

**RPA 2000 General Documents**  
**G1: RPA 2000 Operating Procedures**

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## 1 INTRODUCTION

- 1.1 RPA 2000, a Company limited by guarantee, was established by four Professional Societies (The Societies), namely: the Society for Radiological Protection (SRP); the Institute of Physics and Engineering in Medicine (IPEM); the Institute of Radiation Protection and the Association of University Radiation Protection Officers (AURPO). Since then the Institute of Radiation Protection has been incorporated into the Society for Radiological Protection.
- 1.2 The RPA 2000 Competence Certification Schemes currently assess the competence of persons wishing to:
  - Act as a Radiation Protection Adviser (RPA) under IRR17.
  - Act as a Radioactive Waste Adviser (RWA) in support of radioactive materials and waste legislation for the protection of the environment.
  - Act as a Laser Protection Adviser (LPA).
  - Act as a Medical Physics Expert (MPE) under IRMER 2017.
- 1.3 There is provision for other specialist certificates to be developed depending on need.
- 1.4 This document sets out the procedures employed by the RPA 2000 Management Board (the Board), the Scheme Administrators and the Assessors.
- 1.5 All documents, or parts of documents, that are relevant to the RPA 2000 Certification Scheme for Radiation Protection Advisers (RPAs), under the Ionising Radiations Regulations 2017 (IRR17), form the basis of RPA 2000's recognition as an RPA Assessing Body under IRR17 by the Health and Safety Executive.
- 1.6 All documents, or parts of documents, that are relevant to the RPA 2000 Certification Scheme for Radioactive Waste Advisers (RWA), have been recognised by the Environmental Agencies (EAs) RWA Approval Board as the basis for RPA 2000's operation as an Assessing Body for RWA certification. RPA 2000 will aim to give the Approval Board at least one year's notice, or as long a notice period as possible, of its intention to cease to provide its service for the certification of Radioactive Waste Advisers.
- 1.7 All documents, or parts of documents, that are relevant to the RPA 2000 Certification Scheme for Medical Physics Experts (MPEs), under the Ionising Radiation (Medical Exposure) Regulations 2017 and the Ionising Radiation (Medical Exposure) Regulations (Northern Ireland) 2018 (referred to as IR(ME)R), have been recognised by the Department of Health & Social Care (DHSC) as the basis for RPA 2000's operation as an Assessing Body under IRMER, as defined in the DHSC Statement on how the DHSC will recognise Medical Physics Experts in radiation safety ("Medical Physics Expert Recognition Scheme", DHSC Feb 2018).

## 2 ADMINISTRATION AND ADMINISTRATION SECRETARY

- 2.1 Harris Associates is contracted by the Board for all administrative matters related to the assessment process and, under that arrangement, is required to appoint an Administration Secretary to assist with the administrative tasks.
- 2.2 Amongst other administrative tasks, the Administration Secretary will:
  - communicate between Applicants, Assessors and the Assessment Secretary
  - maintain records of Assessors and their Curriculum Vitae

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- maintain records of each stage in the assessment process for each Application
- maintain records of completed Assessments, as described in the Records section of this document
- maintain up-to-date lists of all certificate holders in each of the certification schemes operated by RPA 2000. These lists will include details of a listed individual's name and validity of their certificate, including the expiry date
- at regular intervals throughout the year provide the up-to-date lists of current certificate holders for the RPA 2000 Website
- prepare certificates
- provide a reminder service to all certificate holders to ensure that they are aware of the impending expiry date of their certificate and the actions they need to take to implement the timely renewal of that certificate.
- as soon as possible after the expiry date, inform certificate holders if their certificate has expired.

### 3 ASSESSORS

- 3.1 The Board appoints, normally from among the membership of participating societies, a Pool of Assessors to examine applications for certification and renewal of certification. Assessment is by peer review by a selected panel of three RPA 2000 Assessors for initial certification (a lead assessor and 2 support assessors) and by two Assessors (a lead and a support assessor) for renewal. This selection will always be made by RPA 2000, although applicants may draw the attention of RPA 2000 to any conflicts of interest that might be thought to influence the choice of appropriate assessors. Similarly, before accepting an application for assessment, Assessors must inform the Administration Secretary if they identify any potential conflicts of interest.
- 3.2 Potential new Assessors should be recommended to the Board by a Board Member, another Assessor or someone of standing in one of the constituent societies. They are required to submit a CV to the Board to demonstrate:
- significant experience in a senior position closely associated with the area of expertise for which they will assess competence, such as senior professional Health Physicist in the nuclear industry, Principal or Consultant Medical Physicist or Consultant RPA;
  - extensive experience in the application of IRR17 and an up-to-date knowledge of their interpretation;
  - a position which entails (or has in the past entailed) appraisal and management of the performance of individuals engaged in the area of expertise for which they will assess competence; and
  - the holding of a current RPA 2000 certificate in the subject/work area in which they are to become an Assessor.
- 3.3 RPA 2000 is committed to a culture of equality, diversity and inclusion.
- 3.4 When a new certification scheme is introduced, the Board will temporarily waive the requirement that Assessors must hold a current RPA 2000 certificate in that new subject/work area, provided the Assessor is already an Assessor under an existing RPA 2000 scheme, or can demonstrate previous experience of carrying out similar types of assessment. Potential assessors for a new scheme must be able to demonstrate familiarity with the subject matter

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of the new scheme. As soon as sufficient Assessors have gained the newly introduced certificate, the Board will withdraw this temporary provision.

## **4 ASSESSMENT SECRETARY**

- 4.1 The Board will appoint an Assessment Secretary for each certificate scheme, who will be, or will have been a member of the RPA 2000 Pool of Assessors.
- 4.2 The Assessment Secretary will, for each scheme for which they are responsible:
- administer the assessment of applications
  - select a Lead Assessor and two Support Assessors for each initial application for certification, paying due regard to any conflicts of interest that may have been raised
  - select two Assessors for each renewal of certification, paying due regard to any conflicts of interest that may have been raised
  - granting extensions to certificates
  - set up Preliminary Investigation Panels and Panels of Enquiry on the instructions of the Board
  - inform the Board of irregularities in the assessment process
  - make an annual report to the Board on the assessment process
  - prepare annual statistics on the certification process
  - monitor the make-up of the Pool of Assessors and make appropriate recommendations to the Board

## **5 CRITERIA FOR COMPETENCE AND APPLICATION INSTRUCTIONS**

### **5.1 Initial Applications**

#### **5.1.1 RPA**

The HSE Criteria of Core Competence for first time recognition are set out in the current version of the HSE Statement on Radiation Protection Advisers, and the means of achieving this are detailed in Document RPA2.

Assessors must be satisfied that the applicant's Portfolio of Evidence contains sufficient satisfactory evidence to demonstrate that:

- the applicant meets the HSE's Criteria for core competence; and
- the applicant also meets the HSE's elements of practical competence.

#### **5.1.2 RWA**

The EAs' Criteria of Competence for first time recognition are set out in the most recent version of the 'Environment Agencies Statement and Guidance on Radioactive Waste Advisers'. This includes a syllabus which is based on the basic syllabus for the qualified expert in radiation protection (Basic Safety Standards Directive 96/29/Euratom) with a few additional items from the 'additional material' list as published in EC Communication 98/C133/03. The demonstration of competence depends on a combination of knowledge and experience. Applicants seeking to gain recognition as an RWA must provide adequate evidence to demonstrate the appropriate level of competence for each topic in the EAs' syllabus. This will consist of knowledge and experience-based evidence. The EAs' syllabus specifies those topic

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areas for which experience must be demonstrated. The means for achieving this are detailed in Document RWA2.

Assessors must be satisfied that the applicant's Portfolio of Evidence contains sufficient satisfactory evidence to demonstrate that:

- the applicant meets the EAs' Criteria for knowledge-based competence; and
- the applicant also meets the EAs' Criteria for experienced based competence.

### 5.1.3 LPA

Assessors must be satisfied that the applicant's Portfolio of Evidence contains sufficient satisfactory evidence to demonstrate that:

- the applicant meets the Criteria of Core Competence for knowledge-based competence; and
- the applicant also meets the requirements for experienced based competence.

The means for achieving this are detailed in Document LPA2.

### 5.1.4 MPE

The Criteria of Competence for first time recognition are set out in the most recent version of the DHSC approved 'Medical Physics Expert Competence Recognition Scheme', and the means of achieving this are detailed in Document MPE2.

Assessors must be satisfied that the applicant's Portfolio of Evidence contains sufficient satisfactory evidence to demonstrate that:

- the applicant meets the criteria for knowledge-based competence; and
- the applicant also meets the criteria for experienced based competence.

## 5.2 Renewals

### 5.2.1 RPA

- Assessors must be satisfied that the applicant has provided sufficient evidence in support of the requisite number of appropriate 'points', as defined in Document RPA4.
- Assessors should use the submitted evidence provided to determine whether the applicant has kept their knowledge of radiation protection legislation and developments in radiation protection practice up to date.
- Assessors should confirm that there is sufficient evidence verifying that the applicant has been giving, or is able to give, appropriate advice on compliance with IRR17.
- In some circumstances, which will be flagged by the Assessment Secretary, the assessor will be asked to look for evidence that any incorrect advice has been noted and corrected. They should also take into account any instances of inappropriate professional behaviour where that behaviour has or may have adversely affected the quality or implementation of RPA advice or the individual's standing as an RPA.

### 5.2.2 RWA

- Assessors must be satisfied that the applicant has provided sufficient evidence in support of the requisite number of appropriate 'points' as defined in Document RWA3.

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- Assessors should use the submitted evidence provided to determine whether the applicant has kept their knowledge of UK Environmental Legislation (and any amendments, either direct or via other legislation radiation protection legislation) up to date.
- Assessors should confirm that there is sufficient evidence verifying that the applicant has been giving, or is able to give, appropriate advice on compliance with UK Environmental Legislation.

#### 5.2.3 Joint Renewal to Act as an RPA and RWA

The option to renew RPA and RWA certification via a single application (joint renewal) is currently unavailable.

#### 5.2.4 LPA

- Assessors should use the submitted evidence provided to determine whether the applicant has kept their knowledge of laser protection legislation/guidance and developments in laser protection practice up to date.
- Assessors must be satisfied that the applicant has provided sufficient evidence in support of the requisite number of appropriate ‘points’ as defined in Document LPA3.

#### 5.2.5 MPE

There are no current arrangements for MPE recertification.

## 6 THE RECOGNITION PROCESS

### 6.1 Enquiries

6.1.1 On receipt of an enquiry for certification or renewal of certification, the Administration Secretary will initially advise the applicant to download the appropriate documents from the RPA 2000 Website. Further advice may be sought from the Assessment Secretary.

### 6.2 Applications

6.2.1 On receipt of the completed Application Form, the Administration Secretary will:

- acknowledge receipt of the application;
- check the applicant's membership of one of the participating societies against the fee paid, issue a receipt for the fee, open and maintain a full record on the Assessment Tracking Database;
- check that the application form has been correctly completed and that sufficient evidence has been received, based on the requirements set out in the appropriate information for applicant’s documents. If not, the Application will be returned to the Applicant;
- For initial applications, retain the original application form and supporting documents and place a copy is placed in the portfolio. For renewals, retain the original application form and Summary Points Sheets and place a copy placed in the folder of evidence; and
- Liaise with the appropriate Assessment Secretary to select appropriate assessors

6.2.2 The Assessment Secretary will select appropriate assessors from the Pool of Assessors as follows:

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- For initial applications, 3 assessors are required. The Lead Assessor and one of the Support Assessors should normally be from the same work sector (in the case of MPE applications, the same specialism) as the applicant, but not from the same (or a related) employer; the second Support Assessor should be from a different work sector (specialism) to the applicant.
- For renewal of certification, 2 assessors are required, a Lead Assessor and a Support Assessor. Both Assessors should normally be from the same work sector as the applicant, but not from the same, previous, or related employer.
- When appropriate (e.g., if experience of an applicant's area of expertise is not available within the Pool), request that an external Assessor be appointed by the Board.

6.2.3 The Administration Secretary will contact the Lead Assessor to confirm that they can carry out the assessment within the required timescale, and then send the Portfolio (for initial applications) or folder of evidence (for renewals), together with a copy of the Application Form to the Lead Assessor. Support assessors will be sent copies of the Application Form and the Summary and Contents Sections of the Portfolio (for initial applications) or Application Form and Summary Points Sheets for Category 1 and Category 2 activities (for renewals).

6.2.4 The Administration Secretary will consult with the Assessment Secretary if any of the assessors are unable to complete the assessment within the required timescale.

### 6.3 The process of assessment

6.3.1 The Lead Assessor will:

- assess the portfolio/renewal of certification material and prepare an assessment report and recommendation
- where the evidence supplied by the applicant is deemed to be lacking, the Lead Assessor should consult with the Support Assessors and/or the appropriate Assessment Secretary before deciding if it is appropriate to request further information from the applicant. The request for further evidence is made via the Administration Secretary. (See section 6.4 for further information).
- if, after receiving additional information, the Lead Assessor has reservations they should consult with the Support Assessors and/or the appropriate Assessment Secretary. The Lead Assessor may decide to send the full portfolio to one or both of the Support Assessors for a further opinion(s)
- maintain a record of all communications
- maintain contact with the support Assessors and with the Administration Secretary, usually via emails, in order to reach a unanimous decision about the outcome of the assessment. Complete a pro-forma assessment decision form and pass this to the support Assessors for their signatures
- send the assessment report and the record of communications to the Administration Secretary advising whether certification or renewal of certification has been granted or refused
- aim to regularly inform the Administration Secretary of the status of each outstanding assessment.

6.3.2 The Support Assessors will:

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- in the more straightforward situations where the Lead Assessor has been able to reach an unaided decision, compare the information in the Application Form and summary section of the portfolio with the Lead Assessor's report
- in less straightforward situations, co-operate with the Lead Assessor and the other Support Assessor as is necessary to reach a consensus
- decide whether or not to support the Lead Assessor's assessment and recommendation
- countersign and return the Lead Assessor's pro-forma assessment decision form, adding comments where appropriate.

#### 6.3.3 Communication between Assessors

Whatever the initial mode of communication, all matters of significance to the outcome of an assessment should be in writing, or subsequently confirmed in writing (email may often be most convenient).

#### 6.3.4 Assessor agreement

- Assessors must reach agreement for on the outcome of the assessment. If in doubt, the appropriate Assessment Secretary should be consulted.

6.3.5 The identity of the Assessors will not be revealed to an Applicant.

6.3.6 A flowchart of the assessment process is shown in Appendix 1.

### 6.4 Seeking and receiving further information

6.4.1 Assessors seeking further information or wishing to put specific questions to an Applicant should normally communicate through the Administration Secretary. Only in exceptional circumstances, and with the agreement of the Assessment Secretary, should communication be made directly from an Assessor to an Applicant. A second request for further information may be acceptable in exceptional circumstances though this is expected to be rare.

6.4.2 Applicants will be given a due date by when the further information is required. This will be two months from the date of the request to the applicant. If the extra information is not received in the RPA 2000 Administration Office by the due date, the assessment process will cease and the Administration Secretary will return the Application Form and Portfolio/RCS paperwork to the Applicant, explaining what has happened. The fee will be forfeited. An Applicant still wishing to pursue certification/renewal must pay a further fee and re-submit a full portfolio/updated RCS paperwork, depending on the circumstances.

6.4.3 Timely provision of the further information is entirely the responsibility of the Applicant and the Board will not be responsible for providing a further reminder.

6.4.4 The Assessment Secretary may agree to extend the date by which the further information is required. For this to be agreed, the applicant must have provided a timely and reasonable explanation to the Administration Secretary describing acceptable extenuating circumstances that have delayed provision of the information. Such explanations must normally be received by the Administration Secretary at least two weeks before the due date for receipt of the information and will not normally be accepted after this due date has passed. Applicants are expected to give priority to the provision of this further information and the Assessment Secretary will not normally accept the 'simple' explanation that workload prevented a timely response.

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6.4.5 Further information is in Document GD3.

## **6.5 Successful applications for certification**

6.5.1 The Lead Assessor will notify the Administration Secretary of a decision to grant certification.

6.5.2 The Administration Secretary will prepare the Certificate with the full name of the Applicant and the date from which it is valid. The Certificate (Appendix 2) will bear the signatures of both the Assessment Secretary and the Chairman of RPA 2000 Board, as authorised by the Board.

6.5.3 As soon as practicable, the Administration Secretary will notify the Applicant by email that the application has been successful and email the certificate of competence.

## **6.6 Failure to demonstrate competence**

6.6.1 If the Assessors conclude that an Applicant has failed to demonstrate competence, the Administration Secretary will prepare a letter to the Applicant based on the Assessors' report. The letter will set out the reasons for the refusal to grant certification or renewal of certification and will inform the Applicant of the right of Appeal to the Board, within one month.

6.6.2 In the case of failure to gain renewal of certification, the Administration Secretary will advise the unsuccessful applicant of the need to inform all relevant employers that after the expiry of the certificate already held, that they no longer hold a valid certificate of competence. The letter will stress that the applicant is no longer able to satisfy the legal requirements associated with RPA, RWA or MPE appointments.

6.6.3 Further information on the appeal process is in Document G6.

## **6.7 Timescales for processing applications for certification and renewal of certification**

6.7.1 RPA 2000 aims to process applications for certification within six months of receipt, but ideally within 3 months, unless further information is required from the applicant. Should such further information be required, the timescale for completion of the assessment will be extended by the number of days taken to receive this information.

6.7.2 RPA 2000 aims to process applications for renewal of certification within three months of receipt of the application. Provided the application is received more than three months prior to expiry of the current Certificate, RPA 2000 can extend the validity of the current Certificate by up to six months in special circumstances.

6.7.3 The Administration Secretary will inform Applicants of any delays if the application process exceeds six months from the date of receipt for initial applications and three months for renewals

## **6.8 Renewal of certification (Does not apply to MPE applications)**

6.8.1 Applicants are responsible for the timing of their renewal applications but, to assist them, the Administration Secretary will:

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- aim to notify Certificate holders about six months before the date of expiry of Certificates and advise them to visit the RPA 2000 website for the latest information on renewal of certification
- notify Certificate holders of the expiry of certification soon after the expiry date

6.8.2 Provided that an application is received three to six months before the date of expiry of the current Certificate, and the assessment process is completed before the expiry of the current certificate, the renewed Certificate will be dated to be contiguous with the expiring Certificate. If the current Certificate expires before the assessment process is complete, the Assessment Secretary can extend the validity of the current Certificate to ensure there is no time lapse between the current and new certificate.

6.8.3 For any renewal application received less than three months prior to the expiry of the current Certificate, RPA 2000 is only able to extend the validity of the current certificate in extenuating circumstances.

6.8.4 Where an application is received more than six months prior to the date of expiry of the current Certificate, the renewed Certificate will commence at the date on which it is signed, unless otherwise authorised by the Assessment Secretary.

6.8.5 In both of the above cases the Administration Secretary, in consultation with the Assessment Secretary, can extend the validity of the current Certificate by up to six months in extenuating circumstances.

6.8.6 In the case of late applications RPA 2000 will endeavour to complete the Assessment prior to the expiry date, but without any guarantee.

6.8.7 In the event of there being a gap between the expiry date and the date of application for renewal, the Assessment Secretary will reach a judgment on whether the Applicant can be accepted for renewal of certification or whether the Applicant needs to apply for a fresh Certificate. This judgement will be based on factors such as the duration of the gap and the nature of the radiation protection work being done prior to the gap.

6.8.8 Where a person participating in any 5-year RPA 2000 renewal of certification scheme (RCS) is absent from work for longer than 6 months but not longer than 30 months, the individual may seek to extend their period of participation in that RCS. *By written application to and acceptance by RPA 2000*, that person may extend their original period of participation in the RCS by 3 months for each completed period of 3 months for which they had been absent from work, up to a maximum extension of 30 months. RPA 2000 would extend the validity of their current certificate to allow them to continue to operate during the full period of this extension. All other conditions of an RCS application would remain unchanged.

6.8.9 Further information on failure to meet renewal deadlines is in Document GD2.

## 6.9 Monitoring the Process

6.9.1 The Administration Secretary will create and maintain a record on the Assessment Tracking Database for each application, which is viewed with the Assessment Secretary.

6.9.2 The Assessment Secretary will prepare a regular report for each Administration Secretary giving relevant details about outstanding Assessments.

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6.9.3 The Assessment Secretary will advise the Board if significant problems are encountered with the assessment process.

## **7 AUDITING PROCEDURES**

- 7.1 The Board will appoint an Audit Secretary whose duties will include:
- taking prime responsibility for implementing the RPA2000 audit procedures;
  - advising the Board on all matters associated with the audit procedures; and
  - in particular, making recommendations to the Board when the need for changes to the audit procedures have been identified.
- 7.2 At the beginning of January each year, the Audit Secretary will randomly identify, for annual audit, at least six assessments for certification (two RPA, two RWA and two MPE) and two assessments for renewal of certification (RPA), which have been completed in the previous 12 months [January to December].
- 7.3 The Chairman of the Board will select at least two appropriate assessors to conduct the annual audit, and each will undertake the audit of four assessments (three Initials and one renewal). The Auditors will complete an 'Audit Assessment Report' for each assessment by the end of March each year. In particular this Report will check:
- that the administrative procedures were carried out correctly;
  - that the Lead Assessor examined the application in accordance with the Operating Procedures;
  - that the involvement of the Support Assessor(s) was appropriate; and
  - that the assessment decision was correctly based on unanimity.
- 7.4 On an annual basis the Assessment Secretary will select at least three assessors to peer review decisions made by the original assessors on at least one RPA, one RWA and one MPE application, previously selected by the Audit Secretary. The selected assessors should not be Board members and should be experienced assessors. Each assessor will undertake a review of one application and complete an 'Assessors Audit Report' within three months. The Report will check that assessment decision and comments made on the Lead Assessor Report form were appropriate.
- 7.5 The Audit Secretary will compile for the Management Board an Annual Audit Report summarising the results of the Auditors findings and recommending to the Board potential actions.
- 7.6 The Board will review the Audit Assessment Reports and the Annual Audit Report, within a specified timescale, take necessary actions arising out of the audit process.
- 7.7 On an annual basis the Assessment Secretary, in consultation with the Audit and Administration Secretaries, will provide statistics on the time intervals associated with the completion of assessments, identifying those parts of the assessment process that appeared to create undue delays. This information will be used to create an 'Assessment Performance Report' that will be sent to the Annual General Meeting of the RPA 2000 Board. The Board will review the Report and take any necessary actions to improve overall performance.

## **8 RPA 2000 CODE OF TECHNICAL CONDUCT**

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- 8.1 A condition of being awarded and holding a Certificate of Competence, for any of the RPA 2000 certification schemes, is that the holder will observe each of the requirements laid down in the RPA 2000 Code of Technical Conduct (CoTC). By accepting the award of a certificate, the holder acknowledges the right of RPA 2000 to:
- investigate any complaint questioning the holder’s technical competence to hold a specific certificate; and
  - impose sanctions up to and including suspension and withdrawal of the certificate.
- 8.2 The CoTC can be found in Document G4.
- 8.3 Information on how RPA 2000 investigates complaints relating to possible breaches of the CoTC, the sanctions which may be imposed if complaints are upheld and handling of appeals against an outcome can be found in Document G5.

## **9 LISTS OF CERTIFICATE HOLDERS**

- 9.1 The Administration Secretary will maintain up-to-date lists of all holders of Certificates under each of the certification schemes operated by RPA2000, comprising their names and the date of issue and expiry of their current Certificate. In the case of Certificated LPAs, the list will include the work sectors for which their Certificate is applicable. The Administration Secretary will supply enquirers with this list and, on 1st January, April, July and October of each year, will update the RPA 2000 website with the current lists.

## **10 RECORDS**

- 10.1 The Administration Secretary will maintain a database of all holders of Certificates under each of the certification schemes operated by RPA2000, to include the following information:
- title, name and address
  - telephone and email address
  - employment at date of award or renewal
  - dates of first award and validity of current Certificate
  - whether the holder also holds a Certificate in specialist areas
  - membership of Professional Societies, etc.
- 10.2 The following records will be retained by the Administration Secretary for seven years:
- application forms
  - all portfolios and supporting documents referred to in the application form
  - assessment reports, including the records of communications, interviews, etc.
  - correspondence with the Applicant
  - reports of any Panel of Enquiry or Appeal Panel, together with any relevant documents relating to the Enquiry or the Appeal

## **11 REPORTING TO HSE, EA, DHSC AND TO THE SOCIETIES**

- 11.1 On an annual basis, the Board will provide statistics on the certification scheme relating to the immediately preceding calendar year, as follows:

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- the number of first Certificates issued to successful Applicants
- the number of Certificates that were renewed
- the number of unsuccessful applications
- the number of times further evidence has been requested from applicants
- the number of certificates not renewed and those withdrawn
- the number of Appeals processed
- the number of applications and appeals outstanding at the end of the reporting period
- the maximum, minimum and average time taken to process applications and renewals
- the number of assessors available to assess applications and undertake reassessments

- 11.2 The Board will report to HSE, EAs and DHSC at any time if, in its opinion, any significant problems appear to have arisen in the assessment processes or procedures associated with RPA, RWA or MPE certification, as appropriate
- 11.3 The Board will consult with HSE, the DHSC and the EAs when any material changes are proposed to relevant RPA 2000 documents, to determine whether the proposed changes are relevant to RPA 2000's recognition as an Assessing Body.
- 11.4 On an annual basis, the Board will make AGM minutes available on the website. These minutes will include a summary on the performance of the RPA 2000 Competence Certification Schemes.

## 12 DEVELOPMENT OF FURTHER SPECIALIST CERTIFICATES

- 12.1 The policy of RPA 2000 is to support the introduction of specialist certificates provided that:
- There is justifiable and demonstrable demand from the membership of the Constituent Societies for any proposed certificate.
  - Interested and suitably experienced members, normally from the Constituent Societies, are prepared to form and maintain a Working Group (WG) to:
    - i. undertake the development of appropriate standards and to identify a sufficient number of potential Assessors to make the introduction of the certificate a viable option; and
    - ii. provide the Board of RPA 2000, for the lifetime of the associated Specialist Certificate, with ongoing support and effort in respect of the necessary scientific and technical competence associated with maintenance of the Specialist Certificate.
- 12.2 To implement a new specialist certificate, the following protocol will apply:
- Any group of members from the Constituent Societies wishing to establish a Specialist Certificate will have to complete Document G3.
  - On the basis of the information provided in the proposal, the Board will decide whether or not to support development and potential introduction of the Specialist Certificate.
- 12.3 Before further specialist certificates are introduced, the Criteria of Competence will be specified in a document giving instructions for the creation of the relevant portfolio. The conditions to be met for renewal of certification will follow and be incorporated into an appropriate renewal of certification scheme.

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## 13 COMPLAINTS

- 13.1 RPA 2000 is committed to providing a quality service and working in an open and accountable way.
- 13.2 To report a concern that a certificate holder has breached the Code of Technical Conduct, see Document G5.
- 13.3 All other complaints should be emailed and sent to [admin@rpa2000.org.uk](mailto:admin@rpa2000.org.uk) within one month of the occurrence causing the complaint. The following must be included within the complaint:
- The nature of the complaint
  - What has/has not been done
  - How you would like to see the matter resolved
  - The complainant's name and contact details
- The Board will investigate the complaint and the circumstances surrounding it, and may ask for further details. A formal response to the complaint will be completed within 28 working days of the receipt of full information.
- 13.4 RPA 2000 will monitor, record, take seriously and promptly deal with any complaints received. If necessary, RPA 2000 will improve internal operations and processes to rectify any weaknesses highlighted by the complaint.

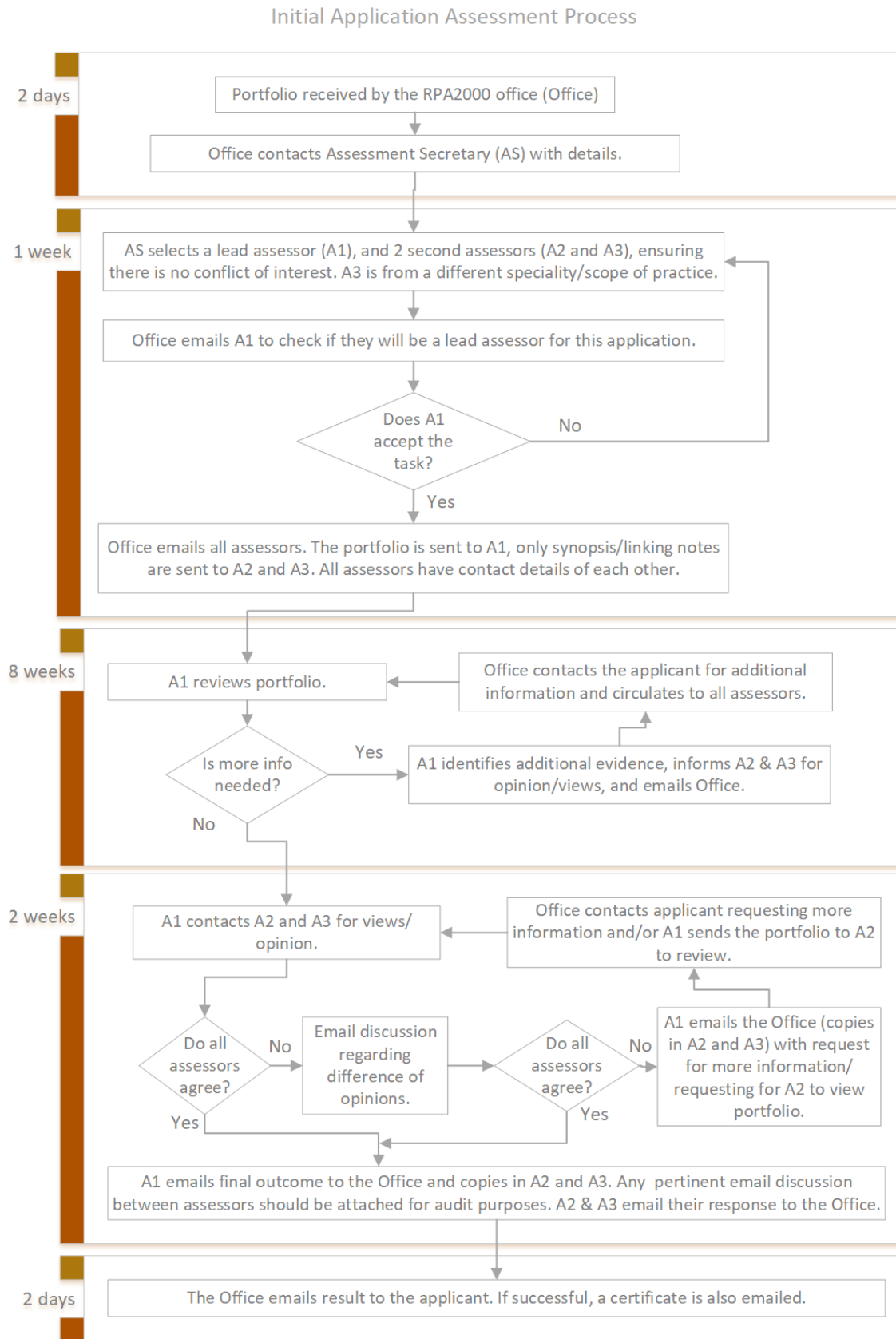
## 14 FEES

- 14.1 Fees will be reviewed at least annually by the RPA 2000 Board, and are available on the RPA 2000 website at [www.rpa2000.org.uk](http://www.rpa2000.org.uk).
- 14.2 Fees for non-Members of the Societies will generally be at least twice those for Members.
- 14.3 People who are applying for more than one Certificate must pay the full fee for each.

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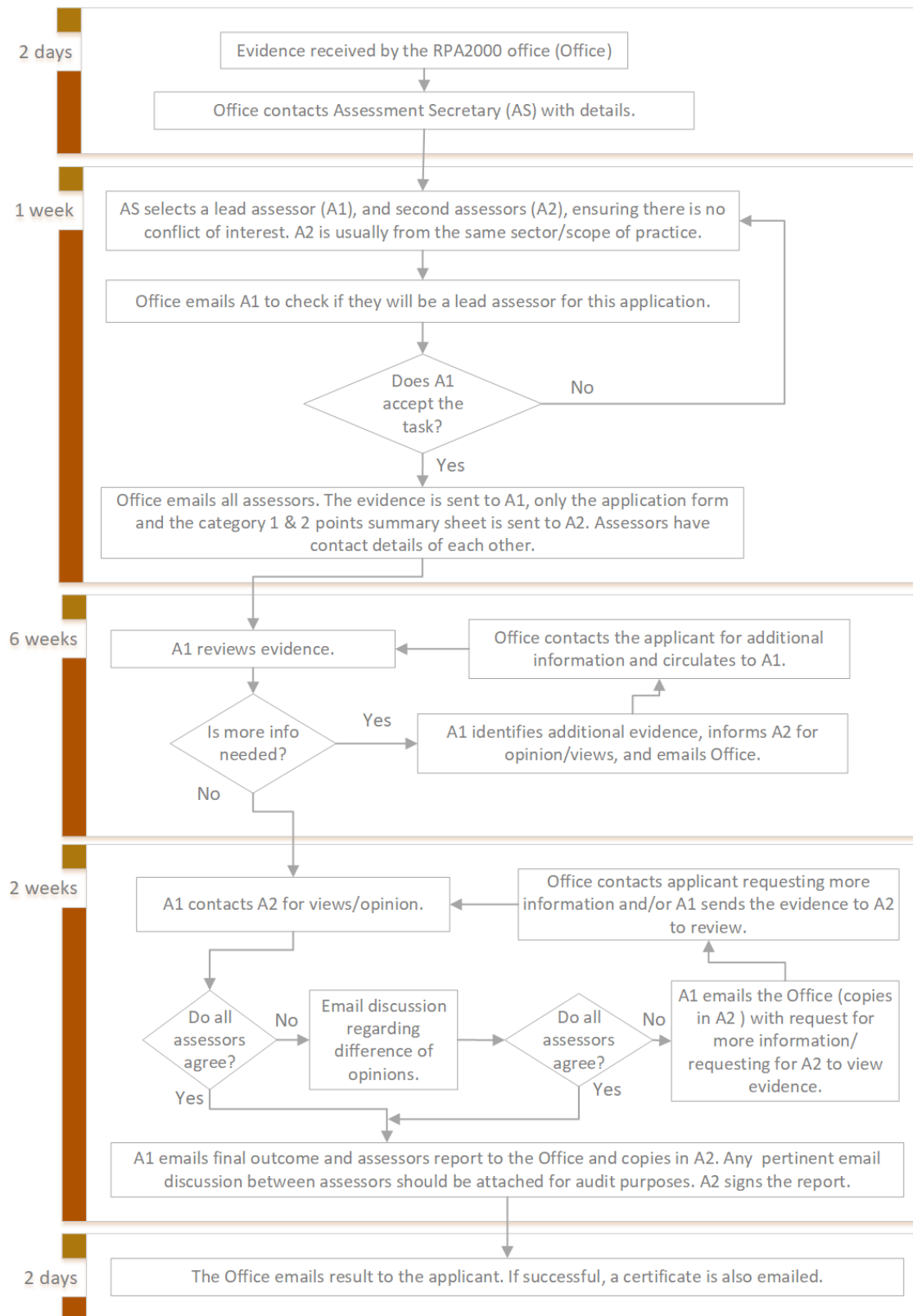
# Appendix 1 – Flowchart for the assessment process

Timings displayed represent ideal times within the assessment process.



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## Renewal Application Assessment Process



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## Appendix 2 – Correspondence Examples

### A2.1 Notification of forthcoming renewal of certification

The following letter is emailed no later than six months prior to the expiry of a current Certificate.

Dear

#### Certification of Competence to be .....

Your current Certificate expires on ..... . To renew your certification please visit the RPA 2000 Website for the latest information on renewal of certification. Paper copies of the documents can be provided on request to the RPA 2000 Administration Office. Holders of RPA, RWA or MPE certificates should note the legal requirement that, to act as an RPA, RWA or MPE, you **must hold** the relevant valid Certificate of Competence from a recognised Assessing Body.

To allow time for processing your application, it must be received by RPA 2000 **not less than three months** before the expiry date stated above, otherwise we cannot guarantee that your certification will be renewed before expiry of your current Certificate. If your application is received between six months and three months before the expiry of the existing Certificate, the renewed Certificate will be dated so as to be contiguous with the expiring Certificate.

Your attention is drawn to:

- Section 6.3 of RPA 2000 Document G1 : ***'RPA 2000 Operating Procedures'***, which describes the process for renewal of certification
- RPA 2000 Guidance Document GD2 : ***'Consequences of the failure of applicants to meet timescales for the renewal of certification'***. Please note that these consequences can prove to be very inconvenient

Your application must be accompanied by the appropriate fee which can be found on the RPA 2000 website [[www.rpa2000.org.uk](http://www.rpa2000.org.uk)]. Should you not intend to renew, please advise me as soon as you are able.

Please note that **no further reminders** will be issued prior to the expiry of your current Certificate.

Yours sincerely

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## A2.2 Letter notifying that a Certificate has expired

The following letter is emailed as soon as possible following the expiry date of a Certificate for which no renewal application has been received.

Dear

**Certification of Competence to be .....**

Your Certificate of Competence, as granted by this Board, expired on .....and must no longer be used by you as evidence of competence.

Holders of RPA, RWA or MPE certificates should note that they can no longer legally act as an RPA, RWA or MPE because they no longer hold a valid Certificate of Competence issued by recognised Assessing Body.

Should extenuating circumstances have prevented you from completing the timely renewal of your certification, your attention is drawn to RPA 2000 Guidance Document GD2 : ***'Consequences of the failure of applicants to meet timescales for the renewal of certification'***. This provides guidance on the actions that are open to you at this time and can be found on the RPA 2000 website [[www.rpa2000.org.uk](http://www.rpa2000.org.uk)].

Yours sincerely

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## Appendix 3 – Examples of Certificates

### A3.1 RPA Certificate

# Certificate of Competence to be a Radiation Protection Adviser

The Board of RPA 2000 certifies that

## *Specimen Copy*

meets the Criteria of Competence specified by the Health and Safety Executive for the purposes of the definition of a Radiation Protection Adviser in the Ionising Radiations Regulations 2017.

*Holding a Certificate from an Assessing Body does not, of itself, make the holder a suitable RPA for a particular employer to consult, as required by Regulation 14(1). It is a recognition of competence, sufficient to show that the individual satisfies the general definition of an RPA in Regulation 2.*

.....  
Chairman of Board

.....  
Assessment Secretary

This certificate is valid for five years from 5 August 2021

Certificate No: 00000000

# *RPA 2000*

This certificate is issued by RPA 2000, an Assessing Body recognised by the HSE,  
DS009, Dartington Hall, Dartington, Devon, TQ9 6EN

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# Certificate of Competence to be a Radioactive Waste Adviser

The Board of RPA 2000 certifies that

## *Specimen Copy*

meets the Criteria of Competence specified by  
the UK Environment Agencies for the purposes of the definition of a  
Radioactive Waste Adviser in support of radioactive materials and waste  
legislation for the protection of the environment.

*Holding a Certificate from an Assessing Body does not, of itself, make the  
holder a **suitable RWA** for a particular employer to consult. The permit holder is  
responsible for ensuring that any Radioactive Waste Adviser appointed is  
'suitable' to give  
relevant advice on that permit holder's specific business*

.....  
Chairman of Board

.....  
Assessment Secretary

This certificate is valid from 30<sup>th</sup> July 2021 and will expire on 29<sup>th</sup> July 2026,  
unless formally extended in writing by RPA 2000.

Certificate No: W – 0000000

# *RPA 2000*

This certificate is issued by, and remains the property of, RPA 2000,  
an Assessing Body recognised by the UK Environment Agencies,  
RPA 2000, DS009, Dartington Hall, Dartington, Devon, TQ9 6EN  
Company No 03925117

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# Certificate of Competence to be a Laser Protection Adviser

The Board of RPA 2000 certifies that

*Specimen Copy*

meets the Criteria of Competence agreed by the Board,  
defining the knowledge and competence required,  
to fulfil the role of Laser Protection Adviser in the following fields:

***Medical***

.....  
Chairman of Board

.....  
Assessment Secretary

This certificate is valid for five years from 1 January 2022

Certificate No: L00000

***RPA 2000***

This certificate is issued by RPA 2000, an Assessing Body recognised by the HSE,  
DS009, Dartington Hall, Dartington, Devon, TQ9 6EN

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# Certificate of Competence to be a Medical Physics Expert

The Board of RPA 2000 certifies that

## *Specimen Copy*

meets the Criteria of Competence specified  
by the Department of Health & Social Care for the purposes of the definition of  
a Medical Physics Expert in the Ionising Radiation (Medical Exposure)  
Regulations 2017 in England, Scotland and Wales and in the Ionising Radiation  
(Medical Exposure) Regulations 2018 in Northern Ireland.

*Holding a Certificate from an Assessing Body does not, of itself, make the  
holder a suitable MPE for a particular employer to consult or entitle. The  
employer is responsible for ensuring that any Medical Physics Expert so entitled  
is 'suitable' to give relevant advice on that employer's specific business.*

.....  
Chairman of Board

.....  
Assessment Secretary

This certificate is valid for five years from 2 August 2021

Certificate No: 00000000

# *RPA 2000*

This certificate is issued by RPA 2000, an Assessing Body recognised by  
the DHSC and the Devolved Administrations.  
RPA 2000, DS009, Dartington Hall, Dartington, Devon, TQ9 6EN

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