

e-Licensing of Radiation Applications (eLORA) System

Quick Reference Guide



Consumer Products and Scanning Facility End Users

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Consumer Products and Scanning Facilities

The following types of equipments are considered under the nomenclature of Consumer Products and Scanning Facilities in eLORA;

- X-ray based Inspection System
- X-ray Diffractometer
- X-ray Fluorescence Device (Cabinet Type)
- X-ray Fluorescence Device (Hand Held)
- PCB Analyzers
- Food Scanners
- Portable Scanner
- Electron capture Detector
- Ion Mobility Spectrometer
- Electron Beam Welding Machine
- Vehicle Scanners (Isotope & X-ray based)

General Guidelines

It is mandatory for all users of above mentioned equipments to obtain **procurement permission from AERB**.

To facilitate online submission of applications for regulatory consents and establish channel of communication with AERB for other regulatory requirements, AERB has launched **Consumer Products and Scanning Facility module** in its e-governance application e-LORA (e-Licensing of Radiation Applications) System. All user Institutes are required to use eLORA for obtaining requisite consents from AERB through eLORA.

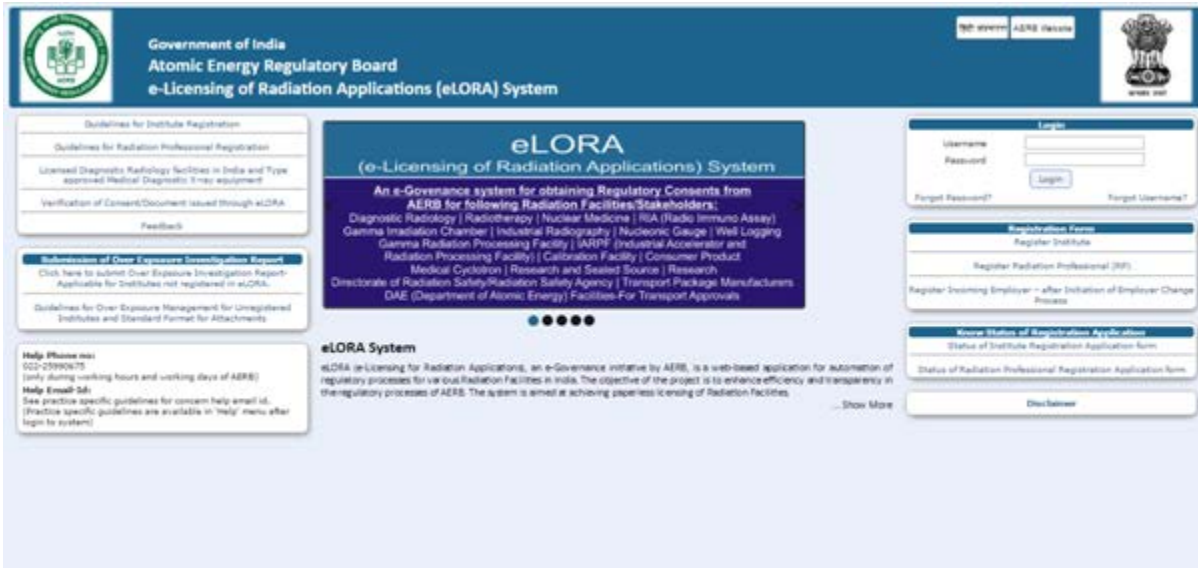
Important Steps to be carried out in eLORA

1. Institute Registration
2. Declaration of manpower and instruments (wherever applicable)
3. Submission of application forms for regulatory consents

The descriptions and sequence of submission of application forms for regulatory consents are mentioned in detail in subsequent sections.

1. Institute Registration

Visit website www.aerb.gov.in. Click on the button **eLORA**, which is available on website home page. It will redirect you to the following screen of **eLORA** home page.



Click on **Register Institute** (see above figure). This will open application form for Institute Registration.

Important Note: Guidelines to fill application form for Institute Registration is available on eLORA 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. Important points in each tab are mentioned below:

Tab 1: Institute Details

In **Type of Facility** section, for the field **Practice** select **Consumer Products and Scanning Facility** and in the field **Role of Institute** select **Radiation Facility** and in field **Installation Type** select **End User - Consumer Products and Scanning Facility** or **Vehicle Scanner** accordingly.

Tab 2: Employer Details

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).

Document/Card No.(of Proof of Identity/DOB): Must match with the proof of identity/DOB attached

E-mail (O): Will be used to send USERNAME and PASSWORD of your eLORA account and for all future communications. (Make sure to provide correct email address).

Tab 3: Attachments

Upload of following attachments are mandatory:

- ✓ **Proof of Identity and Date of Birth** (of employer): Acceptable documents are as follows:
 - Passport
 - PAN card issued by Income Tax Department
 - Driving Licence issued by RTO
 - 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 (notorised) or (iv) Proprietor's self declaration on institute letter head affixed with institute seal
- ✓ **Upload scan copy of any one of the document (in the relevant position) for the proof of existence of institute:**
 - PAN of Institute
 - TAN of Institute
 - Registration with State/Central/Local Government Authority
- ✓ **In field Others, please attach document (s) to substantiate your line of business (to prove that you are dealing with the Supply or Use of Consumer Products and Scanning Facilities).**

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 (pl. note, this link will be active for a short period). You will also receive an acknowledge mail with the copy of your application form (.pdf file) in your email (email address as provided in the application form).

2. Declaration of Manpower and Monitoring Instruments

The regulatory requirements of manpower and monitoring/survey instruments are the following:

Manpower Requirements

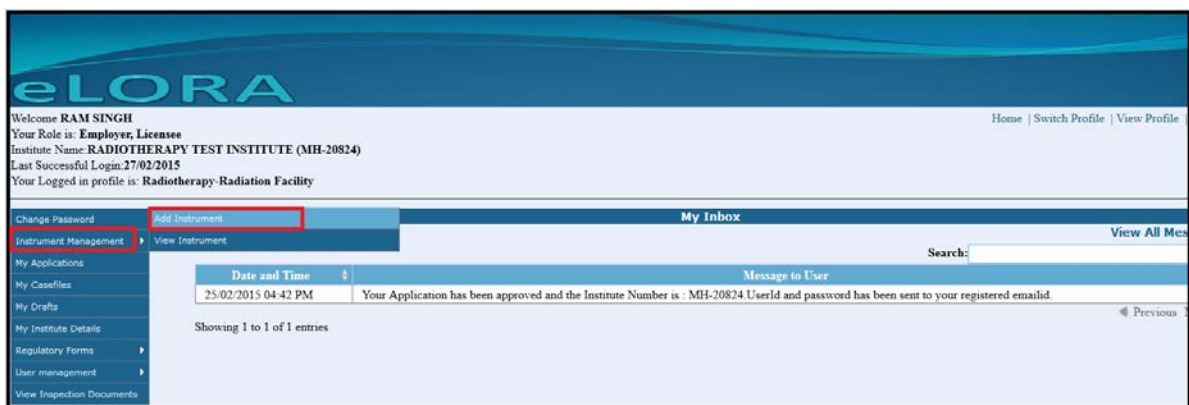
In case of Vehicle Scanner (Isotope & X-ray based) end users, Radiological Safety Officer (RSO) is mandatory. For steps to register radiation professional and nominating RSO through eLORA, please refer 'Guidelines for Radiation Professional Registration' provided in eLORA home page and 'General Guidelines to use eLORA System' provided in Help page respectively.

Monitoring Instruments Requirements

Equipment Type	Instrument Type
Electron Beam Welding Machine	Radiation Survey Meter
Vehicle Scanner (Isotope & X-ray based)	Radiation Survey Meter

The above specified users are required to declare the radiation survey meter available with them in eLORA. The following steps are to be followed;

Use Menu: **Instrument Management** → **Add Instrument**



Select Monitoring tools from the field Type of Instrument. From the pop-up list, select Survey Meter. After filling all relevant information in the subsequent screen, submit for addition.

3. Forms for obtaining Regulatory Consents (End User - Consumer Products and Scanning Facility)

The following forms are applicable to Consumer Products and Scanning Facility end users;

1. Procurement of Radioactive Source/Radiation Generating Equipment

This form to be submitted by end users for obtaining permission for procuring radioactive sources or radiation generating equipments.

2. Equipment Receipt Intimation (ERI)

After receiving the equipments physically, this application are required to be submitted

3. Source Receipt Intimation (SRI)

If the equipment contains radioactive sources, after the submission of equipment receipt intimation, this form is required to be submitted.

4. Licence for Operation

In case of radiation generating equipment, this form is required to be submitted after the approval of ERI else after the approval of SRI.

X-ray based Inspection Systems and Food Scanners do not require licence for operation.

5. Decommissioning of Radiation Equipment

After the useful life of equipment, user needs to decommission the equipments after obtaining permission for the same by submitting this form.

6. Intimation of Decommissioning

After carrying out decommissioning of the equipment, this form is required to be submitted.

7. Disposal of radioactive source

In case of radioactive sources, after its useful life, it has to be disposed off safely in recognized disposal agencies or returned back to original supplier (as the case may be) after getting permission from AERB.

8. Intimation of transport/Disposal of radioactive source

After the safe disposal of source, intimation regarding the same has to be provided to AERB using this form.

The above referred forms are provided in eLORA and can be accessed as follows;

Consumer Products and Scanning Facility end users forms: eLORA Home page -> Regulatory Forms -> Consumer Products and Scanning Facility menu

Transport Forms: eLORA Home page -> Regulatory Forms -> Transport -> Transport of Registered Source or Intimation of Export/Transport/Disposal

4. Forms for obtaining Regulatory Consents (Radiation Facility – Vehicle Scanner)

This module is designed as non-work flow module. Thus application submission and approval reception are different from above mentioned modules.

The following forms are applicable to Vehicle Scanner end users;

1. Application forms downloads

This screen will allow users to download the formats required for submitting through eLORA for obtaining various approvals.

2. Application to AERB for Obtaining Consents

This is a multipurpose application form which will enable users to apply for a set of approvals provided below*.

3. Equipment Receipt Intimation

After receiving the equipments physically, this application are required to be submitted

4. Source Receipt Intimation

If the equipment contains radioactive sources, after the submission of equipment receipt intimation, this form is required to be submitted.

5. Permission to Operate

To obtain the operating permission (licence for operation), this form is required to be submitted.

6. Decommissioning of Radiation Equipment

After the useful life of equipment, user needs to decommission the equipments after obtaining permission for the same by submitting this form.

7. Intimation of Decommissioning

After carrying out decommissioning of the equipment, this form is required to be submitted.

*List of approvals which can be obtained through form 2 mentioned above

- Site Approval
- Layout Approval
- Source procurement approval
- Equipment procurement approval
- Trial Run Permission
- Source Replacement/Unloading permission
- Design Modification Approval
- Resumption of Routine Operation
- Check source procurement approval

Appendix 1

Regulatory Requirements for Consumer Products End Users

Consenting Stages → Type of Equipment ↓	Procurement	Registration	Decommissioning	Disposal
X-ray Inspection System	Yes	No	Yes	NA
Food Scanners	Yes	No	Yes	NA
X-ray Diffractometer	Yes	Yes	Yes	NA
X-ray Fluorescence Device (Cabinet Type)	Yes	Yes	Yes	NA
X-ray Fluorescence Device (Hand Held)	Yes	Yes	Yes	NA
PCB Analyzers	Yes	Yes	Yes	NA
Portable Scanner	Yes	Yes	Yes	NA
Electron Beam Welding Machine	Yes	Yes	Yes	NA
Electron Capture Detector	Yes	Yes	Yes	Yes
Ion Mobility Spectrometer	Yes	Yes	Yes	Yes