



e-Licensing of Radiation Applications (eLORA) Guidelines

# Guidelines for Approval of Radiological Safety Officer

**May 2019**

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.

Radiation Professional  
(RP) Registration

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graph TD; A[Radiation Professional (RP) Registration] --> B[Add RP in the institution]; B --> C[RSO nomination by the institution];
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Add RP in the institution

RSO nomination by the  
institution

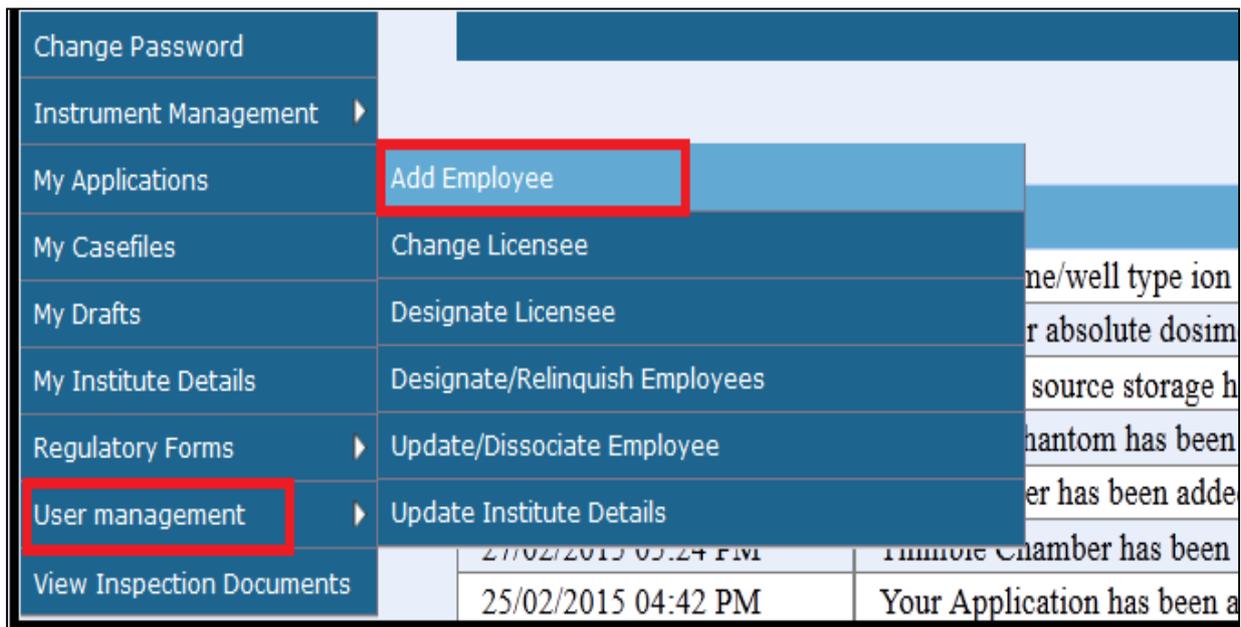
**Important** 

1. Prior to submitting RSO application, person should be registered in eLORA as a Radiation Professional (RP).
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)

### ▶ 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.

Select radiation professional

RP registration ID ? \*

Date of birth of RP \*

Whether the person is also Employer of the institute? \*

Yes  No

Search

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.

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

ADD EMPLOYEE

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\*

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 regular minimum qualifications.)

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\* Browse... No file selected. Clear

Submit Close Reset Education Detail Experience Detail

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

### 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

RSO MANAGEMENT

Radiation Professional Details

Select Radiation Professional

Radiation Professional\*  ...

Date of Birth\*

Registration ID\*

Role of RP\*

RSO Status\*

e-Mail Id Official\*

Education Details

Experience Details

All fields marked by \*are mandatory.

Nominate Renominate Renew Undesignate Reset Close

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.

- Change Password
- Instrument Management
- My Applications
- My Casefiles
- My Drafts
- My Institute Details
- Regulatory Forms**
  - Common Forms
    - Nominate RSO**
    - Non-utilization of Approval
    - Employer Change Initiation
    - NC Response Screen
    - Exposure Investigation Report
    - of closure is 2015-09-28.Immediate action need to be
  - Incident Reporting
  - Nucleonic Gauge
  - Transport
- User management
- View Inspection Documents

Date and Time

19/10/2015 03:02 PM Survey meter has been

12/10/2015 02:45 AM Non Compliance with reference no [MH-21818-NC-3082] raised agianst yo closure.The final date of closure is 2015-09-28.Immediate action need to be actions.

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	
<b>Nominate RSO</b>	
Radiation Facilities to be assigned ?	<input checked="" type="checkbox"/> Radiotherapy installations <input type="checkbox"/> Supplier of radiotherapy equipments/sources <input checked="" type="checkbox"/> Nuclear Medicine Facility <input type="checkbox"/> Supplier of Nuclear Medicine Equipment/Source <input type="checkbox"/> Manufacturer of Nuclear Medicine Source <input checked="" type="checkbox"/> Nucleonic Gauge (Radiation Facility) <input type="checkbox"/> Nucleonic Gauge (Supplier) <input type="checkbox"/> Nucleonic Gauge (Manufacturer) <input type="checkbox"/> Well Logging (Radiation Facility) <input type="checkbox"/> Medical diagnostic x-ray facility <input type="checkbox"/> Supplier of x-ray equipments/x-ray tubes <input type="checkbox"/> Manufacturer of x-ray equipments/x-ray tubes <input type="checkbox"/> Medical Diagnostic-Service Agency <input type="checkbox"/> Industrial Radiography (Radiation Facility) <input type="checkbox"/> 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.

The screenshot shows a web form titled "Radiation Professional Details". The form has several sections: "Select Radiation Professional" with fields for "Radiation Professional\*", "Date of Birth\*", "Registration ID\*", "Role of RP\*", "RSO Status\*", and "e-Mail Id Official\*"; "Education Details"; and "Experience Details". Below the form is a row of buttons: "Nominate", "Renominate", "Renew", "Undesignate", "Reset", and "Close". A red box highlights the "Renew" button, and a red arrow points from a text box above it to the button. The text box contains the following text: "“Renew” button will be enabled for the employee whose RSO status is “Yes” before one month of RSO approval validity date."

On clicking on ‘renew’ button, the application form is generated which needs to be freezed . The form should be printed, signed and uploaded in the system with the freezed 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 availed 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

Nominate RSO

Radiation Facilities to be assigned <span style="float: right; font-size: small;">?</span>	<input checked="" type="checkbox"/> Industrial Radiography (Radiation Facility) <input type="checkbox"/> Radiotherapy installations <input type="checkbox"/> Nuclear Medicine Facility <input type="checkbox"/> Gamma Irradiation Chamber (Radiation Facility) <input type="checkbox"/> Nucleonic Gauge (Radiation Facility) <input type="checkbox"/> Well Logging (Radiation Facility) <input type="checkbox"/> Medical diagnostic x-ray facility <input type="checkbox"/> Industrial Radiography (Supplier)
Additional Responsibilities Proposed to be Assigned to the RSO	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

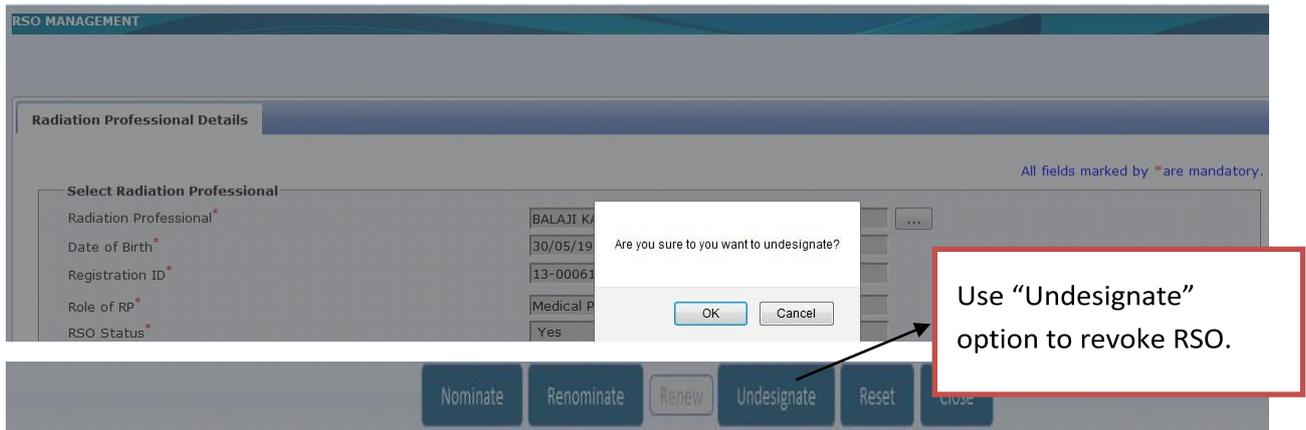
  

Freeze
Back

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.

