

# **RPA 2000**

## **THE COMPETENCE CERTIFICATION SCHEMES**

### **Document RWA3**

### **THE RENEWAL OF RWA CERTIFICATION SCHEME (RWA-RCS)**

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**July 2016**

## PART A. Instructions

### A1. Background

The Environment Agencies (EAs) Position Statement on RWAs (May 2011) indicates that any individual wishing to act as Radioactive Waste Adviser (RWA) under an Environmental Permitting Scheme must hold a valid certificate from an assessing body recognised by the EA Approval Board.

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 a RWA. A certificate is valid for no more than five years. This means that all individuals who wish to continue to act as RWAs need to renew their certificate of competence at intervals not exceeding five years.

To achieve renewal of certification, RWAs must provide suitable evidence to an assessing body to show that they have kept up to date the combination of knowledge and experience that equips them to provide expert advice on radioactive waste management and environmental radiation protection. The EAs expect RWAs to maintain and develop their knowledge and experience through continuing professional development. Suitable evidence may include practical experience of working as an RWA, relevant work examples, the application of environmental legislation, reading relevant scientific or other journals, taking part in appropriate discussion groups and private study, as well as attendance at courses, RWA update meetings, scientific seminars etc.

RPA 2000 strongly advises that the preferred and optimal routes to renewal of certification are either through this '**RPA 2000 Renewal of RWA Certification Scheme (RWA -RCS)**' or through **the Joint Renewal scheme For RPA and RWA Certification (JOINT-RCS3)**. However, it is open to individuals to repeat the full initial certification process by submitting a new portfolio of evidence and following exactly the same process as for their initial certification.

### A2. Overview of the RWA-RCS

The RWA-RCS has been designed to be similar in principle to a CPD scheme, but with all of its content being directly applicable to renewal of certification as an RWA. RPA 2000 intends that this will facilitate participation in both the RWA-RCS and in a CPD scheme, because many members need to participate in both. Societies and organisations that operate CPD schemes are encouraged to offer the facility whereby participation in the RWA-RCS can contribute to those CPD schemes.

### A3. Participation in the RWA-RCS

In the broadest sense, participation in the RWA-RCS involves identifying work, update and training activities that positively demonstrate that the applicant has maintained:

- **a clear understanding of the role of an RWA**, which is to advise employers on compliance with environmental legislation;
- **the practical competencies** needed to successfully act in the capacity of a full time or part time RWA;
- **a detailed understanding of UK Environmental Legislation** and any amendments thereto, either direct or via other legislation;

- a general awareness of other **related legislative developments** (e.g. EU Basic Safety Standards and transport legislation); and
- a general awareness of **technological advances** relevant to radiation protection practice and the work of an RWA.

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

Items of evidence that satisfy the above criteria qualify for 'RWA-RCS-points' (see paragraph A5.3). Participation in the RWA-RCS then involves the maintenance of a record of qualifying work activities and the corresponding points gained over a five-year period.

## **A4. Appropriate work activities**

### **A4.1 Identified work activities**

Experience has shown that applicants welcome detailed advice on acceptable activities and their corresponding RWA-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 3 sub-Categories)**
- **Category 2 : Competence based activities (and subsequently 5 sub-Categories)**

### **A4.2 Other work activities**

Applicants may include any other work activities that they regard as being relevant to those aspects of operational radioactive waste management and environmental protection that are of direct significance to RWA duties. The applicant must evaluate such activities in a manner that is consistent with the points allocated to identified activities (see Sections B3 and B5).

## **A5. RWA-RCS record and application for renewal of certification**

### **A5.1 RWA-RCS Record**

The record section (Part B) of this document has been designed to structure applicants' evidence and to record and summarise their qualifying points. It is strongly in applicants' interests to follow this guidance because a consistent approach greatly facilitates the work of the assessor.

### **A5.2 Evidence**

Since RWA renewal of certification is effectively a formal legal requirement, all claims for qualifying points must be supported by some form of evidence. The intention is to minimise the amount of effort required to gain renewal of certification. Consequently, 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.

### **A5.3 Qualifying points**

To achieve renewal of certification (ie the award of a further five-year certificate of RWA core competence) the applicant must demonstrate, to the satisfaction of RPA 2000 assessors, the acquisition of **at least 100 appropriate RWA-RCS points** over the range of work, update and training activities. The only condition is that **at least 25 points** must be gained from Category 1 (*Learning based activities*).

Applicants **are strongly advised** to:

- Submit evidence in support of greater than the minimum 100 points required to gain renewal of certification and a target of at least 125 points is suggested.
- Be selective in the evidence they supply, looking for quality over quantity, and to supply strong evidence in support of no more than 150 points.

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. It also avoids the need for assessors to evaluate too much extraneous material.

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

### **A5.4 Period of participation in RWA-RCS**

The **five-year period of participation in the RWA-RCS** should be scheduled to end 6 months prior to the end of the applicant's current certificate of competence and the application for renewal should be submitted to RPA 2000 as soon as possible after this. There should then be adequate time 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 for renewal of certification **must be received** by RPA 2000 **not later than 3 months** prior to the expiry date of the current certificate. The attention of RWAs is drawn to the RPA 2000 Guidance Document GD2 - 'Consequences of the failure of applicants to meet timescales for the renewal of certification'.

### **A5.5 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 (ie currently AURPO, IPEM, and SRP).

## PART B. Evidence, Guidance and Points Record

### B1. Introduction

RWA-RCS points can only be gained from those work activities that are consistent with RWA type duties. Appropriate activities are grouped under two categories:

- **Category 1 : Learning based activities** (from which **at least 25 points** must be gained).
- **Category 2 : Competence based activities** (from which not more than a **total of 75 points** may be gained).

Applicants are advised to submit evidence in support of greater than the minimum 100 points required to gain renewal of certification and a target of at least 125 points is suggested. To avoid unduly lengthy applications, and to encourage a self-critical approach by applicants, good evidence should be supplied in respect of no more than 150 points.

Under **Category 1 activities**, many applicants are likely to find that regular participation at RWA update courses and seminars is a preferred route to gain points. However, applicants who find it difficult to attend such courses may provide evidence in the form of private study and relevant examples of learning from within their workplace experience. Category 1 activities are for the applicant **receiving** the learning, ie attending courses etc. as a student. Lecturing and teaching activities appear under Category 2.

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

### B2. General Guidance

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

The RWA-RCS should be downloaded from the RPA 2000 web-site. You should then decide whether to maintain an electronic or hard copy record of your points accumulation and the associated evidence. However, 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 (Sections B3, B4, B5 and B6 of this document), with each claim supported by appropriate evidence.

#### **B2.2 Using the RWA-RCS**

- (a) It is stressed that, in the following Tables, the points stated for an 'event' are the **maximum that may be claimed**. The **actual value claimed** should be based on your **own judgement** of the value of the 'event' in maintaining and/or strengthening your continuing competence to act as an RWA.
- (b) If you feel that a seminar/course/conference, or parts of it, were of limited value and achieved little or nothing for you, do not claim any points for it or for those parts that were unhelpful. Let the organiser and, if relevant, RPA 2000 know for the future so that the event can be improved if it is run again.

- (c) 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.
- (d) In-house radiation safety 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.
- (e) The tables at sections B3 and B5 contain a comprehensive range of identified work activities that would be acceptable to RPA 2000 assessors, together with their corresponding points value. It is stressed that any individual applicant should use as many or as few of the identified work activities as are relevant to his/her application. **Please avoid** the temptation to try to include something under each sub-category.
- (f) 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 RWA experience, in which case an appropriate number of points could be claimed under sub-Category 2.5.
- (g) When selecting the work activities that contribute to your RWA-RCS points total, please aim to be selective and submit those for which you have the strongest (ideally indisputable!) evidence. This will facilitate your work and that of your assessors, because it is so much easier to deal with a smaller number of well-supported claims rather than a larger number that are of possibly questionable justification. Experience has shown that the submission of about 125 points worth of well-supported claims is sufficient to ensure renewal of certification. (Please do not submit more than 150 points worth of evidence).
- (h) In the Tables of Part B, 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.
- (i) In all the Tables of Part B, 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 '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 'Restricted' 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 'Restricted' 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 RWA-RCS***

- (i) Plan your period of participation in the RWA-RCS so that the five-year period ends six months before the expiry date of your current Certificate of Competence.
- (ii) 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.
- (iii) You should be pre-planning 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.
- (iv) You should be regularly compiling your RWA-RCS record over the full five years of your participation in the scheme.
- (v) Your progress within the RWA-RCS should be positively reviewed 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.
- (vi) If you experience any problems with the RWA-RCS, please feed this information back to RPA 2000, together with any suggestions for improvements. Any such input from participants will be invaluable when the RWA-RCS is reviewed and possible modifications are being considered. (Feedback from the assessors will be a regular agenda item at the annual meeting of assessors).

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

<b>Sub-Category 1.1 Learning based activities</b>	<b>Attendance at RWA Training or Update Sessions. Attendance at conferences, courses and workshops related specifically to new or revised legislation of direct relevance to RWA work.</b>			
Basis and maximum allowable points <i>[See para. B2.2 (a).]</i>	7 points per day, but maximum points may only be claimed for an update course that includes significant content relating to environmental protection issues			
Example of suitable evidence	Course programme and certificate of attendance.			
<b>Points record for Learning Based Activities : Sub-Category 1.1</b>				
<i>Date</i>	<i>Event</i>	<i>Ref. No. of Evidence</i>	<i>Points claimed</i>	<i>Points agreed by assessor</i>
		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		
		1.1 K		
		1.1 L		
		1.1 M		
		1.1 N		
		1.1 P		
<b>Total points for sub-category 1.1</b>				
<b>Total points awarded by assessor for sub-category 1.1</b>				

**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.

<b>Sub-Category 1.2 Learning based activities</b>	<b>Private study and active participation in distance learning packages or internet discussion groups. (eg EA Guidance, Newsletters etc). Attendance at formal conferences, courses and workshops with content, or some content, related specifically to environmental protection.</b>			
Basis and maximum allowable points <i>[See para. B2.2 (a).]</i>	1 point per hour of <i>relevant</i> 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. Course programme and certificate of attendance.			
<b>Points record for Learning Based Activities : Sub-Category 1.2</b>				
<b><i>Date</i></b>	<b><i>Event</i></b>	<b><i>Ref. No. of Evidence</i></b>	<b><i>Points claimed</i></b>	<b><i>Points agreed by assessor</i></b>
		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		
		1.2 L		
		1.2 M		
		1.2 N		
		1.2 P		
<b>Total points for sub-category 1.2</b>				
<b>Total points awarded by assessor for sub-category 1.2</b>				

**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.

<b>Sub-Category 1.3 Learning based activities.</b>	<b>Other learning based activities.</b>			
Basis and maximum allowable points <i>[See para. B2.2 (a).]</i>	Must be consistent with foregoing Category 1 examples.			
Example of suitable evidence	Similar in principle to other Category 1 examples.			
<b>Points record for Learning Based Activities : Sub-Category 1.3</b>				
<i>Date</i>	<i>Event</i>	<i>Ref. No. of Evidence</i>	<i>Points claimed</i>	<i>Points agreed by assessor</i>
		1.3 A		
		1.3 B		
		1.3 C		
		1.3 D		
		1.3 E		
		1.3 F		
		1.3 G		
		1.3 H		
		1.3 J		
		1.3 K		
		1.3 L		
		1.3 M		
		1.3 N		
		1.3 P		
		1.3 Q		
<b>Total points for sub-category 1.3</b>				
<b>Total points awarded by assessor for sub-category 1.3</b>				

**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)**

<b>Period of Participation in RWA-RCS:</b>	<b>From:</b>	<b>To:</b>
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*The following Table should be compiled at the end of the period of participation in the RWA-RCS.*

<b>Sub-category</b>	<b>Activity</b>	<b>Total points claimed</b>	<b>Total Points agreed by assessor</b>
1.1	Attendance at RWA training and update sessions. and Attendance at conferences, courses and workshops related specifically to new or revised legislation of direct relevance to RWA work.		
1.2	Private study and active participation in distance learning packages or internet discussion groups. (eg EA Guidance, Newsletters etc). and Attendance at formal conferences, courses and workshops with content, or some content, related specifically to environmental protection.		
1.3	Other learning based activities.		
<b>Total points claimed for Category 1</b>			
<b>Total points agreed by assessor for Category 1</b>			

**Note that at least 25 points must be claimed for Category 1 activities (You are advised to provide evidence in support of some 25% more points than you need to gain from Category 1 activities).**

## B5. Points Record for Competence Based Activities [Category 2]

<b>Sub-Category 2.1 Competence based activities</b>	<b>Routine Advice: (a) as an appointed RWA to Permit Holders, and (b) as a line manager or supervisor of other RWAs.</b> The continued provision of unexceptional, routine RWA 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 <i>[See para. B2.2 (a).]</i>	The points should be based on the average number of hours spent per week on the relevant RWA duties during each year and claimed annually at the rate of: (a) 1 point per ‘average hour’ for advice to Permit Holders and (b) 0.5 points per ‘average hour’ for advice to other RWAs. <b>But subject to a maximum of 15 points each year for Category 2.1.</b>
Example of suitable evidence	A list of RWA 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 RWA work is subject to accountancy procedures, a record of the hours logged against relevant RWA work would provide good, simple evidence. A brief resume of responsibilities of line manager or supervisory responsibilities.

### Points record for Competence Based Activities : Sub-Category 2.1

<i>Date</i>	<i>Event</i>	<i>Ref. No. of Evidence</i>	<i>Points claimed</i>	<i>Points agreed by assessor</i>
		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		
		2.1 K		
<b>Total points for Sub-Category 2.1</b>				
<b>Total points awarded by assessor for Sub-Category 2.1</b>				

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.

<b>Sub-Category 2.2 Competence based activities</b>	<b>In respect of the requirements of UK environmental legislation, but outside the capacity of an appointed RWA: (a) Providing advice to permit holders and other persons, and (b) Interaction with regulators.</b>
Basis and maximum allowable points <i>[See para. B2.2 (a).]</i>	<b>5 per item for 'Novel advice'</b> , which means advice on a topic that the applicant has not previously encountered in relation to any employer's use(s) of ionising radiation. <b>3 per item for 'Established advice'</b> , which means 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. <b>0 for routine advice</b> on any occasion, since points for such RWA functions are gained under sub-category 2.1.
Example of suitable evidence	A copy of the actual advice provided or a synopsis of that advice, whichever is most convenient.

<b>Points record for Competence Based Activities : Sub-Category 2.2</b>				
<i>Date</i>	<i>Event</i>	<i>Ref. No. of Evidence</i>	<i>Points claimed</i>	<i>Points agreed by assessor</i>
		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		
		2.2 M		
		2.2 N		
		2.2 P		
<b>Total points for Sub-Category 2.2</b>				
<b>Total points awarded by assessor for Sub-Category 2.2</b>				

**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.

<b>Sub-Category 2.3 Competence based activities</b>	<b>In respect of topics relating to radiological environmental issues and the work/role of the RWA: (a) Authorship and/or presentation of a paper, and (b) Lecturing.</b>
Basis and maximum allowable points <b>[See para. B2.2 (a).]</b>	<b>5 per item for 'Novel content'</b> , which means on a topic that the applicant has not previously encountered in relation to any employer's use(s) of ionising radiation. <b>3 per item for 'Established content'</b> , which means on a topic that the applicant has previously encountered, but not in relation to that specific employer's use(s) of ionising radiation. <b>0 for routine advice</b> on any occasion, since points for such RWA functions are gained under sub-category 2.1.
Example of suitable evidence	A copy of the paper or the lecture notes, together with details (eg. the programme) of the occasion on which the presentation or lecture was given.

<b>Points record for Competence Based Activities : Sub-Category 2.3</b>				
<b>Date</b>	<b>Event</b>	<b>Ref. No. of Evidence</b>	<b>Points claimed</b>	<b>Points agreed by assessor</b>
		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		
		2.3 L		
		2.3 M		
		2.3 N		
<b>Total points for Sub-Category 2.3</b>				
<b>Total points awarded by assessor for Sub-Category 2.3</b>				

**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.

<b>Sub-Category 2.4 Competence based activities</b>	<b>In respect of topics relating to technological advances in radiological environmental issues: (a) Authorship and/or presentation of a paper, and (b) Lecturing.</b>
Basis and maximum allowable points <i>[See para. B2.2 (a).]</i>	<b>3 per item for 'Novel content'</b> , which means on a topic that the applicant has not previously encountered in relation to any employer's use(s) of ionising radiation. <b>1 per item for 'Established content'</b> , which means on a topic that the applicant has previously encountered, but not in relation to that specific employer's use(s) of ionising radiation. <b>0 for routine advice</b> on any occasion, since points for such RWA functions are gained under sub-category 2.1.
Example of suitable evidence	A copy of the paper or the lecture notes, together with details (eg. the programme) of the occasion on which the presentation or lecture was given.

<b>Points record for Competence Based Activities : Sub-Category 2.4</b>				
<b>Date</b>	<b>Event</b>	<b>Ref. No. of Evidence</b>	<b>Points claimed</b>	<b>Points agreed by assessor</b>
		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		
		2.4 M		
		2.4 N		
<b>Total points for Sub-Category 2.4</b>				
<b>Total points awarded by assessor for Sub-Category 2.4</b>				

**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.

<b>Sub-Category 2.5 Competence based activities</b>	<b>Other competence based activities, relating to environmental issues and the role of the RWA. eg. Producing or providing advice on the content of a Radiological Assessment, such as an Environmental Assessment for BAT, BPM.</b>			
Basis and maximum allowable points <i>[See para. B2.2 (a).]</i>	Must be consistent with foregoing Category 2 examples.			
Example of suitable evidence	Similar in principle to other Category 2 examples.			
<b>Points record for Competence Based Activities : Sub-Category 2.5</b>				
<i>Date</i>	<i>Event</i>	<i>Ref. No. of Evidence</i>	<i>Points claimed</i>	<i>Points agreed by assessor</i>
		2.5 A		
		2.5 B		
		2.5 C		
		2.5 D		
		2.5 E		
		2.5 F		
		2.5 G		
		2.5 H		
		2.5 J		
		2.5 K		
		2.5 L		
		2.5 M		
		2.5 N		
		2.5 P		
		2.5 Q		
		2.5 R		
		2.5 S		
		2.5 T		
<b>Total points for Sub-Category 2.5</b>				
<b>Total points awarded by assessor for Sub-Category 2.5</b>				

**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.

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

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

Period of Participation in RWA-RCS:	From:	To:
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Sub-category	Activity	Total points claimed	Total Points agreed by assessor
2.1	Routine Advice: (a) as an appointed RWA to Permit Holders, and (b) as a line manager or supervisor to other RWAs.		
2.2	In respect of the requirements of UK environmental legislation, but outside the capacity of an appointed RWA: (a) Providing advice to permit holders and other persons, and (b) Interaction with regulators.		
2.3	In respect of topics relating to radiological environmental issues and the work/role of the RWA: (a) Authorship and/or presentation of a paper, and (b) Lecturing.		
2.4	In respect of topics relating to technological advances in radiological environmental issues: (a) Authorship and/or presentation of a paper, and (b) Lecturing.		
2.5	Other competence based activities, relating to environmental issues and the role of the RWA		
<b>Total points claimed for Category 2</b>			
<b>Total points agreed by assessor for Category 2</b>			

Note that not more than 75 points can be gained for all Category 2 activities, (You are advised to provide evidence in support of some 25% more points than you need to gain from Category 2 activities).

## PART C.

### APPLICATION FORM

#### Renewal of a Certificate of Core Competence to act as a Radioactive Waste Adviser

#### 1. Instructions for the Applicant:

- Complete your RWA-RCS Points Record, including the two summary sheets [Sections B4 and B6 on pages 12 & 19 in Part B of this document].
- Ensure that an appropriate item of evidence accompanies and is referenced to each claim for RWA-RCS points, also that it is correctly filed [sections B3 and B5].
- Ensure that you have correctly claimed **at least 100** RWA-RCS points to support your application to renew your certificate of Core Competence, but subject to the following:
  - at least 25 must be gained from Category 1;
  - no more than 75 can be gained from Category 2;
  - it is preferable to provide evidence in support of some 125 points, in case the assessor questions the validity of some of your claims;
  - limit the content of your application such that you submit only well supported evidence in respect of not more than 150 points.

***Please enter the actual number of points that you have claimed under the second bullet at Section 4 of this application form.***

- Complete sections 2 and 4 of this Application Form.
- Ask a suitable person (see Section A5.5) to complete the Authentication at Section 3 of this Application Form.
- 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 Part B of the RWA-RCS to:

**RPA 2000  
DS009, Dartington Hall  
Dartington  
Devon TQ9 6EN**

**Tel : 01364 644487.  
Fax : 01364 644487  
email : [admin@srp-uk.org](mailto:admin@srp-uk.org)**

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

**NOTE that if you intend to seek a further renewal of your Certificate of Core Competence in five years time, you should immediately commence a new RWA-RCS record by downloading the blank pages of the RWA-RCS from the RPA 2000 web-site.**

## 2. 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 RWA certificate:	The date of expiry of your RWA certificate:	
Any other relevant information:		

## 3. Authentication

I certify that I have examined the RWA-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 RWA-RCS. I also certify that I know of no reason why the applicant would be unsuitable to continue to act as a Radioactive Waste Adviser.

Name:	Job Title:
Business or other address:	Are you a certificated RPA or RWA? 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.....

#### 4. 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 100 RWA-RCS points, **namely** .....points for Category 1 activities and ..... points for Category 2 activities.
- This application has been properly authenticated at Section 3.
- 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 fully accept that my application for renewal of certification will normally be immediately 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 acknowledge that, at approximately five yearly intervals, RPA 2000 may be required to provide a small number of completed portfolios/evidence to another organisation strictly only for audit purposes and consent to my portfolio/evidence being provided for such purposes, if so requested.
- I note that RPA 2000 maintains a list of all individuals holding a valid RWA Certificate and the validity of that certificate. As a condition of being granted a certificate, I consent to my name being added to that list of certificated RWAs and to it being disclosed. (The list is available on the RPA 2000 website).
- I understand that my RWA-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).***
- **FEE**  
***Please see the RPA 2000 website [www.rpa2000.org.uk] for the current fees and for the necessary details if you wish to pay by direct bank transfer: If paying by cheque, please make it payable to 'RPA 2000'.***

***Either***

I am a ***current member*** of AURPO/IPEM/SRP and enclose/have paid the current member's fee of £.....

***Or***

I am a ***not a member*** of AURPO/IPEM/SRP and enclose/have paid the current non-member's fee of £.....

Signature of Applicant.....Date.....

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