e-Licensing of Radiation Applications (eLORA) System

G u i d e l i n e s

Medical Cyclotron Facilities

June 2025

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Quick Reference for steps to be followed:

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e-LORA Guidelines for Medical Cyclotron Facility(MCF) Module

e-LORA module of Medical Cyclotron Facility user allows online submission of applications for regulatory consents i.e. Layout, Design and Construction approval, import/procurement of Medical Cyclotron, Commissioning/Trail Run Permission, RSO approval, Licence for Operation of Medical Cyclotron Facility, Decommissioning of Medical Cyclotron Facility etc.

Important Note: Guidelines for common functionalities of e-LORA system are available on e-LORA h o m e page as 'General Guidelines to use e-LORA System'. Users are also advised to refer these guidelines.

1. Register Institute

Visit home page of AERB website www.aerb.gov.in and click on the button **e-LORA,** It will redirect you to e-LORA system.

Click on **Register Institute** (see above figure) link available on e-LORA home page i.e https://elora.aerb.gov.in/. This will open application form for Institute Registration. Application form has four tabs.

i. **Contact and Acknowledgement Details**: You have to verify the employer mobile number and email id here. After entering the mobile number, you will receive OTP which need to be entered here.

ii. Institute Details

Important Note: Guidelines to fill application form for Institute Registration is available on e-LORA home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling of application form.
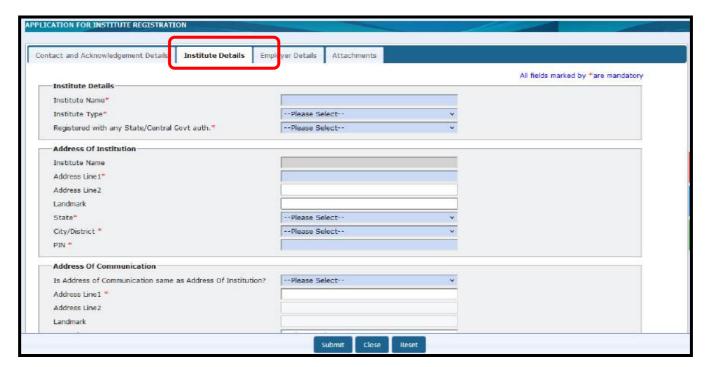
Fill the application form as per the guidelines. However, important points in each tab are mentioned below:

Tab Institute Details:
- **Type of Institute:** Select type of institute as either 'Central Government', 'State Government', Private' or 'Joint Venture'.
- **Address of Institute:** Address to be provided where the radiation sources/equipment to be installed/operated
- **Type of Facility**: In **Type of Facility** section, for the field **Practice** select **Medical Cyclotron Facility** and for the field **Role of Institute** select the role **Radiation Facility – Medical Cyclotron.**

iii. **Tab Employer Detail**s

Name: Fill the complete name of employer as appearing in his/her document for Proof of Identity/Date of Birth (DOB) to be attached.

- **Date of Birth:** Fill the DOB as appearing in the proof of identity/DOB to be attached
- **Document/card for proof of identity and date of birth** (of employer): Select one from the drop down. (Soft copy of this is a mandatory attachment). DOB attachment should mention DOB in DD-MM-YYYY format.
- **Document/Card No.**(of Proof of Identity/DOB): Must match with the proof of identity/DOB attached.

iv. Tab Attachments:

Upload of following attachments are mandatory:

- **Proof of Identity and Date of Birth** (of employer): Attach any one of the following Acceptable

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documents:
- o Passport
- o PAN card issued by Income Tax Department
- o Driving Licence issued by RTO
- o Photo identity document/card having serial number and date of birth issued by Central/State Government or PSU
- **Proof of Employership:** Example: (i) Appointment Letter of Employer, (ii) Board Resolution, (iii) Any Govt./PUC document substantiating proprietorship (iv) Partnership deed (notarised)
- Upload scan copy of any one of the document listed below (in the relevant position) for the proof of existence of institute (The institute name and address mentioned in the application form must match with any of the attached document):
  - o PAN of Institute
  - o TAN of Institute
  - o Registration with State/Central/Local Government Authority

Enter the Captcha and submit the application form.

> **Important Note:** Fields marked with * in the application form are mandatory. Application form will not be submitted if any mandatory field left blank.

You will get acknowledgement message upon successful submission of application form. The copy of submitted application (.pdf file) can be downloaded for which link will be provided (Please note, this link will be active for a short period). You will also receive an acknowledgement mail with the copy of your application form (.pdf file) in your email (email address as provided in the application form).

Application for Institute Registration will be scrutinized by AERB. After the approval of institute registration by AERB, you will receive user ID and password in your registered email (email address of Employer, as provided in the application form).

Note: Please note that Institute Registration does imply that you have obtained the required AERB registration certificate. This step may be considered as an entry path to the online eLORA system.

2. Register Radiation Professional (RP)

It is essential for person to be nominated as Operator, Radio-Pharmacist and RSO of Medical Cyclotron facility to register himself/herself as Radiation Professional (RP) in e-LORA. Only registered RP can be associated with an institution through his/her RP registration Id.

Application form for Radiation Professional registration is available on e-LORA home page. Once RP application is approved, the applicant will be considered as a radiation professional in eLORA and all useful information e.g RP Registration Id., Username and Password (Username and password of RP account) will be sent to the registered email id of the radiation professional.

Important Note: Guidelines to fill application form for RP registration is available on e-LORA home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling application form.

3. Login to e-LORA system

Login to the system using the "Username" and "Password" received no your registered email after approval of Institute Registration application. On first time login system will prompt to change the password.

In case, your Institute has multiple profiles, system will ask you to select the Practice and Institute Role. Please select Practice as "Medical Cyclotron Facility", Institute Role as "Radiation Facility" or "Suppliers" respectively and Installation Type as "Radiation Facility – Medical Cyclotron".

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On clicking on 'LOGIN' button, the following screen will be displayed

4. Declaration of Instrument

Monitoring Tool(s) (Viz. Survey meter, area monitors and contamination monitors) and measuring tools (e.g. Dose Calibrator) can be declared one time in your e-LORA account through Instrument Management menu. The status of instruments (viz. proposed/available, update in calibration date, etc) can also be managed through this menu.

4.1 Add Instrument(s)

Use **Menu: Instrument Management ⮞ Add Instrument** to declare/ add instruments

Instruments are classified in to below four types:

- Measuring Tools (applicable for Medical Cyclotron Facilities)
- Monitoring Tools (applicable for Medical Cyclotron Facilities)

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- QA Tools (Not applicable for Medical Cyclotron Facilities)
- Safety Tools (Not applicable for Medical Cyclotron Facilities users)

For example, adding Survey meter, select "Type of Instrument" as "Monitoring Tools" and "Type of Instrument Sub-type" as "Survey Meter" from the list of values.

Provide the detail of survey meter as asked in form (Please refer to survey meter manual/ specification for providing tech-specs as asked in the form).

Important Note: Regulatory clearances will not be issued till requisite Monitoring instruments are () declared in e-LORA.

4.2   Manage Instrument Status

Use **Menu: Instrument Management →   View Instrument** to manage status of Instrument

After clicking on "View Instrument" the following screen will appears. You can view details of all instruments or update details of particular instrument or delete any particular Instrument from your Institute account. Select the instrument and click on "View" as shown below.

After clicking on "view" the following screen will appear. Through this, Employer of the Institute can modify status of the instruments (viz. Functional status, Calibration date, Calibration valid till date, Calibration energy and calibration lab detail). The selected equipment can also be deleted by clicking on 'Delete' button.

Range Of Detection*	Unit Of Measurements*
20	KeV
3	MeV
Functional Status *	Working
	--Please Select-- ▾
Calibration Date *	21/01/2025
Calibration Valid Till *	20/01/2027
Calibration Energy*	3
Calibration Energy Unit*	MeV
	--Please Select-- ▾
Calibration Lab*	PLA ELECTRO APPLIANCES PVt. Ltd.,Mumbai

Modify   Delete   Close

5. Addition of Radiation Professional (Declaration of Staff)

Radiation worker/Radiation Professional can be added in e-LORA account through

Menu: User Management → Add Employee

In drop down for **Type of Employee**, three options available as follows:

- **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; (Employer will fall under this category)
- **Radiation Professional** (this is to add **Radiation Professionals-Operator, Radio Pharmacist and RSO**)

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

In the form for adding **Radiation Professional,**

- Enter **Registration ID** and Date of birth of RP –personal detail of RP will come automatically.
- **RP Associate Key**- It should be generated by RP through his/her Radiation Professional LOGIN
- 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)
- 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 mentioning the Name and Designation of all existing staff members working in the facility.

6. Obtaining RSO approval

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

Prerequisites for Nominate RSO Process

Step-1: Employer and RP should verify his mobile number and email id

Step-2: RP should complete the eLearning course through his/her RP LOGIN credentials

Step-3: Generation of Transaction key for RSO Nomination

Step-4: Submission of RSO Application

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Step-1: Employer and RP should verify his mobile number and email id through their respective LOGIN's

Step-2: RP should complete the e-Learning course through his/her RP LOGIN credentials

RSO nominee should complete the eLearning course or presentation for the practice for which he/she is going to become an RSO. To complete this process, he/she should LOGIN to eLORA by using eLORA Login Credentials

Step-3: Generation of Transaction key for RSO Nomination

From the employee list you have to select the RP to whom you are going to nominate as RSO. Then click on **Send OTP** option. Both employer and radiation professional receive the OTP's on their respective mobiles and emails. Then click on **Verify**, once it is verified the **Transaction Key** will appear as 6 digit number

Step-4: Submission of RSO Application

Menu: Regulatory form → Common Forms → Nominate RSO

Radiation Professional Details

All fields mar

Select Radiation Professional

Radiation Professional *	[ ] [...]
Date of Birth *	[ ]
Registration ID *	[ ]
Role of RP *	[ ]
RSO Status *	[ ]
e-Mail Id Official *	[ ]

Click here to select the Radiation professional whom you are going to nominate as RSO

Education Details

Experience Details

Transaction Key Details *

Enter Transaction Key *	XXXXXX

[Nominate] [Renominate] [**Renew**] [**Undesignate**] [**Reset**] [**Close**]

Click on Nominate

All fields mar

Part-B
Consenting Stage Applications

Detail of Regulatory Forms

In order to obtain requisite regulatory clearance from AERB, user need to fill and submit application form in e-LORA.

A. Application for Design and Construction of Medical Cyclotron Facility

End user should obtain the Design and Construction approval of Medical Cyclotron Facility through the following application

Menu: Regulatory Form → Medical Cyclotron Facility → Site Layout, Design and Construction Approval

Note: Only Type approved or NOC (Supplier) issued Medical Cyclotrons are available for selection

Provide all the necessary attachments mentioned above.

Application for import/Procurement of Medical Cyclotron

Submit this form for obtaining NOC for import/procurement permission of Medical Cyclotron.

Pre-requisite for Procurement of Medical Cyclotron:
1. RSO approval in e-LORA
2. Availability of survey meter with valid calibration

Follow below path to access this form:

Menu: Regulatory Form → Medical Cyclotron Facility → Equipment Procurement

B. Intimation of Receipt of Medical Cyclotron (Equipment Receipt Intimation)

Submit this form after receipt of Medical Cyclotron . Follow below path to access this form:

Menu: Regulatory Form → Medical Cyclotron Facility → Equipment Receipt Intimation

C. Submission for Commissioning Approval/Trial Run Permission

Menu: Regulatory Form → Medical Cyclotron Facility → Commissioning Approval/Trial Run

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Permission

D. Licence for Operation (First time/Renewal)

Follow below path to access this form:

Menu: Regulatory Form → Medical Cyclotron Facility → Licence for Operation

General Details | **Attachment Details**

*All fields marked by * are mandatory*

General Details | Attachment Details

*All fields marked by * are mandatory*

Application for* --Please Select--
Please enter Commissioining(trial run) approval number* [...]
Type*
Make
Model
Max Proton Energy (MeV)
Total current (Proton) (µA)
Max Deuteron Energy (MeV)
Total current (Deuteron) (µA)
Proposed Radioisotopes
Purpose*

Submit   Close   Reset

General Details | **Attachment Details**

*All fields marked by * are mandatory*

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are:.doc,.docx,.xls,.xlsx,.odt,.jpeg,.jpg,.png,.zip,.pdf.Alternatively,you might zip it and upload it. Software for compressing files can be downloaded for free from http://www.7-zip.org/download.html

Organizational Setup* Browse... No file selected. Clear
Final safety analysis report * Browse... No file selected. Clear
Radiation Protection Manual* Browse... No file selected. Clear
Radiation Protection Survey Report* Browse... No file selected. Clear
Emergency Preparedness & Response Plan* Browse... No file selected. Clear
Any Other Browse... No file selected. Clear

Submit   Close   Reset

E. Application for Decommissioning of Medical Cyclotron Facility

Submit this application for obtaining approval for decommissioning of equipment. Follow below path to access this form:

Menu: Regulatory Form → Medical Cyclotron Facility → Decommissioning of Radiation Equipment

General Details   Attachments

All fields marked by * are mandatory

Equipment Type*	Medical Cyclotron ⌄
Equipment Identification No.*	[...]
Reason for Decommissioning of Equipment*	
Radiation Equipments/accessories found free of any radiation contamination*	⦿ Yes ◯ No ◯ NA
Agency, who will carry out the decommissioning ❓	
Any other additional information	

Submit   Reset   Close

Attachments: Institute should provide the following

     a. Decommissioining plan
     b. Consent from waste disposal agency for recipt and management of radioactive waste.
     c. Other attachment

MCF/IARPF ▶ **APPLICATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT**

General Details   **Attachments**

All fields marked by * are mandatory

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are:.doc,.docx,.xls,.xlsx,.odt,.jpeg,.jpg,.png,.zip,.pdf.Alternatively,you might zip it and upload it. Software for compressing files can be downloaded for free from http://www.7-zip.org/download.html

Decommissioning plan	Browse...	No file selected.	Clear
Consent from waste disposal agency for receipt and management of radioactive waste	Browse...	No file selected.	Clear
Any Other Attachment	Browse...	No file selected.	Clear

☐ I have read and agree to the Terms & Conditions

Submit   Reset   Close

F. Application for Intimation of Decommissioning of Medical Cyclotron Facility

It is necessary to intimate decommissioning of Medical Cyclotron Facility after its decommissioning. Use this form to intimate decommissioning of equipment. Follow below path to access this form:

Menu: Regulatory Form →   Medical Cyclotron Facility →   Intimation of Decommissioning

INTIMATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT

General Details | Attachments

*All fields marked by * are mandatory*

Equipment Type*	Medical Cyclotron
Decommissioning Approval No.*	[...]
Equipment Identification No.	
Equipment Serial No.	
Make	
Model	
Date of Decommissioning*	

Submit | Reset | Close

Attachments: Institute should provide the following

  a. Report on Decommissiong of the facility (Including Received Dose, Waste Management etc)
  b. Area and Contamination Survey Details after Decommissioning
  c. Other attachment

INTIMATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT

General Details | **Attachments**

*All fields marked by * are mandatory*

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are:.doc,.docx,.xls,.xlsx,.odt,.jpeg,.jpg,.png,.zip,.pdf.Alternatively,you might zip it and upload it. Software for compressing files can be downloaded for free from http://www.7-zip.org/download.html!

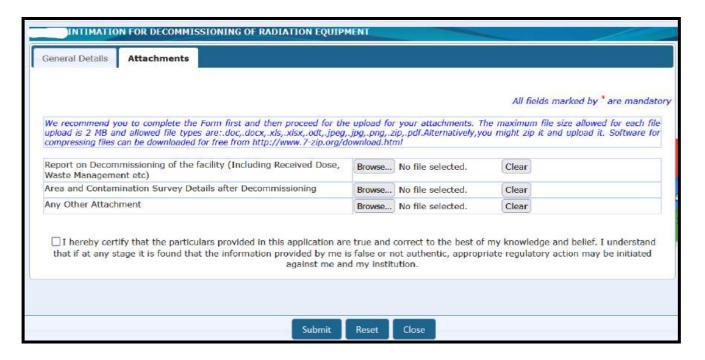|			
Report on Decommissioning of the facility (Including Received Dose, Waste Management etc)	Browse...	No file selected.	Clear
Area and Contamination Survey Details after Decommissioning	Browse...	No file selected.	Clear
Any Other Attachment	Browse...	No file selected.	Clear

☐ I hereby certify that the particulars provided in this application are true and correct to the best of my knowledge and belief. I understand that if at any stage it is found that the information provided by me is false or not authentic, appropriate regulatory action may be initiated against me and my institution.
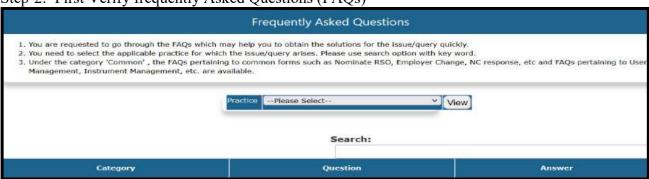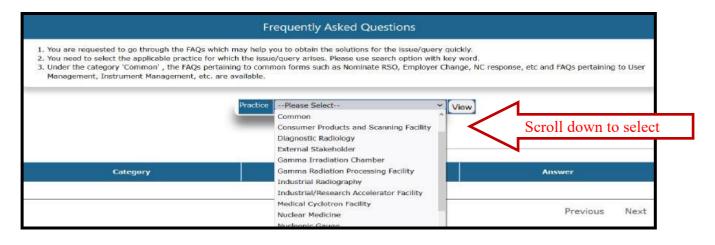
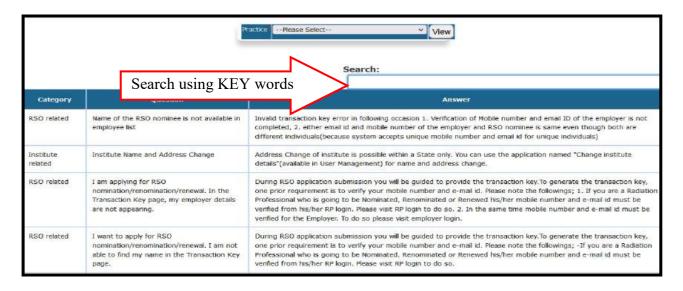Submit | Reset | Close

Common Forms

G. Raise an Issue in eLORA

Step-1: After Login, click on the FAQ-Raise an Issue
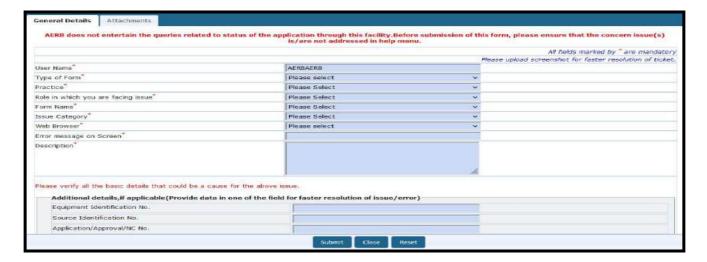
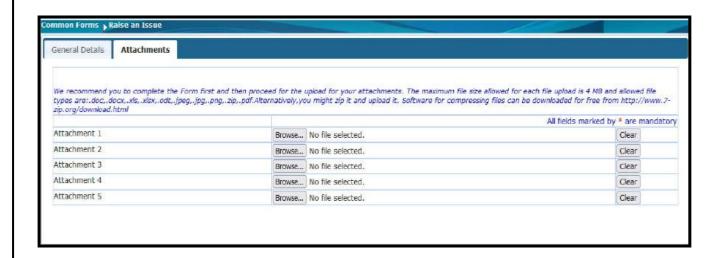

Step-2: First Verify frequently Asked Questions (FAQs)

Search using KEY words

Search:

Category	Question	Answer
RSO related	Name of the RSO nominee is not available in employee list	Invalid transaction key error in following occasion 1. Verification of Mobile number and email ID of the employer is not completed, 2. either email id and mobile number of the employer and RSO nominee is same even though both are different individuals(because system accepts unique mobile number and email id for unique individuals)
Institute related	Institute Name and Address Change	Address Change of institute is possible within a State only. You can use the application named "Change institute details"(available in User Management) for name and address change.
RSO related	I am applying for RSO nomination/renomination/renewal. In the Transaction Key page, my employer details are not appearing.	During RSO application submission you will be guided to provide the transaction key.To generate the transaction key, one prior requirement is to verify your mobile number and e-mail id. Please note the followings; 1. If you are a Radiation Professional who is going to be Nominated, Renominated or Renewed his/her mobile number and e-mail id must be verified from his/her RP login. Please visit RP login to do so. 2. In the same time mobile number and e-mail id must be verified for the Employer. To do so please visit employer login.
RSO related	I want to apply for RSO nomination/renomination/renewal. I am not able to find my name in the Transaction Key page.	During RSO application submission you will be guided to provide the transaction key.To generate the transaction key, one prior requirement is to verify your mobile number and e-mail id. Please note the followings; -If you are a Radiation Professional who is going to be Nominated, Renominated or Renewed his/her mobile number and e-mail id must be verified from his/her RP login. Please visit RP login to do so.

Step-3: If your question is not listed or any other issue please select the blow options and **Raise Issue**

✓ I have gone through the FAQ

- Please select one of the reasons from the list below
  ○ My question is not listed
  ○ My question is listed but I am unable to follow the answer
  ○ My question is listed but while executing the process, the issue is not getting resolved.

✓ I have gone through the FAQ

- Please select one of the reasons from the list below
  ● My question is not listed
  ○ My question is listed but I am unable to follow the answer
  ○ My question is listed but while executing the process, the issue is not getting resolved.

Raise Issue ← Click here

Step-4: Fill the application form (all are mandatory requirements) and provide the screen shots of the issue and other supportive documents as attachments
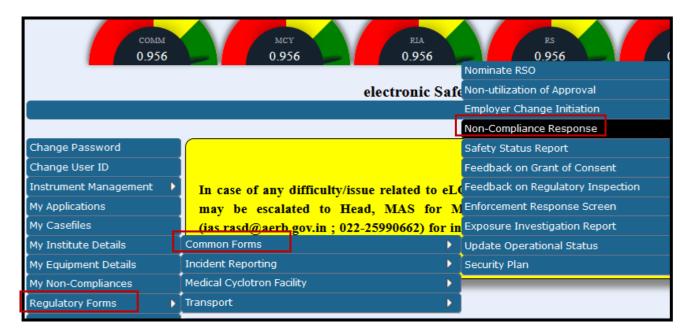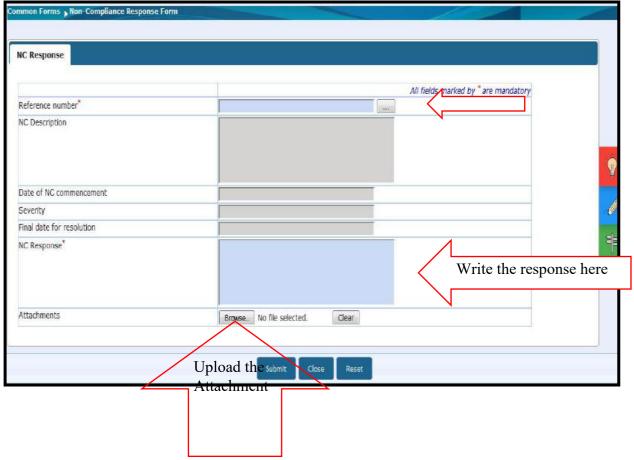
H. How to submit Response to the Non-compliance

Step-1: After LOGIN, please follow the path shown below

Regulatory forms→ Common Forma→ NC Response (Click on NC Response)

Step-2: Select the Noncompliance reference number from the LOV (three dotted box shown below)

NC Response

All fields marked by * are mandatory

Reference number*	[_____] [...]
NC Description	
Date of NC commencement	
Severity	
Final date for resolution	
NC Response*	Write the response here
Attachments	Browse... No file selected. Clear

Upload the Attachment

Submit   Close   Reset

Important Note: For non-compliance raised regarding the Calibration of Radiation Survey meters/Gamma Zone Monitors, there is no need to submit the response through NC Response Screen. Please update the fresh Calibration details through instrument management after that the Non-Compliance will be closed within 24 hours.

I. Submission of Safety Status Report

This safety status report should be submitted periodically by every radiation facility through eLORA system, as per the terms and conditions of the Licence issued under the Atomic Energy (Radiation Protection) Rules, 2004.

Important Note: Prior to submission of safety status report, you should update the operational status of all the radiation sources and equipment available with you (Once in 6 months). Otherwise system will not allow you to submit the safety status report.

For submission of safety status follow the procedures as mentioned below:
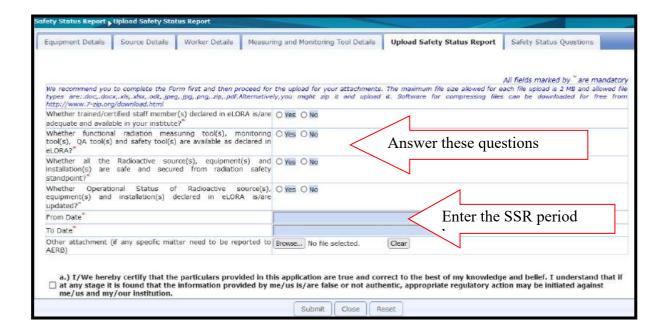**Step-1: Regulatory Forms -----> Common Forms ------> Safety Status Report**

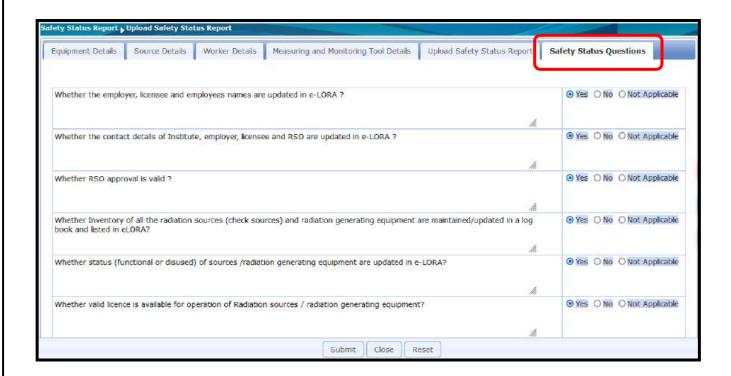**Step-2:** Following page will be shown after SSR selection, click on OK

Step- 3 :

Note: Update the Workers details, Measuring and Monitoring Tool Details if not updated earlier in eLORA, by following the proper procedures. General Guidelines are available on eLORA webpage

Step-4 :

Now select **Click on "Safety Status Report"**, answer the questions as YES or NO or NA.

###Expectations of the requirements are given in practice specific guidelines which are available in HELP menu of employer, please read the same before submitting SSR

J. **Update Operational Status of Equipment/Source**

Guidelines For Update Operational Status Of Equipment Housing Radiation Source/Source/Radiation Generating Equipment (X-Ray Device)

Prior to submission of safety status report, you should update the operational status of all the radiation sources and equipment housing sources, radiation generating equipment (ex. X-ray device) available with you. Otherwise system will not allow you to submit the safety status report.

For Updating Operational Status of RADIATION SOURCE/SOURCE/RADIATION GENERATING EQUIPMENT (X-RAY DEVICE) follow the procedures as mentioned below:
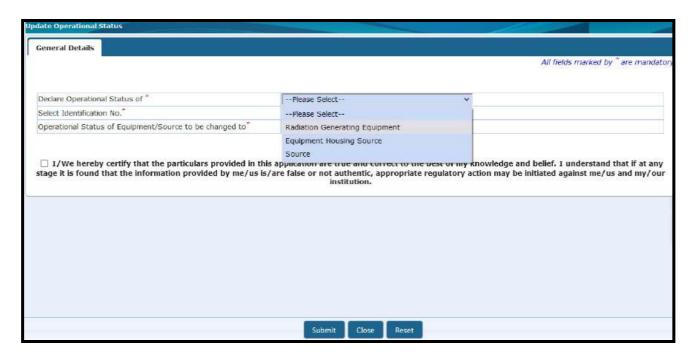
Step-1: Regulatory Forms -----> Common Forms ------> Update Operational Status

Step-2: Following page will be shown after Update Operational Status selection
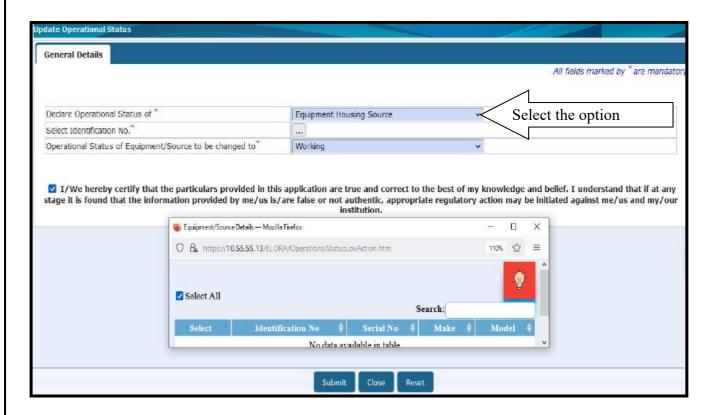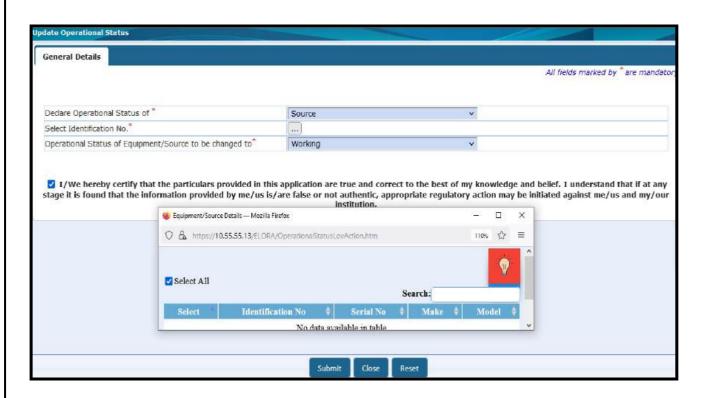
Step-3:

Note: **When it is Equipment Housing Source, you have to submit the operational status for both Equipment and source separately**

Step-4: Submission of operational status of equipment

Step-5: Submission of operational status of Source

Step-6 : Submission of operational status of Radiation Generating Equipment

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