##### RPA 2000

## The Competence Certification Schemes

##### document IRIS3

##### THE Renewal of IRIS certification scheme

##### (IRIs-RCS)

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May 2017

PART A. Instructions

##### A1. Background

Certificates awarded by assessing bodies must state that the individual has satisfied the assessing body that he or she possesses the core competence needed to be an IRIS. A certificate is valid for no more than five years. This means that all individuals who wish to continue to act as IRISs need to renew their certificate of competence at intervals not exceeding five years

To achieve renewal of certification, IRISs must provide suitable evidence to an assessing body to show that they have kept up to date their knowledge of standards and of developments in radiation measurement & instrumentation. As well as work examples, acceptable evidence may include reading relevant scientific or other journals, taking part in appropriate discussion groups and private study, as well as attendance at courses, IRMF meetings, scientific seminars, etc. Acceptable evidence may also be derived from membership of an appropriate Continuing Professional Development (CPD) scheme.

The intention is to minimise the amount of effort required to gain re-certification.

##### A2. Participation in the IRIS-RCS

Participation in the IRIS-RCS involves identifying work, update and training activities that positively demonstrate that the applicant has maintained:

* ***a clear understanding of the role of an IRIS*** *which is to advise employers on instrumentation and radiation measurement*
* ***detailed understanding of Good Practice Guide 14 and other associated guidance****;*
* *general awareness of other* ***related radiation measurement developments*** *(eg ISO Standards & transport legislation); and*
* *general awareness of* ***technological advances*** *relevant to radiation measurement.*

In particular, the IRIS-RCS places significant emphasis on practical experience of IRIS work. It also requires an applicant to keep up-to-date with relevant information, most readily available through regular participation in IRMF events.

Participation in the IRIS-RCS requires the maintenance of a record of qualifying work activities and the corresponding points gained over a five-year period. Part B of this document has been designed to structure applicants’ evidence and to record their qualifying points.

##### A3. Appropriate work activities

Experience has shown that applicants welcome detailed advice on acceptable activities and their corresponding IRIS-RCS points value. Consequently, Part B of this document provides a comprehensive schedule of work activities that would be acceptable to RPA 2000 assessors, together with their corresponding points value. This schedule is not intended to be exclusive and applicants may include any other work activities that they regard as appropriate.

The identified work activities are separated into two categories:

* ***Category 1 : Learning based activities (and subsequently 2 sub-Categories)***
* ***Category 2 : Competence based activities (and subsequently 6 sub-Categories)***

##### A4. IRIS-RCS record and application for re-certification

***A4.1 Evidence***

All claims for qualifying points must be supported by some form of evidence. The sort of evidence that should be submitted may be along the following lines:

* Training course programmes, with the applicant’s participation simply highlighted (eg as a student, lecturer or organiser) and, preferably, an attendance certificate.
* Short, simple extracts from reports, documents, etc, identifying the applicant’s role.
* Brief descriptions of one-off activities, with a brief justification for the points claimed (preferably by means of a direct comparison with the identified work activities).

More detailed guidance will be found in each of the tables in Part B.

##### *A4.2 Qualifying points*

##### To achieve renewal of certification (i.e. the award of a further five-year certificate of IRIS core competence) the applicant must demonstrate, to the satisfaction of RPA 2000 assessors, the acquisition of *at least 50 appropriate IRIS-RCS points* over the range of work, update and training activities. The only condition is that *at least 5 points* must be gained from Category 1 (*Learning based activities) and not more than 45 points from Category 2 (Competency based activities)* Note:No more than 30 points should be from sub-category 2.5 specifically.

##### Applicants *are advised* to submit evidence in support of greater than the minimum 50 points required to gain renewal of certification and a target of 60 points is suggested. The advantage of this is that it should enable assessors to award renewal of certification without further reference to the applicant, even though they may have cause to question the absolute validity of some of the points that are claimed.

Only points gained within the five-year duration of participation in the IRIS-RCS can count towards renewal of certification. ***Surplus points*** cannot be carried forward to the following five-year renewal of certification period.

***A4.3 Period of participation in IRIS-RCS***

The ***five-year period of participation in the IRIS-RCS*** should be scheduled to end 6 months prior to the end of the applicant’s current certificate of competence. This should allow adequate time for the applicant to complete the records, submit it to RPA 2000 and for RPA 2000 to assess the application and either to issue a new certificate or take up any necessary enquiries with the applicant. To ensure that certification is not allowed to lapse, applications forrenewal of certification ***must be received*** by RPA 2000 ***not later than 3 months*** prior to the expiry date of the current certificate but preferably as soon as possible after IRIS participation has been completed.

***A4.4 Authentication of application***

The application must be authenticated (signed) by a suitable person. In the case of employed persons this will generally be their line manager or another work colleague with good knowledge of their work. In the case of self-employed persons, applications should be authenticated by a person who is acquainted with their work and who is a current member of one of the constituent societies of RPA 2000 (i.e. currently AURPO, IPEM and SRP).

**PART B. Evidence, Guidance and Points Record**

**B1. Introduction**

IRIS-RCS points can only be gained from those work activities that are consistent with the HSE Guidance on renewal of certification. Appropriate activities are grouped under two categories:

* **Category 1 : Learning based activities** (**at least** **5 points**).
* **Category 2 : Competence based activities** (**no more than 45 points**).

Applicants are advised to submit evidence in support of greater than the minimum 50 points required to gain renewal of certification and a target of 60 points is suggested.

Under ***Category 1 activities***,many applicants are likely to find that regular participation at IRMF meetings is a preferred route to gain points. However, applicants who find it difficult to attend such meetings may provide evidence in the form of private study and relevant examples of learning from within their workplace experience.

Under ***Category 2 activities***, applicants who spend a significant amount of time directly on IRIS work will gain many points under sub-category 2.1. Applicants who are not so clearly involved in direct IRIS work would be expected to gain points from elsewhere within Category 2.

**B2. General Guidance**

***B2.1 Your IRIS-RCS record and renewal of certification application***

The IRIS-RCS should be downloaded from the RPA 2000 web-site. When you apply for renewal of certification RPA 2000 requires you to submit ***hard copies*** of:

* The completed application form (Part C of this document), and
* A full record of all the points claimed (Completed Tables) with each claim supported by appropriate evidence.

***B2.2 Using the IRIS-RCS***

1. The points stated for an ‘event’ in the following tables are themaximum that may be claimed***.*** The actual value claimed should be based on your own judgementof the value of the ‘event’ in maintaining and/or strengthening your continuing competence to act as an IRIS.
2. The tables contain a range of identified work activities that would be acceptable to RPA 2000 assessors, together with suggested points values. Individual applicants should use as many or as few of the identified work activities as are relevant to their applications.
3. Points may be claimed under Category 2 for presenting a paper at a seminar or conference and for authorship of papers, provided the subject matter is appropriate.
4. In-house seminars are an acceptable means of gaining knowledge. In fact some organisations are able to provide seminars/courses that can be more effective than attending external events.
5. The identified work activities are only intended as examples and other activities may be included, in which case you should evaluate the points appropriate to each additional activity, using the existing examples as a guide. For example, some applicants may serve on committees where part of the business is directly associated with radiation measurement, in which case an appropriate number of points could be claimed under sub-category 2.5.
6. When selecting the work activities that contribute to your IRIS-RCS points total, please aim to be selective and submit those for which you have the strongest evidence. Some evidence might not fit into a single work activity or may cross activity boundaries. Record your evidence in the *most appropriate* category (do not submit the same evidence in more than one sub category as no further points can be obtained).
7. The number of entries available for items of evidence has been limited to keep each table to a single page. Should you have more items than fit a table, please simply add a continuation table and follow on sequentially with the reference numbers of each item.
8. The shaded columns are intended for use by the assessor and should be left blank by the applicant.

***B2.3 Security of information***

(i) Portfolio evidence should **not normally be security classified** for either commercial or security reasons, principally because this would mean that portfolios have to be suitably safeguarded while in the possession of RPA 2000. However, some assessors have been OCNS vetted and, in specially agreed circumstances, would be able to examine any such evidence. Applicants are responsible for minimising the commercial/security classifications of their portfolio using their own organisation’s clearance arrangements**.** Information that is sensitive for either commercial or security reasons should, where practicable, be limited to ‘Official’ (previously ‘Restricted’) or an equivalent classification. Should applicants have concerns on such matters, they should blank out information that they do not wish to disclose.

(ii) Documents rated higher than ‘Official’ must not be submitted as evidence without the prior agreement of RPA 2000. Preferably, such documents should be redacted to reduce the classification of the content. If this limits the value of the document as evidence and no alternative evidence can be provided, RPA 2000 must be consulted to agree suitable safeguard arrangements before the portfolio is submitted. RPA 2000 reserves the right to levy additional charges to cover the cost of additional security requirements beyond ‘Official’ or an equivalent classification.

(iii) Evidence should never contain information that could **compromise the security of radioactive materials.**

***B2.4 Managing your participation in the IRIS-RCS***

1. Plan your period of participation in the IRIS-RCS so that the five-year period ends six months before the expiry date of your current Certificate of Competence.
2. Ensure that your application for renewal of certification reaches RPA 2000 **at least 3 months prior to the expiry date** of your current certificate. If you do this and there are any delays in the assessment process, it may be possible for RPA 2000 to extend your current certificate for a short period.
3. Pre-plan your programme for achieving sufficient points to gain renewal of certification. Ideally you should have a broad overall plan for the five years, with more detailed plans for the coming twelve month period.
4. Compile your IRIS-RCS record over the full five years of your participation in the scheme.
5. Review of your progress within the IRIS-RCS is recommended at twelve-month intervals, with the outcome influencing your detailed plan for the coming twelve-month period. Ideally this should form a part of your annual staff review.
6. Please make notes if you experience any problems with the IRIS-RCS and feed this information back to RPA 2000, together with any suggestions for improvement.

**B3. Points Record for Learning Based Activities [Category 1]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 1.1**  **Learning based activities** | | **Attendance or presentations at Scientific / training / update meetings**  **Attendance at conferences (e.g. SRP, AURPO), courses and workshops related specifically to radiation measurement and IRIS work.** | | | |
| Basis and maximum allowable points | | 1 point per hour of relevant content for course attended  1 point per 10mins for 1st presentation of a talk or lecture. No points for subsequent presentations of same lecture | | | |
| Example of suitable evidence | | Course programme and certificate of attendance or list of attendees  Lecture plan or power point presentation for talks given. | | | |
| **Points record for Learning Based Activities : Sub-Category 1.1** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 1.1 A |  |  |
|  |  | | 1.1 B |  |  |
|  |  | | 1.1 C |  |  |
|  |  | | 1.1 D |  |  |
|  |  | | 1.1 E |  |  |
|  |  | | 1.1 F |  |  |
|  |  | | 1.1 G |  |  |
|  |  | | 1.1 H |  |  |
|  |  | | 1.1 J |  |  |
| **Total points for sub-category 1.1** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.1** | | | | |  |

The items of evidence for Category 1.1 activities should be filed behind this page. Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number of each piece of evidence in the top right hand corner of each item of evidence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 1.2**  **Learning based activities** | | **Private study and active participation in distance learning packages or internet discussion groups. (eg HSE Guidance, Newsletters etc).**  **Attendance at formal conferences, courses and workshops with content, or some content, related specifically to operational radiation measurement**. | | | |
| Basis and maximum allowable points | | 1 point per hour of ***relevant*** content. | | | |
| Example of suitable evidence | | Identify publications that were studied, with a brief synopsis of information gained. Simple form of proof of participation in discussion groups. | | | |
| **Points record for Learning Based Activities : Sub-Category 1.2** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 1.2 A |  |  |
|  |  | | 1.2 B |  |  |
|  |  | | 1.2 C |  |  |
|  |  | | 1.2 D |  |  |
|  |  | | 1.2 E |  |  |
|  |  | | 1.2 F |  |  |
|  |  | | 1.2 G |  |  |
|  |  | | 1.2 H |  |  |
|  |  | | 1.2 J |  |  |
|  |  | | 1.2 K |  |  |
| **Total points for sub-category 1.2** | | | |  |  |
| **Total points awarded by assessor for sub-category 1.2** | | | | |  |

The items of evidence for Category 1.2 activities should be filed behind this page. Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number of each piece of evidence in the top right hand corner of each item of evidence.

#### B4. Points Record for Competence Based Activities [Category 2]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.1**  **Competence based activities** | | **Providing expert advice to employer/ management and/or users of instrumentation:**   1. **New instrumentation availability (b) Benefits v risks of instrumentation/measurement regimes** | | | |
| Basis and maximum allowable points | | Up to 5 per item for “Novel advice”, which means advice on a topic that the applicant has not previously encountered in relation to instrumentation  Up to 3 per item for “Established advice” which means advice given to an employer on a topic that the applicant has previously encountered, but not in relation to that specific employer. | | | |
| Example of suitable evidence | | A copy of the actual advice provided or a synopsis of that advice, whichever is more convenient.  This may include advice on new instrumentation or new work practices/new facilities/new monitoring regimes. | | | |
| **Points record for Competence Based Activities : Sub-Category 2.1** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.1 A |  |  |
|  |  | | 2.1 B |  |  |
|  |  | | 2.1 C |  |  |
|  |  | | 2.1 D |  |  |
|  |  | | 2.1 E |  |  |
|  |  | | 2.1 F |  |  |
|  |  | | 2.1 G |  |  |
|  |  | | 2.1 H |  |  |
|  |  | | 2.1 J |  |  |
| **Total points for Sub-Category 2.1** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.1** | | | | |  |

The items of evidence for Category 2.1 activities should be filed behind this page. Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number of each piece of evidence in the top right hand corner of each item of evidence.

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| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.2**  **Competence based activities** | | **In respect of the requirements of legislation and other national guidance, but outside the capacity of an appointed IRIS: (a) Providing advice to radiation employers and other persons (b) Interaction with regulators/accrediting bodies (UKAS) or (c) participation and analysis of intercomparisons.** | | | |
| Basis and maximum allowable points | | ***5 per item for*** ***‘Novel advice’,*** whichmeans advice on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation.  ***3 per item for*** ***‘Established advice’***, whichmeans advice given to an employer on a topic that the applicant has previously encountered, but not in relation to that specific employer’s use(s) of ionising radiation. | | | |
| Example of suitable evidence | | A copy of the actual advice provided or a synopsis of that advice, whichever is most convenient. | | | |
| **Points record for Competence Based Activities : Sub-Category 2.2** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.2 A |  |  |
|  |  | | 2.2 B |  |  |
|  |  | | 2.2 C |  |  |
|  |  | | 2.2 D |  |  |
|  |  | | 2.2 E |  |  |
|  |  | | 2.2 F |  |  |
|  |  | | 2.2 G |  |  |
|  |  | | 2.2 H |  |  |
|  |  | | 2.2 J |  |  |
|  |  | | 2.2 K |  |  |
|  |  | | 2.2 L |  |  |
| **Total points for Sub-Category 2.2** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.2** | | | | |  |

The items of evidence for Category 2.2 activities should be filed behind this page. Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number of each piece of evidence in the top right hand corner of each item of evidence.

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| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.3**  **Competence based activities** | | **In respect of topics relating to Regulations, standards and the work/role of the IRIS: (a) Authorship and/or presentation of a paper, and (b) Lecturing.** | | | |
| Basis and maximum allowable points | | ***5 per hour for*** ***‘Novel content’,*** whichmeans on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation.  ***3 per hour for*** ***‘Established content’***, whichmeans lecturing on a topic that the applicant has talked about before but which is addressed in a different context or where significant changes have been made to the content of the lecture. In the latter case, evidence should be provided to justify the points claimed.  No points for subsequent presentations of the same lectures. | | | |
| Example of suitable evidence | | A copy of the paper or the lecture notes, together with details (e.g. the programme) of the occasion on which the presentation or lecture was given. | | | |
| **Points record for Competence Based Activities : Sub-Category 2.3** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.3 A |  |  |
|  |  | | 2.3 B |  |  |
|  |  | | 2.3 C |  |  |
|  |  | | 2.3 D |  |  |
|  |  | | 2.3 E |  |  |
|  |  | | 2.3 F |  |  |
|  |  | | 2.3 G |  |  |
|  |  | | 2.3 H |  |  |
|  |  | | 2.3 J |  |  |
|  |  | | 2.3 K |  |  |
| **Total points for Sub-Category 2.3** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.3** | | | | |  |

#### The items of evidence for Category 2.3 activities should be filed behind this page. Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number of each piece of evidence in the top right hand corner of each item of evidence.

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| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.4**  **Competence based activities** | | **In respect of topics relating to technological advances in operational radiation measurement issues: (a) Authorship and/or presentation of a paper, and (b) Lecturing.** | | | |
| Basis and maximum allowable points | | ***5 per hour for*** ***‘Novel content’,*** whichmeans on a topic that the applicant has not previously encountered in relation to any employer’s use(s) of ionising radiation.  ***3 per hour for*** ***‘Established content’***, whichmeans lecturing on a topic that the applicant has talked about before but which is addressed in a different context or where significant changes have been made to the content of the lecture. In the latter case, evidence should be provided to justify the points claimed.  No points for subsequent presentations of the same lectures. | | | |
| Example of suitable evidence | | A copy of the paper or the lecture notes, together with details (e.g. the programme) of the occasion on which the presentation or lecture was given. | | | |
| **Points record for Competence Based Activities : Sub-Category 2.4** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.4 A |  |  |
|  |  | | 2.4 B |  |  |
|  |  | | 2.4 C |  |  |
|  |  | | 2.4 D |  |  |
|  |  | | 2.4 E |  |  |
|  |  | | 2.4 F |  |  |
|  |  | | 2.4 G |  |  |
|  |  | | 2.4 H |  |  |
|  |  | | 2.4 J |  |  |
|  |  | | 2.4 K |  |  |
|  |  | | 2.4 L |  |  |
| **Total points for Sub-Category 2.4** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.4** | | | | |  |

The items of evidence for Category 2.4 activities should be filed behind this page. Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number of each piece of evidence in the top right hand corner of each item of evidence.

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| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.5**  **Competence based activities** | | Routine Advice: (a) as an appointed IRIS to Radiation Employers, and (b) as a line manager or supervisor of other IRISs. The continued provision of routine IRIS advice is an essential part of maintaining and consolidating competence and the points available for this sub-category are intended to reflect this. Other sub-categories reflect more specific work activities. | | | |
| Basis and maximum allowable points | | The points to be claimed for one year are based on the average number of hours spent in a week on the relevant IRIS duties. These are claimed annually at the rate of: (a) 1 point per ‘average hour’for advice to Radiation employers and (b) 0.5 points per ‘average hour’ for advice to other IRISs. For example, if an applicant spends, on average, 10 hours per week throughout the year providing advice to a radiation employer, 10 points can be claimed for that year. | | | |
| Example of suitable evidence | | A list of IRIS responsibilities such as companies, departments, establishments, etc. to whom advice is routinely provided and an indication of the scope of that advice. Committee membership (when radiation measurement is a significant part). In cases where the IRIS work is subject to accountancy procedures, a record of the hours logged against relevant IRIS work would provide good, simple evidence. A brief resumé of line manager or supervisory responsibilities. | | | |
| **Points record for Competence Based Activities : Sub-Category 2.5** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.5 A |  |  |
|  |  | | 2.5 B |  |  |
|  |  | | 2.5 C |  |  |
|  |  | | 2.5 D |  |  |
|  |  | | 2.5 E |  |  |
|  |  | | 2.5 F |  |  |
|  |  | | 2.5 G |  |  |
|  |  | | 2.5 H |  |  |
| **Total points for Sub-Category 2.5** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.5** | | | | | **(Max 30)** |

The items of evidence for Category 2.5 activities should be filed behind this page. Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number of each piece of evidence in the top right hand corner of each item of evidence.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sub-Category 2.6**  **Competence based activities** | | **Managerial and professional activities**  This sub-category recognises that many more senior members of the profession that provide advice, guidance and support, relating to radiation instrumentation & measurement. Managerial and educational responsibilities and functions are covered in this section. | | | |
| Basis and maximum allowable points | | Managerial duties related to IRIS duties can be claimed at the rate of ***0.5 points per year*** for ‘average hour’ per week spent each year.  Serving on professional committee dealing with radiation measurement might justify ***1 point per year***.  Duties as a national assessor can be claimed at ***1 point per year***.  Examination of trainee portfolios, a PhD, MSc or other thesis relating to radiation measurement, ***up to 3 points*** can be claimed. | | | |
| Example of suitable evidence | | A list of IRIS responsibilities such as companies, departments, establishments, etc. to whom advice is routinely provided and an indication of the scope of that advice. In cases where the IRIS work is subject to accountancy procedures, a record of the hours logged against relevant IRIS work would provide good, simple evidence. A brief resumé or organisation chart showing line manager or supervisory responsibilities. | | | |
| **Points record for Competence Based Activities : Sub-Category 2.6** | | | | | |
| ***Date*** | ***Event*** | | ***Ref. No. of Evidence*** | ***Points claimed*** | ***Points agreed by assessor*** |
|  |  | | 2.6 A |  |  |
|  |  | | 2.6 B |  |  |
|  |  | | 2.6 C |  |  |
|  |  | | 2.6 D |  |  |
|  |  | | 2.6 E |  |  |
|  |  | | 2.6 F |  |  |
| **Total points for Sub-Category 2.6** | | | |  |  |
| **Total points awarded by assessor for Sub-Category 2.6** | | | | |  |

The items of evidence for Category 2.6 activities should be filed behind this page. Applicants are asked to follow the reference number system incorporated in the Table, since this provides a consistent format for assessors.

Please enter the Reference Number of each piece of evidence in the top right hand corner of each item of evidence.

**B4. Summary of points claimed for Learning Based Activities (Category 1)**

|  |  |  |
| --- | --- | --- |
| **Period of Participation in IRIS-RCS:** | **From:** | **To:** |

***The following Table should be compiled at the end of the period of participation in the IRIS-RCS.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-category** | **Activity** | **Total points claimed** | **Total Points agreed by assessor** |
| 1.1 | Attendance at IRMF Meetings.  and  Attendance at conferences, courses and workshops related specifically to new or revised legislation of direct relevance to radiation measurement work. |  |  |
| 1.2 | Private study and active participation in distance learning packages or internet discussion groups. (eg HSE Guidance, Newsletters etc).  and  Attendance at formal conferences, courses and workshops with content, or some content, related specifically to operational radiation protection. |  |  |
| **Total points claimed for Sub-Category 1** | |  |  |
| Total points agreed by assessor for Sub-Category 1 | | | (At least 5) |

**Note At least 5 points must be gained from Category 1 activities**

**B6. Summary of points claimed for Competence Based Activities (Category 2)**

|  |  |  |
| --- | --- | --- |
| **Period of Participation in IRIS-RCS:** | **From:** | **To:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-category** | **Activity** | **Total points claimed** | **Total Points agreed by assessor** |
| 2.1 | **Providing expert advice to employer, management and/or users of instrumentation** |  |  |
| 2.2 | **In respect of the requirements of legislation and other national guidance, but outside the capacity of an appointed IRIS: (a) Providing advice to radiation employers and other persons, and (b) Interaction with regulators/accrediting bodies (UKAS).** |  |  |
| 2.3 | **In respect of topics relating to Regulations and the work/role of the IRIS: (a) Authorship and/or presentation of a paper, and (b) Lecturing.** |  |  |
| 2.4 | **In respect of topics relating to technological advances in operational radiation measurement issues: (a) Authorship and/or presentation of a paper, and (b) Lecturing.** |  |  |
| 2.5 | Routine Advice: (a) as an appointed IRIS to Radiation Employers, and (b) as a line manager or supervisor of other IRISs. |  |  |
| 2.6 | **Managerial and professional activities** |  |  |
| **Total points claimed for Category 2** | |  |  |
| Total points agreed by assessor for Category 2 | | | (Max 45) |

**Note that not more than 45 points can be gained for all Category 2 activities,**

**PART C.**

**APPLICATION FORM**

**Renewal of a Certificate of Core Competence to act as an Ionising Radiations Instrumentation Specialist**

**Instructions for the applicant:**

* Complete your IRIS-RCS Points Record, including the two summary sheets on pages 17 & 18.
* Ensure that an appropriate item of evidence accompanies and is referenced to each claim for IRIS-RCS points, also that it is correctly filed. Do not use individual plastic wallets documentation as removing these can be time consuming for the assessors.
* Ensure that you have correctly claimed **at least 50, but preferably 60 points** to support your application to renew your certificate, but subject to the following:
* at least 5 must be gained from Category 1;
* no more than 45 can be gained from Category 2 of which no more that 30 from sub category 2.5 (Routine IRIS advice)
* it is preferable to provide evidence in support of 60 points, in case the assessor questions the validity of some of your claims;

***Please enter the actual number of points that you have claimed in the declaration on page 21.***

* Complete Section I Applicant’s Details on page 20
* Ask a suitable person (see Section A4.4) to complete the Authentication Section II on page 20 of this Application Form.
* Sign the declaration in Section III on page 21.

Preferably take a copy of all the material that you are sending to RPA 2000, as applications will not be returned to you

* Send this form and the completed Tables in Part B to:

|  |  |
| --- | --- |
| **RPA 2000**  **DS009, Dartington Hall**  **Dartington**  **Devon TQ9 6EN** | **Tel : 01803 847993**  **email :** [admin@rpa2000.org.uk](mailto:admin@rpa2000.org.uk) |

***to arrive at least 3 months prior to the expiry date of your current Certificate.***

Section I Applicant’s Details

|  |  |  |
| --- | --- | --- |
| Surname: | | Title: |
| Other names: | | |
| Business address: | | Business Tel. No: |
| Business email address: | | |
| Correspondence Address (if different): | | Tel. No: |
| email address: | | |
| The reference number of your current IRIS certificate: | The date of expiry of your IRIS certificate: | |
| Any other relevant information: | | |

Section II Authentication

I certify that I have examined the IRIS-RCS Record and Associated Evidence being submitted by the applicant and that it truly reflects the nature and extent of his/her work over the period covered by the IRIS-RCS. I also certify that I know of no reason why the applicant would be unsuitable to continue to act as a Ionising Radiations Instrumentation Specialist.

|  |  |
| --- | --- |
| Name: | Job Title: |
| Business or other address: | Are you a certificated RPA, RWA or IRIS?  Yes/No |
| Your relationship to the applicant: | |
| If your relationship to the applicant is other than through a line management chain, are you a current member of AURPO, IPEM, or SRP? | Yes/No |

Signed………………………………………………. Dated……………………………………….

Section III Declaration by applicant:

* I certify that the information and evidence supporting this application are complete and correct.
* I certify that I have submitted appropriate evidence in support of at least 50 IRIS-RCS points, ***namely*** ………points for Category 1 activities and ……… points for Category 2 activities.
* I consent\*/do not consent\* to my name being added to the list of certificated IRISs and disclosed, by RPA 2000, to bona fide enquirers seeking details of potential IRISs. If I have consented, I also accept that this list of certificated IRISs will be made available on the SRP and associated web-sites.
* I have\*/have not\* completed Section IV of this Form giving those work areas within which I am appropriately experienced and willing to provide IRIS Advice.
* I understand that my IRIS-RCS Points Record and Associated Evidence **will not** **be returned** to me. ***(Applicants are strongly advised to keep their own copy of this application form and all the material that accompanies it).***
* This application has been properly authenticated at Section II.
* I acknowledge that further evidence could be requested by RPA 2000 and undertake to supply such evidence by not later than the specified date (about 65 days from the request).
* If I do not supply any requested further evidence by the specified date, I acknowledge that my application for re-certification will be terminated and my application fee forfeited.
* I fully acknowledge and accept all the conditions and implications contained in the ‘RPA 2000 Code of Technical Conduct’, which can be found at Section 8 of the RPA 2000 Operating Procedures (RPA 2000 Document G1).
* I enclose the necessary fee, £..........(please complete)

The fee for renewal of certification can be found on the RPA 2000 website.

(Cheques should be made payable to RPA 2000. Credit cards cannot be accepted.

\*Please delete as applicable

***Signature of Applicant………………………………………….***

***Date of Application……………………………………………...***

**PLEASE BE AWARE : *We regret that if any of the above items are either missing, incomplete or incorrect, it is likely that everything will be returned to you for rectification.***