***RPA2000* RPA1**

**THE Competence Certification Schemes**

**RADIATION PROTECTION ADVISER CERTIFICATION SCHEME**

**RPA1: Initial Application for RPA Certification**

**Notes:**

* The assessment process is designed to determine whether you can give appropriate advice on the regulations.
* Before completing this form, please read document “RPA2: Instructions and Guidance for the creation of a portfolio of evidence for RPA certification”
* **Use BLACK INK** or **TYPE to complete the form**.

**Instructions:**

* Complete Parts 1, 2, 3, and 5 of this form (applicant information)
* Complete ***either* -**
* Part 6: “Exemption from providing evidence of knowledge of GA & BU topics in the HSE syllabus”

 ***OR***

* Part 7: “General Awareness and Basic Understanding” and compile the associated evidence and explanatory notes.
* Complete Part 8: “Detailed understanding and advice provided” and compile the associated evidence and explanatory notes.
* Ask a suitable person to complete Part 4: “Authentication by Referee”
* You are advised to retain a copy of ***all the material*** that you are sending to RPA 2000, as this is not normally returned.
* Send the completed application form, your complete portfolio of evidence and your fee to:

|  |  |
| --- | --- |
| **RPA 2000 Administrative Office****DS009, Dartington Hall****DARTINGTON****Devon, TQ9 6EN** | **Tel: 01803 847993** **Email:** **admin@****rpa2000.org.uk** |

**PART 1. APPLICANT**

|  |  |  |
| --- | --- | --- |
| Surname: | Title: | Other names: |
| Business address: | Tel. No: |
|  | Email: |
| Address for correspondence: | Tel. No. |
|  | Email: |
| To aid with selection of Assessors, please circle or describe the main Sector category for the contents:Medical Nuclear Education Small User Other: please describe |

**PART 2. QUALIFICATIONS AND PROFESSIONAL/LEARNED SOCIETIES**

**2.1. Degrees, Diplomas and Academic Awards**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **University or Awarding Body** | **Date awarded** | **Grade** | **Principal Subjects** |
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**2.2. Current professional qualifications, e.g., HCPC Registration, CRadP / IRadP**

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| --- | --- | --- |
| **Awarding/Professional body** | **Grade / Registration No** | **Year****Gained/awarded** |
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**2.3 Current membership of professional or learned societies, e.g. AURPO, IPEM, SRP**

|  |  |  |
| --- | --- | --- |
| **Society** | **Grade** | **Year****Membership****commenced** |
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**PART 3. Professional Record**

**3.1. Positions of employment (within the last 10 years) where relevant to this application. Please include a Job Description for your present post.**

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| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Position** | **Grade** |
|  | Present |  |  |  |
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**3.2. Current organisational responsibility (*optional*)**

Please provide an organisational chart indicating your position (in your employing organisation) in terms of the management of internal radiation protection arrangements and /or provision of external radiation protection services.

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**PART 4. AUTHENTICATION BY REFEREE**

I declare that I have examined the portfolio of evidence compiled by the applicant and that it reflects the extent and nature of their own work. In my opinion, the applicant has the capability to provide appropriate advice to an employer with respect to compliance with the requirements of IRR17, and REPPIR if relevant.

|  |
| --- |
| Your name: |
| Your job title: |
| Your address: |
| Your Tel. No: | Your email: |
| Your professional relationship to applicant: |
| Any additional comments: |
| Signed: | Date: |

**Part 5. Declaration by applicant**

* I certify that: (i) my portfolio has been compiled in accordance with the Instructions for the creation of a portfolio of evidence for RPA certification [Document RPA2] and (ii) the Essential Items listed in the following table are included:

|  |  |
| --- | --- |
| **a** | **Essential items** |
|  | A comprehensive **contents list**, detailing and indexing all my items of evidence.  |
|  | A **summary section**, not exceeding 5-6 pages in length, in which each of the major items of my evidence is summarised into a short contextual paragraph that clearly identifies the competence(ies)/experience(s) that it supports. |
|  | **Linking Notes** preceding each item of evidence, explaining why I think it is relevant to the syllabus elements I have matched it to. |
|  | **EITHER** Evidence of exemption from the need to provide evidence of knowledge of GA & BU topics **(Part 6 of this application)** **OR**, **Cross Reference Table Nos. 1 & 2** linking the relevant pieces of my evidence to the topics of the underpinningknowledge syllabus for RPAs. (**Part 7 of this application)**  |
|  | **Cross Reference Table No. 3**, linking the relevant pieces of my evidence to the required practical competencies/experiences, and **Cross Reference Table No 4** Demonstrating pieces of advice I have given to employers and Duty Holders. **(Part 8 of this application)**  |
|  | **Authentication** (as a part of this application form),by a Referee, that the contents truly reflect the extent and nature of my own work. |

**Additionally:**

* I certify that the information given by me in this application is complete and correct.
* I acknowledge that further evidence could be requested by RPA 2000 and undertake to supply such evidence within any specified timeframe (usually 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 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’.
* I acknowledge that, at approximately five yearly intervals, RPA 2000 may be required to provide a small number of completed portfolios to another organisation strictly only for audit purposes and consent to my portfolio being provided for such purposes, if so requested.
* I understand that the HSE Statement expects Assessing Bodies to provide enquirers with a list of all individuals holding a valid RPA Certificate and the period of validity of that certificate. As a condition of being granted a certificate, I consent to my name being added to the list of certificated RPAs and to it being disclosed. (The list is available on the RPA 2000 website).
* I understand that failure to provide all the essential items identified above could mean that my portfolio is returned for modification, without being submitted for assessment.
* I declare that any qualification used to obtain exemption from the need to provide evidence for GA and BU competencies has been obtained through my work with ionising radiation.
* I understand that my Portfolio of Evidence will **not** normally be returned. ***(Applicants are strongly advised to keep their own copy of this application form and all the material that accompanies it).***
* ***FEE PAYMENT*** [you will automatically receive a receipt; see [here](http://www.rpa2000.org.uk/about-rpa-2000/fees/) for payment options]:

***Either***

 I am a ***current member*** of AURPO/IPEM/SRP and enclose the member’s fee of £………. in accordance with the current fee information on the [RPA 2000 website](http://www.rpa2000.org.uk/about-rpa-2000/fees/).

***Or***

I am a ***not a member*** of AURPO/IPEM/SRP and enclose the non-member’s fee of £………. in accordance with the current fee information on the [RPA 2000 website](http://www.rpa2000.org.uk/about-rpa-2000/fees/).

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

**PART 6. Exemption from providing evidence of knowledge of GA & BU topics in the**

 **HSE syllabus (only one reason required)**

|  |
| --- |
| I am exempt from providing evidence of knowledge of GA & BU topics in the HSE syllabus because: |

|  |
| --- |
| I have provided the following evidence to prove my exemption: |
| Assessor decision\*:a) Acceptable b) Unacceptable(\*Assessor - please indicate which) |

**Part 7: General Awareness and Basic Understanding**

**Cross Reference Table No. 1: General Awareness**

**::**

**Evidence of Knowledge**

HSE defines General Awareness (GA) as: “*knows that the topic exists and aware of its significance to work activities in context. Also knows how and where to obtain help on the topic if needed*”.

|  |  |  |
| --- | --- | --- |
| **GA Topic** | **Evidence Reference** | **Assessor Decision** |
| **Legal and Regulatory Basis** |
| International recommendations/conventions |  |  |
| National legislation (including competent authorities) |  |  |
| **Operational Radiation Protection** |
| Representative dose concept / dose calculation for representative person(s) |  |  |
| Ergonomics (eg user-friendly design and layout of instrumentation) |  |  |
| Analysis of past incidents including experience feedback |  |  |
| **Waste management** |
| Principles of management |  |  |
| Principles of disposal |  |  |

**Cross Reference Table No. 2: Basic Understanding**

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**Evidence of Knowledge**

HSE defines Basic Understanding (BU) as: “*has a basic understanding of the topic with a level of detail that allows the RPA to apply it to familiar work activities in context. If necessary, can research further knowledge using readily available sources and apply it in less familiar circumstances*”.

| **BU Topic** | **Evidence Reference** | **Assessor Decision** |
| --- | --- | --- |
| **General** |
| Basic atomic and nuclear physics |  |  |
| Basic biology |  |  |
| Interactions of radiation with matter |  |  |
| Biological effects of radiation |  |  |
| Detection and measurement methods (including uncertainties and limits of detection) |  |  |
| Quantities and units (including dosimetry underlying regulatory quantities) |  |  |
| Basis of radiation protection standards (e.g. epidemiology, linear hypothesis for stochastic effects, deterministic effects) |  |  |
| **ICRP Principles** |
| Justification |  |  |
| Optimisation |  |  |
| Dose limitation |  |  |
| Practices and interventions (including natural radiation especially radon) |  |  |
| **Legal and Regulatory Basis** |
| Relevant legislation other than IRR17 (including REPPIR) |  |  |
| National legislation (including competent authorities) |  |  |
| **Operational Radiation Protection** |
| Types of sources (sealed, unsealed, X-ray units, accelerators) |  |  |
| Control of releases |  |  |
| Emergency procedures |  |  |
| Hazard assessment, minimisation of risk, operating rules |  |  |
| Remedial action / decontamination |  |  |
| **Organisation of Radiation Protection** |
| Safety culture (importance of human behaviour) |  |  |
| Communication skills (skills and ability to instil safety culture into others) |  |  |
| Quality control / auditing |  |  |
| **Transport** |
| Relevant transport regulations (including for example Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (as amended) as referring to Class 7) |  |  |

**Part 8: Detailed Understanding and Advice Provided**

**Cross Reference Table No. 3: Detailed Understanding of IRR17**

**::**

**Evidence of Knowledge and Practical Experience**

HSE defines Detailed Understanding (DU) as: “*has a good understanding of the topic and the underlying principles and can apply the knowledge in appropriate contexts. Can apply the knowledge working from basic principles to deal with situations in new or unfamiliar areas and can identify and influence the peripheral and long-term issues arising from its application*”.

Advisory notes in column 3 of these tables are suggestions to assist you in selecting evidence but you are at liberty to submit other items of evidence which demonstrates your detailed understanding of each topic. You should complete column 4 indicating where the evidence can be found.

In any case, you are expected to use linking notes in addition to Table 4 to explain how your evidence demonstrates detailed understanding of the topic.

| **DU Topic** | **IRR17 & L121 references** | **Advisory notes for the applicant** | **Evidence****reference** |
| --- | --- | --- | --- |
| 1. **Radiation Risk Assessment (RRA)**
 | Regulation 8Paragraphs 62-84 | Radiation risk assessments are fundamental to the implementation of IRR, warranting strong evidence in the following suggested areas:* Advice to an employer/others on matters relating to an RRA, (for example the requirement for, importance of and content of an RRA, identification of situations requiring an RRA, when an RRA is necessary).
* Critical assessment of an existing or draft RRA.
* Drafting of an RRA.
* Examples of measurements and/or interpretation of data relevant to an RRA.
* Prior examination of plans for installations and specification and testing of physical control measures.
 |  |
| 1. **Notification, registration and consents**
 | Regulations 5-7 andSchedules 1 & 2Paragraphs 29-61 | Suitable evidence may include:* advice to an employer/others on notification to, or registration with or consent from the HSE;
* advice on circumstances under which notification is not necessary
* advice on when changes need to be communicated to HSE;
* advice to an employer/others if there are any changes to the requirements for notification, registration or consent; and
* a review of existing notification, registration or consent and subsequent advice*.*

Evidence may take the form of written advice or any general guidance documentation relating to the work with ionising radiations being carried out by the employer.  |  |
| 1. **ALARP / SFAIRP**
 | Throughout IRR and L121, but primarily Regulation 9 andParagraphs 85-188 | Under this broad topic, your evidence should demonstrate your ability to identify and propose actions to restrict exposure in accordance with the ALARP principle, and your ability to interpret and apply radiation protection data to the restriction of exposure. Suitable evidence may include:* advice to a duty holder/employer on minimisation of risk, via local rules, contingency plans, and other relevant working procedures;
* advice on practical implementation of the findings of a risk assessment, such as the suitability of control measures; and
* advice on implementation of a hierarchy of controls (engineering, administrative, PPE).
 |  |
| 1. **Dose Limitation / Restriction of exposure**
 | *Dose limitation*: Regulation 12 and Schedule 3Paragraphs 210-235*Restriction of exposure*: Regulations 9-10Paragraphs 85-190 | For dose limitation, suitable evidence includes any advice to an employer/others with direct reference to dose limits, their application and how to comply with them.Evidence of DU of restriction of exposure can overlap with III ALARP. The section in L121 covering Regulation 9 includes sub-headings (such as control measures, shielding, warning devices, monitoring, dose constraints and investigation levels). Any advice or information generated by you covering these areas can contribute to demonstration of DU in this area. |  |
| 1. **Maintenance of engineering controls etc.**
 | Regulation 11Paragraphs 191-209 | Suitable evidence may include:* advice to an employer/others on reliability, maintenance and testing (suitable tests and frequency of tests, reporting of results), including warning devices and PPE.

Relates to ALARP and radiation monitoring, and risk assessment (by way of controls needed and consequences of failure). |  |
| 1. **Contingency Planning**
 | Regulation 13Paragraphs 237-248 | Suitable evidence may include:* work/advice identifying reasonably foreseeable accidents;
* advice on, or contribution to, the content of a CP addressing responsibilities within the CP, suitability of dosemeters, rehearsal arrangements etc;
* analysis and recording of an event which triggered a CP and on lessons learnt; and
* advice on whether the potential dose to an individual warrants a CP or is covered by standard risk control measures.
 |  |
| 1. **The role of the RPA**
 | Regulation 14 and Schedule 4Paragraphs 249-261 and 407-8 | Any evidence of contribution to RPA advice in line with Schedule 4 and paragraphs 249 and 254.Otherwise, guidance to an employer/others on when consultation with an RPA is required. |  |
| 1. **The role of the RPS**
 | Regulation 18(5)Paragraphs 345-352 | Suitable evidence may include:* advice with respect to when an RPS is required, the role of the RPS, the training, experience and authority required;
* advice linking to the role of the RPS in risk assessments, designation of areas, local rules, information, instruction and training; and
* development and delivery of RPS training courses.
 |  |
| 1. **Information, instruction and training**
 | Regulation 15Paragraphs 262-280 | Suitable evidence may include:* advice to an employer/others on the level and type of training required for employees and others involved in work with ionising radiation, and how often training should be repeated;
* advice to an employer/others on how to assess the effectiveness of radiation safety training;
* examples of information, instruction and training given to staff and others;
* information given to individuals on the risks to the foetus and nursing infant; and
* examples of advice or training relating to work with High Activity Sealed Sources.
 |  |
| 1. **Designation of areas**
 | Regulations 17 and 19Paragraphs 297-325 and 353-402 | Suitable evidence may include:* advice to an employer/others on whether areas where work with ionising radiation is carried out need to be designated, the reason for designation and the requirements which need to be put in place following designation;
* advice on suitable warning signs;
* the gathering and interpretation of any monitoring measurements or other data which informs the decision to designate;
* advice on the requirements for monitoring in and around designated areas;
* advice on necessary special procedures;
* advice/guidance on temporary designation or de-designation of areas;
* advice on the appropriate physical demarcation of designated areas;
* arrangements for entry of classified workers, non-classified workers and outside workers; and
* advice on personal dosimetry appropriate for workers in designated areas.
 |  |
| 1. **Local Rules**
 | Regulation 18Paragraphs 326-344 | Suitable evidence may include:* advice to an employer/others on the requirement for local rules and their essential/desirable content;
* application of local rules to supervised areas;
* advice on monitoring effectiveness of Local Rules; and
* contributions to audit/review of local rules.
 |  |
| 1. **Personal dosimetry** (external, real time, internal, biological etc.)
 | Regulations 22-24Schedule5Paragraphs 447-525 | Suitable evidence may include:* advice to an employer/others on appropriate personal dosimetry and dose record keeping for classified and, where appropriate, non-classified workers;
* a review of personal dosimetry options, including those listed in column 1, and their relevance to your work environment;
* advice on the use of radiation passbooks;
* advice on co-ordination of dosimetry and records for multi-employed workers and those on short-term contracts;
* advice on the use of estimated and notional dose entries, or special entries, on an individual’s dose record;
* advising an employer/others on the investigation required in the event of a lost, damaged or destroyed personal dosemeter; and
* advice on dosimetry for accidents.
 |  |
| 1. **The classification of workers**
 | Regulation 21Paragraphs 432-446 | Suitable evidence may include:* advice to an employer/others on whether it is necessary to classify a worker and, if so, what this entails;
* interpretation of data relevant to the decision to classify, or review the classification of, a worker;
* advice on, or assessment of, personal dosimetry requirements for classified workers; and
* Advice on requirements for medical surveillance of classified workers.
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| 1. **Radiation Monitoring**
 | Regulation 20Paragraphs 403-431 | Suitable evidence may include:* advice to an employer/others on the requirements for radiation monitoring in and around designated areas, including why this is necessary and the type and extent of monitoring;
* advice on the selection, maintenance and testing of monitoring equipment, including calibration and regular checking;
* advice/recommendations on the establishment of a radiation monitoring programme; and
* advice on, or drafting of, a suitable record of radiation monitoring.
 |  |
| 1. **Accounting for radioactive materials**
 | Regulations 29 and 30Paragraphs 578-599 | Suitable evidence may include:* advice to an employer/others on the need to keep records relating to the nature, quantity and location of sources and on the content of such records;
* requirements for the nature and frequency of accountancy checks;
* advice relating to special situations such as High Activity Sealed Sources, dispersible sources, or sources held within the body of a patient;
* advice on suitable storage facilities; and
* advice on records needed for movement, transfer and disposal of sources.
 |  |
| 1. **Notification of occurrences**
 | Regulations 26 and 31Schedule 7Paragraphs 549-559Paragraphs 600-605 | In relation to regulation 26 and the notification of a suspected overexposure, suitable evidence would be an advisory note to an employer as appropriate following an immediate investigation.Notification of occurrences under regulation 31 relate to radioactive substances (though note paragraphs 602 and 603 for the reporting of events with radiation safety implications under other H&S legislation). Suitable evidence may include:* advice to an employer/others on the need to notify the relevant regulatory authority when certain events happen;
* creation of a summary or advisory note on the conditions and exemptions relating to notifications for substances held by the employer/duty holder; and
* the drafting of any notification on behalf of the employer/duty holder.
 |  |
| 1. **Cooperation between employers**
 | Regulation 16Paragraphs 281-296 | Suitable evidence may include:* advice to an employer/others on the application of regulation 16 in the workplace;
* advice on the nature and extent of information that needs to be shared, particularly in relation to personal dosimetry records and training records; and
* the application of regulation 16 to outside workers.
 |  |

**Table No 4: Summary of evidence and advice**

HSE defines Detailed Understanding (DU) as: “*has a good understanding of the topic and the underlying principles and can apply the knowledge in appropriate contexts. Can apply the knowledge working from basic principles to deal with situations in new or unfamiliar areas and can identify and influence the peripheral and long-term issues arising from its application*”.

RPA 2000 assessors will assess your evidence to determine if you are capable of providing the appropriate advice to employers on compliance with the IRR17 (and REPPIR where relevant).

**You should fill in each of the tables below by providing a narrative that describes how your evidence demonstrates that a) you have Detailed Understanding of the key requirements of the IRR17 and that b) you are able to formulate and provide appropriate advice to employers with respect to compliance with those requirements.**

|  |  |
| --- | --- |
| **I. Radiation Risk Assessment (RRA)** | Radiation risk assessments are fundamental to the implementation of IRR, warranting strong evidence in the following suggested areas:* Advice to an employer/others on matters relating to an RRA, (for example the requirement for, importance of and content of an RRA, identification of situations requiring an RRA, when an RRA is necessary.
* Critical assessment of an existing or draft RRA.
* Drafting of an RR.
* Examples of measurements and/or interpretation of data relevant to an RRA.
* Prior examination of plans for installations and specification and testing of physical control measures.

Regulation 8 and paragraphs 62-84 of L121 refer |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

|  |  |
| --- | --- |
| **II. Notification, registration and consents** | Suitable evidence may include:* advice to an employer/others on notification to, or registration with or consent from the HSE;
* advice on circumstances under which notification is not necessary;
* advice on when changes need to be communicated to HSE;
* advice to an employer/others if there are any changes to the requirements for notification, registration or consent; and
* the review of existing notification, registration or consent and subsequent advice.

Evidence may take the form of written advice or a general guidance document relating to the work with ionising radiations being carried out by the employer. Regulations 5-7 and Schedules 1 & 2 paragraphs 29-61 of L121 refer |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

|  |  |
| --- | --- |
| **III. ALARP / SFAIRP** | Under this broad topic, your evidence should demonstrate your ability to identify and propose actions to restrict exposure in accordance with the ALARP principle, and your ability to interpret and apply radiation protection data to the restriction of exposure. Examples may include:* advice to an employer/others on minimisation of risk, via local rules, contingency plans, and other relevant working procedures;
* advice on practical implementation of the findings of a risk assessment, such as the suitability of control measures; and
* advice on implementation of a hierarchy of controls (engineering, administrative, PPE).

Specific attention should be paid to Regulation 9 and paras 85-188 of L121 although the totality of the IRR17 is relevant. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

|  |  |
| --- | --- |
| **IV. Dose Limitation/Restriction of exposure** | For dose limitation, suitable evidence includes any advice to an employer/others with direct reference to dose limits, their application and how to comply with them.Evidence of DU of restriction of exposure can overlap with III ALARP. The section in L121 covering Regulation 9 includes sub-headings (such as control measures, shielding, warning devices, monitoring, dose constraints and investigation levels). Any advice or information generated by you covering these areas can contribute to demonstration of DU in this area.Dose limitation: Regulation 12 and Schedule 3 and paragraphs 210-235 of L121Restriction of exposure: Regulations 9-10 and paragraphs 85-190 of L121 |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

|  |  |
| --- | --- |
| **V. Maintenance of engineering controls etc.** | Suitable evidence may include:* advice to an employer/others on reliability, maintenance, and testing (suitable tests and frequency of tests, reporting of results), including warning devices and PPE.

Relates to ALARP and radiation monitoring, risk assessment (by way of controls needed and consequences of failure).Regulation 11 and paragraphs 191-209 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

|  |  |
| --- | --- |
| **VI. Contingency Planning** | Suitable evidence may include:* work/advice identifying reasonably foreseeable accidents;
* advice on content of CP, responsibilities within the CP, suitability of dosemeters, rehearsal arrangements etc;
* analysis and recording of an event which triggered the CP and on lessons learnt; and
* advice on whether the potential dose to an individual warrants a CP or is covered by standard risk control measures.

Regulation 13 and paragraphs 237-248 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

|  |  |
| --- | --- |
| **VII. The Role of the RPA** | Any evidence of, or contribution to, RPA advice provided in line with Schedule 4 of the IRR17 and paragraphs 249 and 254 of L121.Otherwise, guidance to an employer/others or training course event/content on when they need to consult an RPA and the status of that advice.Note: The evidence should demonstrate that the applicant understands that the role of the RPA is to advise on compliance with the IRR17Regulation 14, Schedule 4 and paragraphs 249-261 and 407-408 of L121 refer. |
|  **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary  | **Assessor’s remarks** |

|  |  |
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| **VIII. The Role of the RPS** | Suitable evidence may include:* advice on when an RPS is required, the role of the RPS, the training, experience and authority required;
* advice linking to the role of the RPS in risk assessments, designation of areas, local rules, information, instruction and training; and
* development and delivery of RPS training courses.

Regulation 18(5) and paragraphs 345-352 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

|  |  |
| --- | --- |
| **IX. Information, instruction and training** | Suitable evidence may include:* advice to an employer/others on the level and type of training required for employees and others involved in work with ionising radiation, and how often training should be repeated;
* advice to an employer/others on how to assess the effectiveness of radiation safety training;
* examples of information, instruction and training given to staff and others;
* information given to individuals on the risks to the foetus and nursing infant; and
* examples of advice or training relating to work with High Activity Sealed Sources.

Regulation 15 and paragraphs 262-280 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

|  |  |
| --- | --- |
| **X. Designation of areas** | Suitable evidence may include:* advice to an employer/others on whether areas where work with ionising radiation is carried out need to be designated, the reason for designation and the requirements which need to be put in place following designation;
* advice on suitable warning signs;
* the gathering and interpretation of any monitoring measurements or other data which informs the decision to designate;
* advice on the requirements for monitoring in and around designated areas;
* advice on necessary special procedures;
* advice/guidance on temporary designation or de-designation of areas;
* advice on the appropriate physical demarcation of designated areas;
* arrangements for entry of classified workers, non-classified workers and outside workers; and
* advice on personal dosimetry appropriate for workers in designated areas

Regulation 17 & 19 and paragraphs 297-325 and 353-402 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

|  |  |
| --- | --- |
| **XI. Local Rules** | Suitable evidence may include:* advice to an employer/others on the requirement for local rules and their essential/desirable content;
* application of local rules to supervised areas;
* advice on monitoring effectiveness of Local Rules; and
* contributions to audit/review of local rules.

Regulation 18 and paragraphs 326-344 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

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| **XII. Personal Dosimetry** | Suitable evidence may include:* advice to an employer/others on appropriate personal dosimetry and dose record keeping for classified and, where appropriate, non-classified workers;
* a review of personal dosimetry options and their relevance to your work environment;
* advice on the use of radiation passbooks;
* advice on co-ordination of dosimetry and records for multi-employed workers and those on short-term contracts;
* advice on the use of estimated and notional dose entries, or special entries, on an individual’s dose record;
* advising an employer/others on the investigation required in the event of a lost, damaged or destroyed personal dosemeter; and
* advice on dosimetry for accidents.

Regulations 22-24, Schedule 5 and paragraphs 447-525 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

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| **XIII. The Classification of Workers** | Suitable evidence may include:* advice to an employer/others on whether it is necessary to classify a worker and, if so, what this entails;
* interpretation of data relevant to the decision to classify, or review the classification of, a worker;
* advice on, or assessment of, personal dosimetry requirements for classified workers; and
* advice on requirements for medical surveillance of classified workers.

Regulation 21 and paragraphs 432-446 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

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| **XIV. Radiation Monitoring** | Suitable evidence may include:* advice to an employer/others on the requirements for radiation monitoring in and around designated areas, including why this is necessary and the type and extent of monitoring;
* advice on the selection, maintenance and testing of monitoring equipment, including calibration and regular checking;
* advice/recommendations on the establishment of a radiation monitoring programme; and
* advice on or drafting of a suitable record of radiation monitoring.

Regulation 20 and paragraphs 403-431 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

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| **XV. Accounting for radioactive materials** | Suitable evidence may include:* advice to an employer/others on the need to keep records relating to the nature, quantity and location of sources;
* advice on the content of such records
* requirements for the nature and frequency of accountancy checks
* advice relating to special situations such as High Activity Sealed Sources, dispersible sources, and sources held within the body of a patient;
* advice on suitable storage facilities; and
* advice on records needed for movement, transfer and disposal of sources.

Regulation 29 & 30 and paragraphs 578-599 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

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| **XVI. Notification of occurrences** | In relation to regulation 26 and the notification of a suspected overexposure, suitable evidence may include:* An advisory note to an employer as appropriate following an immediate investigation
* Advice with respect to the actions that should be taken in the event of a suspected overexposure

Notification of occurrences under regulation 31 relate to radioactive substances (though note paragraphs 602 and 603 for the reporting of events with radiation safety implications under other H&S legislation).Suitable evidence may include:* advice to an employer/others on the need to notify the relevant regulatory authority when certain events happen;
* creation of a summary or advisory note on the conditions and exemptions relating to notifications for substances help by the employer/duty holder; and
* the drafting of any notification for the employer/duty holder.

Regulations 26 and 31, Schedule 7, paragraphs 549-559 and paragraphs 600-605 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |

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| **XVII. Cooperation between employers** | Suitable evidence may include:* advice to an employer/others on the application of regulation 16 in the workplace;
* advice on the nature and extent of information that needs to be shared, particularly in relation to personal dosimetry records and training records; and
* application of regulation 16 to outside workers.

Regulation 16 and paragraphs 281-296 of L121 refer. |
| **Summary of Evidence**Please outline below how your evidence, referenced in Table 3, shows that you have a) Detailed Understanding of the topic, and b) the ability to provide appropriate advice on the matter to an employer:Continue on additional pages if necessary | **Assessor’s remarks** |