
- 13) repeatability of imaging time, high voltage and dose equivalent;
- 14) position of reference axis;
- 15) type of image receiver;
- 16) changes made to the unit (failures, repairs, servicing, tube replacement);
- 17) date and reason for termination of generator use.

- Records on ionizing radiation generators for radiotherapy shall include:

- 1) name and type of generator;
- 2) name and address of manufacturer;
- 3) number and date of issuance of procurement decision;

- 4) number and date of issuance of decision for use;
 - 5) number and date of certification;
 - 6) type and serial number of generator;
 - 7) purpose of generator use;
 - 8) type and energy of radiation, or the maximum voltage and anode current;
 - 9) changes made to the unit (failures, repairs and maintenance);
 - 10) termination date and reasons for termination of use of generator.
- Records on sealed sources of ionizing radiation shall include:
- 1) name, radionuclide designation and purpose of the use radiation sources;
 - 2) name and address of producer;
 - 3) date and number of decision to procure radiation source;
 - 4) date and number of decision for use of source;
 - 5) date of manufacture and initial activity;
 - 6) date of commencement of use;
 - 7) planned period of use;
 - 8) activity at the end of the radiation source use;
 - 9) type and designation of container;
 - 10) place for temporary storage of sources;
 - 11) date of termination of use;
 - 12) legal person that takes over the radiation source.
- Records on open sources of ionizing radiation shall include:
- 1) name, radionuclide designation;
 - 2) name and purpose of radiopharmaceuticals (for medical use);
 - 3) name and address of manufacturer and supplier;
 - 4) date and number of decision approving activity with the open radiation sources;
 - 5) working activity class;
 - 6) maximum allowed monthly and annual activities per each radionuclide;
 - 7) repository for temporary storage of radioactive waste;
 - 8) basis for release from control
- Records on public exposure to ionizing radiation shall include:
- 1) name of measuring site;
 - 2) time period in which measurement was made;
 - 3) ambient dose rate equivalent (minimum, maximum, average);
 - 4) ambient dose equivalent;
 - 5) specific activity of manmade radionuclides in air;
 - 6) specific activity of manmade radionuclides in solid and liquid precipitation;

- 7) specific activity of manmade radionuclides in soil;
 - 8) specific activity of manmade radionuclides in foodstuff, drinking water and consumer goods;
 - 9) specific activity of manmade radionuclides in feedingstuffs;
 - 10) specific activity of radionuclides in building materials;
 - 11) specific activity of radionuclides in samples from residence buildings;
 - 12) estimated effective dose to the population.
- Records on exposure to ionizing radiation of occupationally exposed persons shall include:
- 1) name and address of user of ionizing radiation source;
 - 2) full name and sex of a person;
 - 3) day, month and year of birth;
 - 4) unique identification number;
 - 5) occupational qualifications;
 - 6) years of service in radiation zone;
 - 7) type of radiation source to which a person was exposed;
 - 8) individual and annual values of personal dose equivalent $H_p(10)$ and $H_p(0.07)$;
 - 9) estimated annual effective dose;
 - 10) estimated effective dose in the event of emergency.

APPENDIX 2

DATA RECORDS ON PERFORMED ACTIVITIES IN THE FIELD OF RADIATION PROTECTION MEASURES IMPLEMENTATION TO BE SUBMITTED BY AUTHORISED PERSON TO THE AGENCY

1. Details of authorized legal person, such as:
 - 1) Name of authorized legal person;
 - 2) Official identification number and tax identification number of legal person or entrepreneur;
 - 3) City, street address, telephone, fax and e-mail addresses;
 - 4) Number and date of decision on authorization for performing activities in the radiation protection field:
 - (1) Radioactivity monitoring or specific examinations within monitoring;

- (2) Measurements of radionuclide content in drinking water, foodstuff, feeding stuffs, medicines, consumer goods, construction materials and other goods;
- (3) Measurements for early warning of emergency;
- (4) Measurements to assess the levels of exposure to ionizing radiation of occupationally exposed persons, patients and population;
- (5) Measurements to control the quality management system of ionizing radiation protection measures;
- (6) Decontamination of the work and living environments;
- (7) Decontamination of persons;
- (8) Control of radioactivity in goods.

5) Contact person (phone, fax and e-mail address).

2. Records on performed activities, as follows:

- 1) Type of activity;
- 2) Name of person/entrepreneur for whom it was performed;
- 3) Address of legal person/entrepreneur: (phone, fax and e-mail address);
- 4) Number and date of a license to perform radiation activities/nuclear activities;
- 5) Person responsible for radiation protection (phone, fax and e-mail address);
- 6) List and number of performed activities;
- 7) List of sources of ionizing radiation that do not meet the legal requirements concerning use, with a description of deficiencies with regard to activities listed under details of authorized legal person, item 4) of sub-item (4) or a list of samples and type of measurements indicating an increased risk of ionizing radiation concerning activities listed under details of authorized legal person, item 4) sub-item (1), (2), (3), (5), (6), (7) and (8);
- 8) Note.

3. Verification of records:

- Place and date;
- For authorized legal person;
- Place for stamp;
- Signature of responsible person

Form 2
RECORDS ON PERFORMED ACTIVITIES IN THE FIELD OF
IONIZING RADIATION PROTECTION

1. Details of authorized legal person:

Name of authorized legal person		Official identification number:	
		Tax identification number:	
City:	Address:		
Phone:	Fax number:	E-mail:	
<p>Number and date of a decision to perform activities in the field of radiation protection:</p> <ol style="list-style-type: none"> 1) Radioactivity monitoring or specific examinations; 2) Measurements of radionuclide content in drinking water, foodstuff, feeding stuffs, medicines, consumer goods, construction materials and other goods; 3) Measurements for early warning of emergency; 4) Measurements to assess the levels of exposure to ionizing radiation of occupationally exposed persons, patients and population; 5) Measurements to control the quality management system of ionizing radiation protection measures; 6) Decontamination of the work and living environments; 7) Decontamination of persons; 8) Control of radioactivity in goods 			
Contact person:			
Phone:	Fax number:	E-mail:	

2. Records on performed activities:

Type of activity:		
Name of person/entrepreneur for whom was performed:		
Address of legal person/entrepreneur:		
Phone:	Fax number:	E-mail:
Number and date of a license to perform radiation activities/nuclear activities:		
Responsible person for radiation protection:		
Phone:	Fax number:	E-mail:
List and number of performed activities:		
List of ionizing radiation sources or a list of samples and types of measurements that do not meet the legal requirements furnished with a description of deficiencies:		
Note:		

3. Verification of records

Place and date:	For authorized legal person SP Signature of responsible person
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