



e-Licensing of Radiation Applications (eLORA) Guidelines

These guidelines provides the stepwise application procedure for obtaining approval of Radiological Safety Officer (RSO) in a radiation facility. These guidelines are applicable for all the practices using radiation sources.

Following are the three steps for approval of RSO. Detailed procedure has been described below.

Important ❖

1. Prior to submitting RSO application, person should be registered in eLORA as a Radiation Professional (RP). For Radiation Professional registration guidelines [CLICK HERE](#)
2. RSO application can be submitted only from the institution account login and not from the RP account login.

Step 2: Associating (adding) radiation professional in the institution account

Once RP has been registered in eLORA, same can be added in eLORA account of the institution through

✕ Menu: User Management → Add Employee

In drop down for Type of Employee, following three options are available:

- Radiation Worker (this is to add non-RP radiation workers)
- Non Radiation Worker (this is to add employee to be nominated as Licensee and he/she is not a radiation worker)

- Radiation Professional (this is to add Radiation Professionals)

(Employees having Radiation Professional role can only be nominated as RSO)

X Select Radiation Professional option

While adding RP, system will ask RP registration ID and Date of birth of RP. (Obtain these details from the Radiation Professional), as shown in following screen.

In this form for adding Radiation Professional,

- Enter Registration ID and Date of birth of RP –personal detail of RP will come automatically.
- In case RP is Employer of Institute, select ‘Yes’ for ‘whether the person is also Employer of the Institute?’
- Provide Date of Joining (of service in your institute), PMS No. (i.e. complete TLD No. – if availed), Department and Designation, Provide Email (O)

Important ✦ TLD number is mandatory requirement for approval of RSO in all the practices except Nucleonic Gauges and some of the low hazard potential applications.

- Browse and upload scan copy of joining /confirmation letter of employee and click on Submit

To upload “Attachment for uploading copy of Joining/Confirmation*”, you can attach a Scanned copy of the Joining/confirmation letter of the added staff or a letter signed by the appropriate authority of the facility.

X Fill entries in the following screen and click submit button.

Select Employee Type

Type Of Employee* Radiation Professional

All fields marked by * are mandatory

Personal Details

Click here to add a RP

Title*

First Name*

Middle Name

Last Name*

Date Of Birth*

Date Of Joining* 4/10/2018

Department

Designation

Select profile*
 Radiotherapy installations
 Transport-DAE Facility
 Transport Package Manufacturers
 Nuclear Medicine Facility
 Supplier of Nuclear Medicine Equipment/Source
 Manufacturer of Nuclear Medicine Source

Professional Role*
 PMS NO
(Applicable for Medical diagnostic x-ray facility, Radiotherapy / Nuclear Medicine only.)
 Role
(Applicable for Medical diagnostic x-ray facility only.)
 Role shall be selected based on appropriate qualifications. Refer ARB website for required minimum qualifications.)
 Operator-Medical diagnostic x-ray facility
 Medical Practitioner-Medical diagnostic x-ray facility

Permanent Address

Address Line1*

Address Line2

Landmark

State*

City/District*

PIN*

Contact Details

Phone(R) -

Mobile No.(Permanent)*

Email(Permanent)*

Is email(O) Address same as email(P) Address? --Please Select--

Email(O)*

Attachment for uploading copy of Joining/Confirmation*
 No file selected.

Important ❖ A person cannot be added as employee unless he has been dissociated from his previous institution.

Note: Transaction Generation is the prerequisite for RSO nomination, please visit transaction key guidelines

Step 3: Filing RSO nomination application

Radiological Safety Officer (RSO) approval process can be initiated by Employer.

To access RSO nomination form

Use Menu: Regulatory form → Common Forms →Nominate RSO

Once you click 'Nominate RSO', following screen will appear

The screenshot shows a web interface for 'RSO MANAGEMENT'. The main section is titled 'Radiation Professional Details'. It contains a form with the following fields: 'Select Radiation Professional' (with a dropdown menu icon), 'Radiation Professional*', 'Date of Birth*', 'Registration ID*', 'Role of RP*', 'RSO Status*', and 'e-Mail Id Official*'. A note states 'All fields marked by *are mandatory.' Below the form are sections for 'Education Details' and 'Experience Details'. At the bottom, there are buttons for 'Nominate', 'Renominate', 'Renew', 'Undesignate', 'Reset', and 'Close'. A red box highlights the dropdown menu icon next to the 'Radiation Professional' field with the text 'Click here to get the list of RP employees'.

After clicking the button as shown above, name of the RPs registered in your institution will populate. Select the name of the Radiation Professional to whom you wish to nominate as RSO. Other data will be auto populated.

Following options are available for RSO application;

i. **Nominate**

Nominate RSO” is applicable for nominating the employee for RSO of the institute **for the first time**. Click on the button “Nominate”. The following screen will appear:

RADIOLOGICAL SAFETY OFFICER APPROVAL

Nominate RSO

Radiation Facilities to be assigned ?

- Radiotherapy installations
- Supplier of radiotherapy equipments/sources
- Nuclear Medicine Facility
- Supplier of Nuclear Medicine Equipment/Source
- Manufacturer of Nuclear Medicine Source
- Nucleonic Gauge (Radiation Facility)
- Nucleonic Gauge (Supplier)
- Nucleonic Gauge (Manufacturer)
- Well Logging (Radiation Facility)
- Medical diagnostic x-ray facility
- Supplier of x-ray equipments/x-ray tubes
- Manufacturer of x-ray equipments/x-ray tubes
- Medical Diagnostic-Service Agency
- Industrial Radiography (Radiation Facility)
- Industrial Radiography (Supplier)

Additional Responsibilities Proposed to be Assigned to the RSO

Select the desired practice for which the candidate is to be nominated (as shown above). There is provision of selecting more than one practice at a time.

After successful filling the required information in the form, the filled form will freeze. The form should be printed, signed and uploaded in the system with the freeze application. After uploading the signed copy, application should be submitted.

Important ❖ Application will not be visible to AERB for processing unless the signed copy is uploaded and application is submitted.

The form will be scrutinized by AERB and approved if found satisfactory. After approval of the RSO Nomination, Employer and approved RSO will receive intimation email. A copy of the approval letter will also be emailed to RSO's email Id (O).

ii. **RSO renewal (renewal on expiry of RSO approval)**

This option is applicable only for the existing RSO in the institution, whose approval validity has expired. Renewal of RSO can be initiated by employer of the facility. From the employee list, only such employee can be selected whose RSO status is "Yes".

After filling the form, renew button should be click as shown below.

On clicking on ‘renew’ button, the application form is generated which needs to be frozen . The form should be printed, signed and uploaded in the system with the frozen application. After uploading the signed copy, application should be submitted.

iii. **RSO Renomination**

This option is applicable to add or remove roles of the RSO. Only approved RSOs of the institution can be renominated for addition/removal of radiation facilities (if available by the institute) for which the RSO will be responsible. For example if a person is approved RSO for radiotherapy facility of the institution and he/she also wish to become RSO for nuclear medicine facility of the same institution, renomination option should be chosen.

Renomination button will be deactivated for the employee whose RSO status is “Yes” one month before expiry of RSO approval validity

The screenshot shows a web application interface titled "Nominate RSO". The interface is divided into several sections:

- Header:** A blue bar with the text "Nominate RSO" in white.
- Left Panel:** A white box with the heading "Radiation Facilities to be assigned" and a small blue information icon. Below this is a large empty text area.
- Right Panel:** A list of radiation facilities with checkboxes:
 - Industrial Radiography (Radiation Facility)
 - Radiotherapy installations
 - Nuclear Medicine Facility
 - Gamma Irradiation Chamber (Radiation Facility)
 - Nucleonic Gauge (Radiation Facility)
 - Well Logging (Radiation Facility)
 - Medical diagnostic x-ray facility
 - Industrial Radiography (Supplier)
- Bottom Section:** A white box with the heading "Additional Responsibilities Proposed to be Assigned to the RSO" and a large empty text area.
- Footer:** Two buttons: a red "Freeze" button and a blue "Back" button.

After selecting the desired practices for addition, freeze button should be clicked to freeze the application. The form should be printed, signed and uploaded in the system with the freeze application. After uploading the signed copy, application should be submitted.

iv. **RSO Undesignate**

This option is applicable to remove RSO roles completely. In case, employer wish to withdraw the role of RSO from a person, the same can be initiated through “Undesignate” option. Only approved RSOs can be undesignated and he/she will no longer be RSO of the institute. Once undesignated, in the “View employee list”, the status of RSO will be indicated as “No”.

- Important ❖**
1. A person will continue to be employee of the institute, even after undesignated from the RSO, unless dissociated from the institution.
 2. In case the RSO is leaving the Institute, the employer has to “Undesignate” the RSO first and then “Dissociate” him/her. A relinquishing letter for the RSO dissociation will be available in RSO approval file and the status of the RSO file will be “Closed”.
 3. To completely removing a person from the institution, use dissociate option.