e-Licensing of Radiation Applications (eLORA) System

Guidelines

Gamma Radiation Processing Facilities Module

June, 2025

Quick Reference for steps to be followed:

Steps	Purpose	Regulatory Form	Reference
First Time Licence			
Step 1	Registration of Institute in to e-LORA System		Click here
Step 2	Obtaining Design and Construction approval	Design and Construction	Click here
Step-3	Trained person should register as radiation professional so that he/she can be added as RP in the institute. Later RPF Safety Officer can be nominated as RSO for GRAPF facility	Register Radiation Professional (RP)	Click here
Step-4	Addition of Survey meters	Add Instrument	Click here
Step-5	Addition of Radiation Professional	Add Employee	Click here
Step-6	Obtaining RSO approval	Nominate RSO	Click here
Step-7	Acceptance Test Report (after completion of Design and Construction). Based on this AERB will inspect the facility.	Acceptance Testing Report	Click here
Step-7	Security Plan for GRAPF	Security Plan	Click here
Step-8	Initially institute can apply for procurement of 10% design activity. i.e. Source Procurement (First Time)	Procurement of source	Click here
Step-9	After receipt of the radiation source at your premises, submit Source Receipt Intimation	Source Receipt Intimation(SRI)	Click here
Step-10	Acceptance test Report(for First time Licence)	Acceptance Testing Report	Click here
Step-11	Application for Licence for operation(First time/Renewal)	Licence for Operation	Click here
Step-12	Once obtain the Licence for operation you can go for further source procurement (Replenishment/Replacement)	Procurement of source	Click here
Step-13	After receipt of the radiation source at your premises, submit Source Receipt Intimation	Source Receipt Intimation(SRI)	Click here
Step-14	Acceptance Test Report for Resumption of Operation	Acceptance Testing Report	Click here
Shipment of GRAPF Sources			
Step-1	Obtaining transport permission of disused radioactive source	Transport of Registered Source	Click here
Step-2	Intimating disposal of radioactive source	Intimation of Export/Transport/Disposal	Click here

Contents

e-LORA Guidelines for Gamma Radiation Processing Facilities Module

Gamma Radiation processing facilities e-LORA module facilitate online submission of applications for regulatory consents (e.g. Design and Construction, Source Procurement, Licence for operation, acceptance test report, RSO approval etc) for Gamma radiation processing facilities. All Gamma radiation processing facilities are required to use e-LORA system for obtaining requisite regulatory clearance from AERB.

This document provides guidelines to use e-LORA system for obtaining requisites regulatory consents from AERB for Gamma radiation processing facilities.

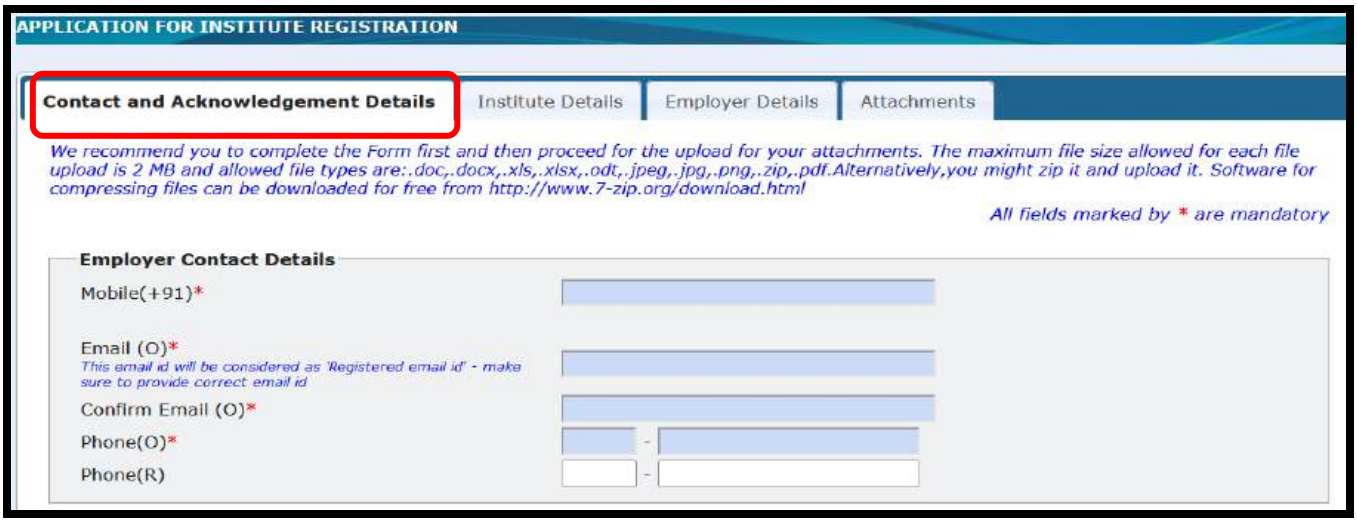
General Guidelines

A. Register Institute

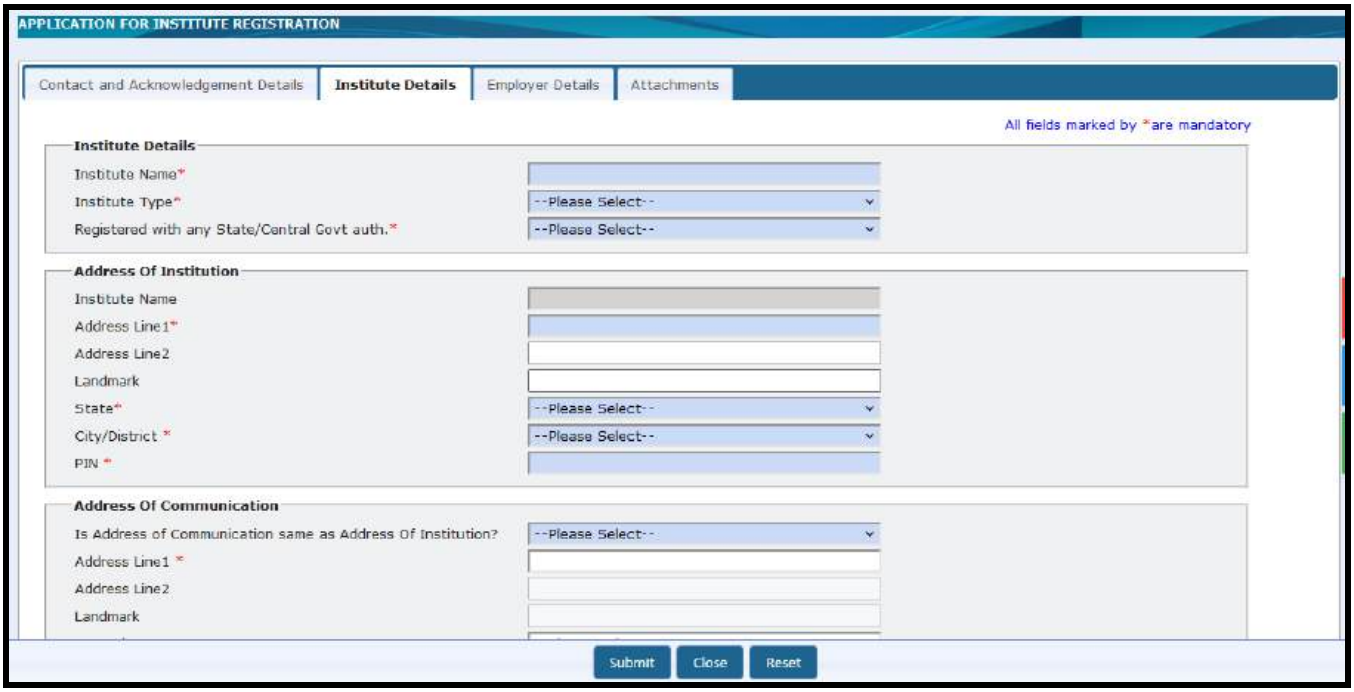
Visit home page of AERB website www.aerb.gov.in and click on the button **e-LORA**. It will redirect you to e-LORA system.

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.



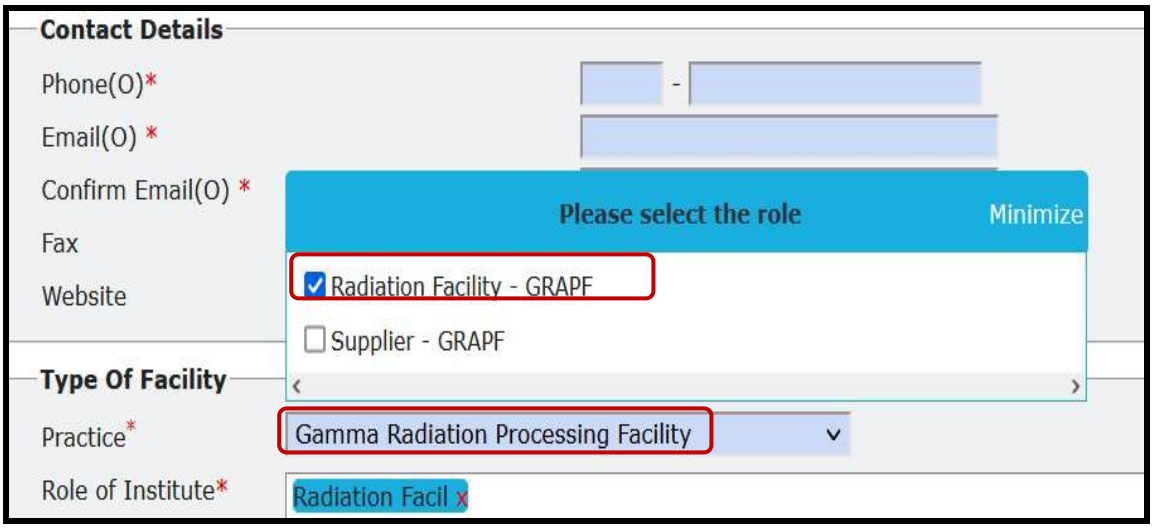
ii. Institute Details



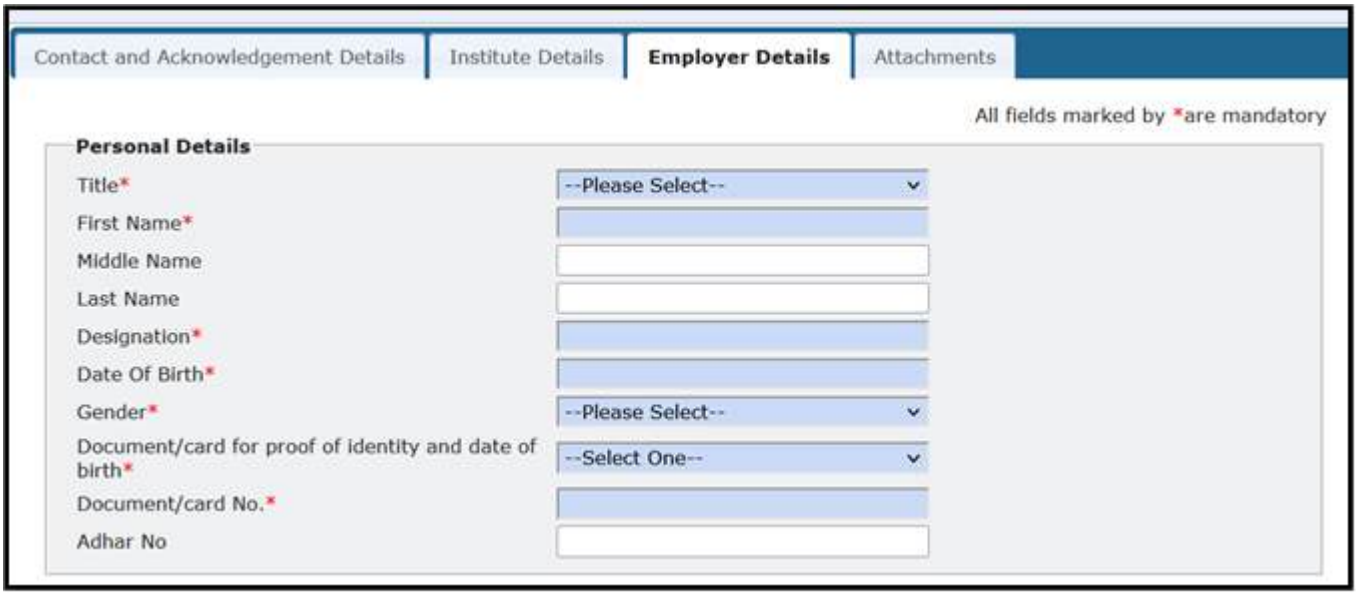
Fill the application form as per the guidelines. However, important points in each tab are mentioned below:

Tab Institute Details:

- **Type of Institute:** Select type of institute as either 'Central Government', 'State Government', Private' or 'Joint Venture'.
- **Address :** 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 **Gamma radiation processing facility** and for the field **Role of Institute** select the role **Radiation Facility – GRAPF.**

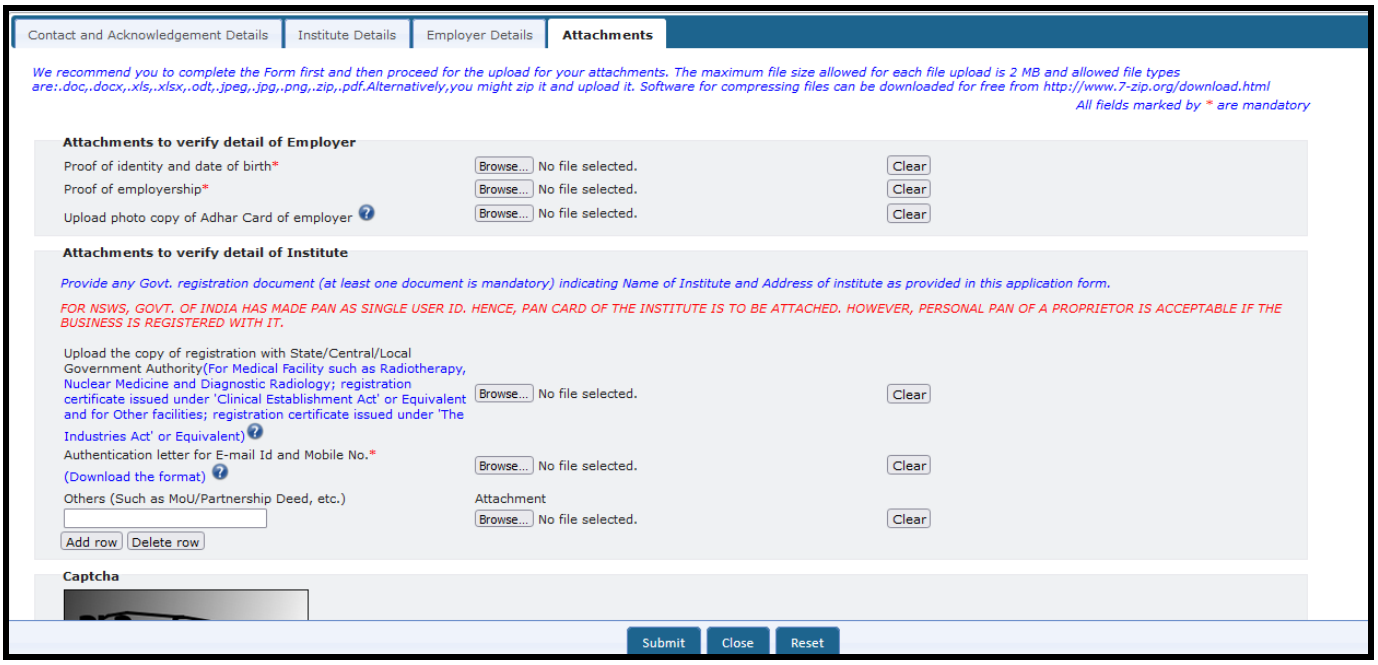


Tab Employer Details:



- **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.

Tab 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)
- 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):
  - PAN of Institute
  - TAN of Institute
  - 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.

B. Register Radiation Professional (RP)

It is essential for trained man power i.e. both operator and person to be nominated as RSO of Gamma Radiation processing 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 Professionals registration is available on e-LORA home page. Once RP application is approved, person is registered in e-LORA as RP and RP Registration Id., Username and Password (Username and password of RP account) is sent to the registered email id of the radiation professional.

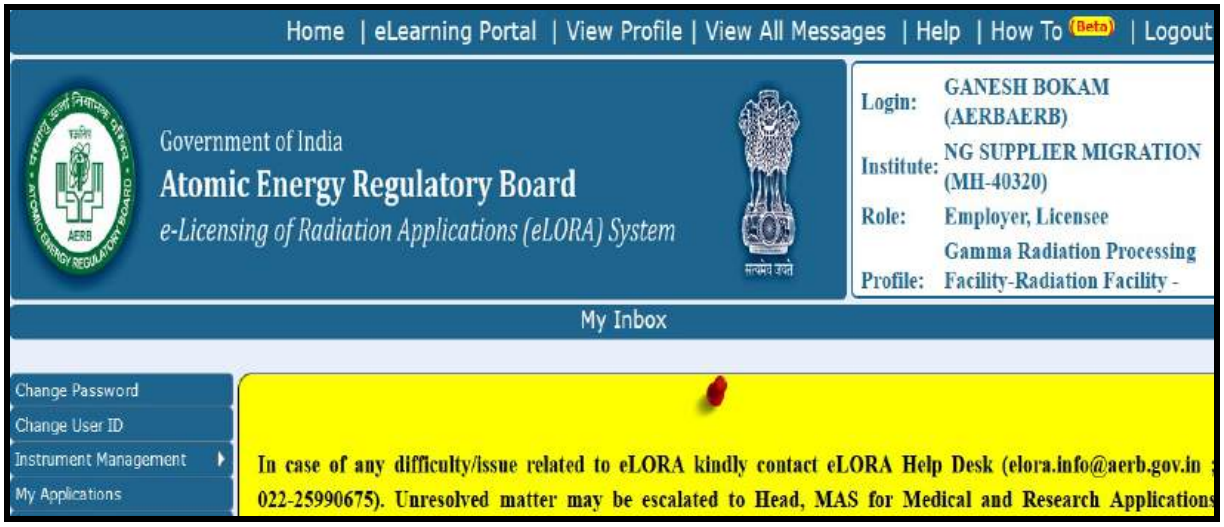
Important Note: *Guidelines to fill application form for RP registration is available on e-LORA home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling application form.*

C. Login to e-LORA system

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

Note: In the above, you have to enter the following parameters while LOGIN
Practice: Gamma Radiation Processing Facility/GRAPF
Institute Role: Radiation Facility
Installation Type: Radiation facility-GRAPF

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

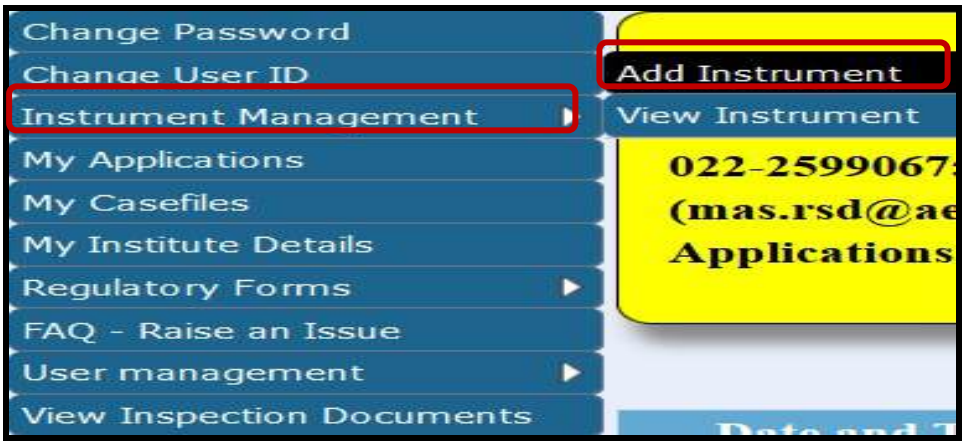


D. Declaration of Instrument

Monitoring (Viz. Survey meter) Tool 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.

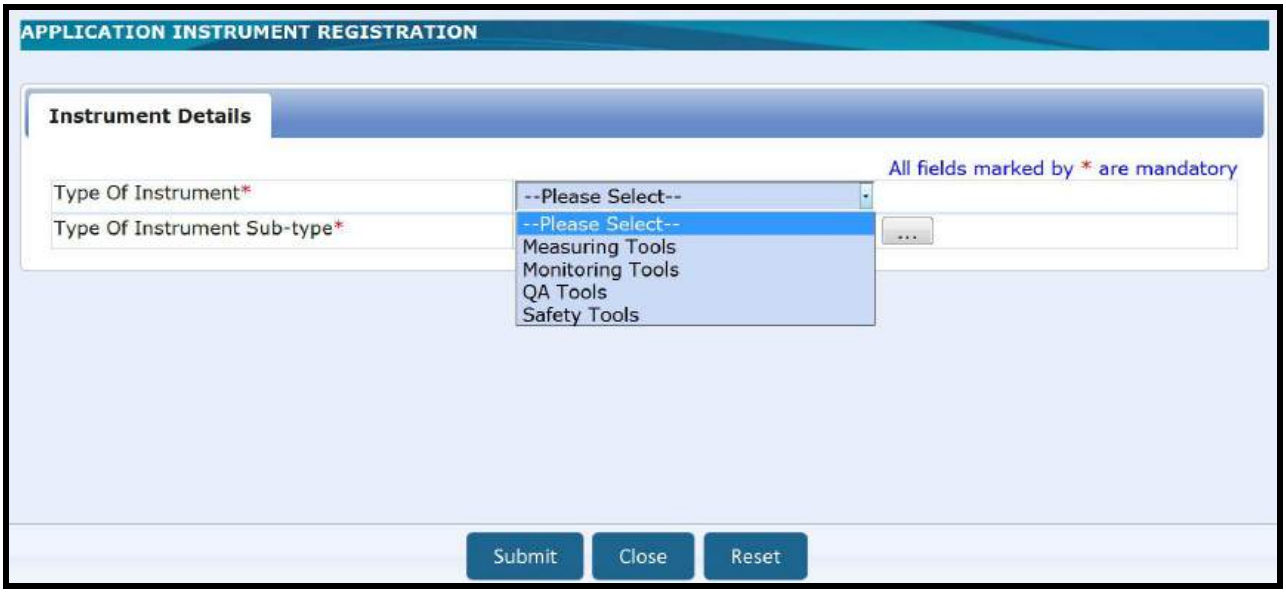
i. Add Instrument

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



Instruments are classified in to below four types:

- Measuring Tools (Not applicable for GRAPF users)
- Monitoring Tools (applicable for GRAPF users)
- QA Tools (Not applicable for GRAPF users)
- Safety Tools (Not applicable for GRAPF users)



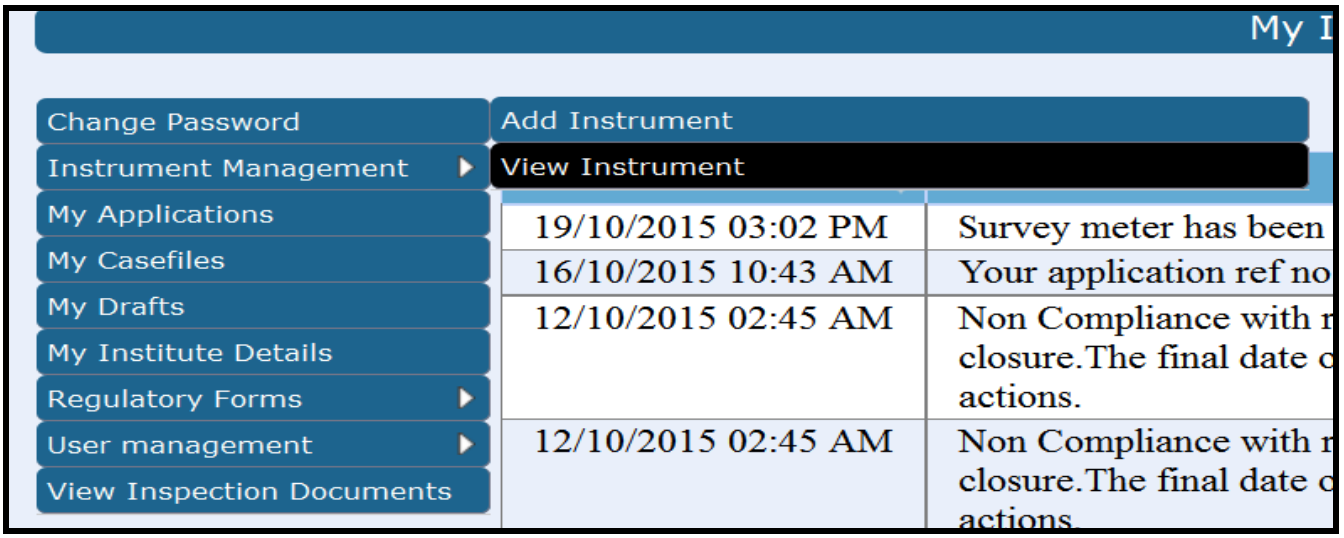
For adding Survey meter, select "Type of Instrument" as "Monitoring Tools" and "Type of Instrument Sub-type" as "Survey Meter" from the list of values.

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 instrument (i.e. Survey Meter) is declared in e-LORA .

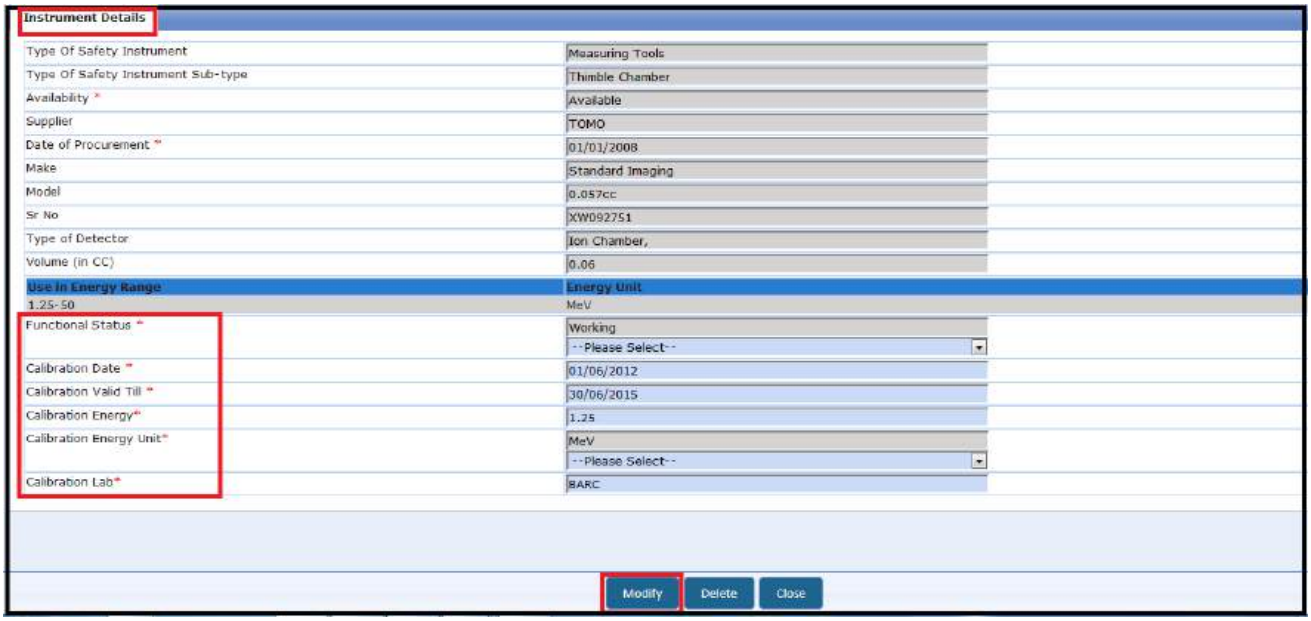
ii. Manage Instrument Status

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.



E. Declaration of Staff

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

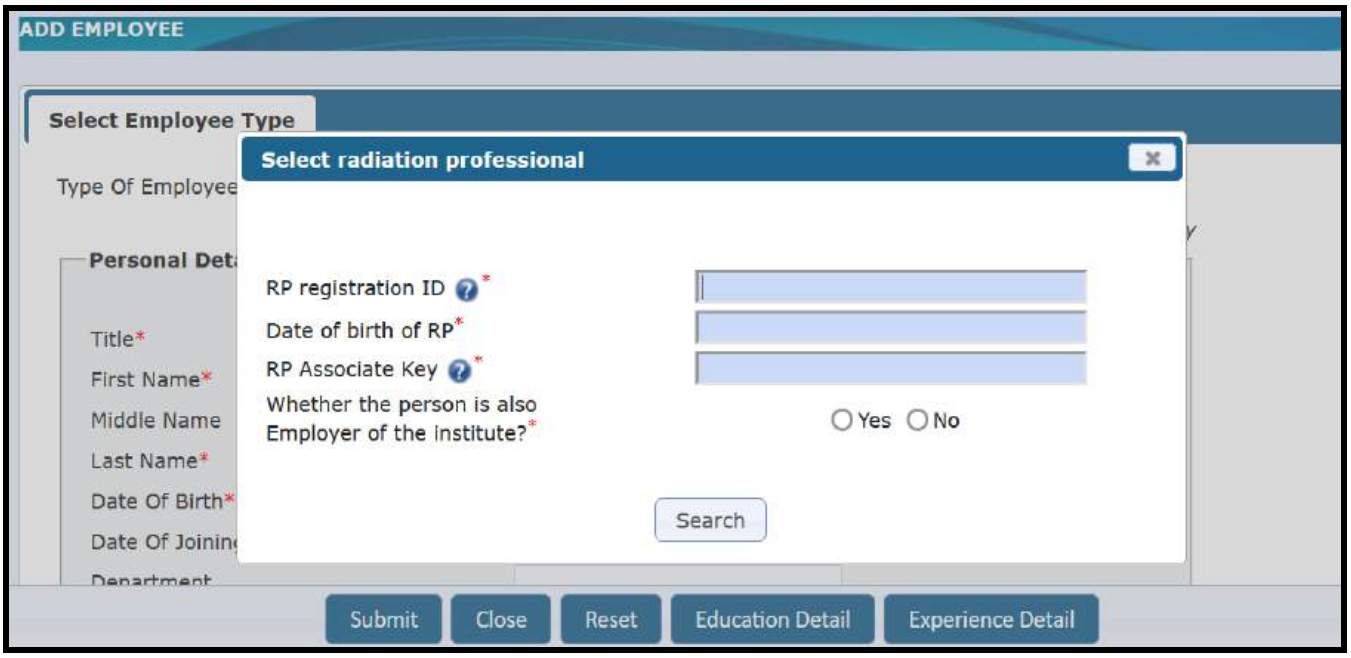
Menu: User Management →Add Employee

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** of Gamma Radiation Processing facility(GRAPF) i.e. Radiation Safety Professional)

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.

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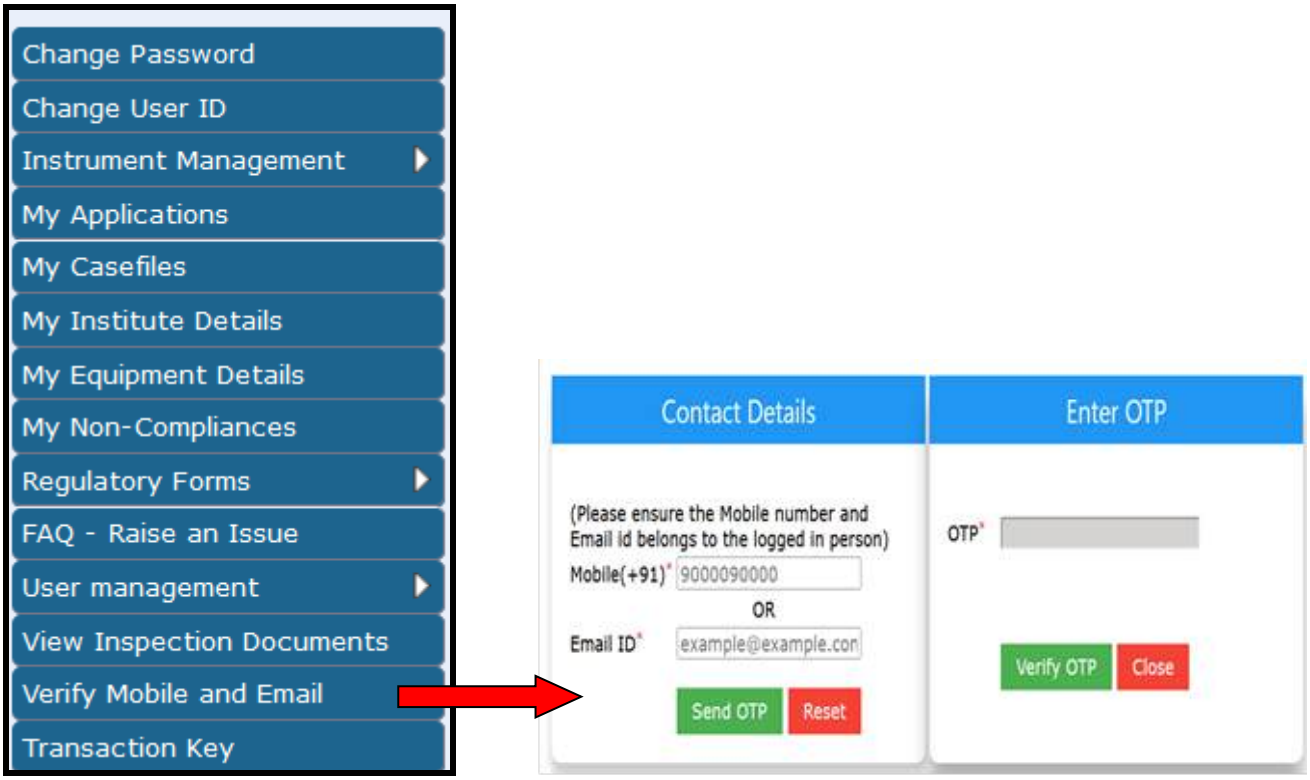
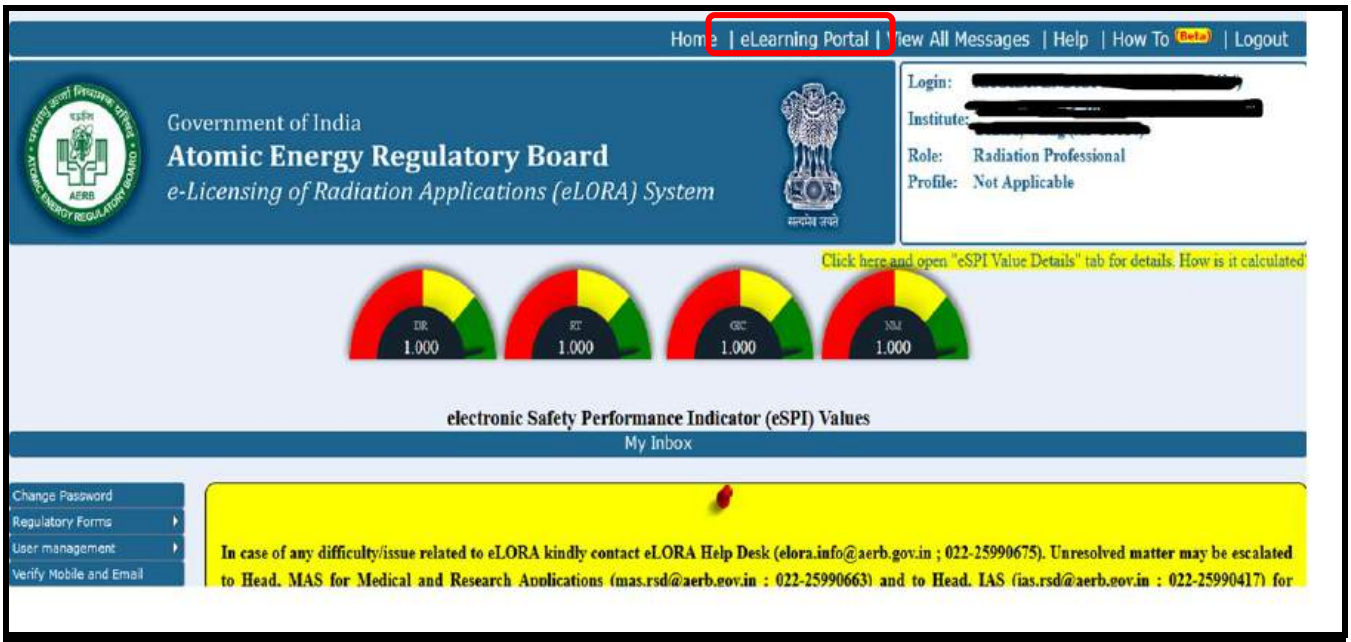
Step-1: Employer and RP should verify his mobile number and email id through their respective LOGIN's

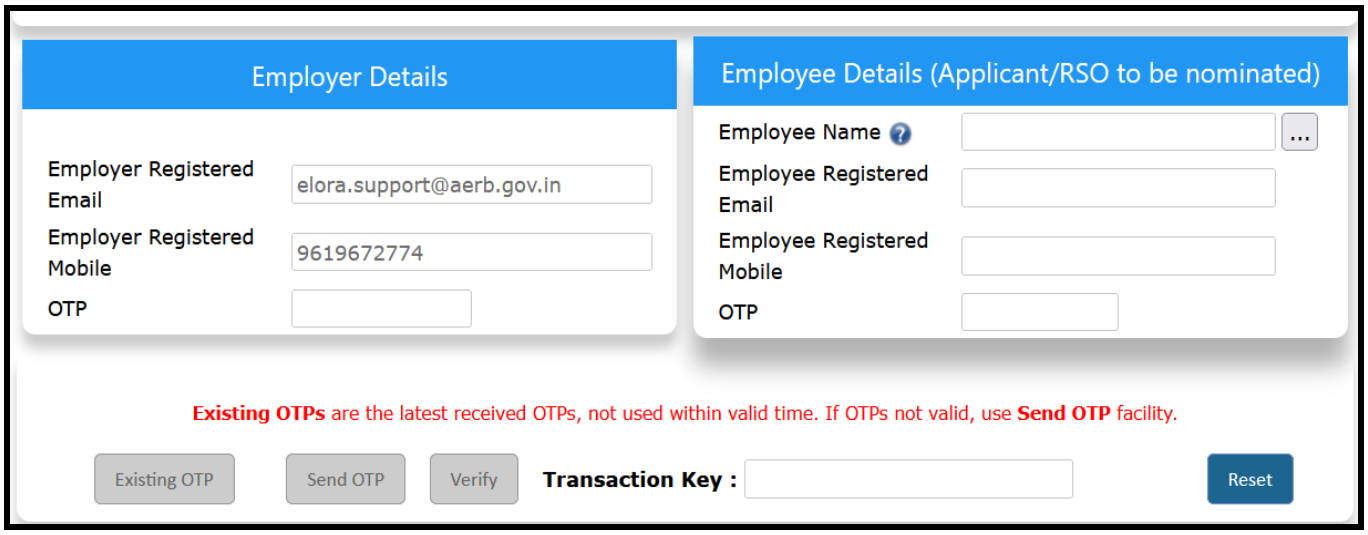


Step-2: RP should complete the eLearning course through his/her RP LOGIN credentials

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



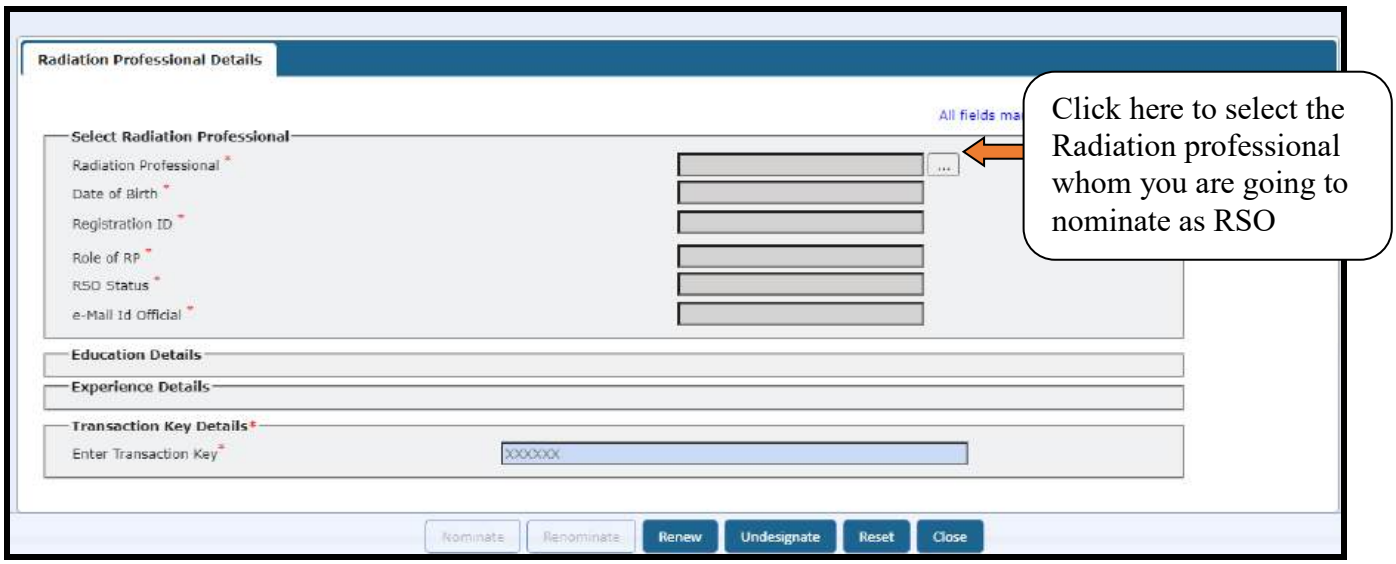
Step-3: Generation of Transaction key for RSO Nomination



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



Click on Nominate

PART-B
Consenting Forms

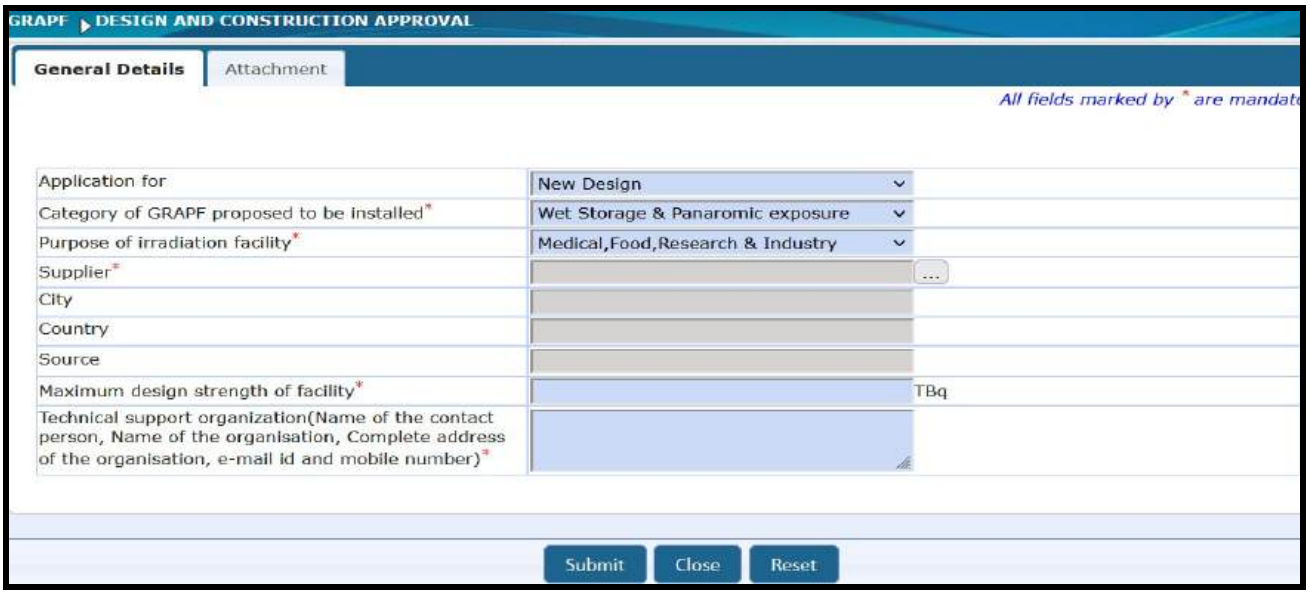
Detail of Regulatory Forms

In order to obtain requisite regulatory clearance from AERB, user need to fill and submit application form in e-LORA. Details of Radiation Professionals employees (viz. their availability etc.) and Instruments (viz. availability, date of calibration) shown in certain application forms must be verified by user before submission of application form. In case update is required in employee and instrument details, user shall update the details before submission of application form. All statements made in the application form are considered to be correct and best of the knowledge and belief of applicant.

A. Application for Design and Construction Approval of GRAPF Installation

For obtaining Design and Construction institute has to submit application through e-LORA.

Menu: Regulatory Form → Gamma Radiation Processing Facility → Design and Construction



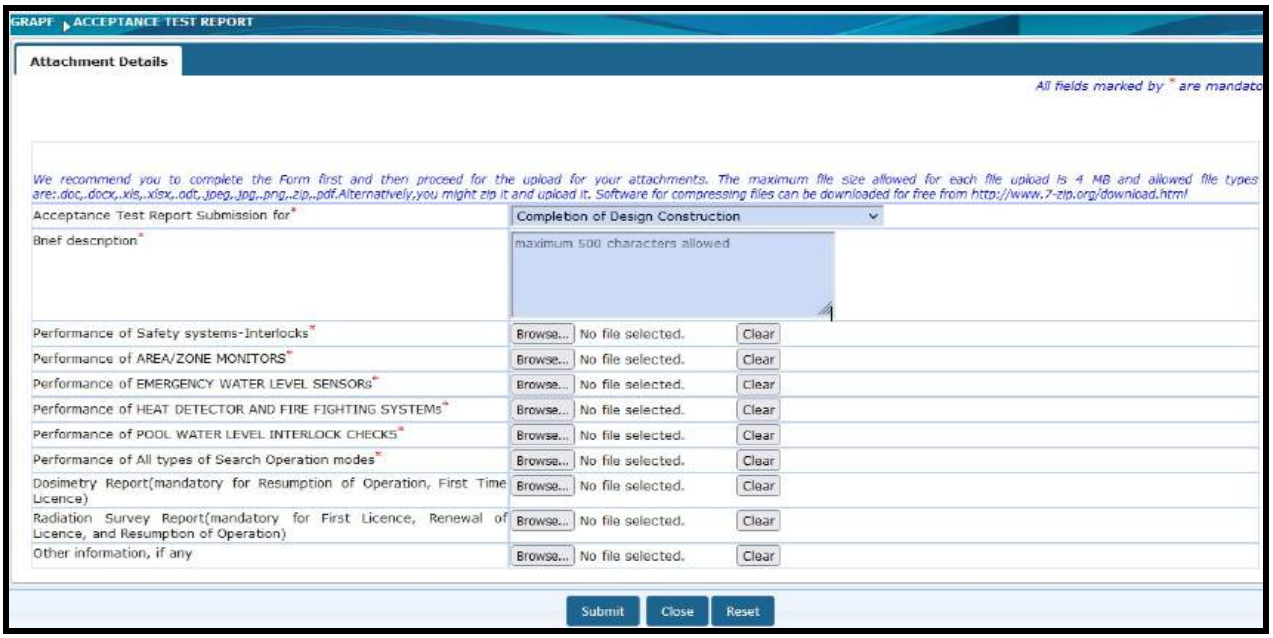
The Following attachments need to submit along with the application.

After submission, the application will be reviewed by AERB and takes the necessary action.

B. Acceptance test Report after completion of Design and Construction (For First Source Procurement)

Submit the Acceptance test report form after completion of Design and Construction and for obtaining first time source procurement.

Menu: Regulatory Form → Gamma Radiation Processing Facility → Acceptance Test Report



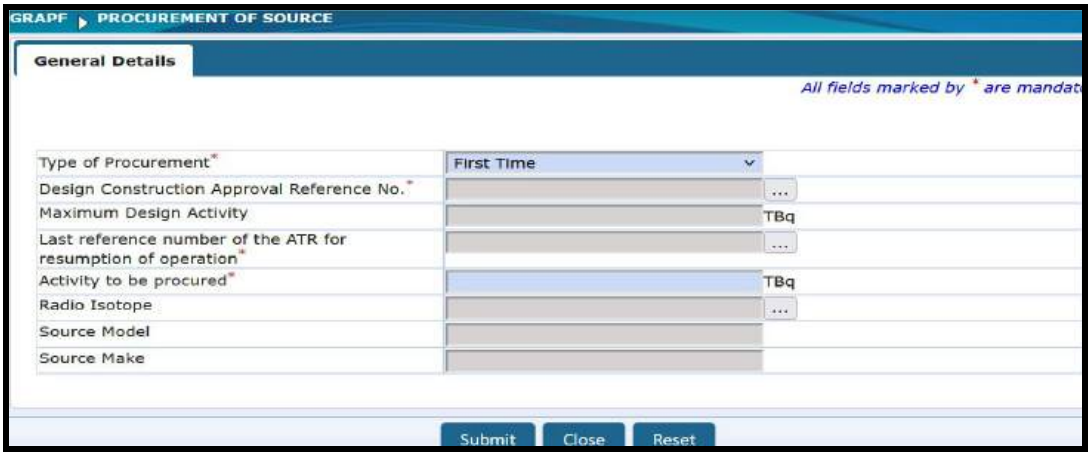
Note: Along with the ATR please submit the Security Plan for GRAPF Facility Also. Based on these two applications, AERB will plan a pre-commissioning inspection at your facility. For submission of Security Plan, the procedure is in further sections. (Click here)

C. Procurement of Radiation Source (First time)

After pre-commissioning inspection, institute should close the all non-compliances raised against the institute. For closure of the non-compliance, institute should take the necessary actions and submit the *NC response* application along with documentary evidence. Once all the NC's are closed by the institute and obtained the *Security Plan Approval*, institute can submit the source procurement (for procurement of **10% of design activity)** application**.**

Follow below path to access this form:

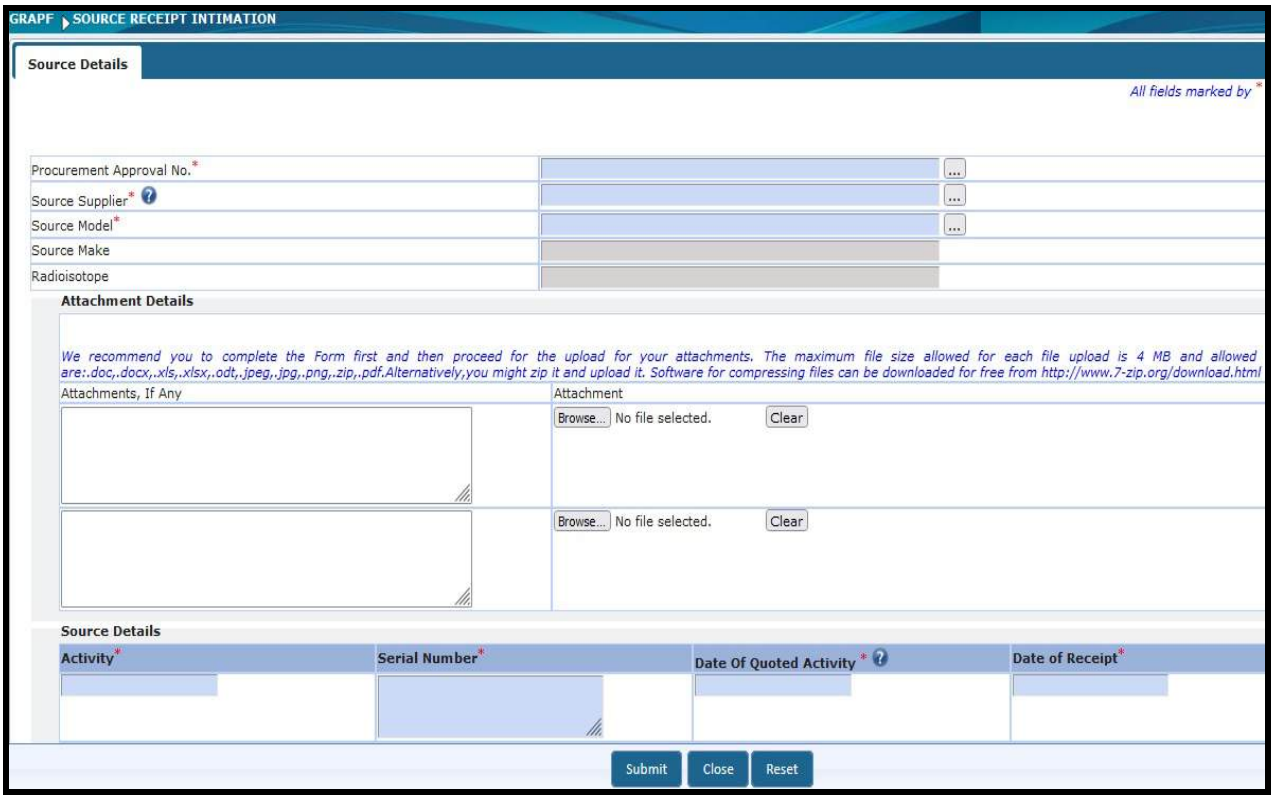
Menu: Regulatory Form → Gamma Radiation Processing Facility → Procurement of Source



D. Source Receipt Intimation (SRI)

Submit this form after receipt of radioactive source. Follow below path to access this form:

Menu: Regulatory Form →Gamma Radiation Processing Facility → source receipt intimation



In the attachments, provide the 'Source configuration data sheet' provided by the supplier (BRIT).

Important Note:

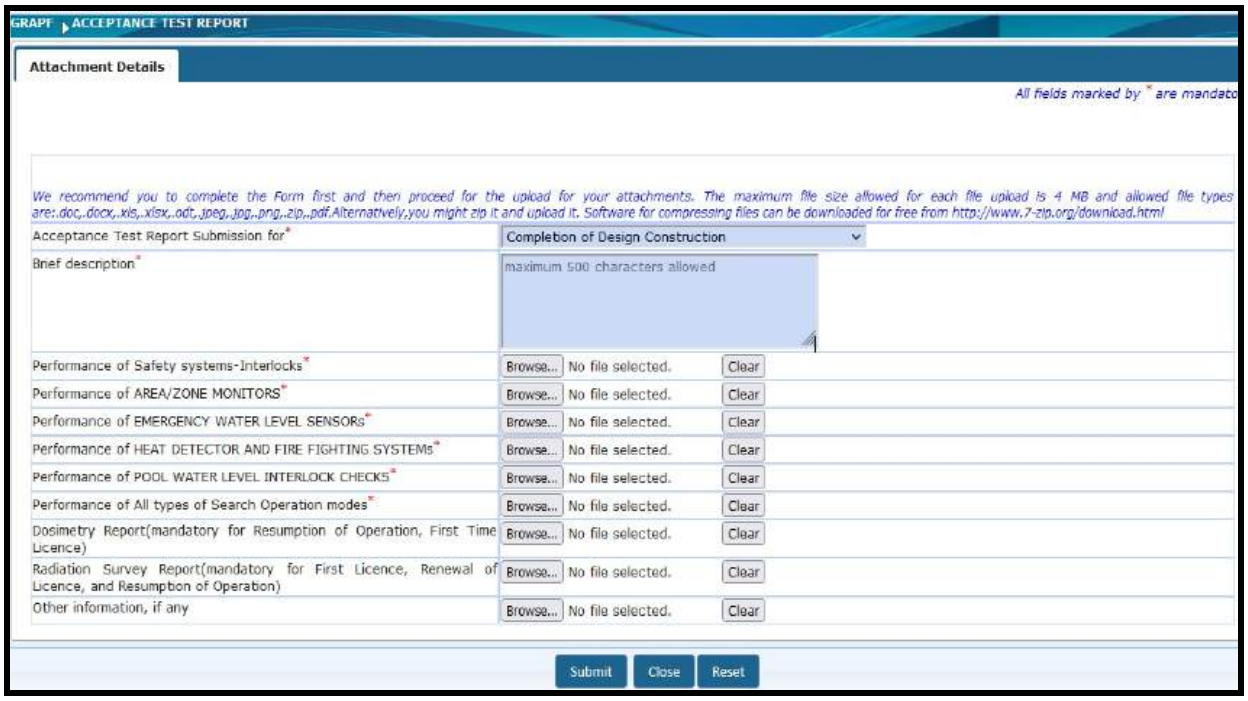
1. This form captures details of radioactive source received against procurement permission. In this step user can mention activity of radioactive source which has been received by them. The data provided in this stage will be carry forwarded for further regulatory processes like license. Hence, submit this form after verification with the procurement permission, to avoid any mismatch of details during later regulatory stages.

2. If required (when the source pencils numbers are more than 19) please submit the source receipt intimation multiple times to account for all the sources loaded in the GRAPF.

E. Acceptance Test Report for first time Licence

Submit this form for obtaining first time Licence for operation of the facility. At this stage, the FSAR and Radiation Protection Manual should also be submitted along with other attachments (see screen below)

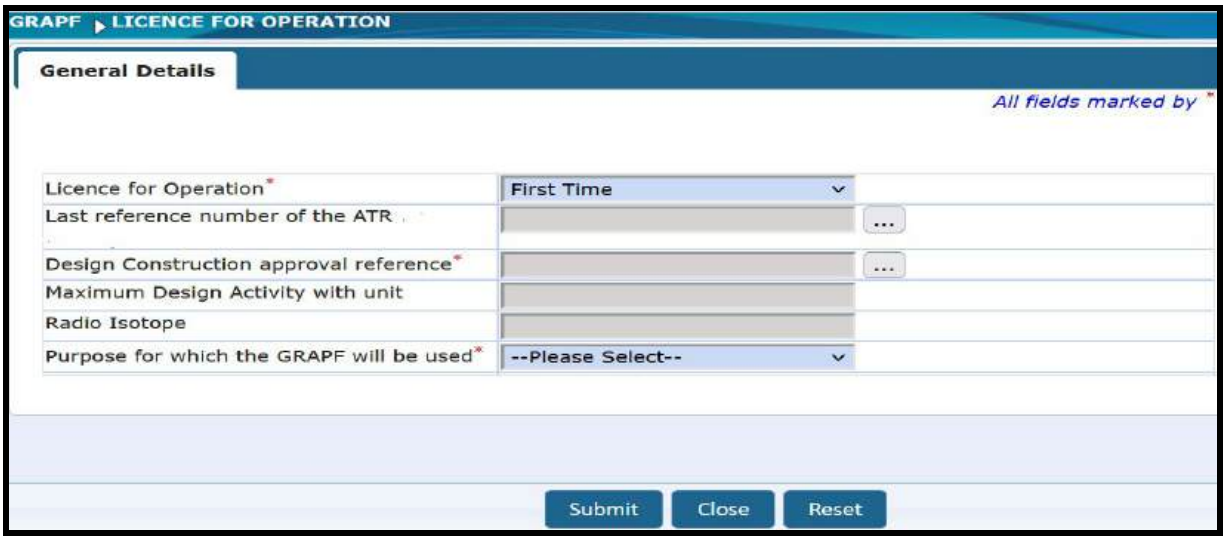
Menu: Regulatory Form → Gamma Radiation Processing Facility → Acceptance Test Report



F. Licence for Operation (First time/Renewal)

Submit this form for obtaining Licence for operation/renewal of Licence.

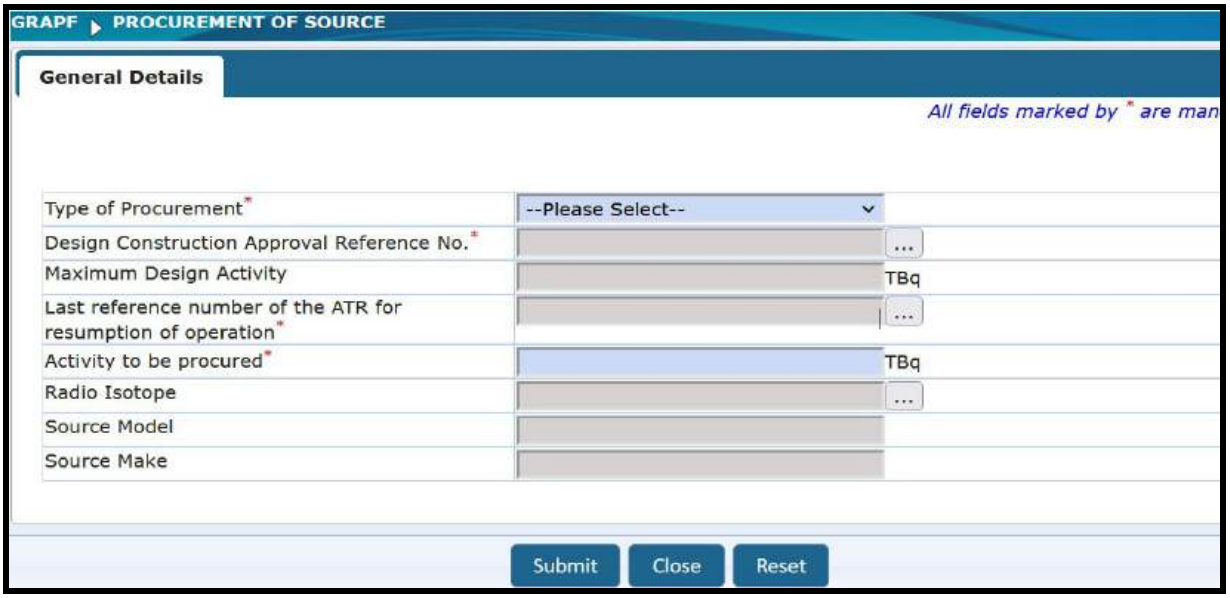
Menu: Regulatory Form → Gamma Radiation Processing Facility → Licence for operation



G. Source procurement (Replenishment/Replacement)

Submit this form for REPLENISHMENT / REPLACEMENT of Source after receipt of License for Operation. You have to submit the Acceptance test report for Source Procurement.

Menu: Regulatory Form → Gamma Radiation Processing Facility → Acceptance Test Report



Attachment: Attach the details of the existing activity (TBq) in the facility as on current date

H. Source Receipt Intimation

Submit this form after receipt of radioactive source. Follow below path to access this form:

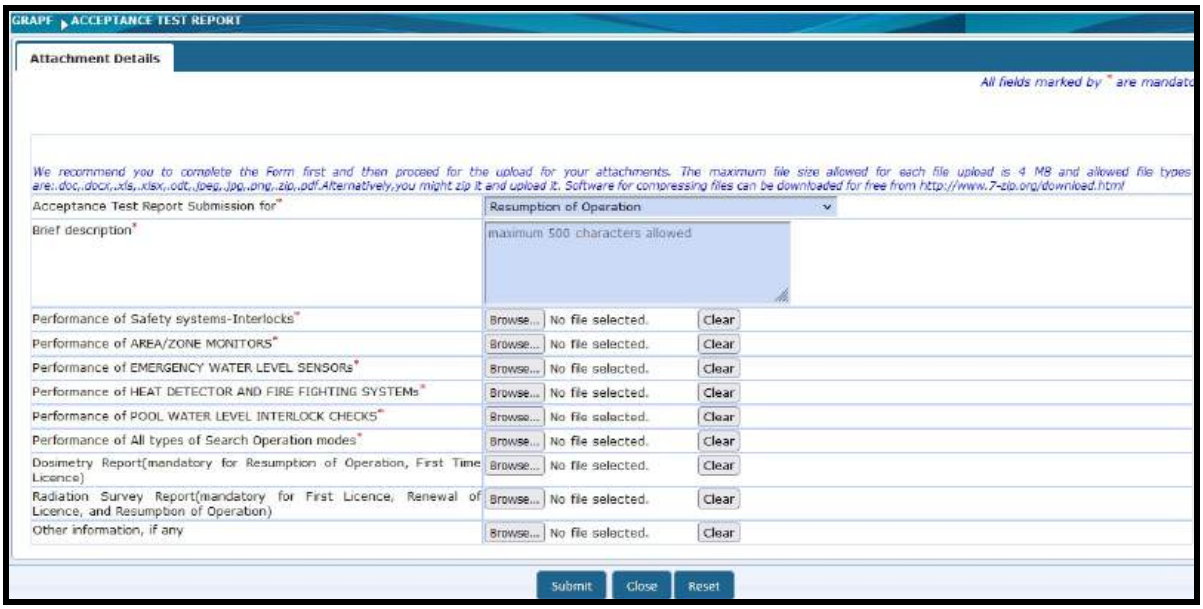
Regulatory Form →Gamma Radiation Processing Facility → source receipt intimation

(as explained in *Section-D*)

I. ATR for Resumption of Operation

After submission of Source receipt intimation you have to submit this form for resumption of operation.

Menu: Regulatory Form → Gamma Radiation Processing Facility → Acceptance Testing Report



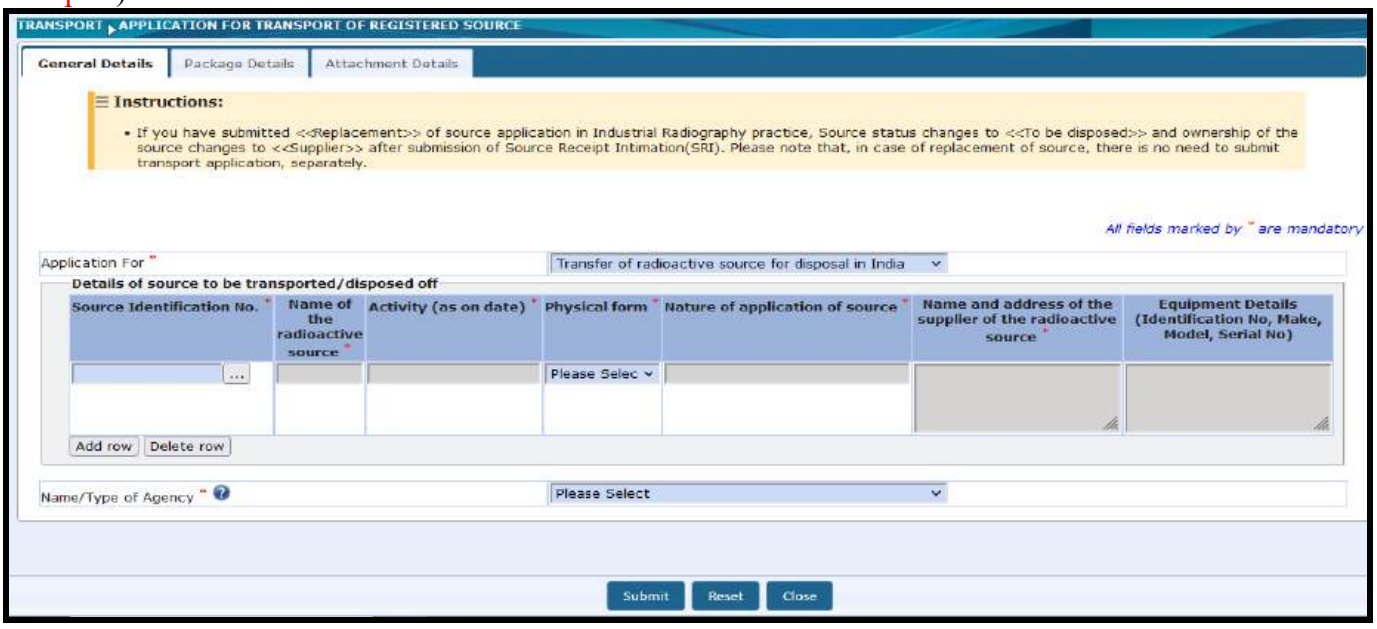
J. Transport of Registered Source

Submit this form for obtaining permission for export/transport/disposal of disused radioactive source. Follow below path to access this form:

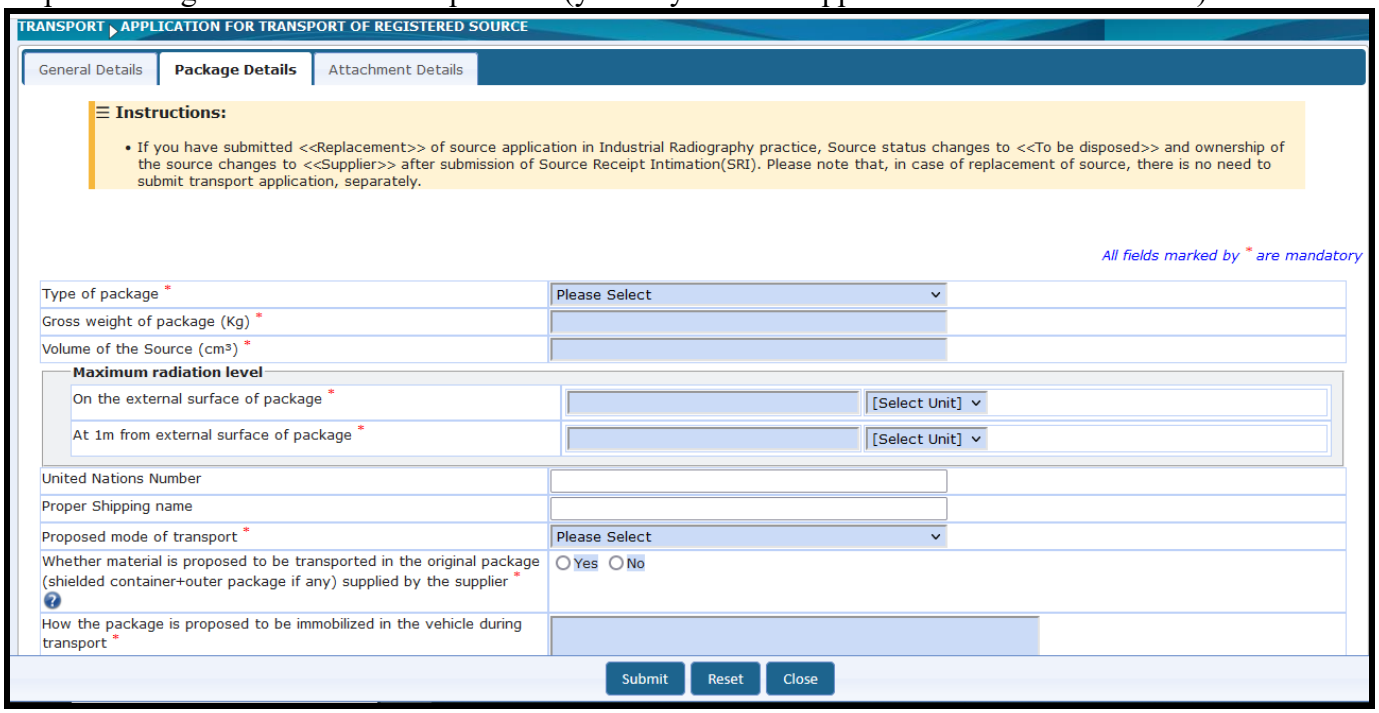
Menu: Regulatory Form → Transport → Transport of Registered Source

Please mention the option to choose under "Application for…" in below screen print.

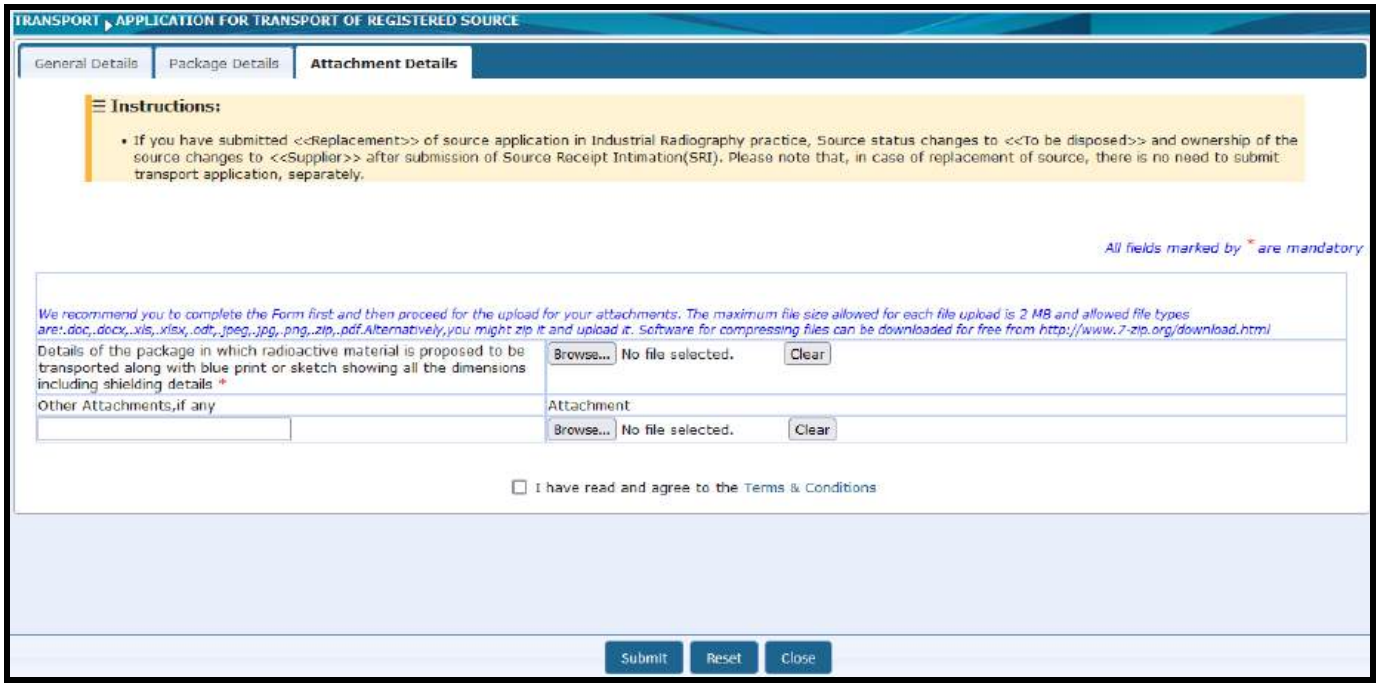
Step-1: need to select sources from list (at a time max. 10 no. of source pencils can be selected. If more number of pencils are going to be disposed off, you need to submit more than one application for transport)



Step-2: Package details need to be provided(you may contact supplier for further information)



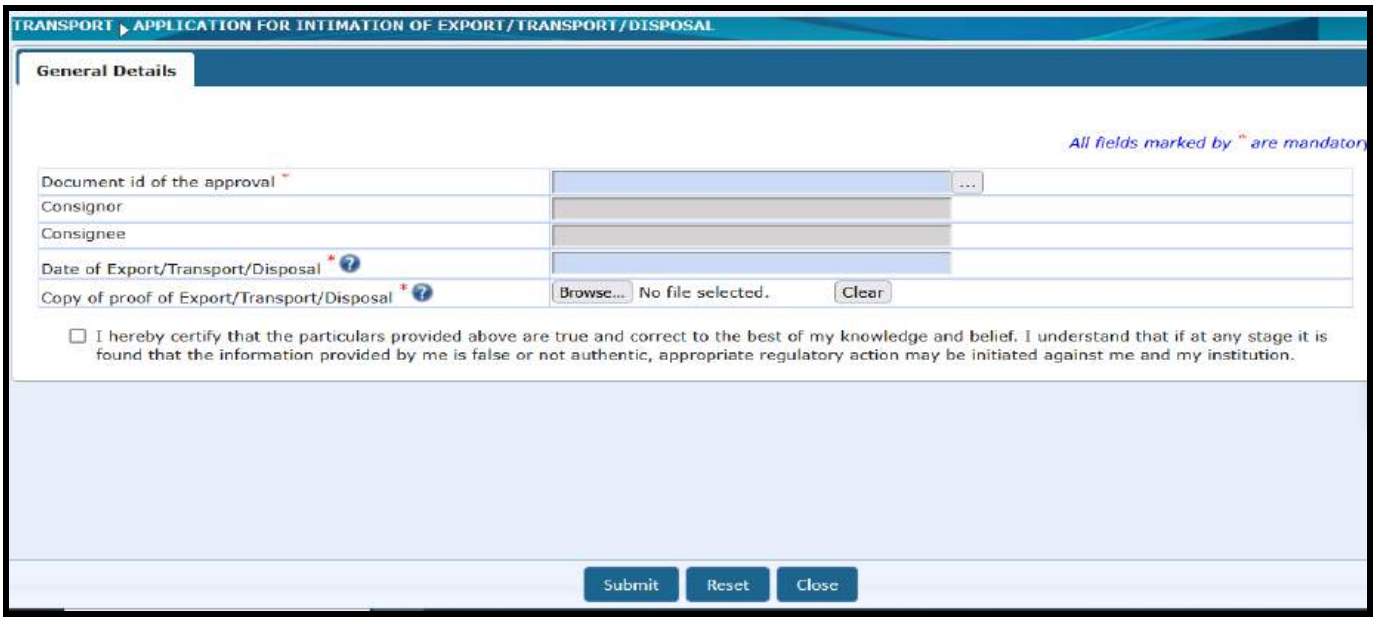
Step-3: necessary attachments need to be attached



K. Intimation of Export/Transport/Disposal

Submit this form for intimating export/transport/disposal of radioactive source. Follow below path to access this form:

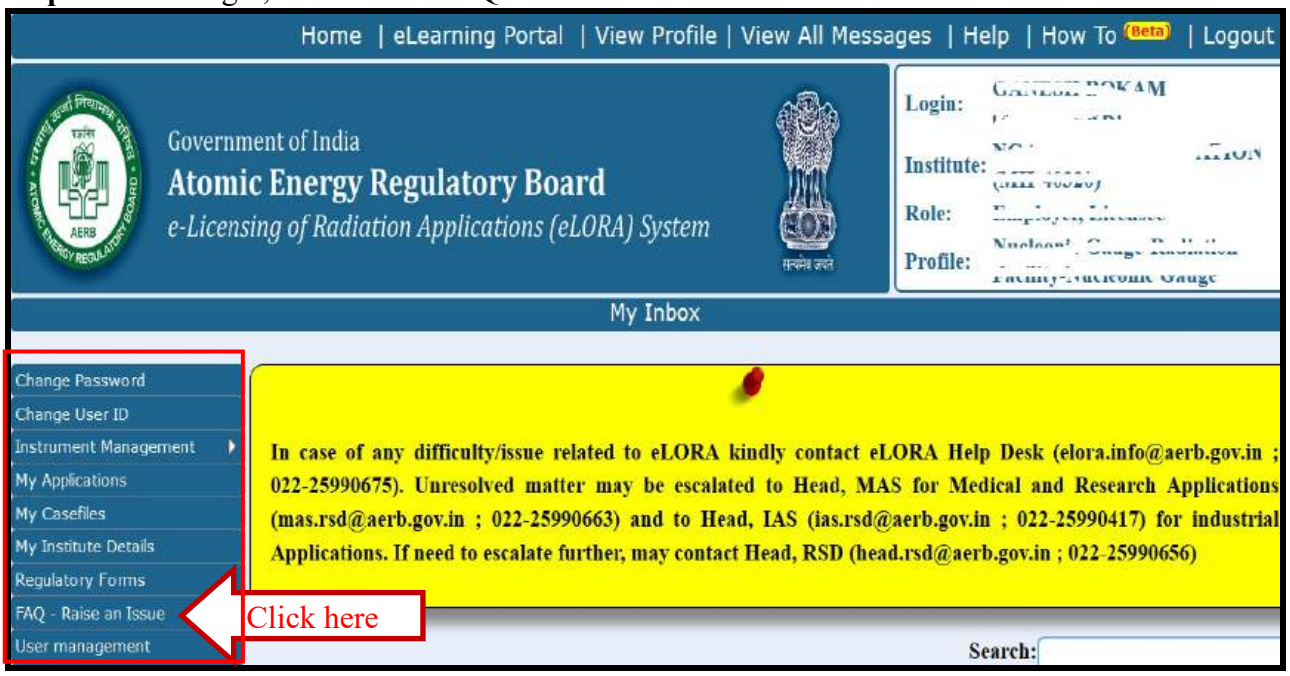
Menu: Regulatory Form → Transport → Intimation of Export/Transport/Disposal



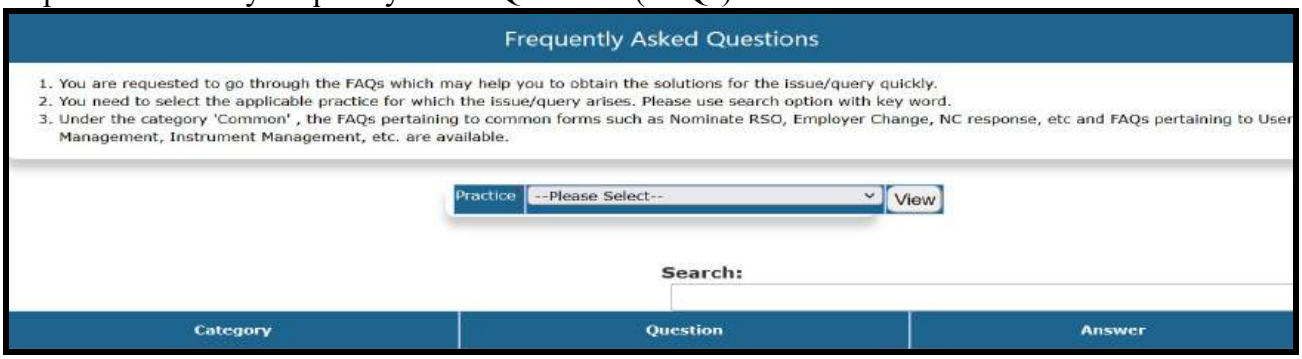
Common Forms

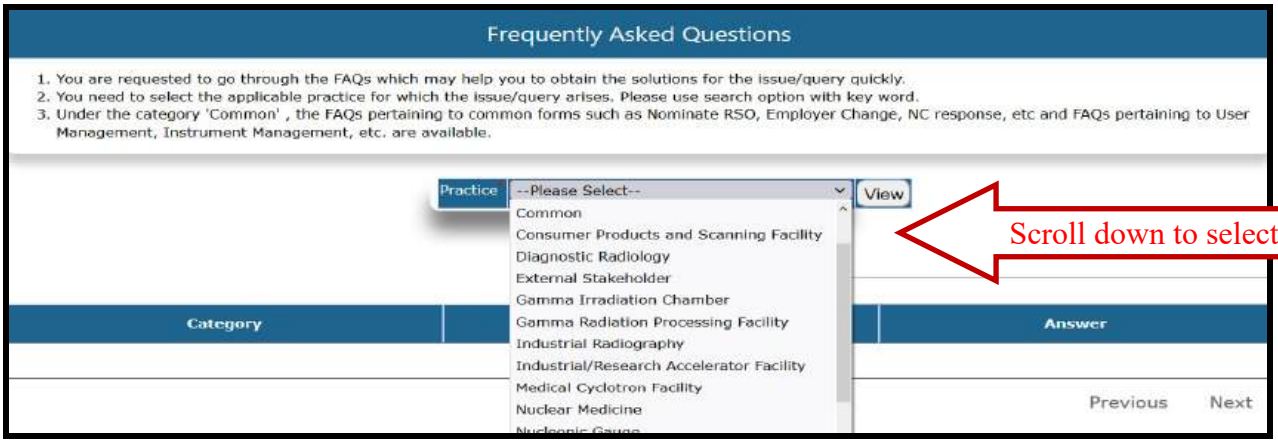
A. Raise an Issue in eLORA

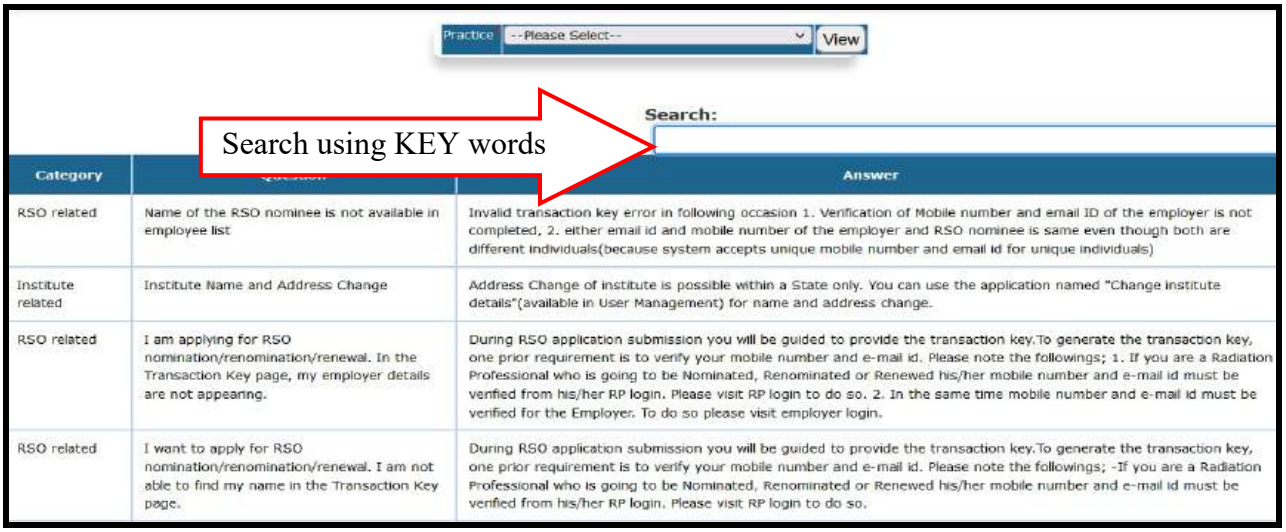
Step-1: After Login, click on the FAQ-Raise an Issue



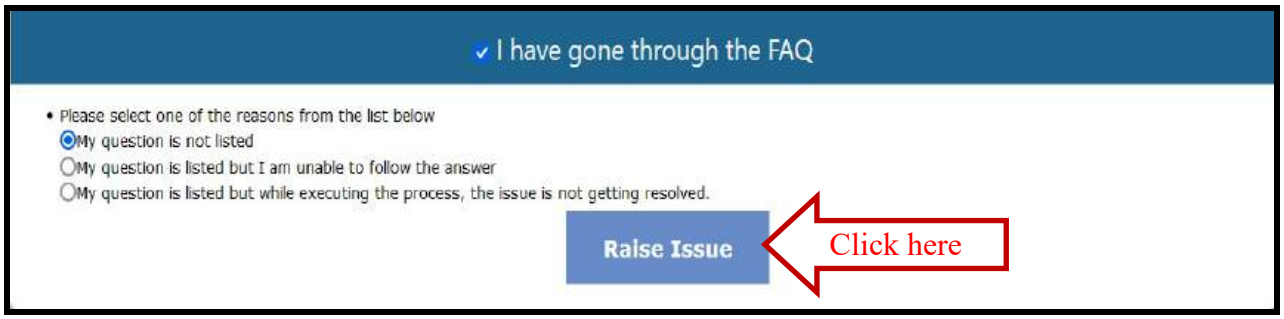
Step-2: First Verify frequently Asked Questions (FAQs)



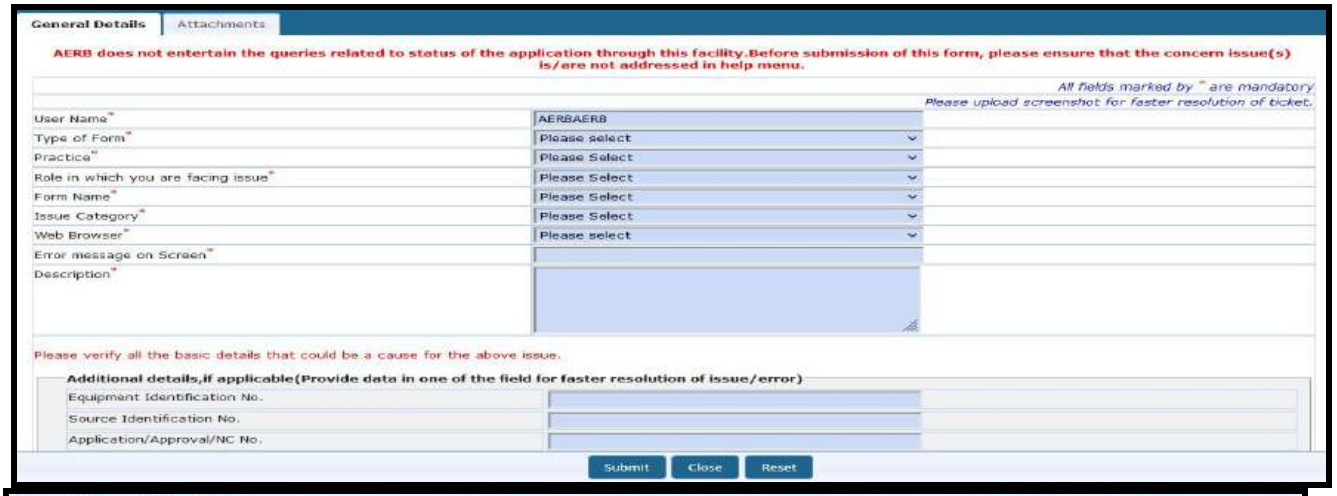


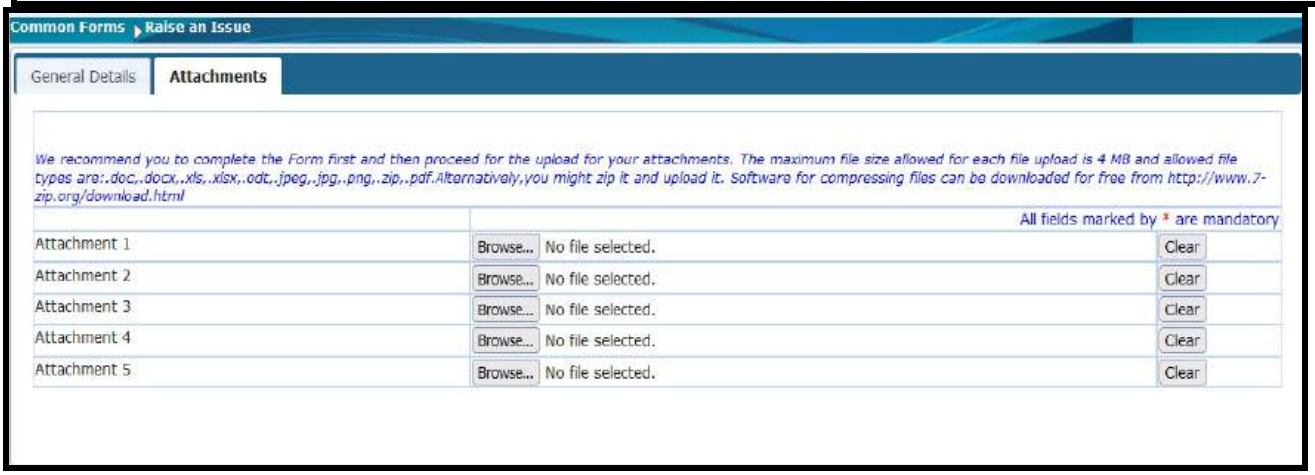


Step-3: If your question is not listed or any other issue please select the blow options and **Raise Issue**



Step-4: Fill the application form (all are mandatory requirements) and provide the screen shots of the issue and other supportive documents as attachments

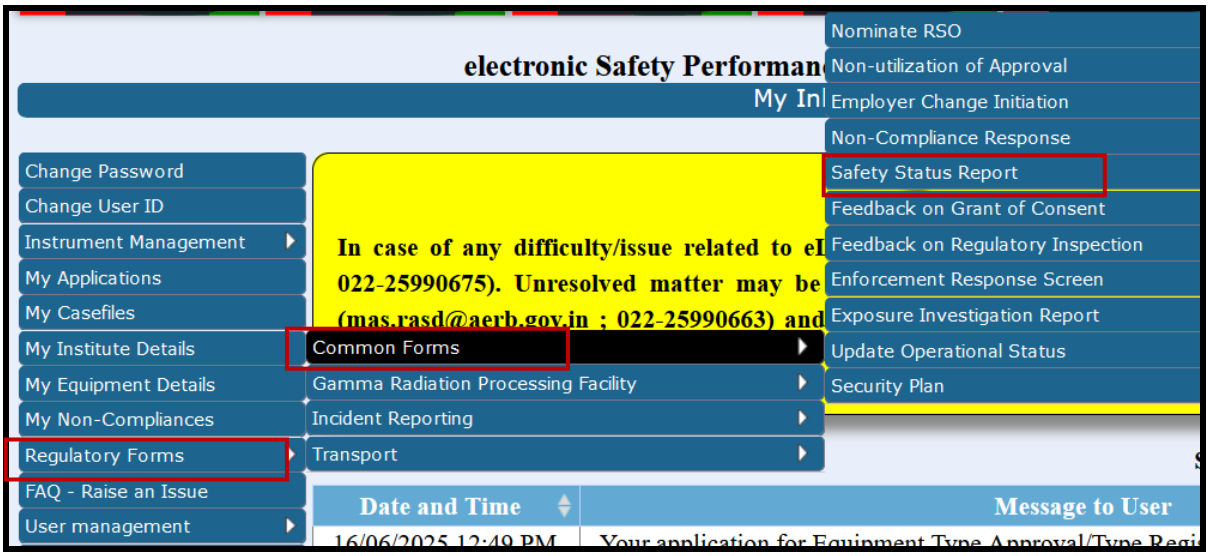




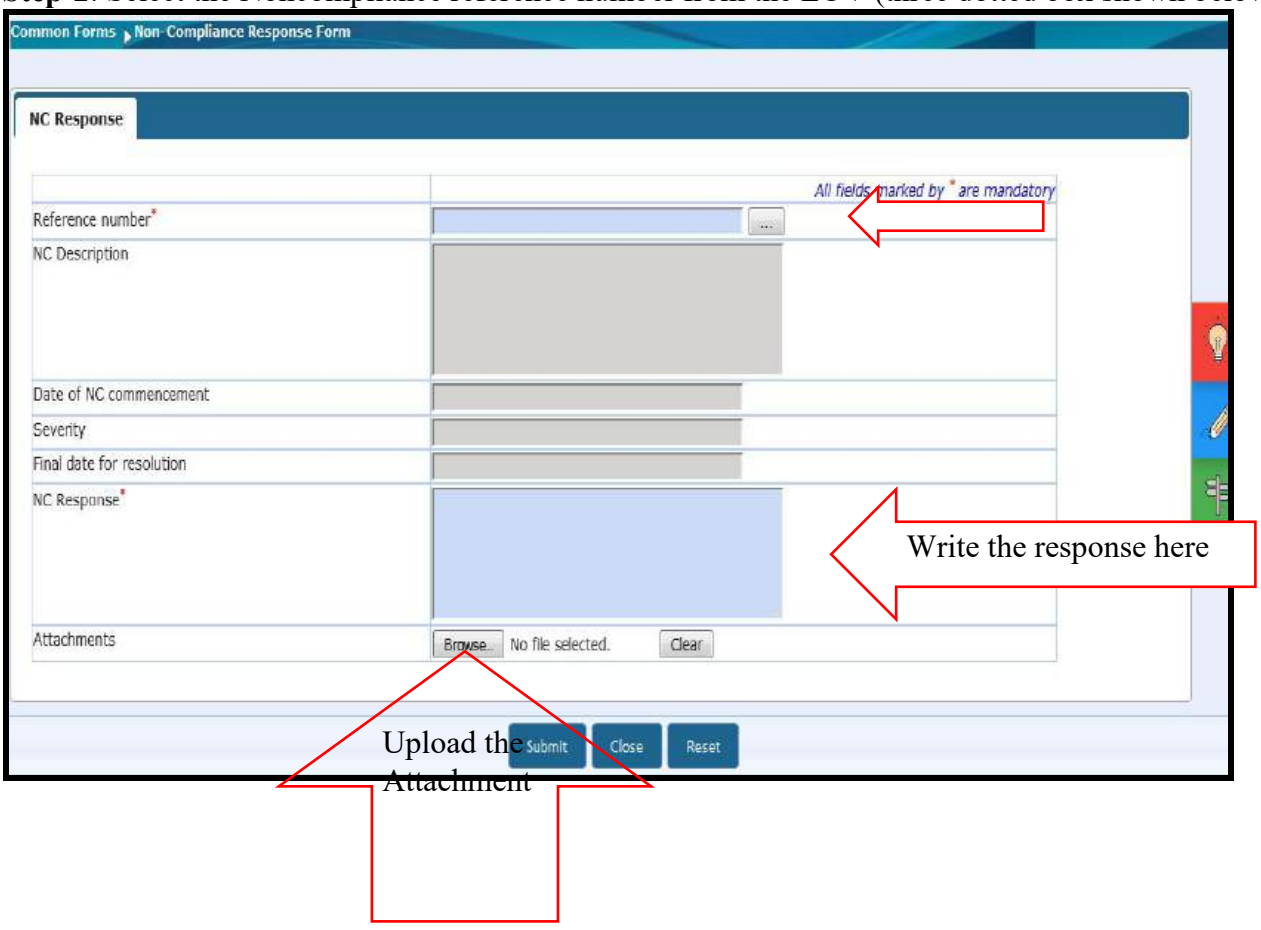
B. How to submit Response to the Non-compliance

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)



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.

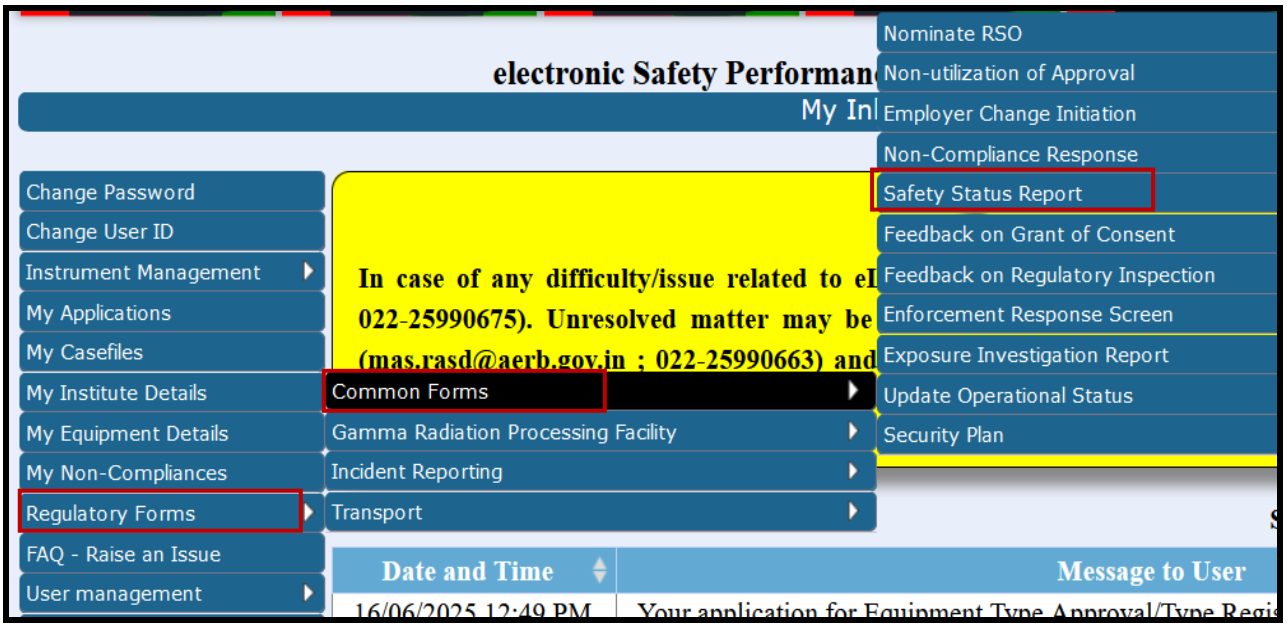
C. Submission of Safety Status Report

This safety status report should be submitted periodically(**once in 3 months**) 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.

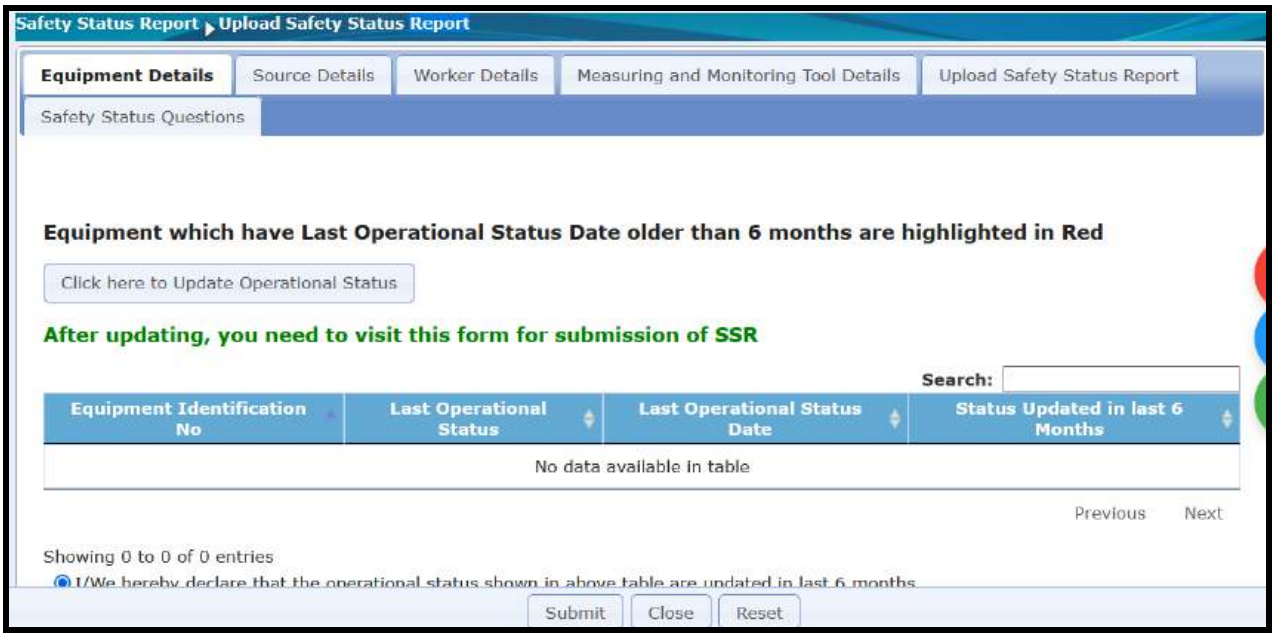
Important Note: Prior to submission of safety status report, you should update the operational status of all the radiation sources available with you (Once in 3 months). Otherwise system will not allow you to submit the safety status report.

For submission of safety status follow the procedures as mentioned below:

Step-1: Regulatory Forms -----> Common Forms ------> Safety Status Report

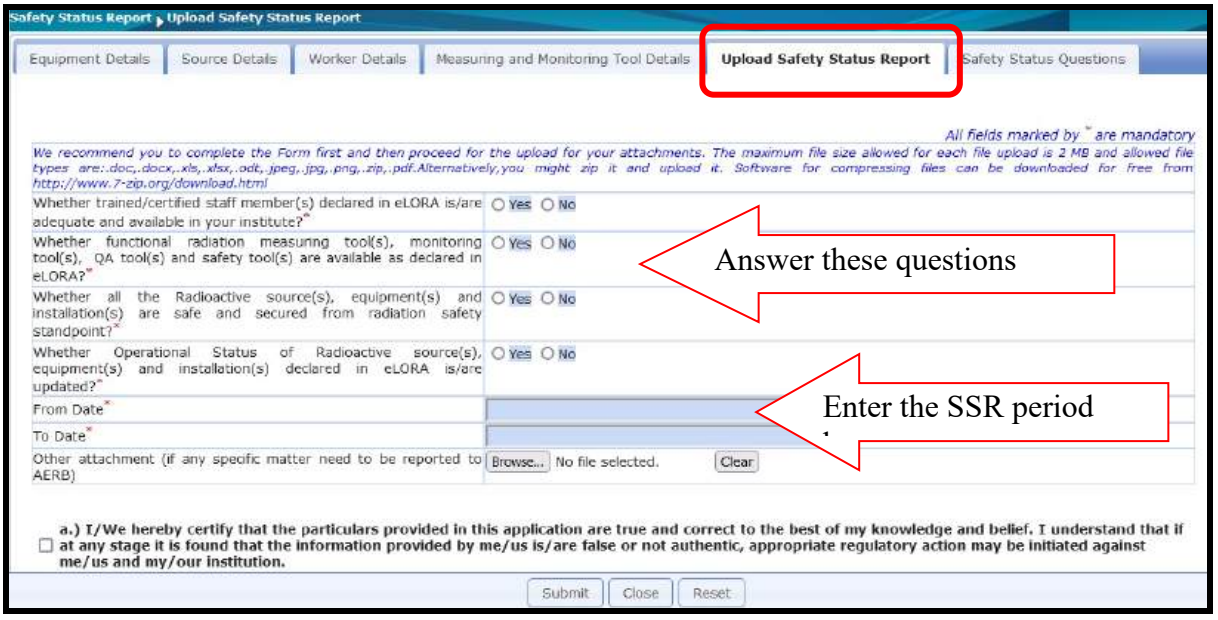


Step-2: Following page will be shown after SSR selection, click on OK



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

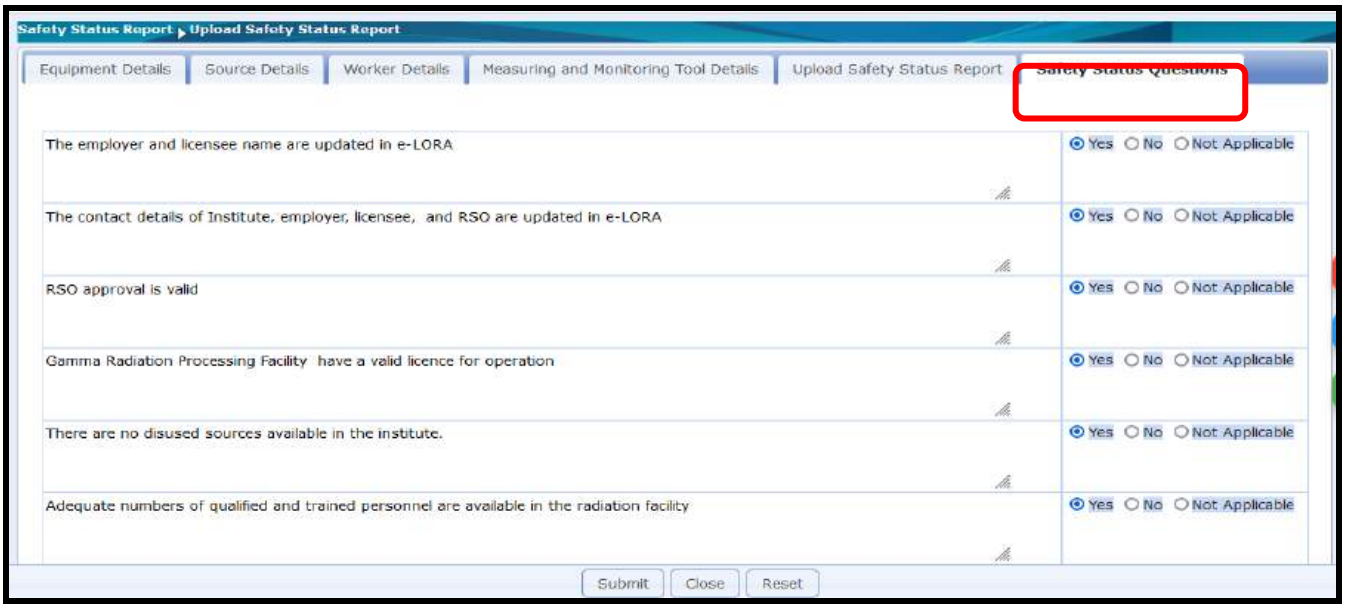
Step- 3 :



In other attachments upload the standard template of SSR which is available in eLORA HELP menu

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

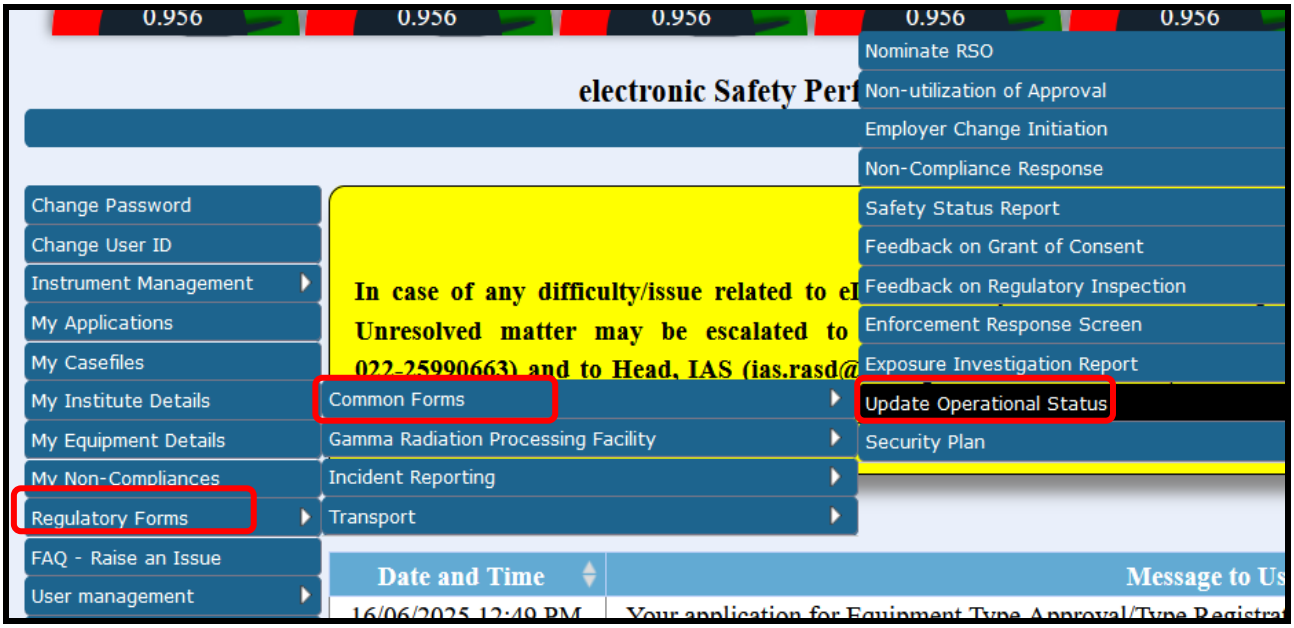
D. Update Operational Status of Source

Guidelines for Update Operational Status of Radiation Source

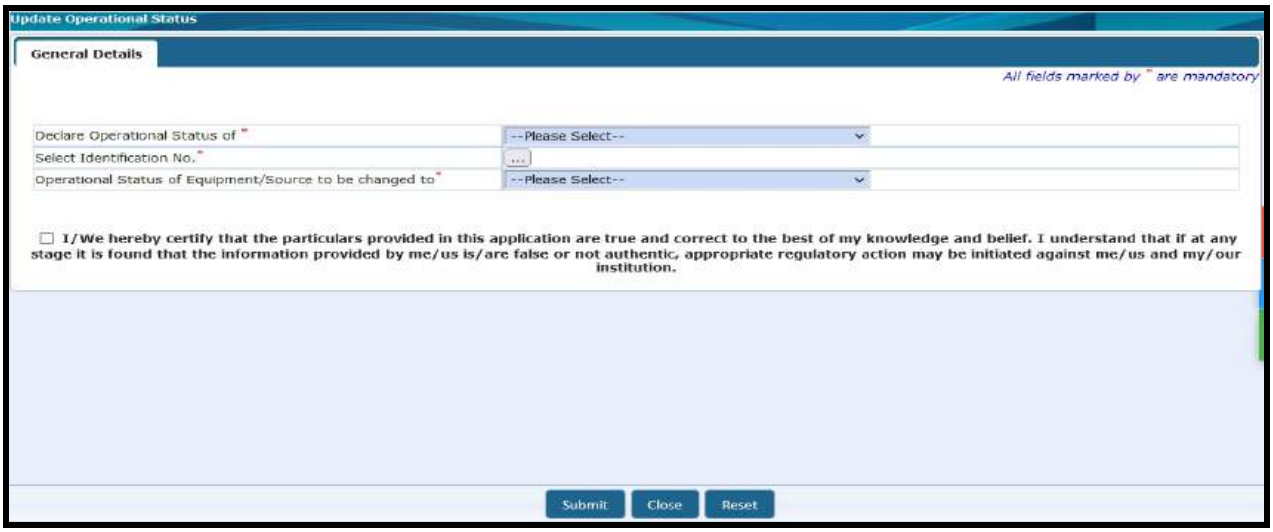
Prior to submission of safety status report, you should update the operational status of all the radiation sources. Otherwise system will not allow you to submit the safety status report.

For Updating Operational Status of RADIATION SOURCE follow the procedures as mentioned below:

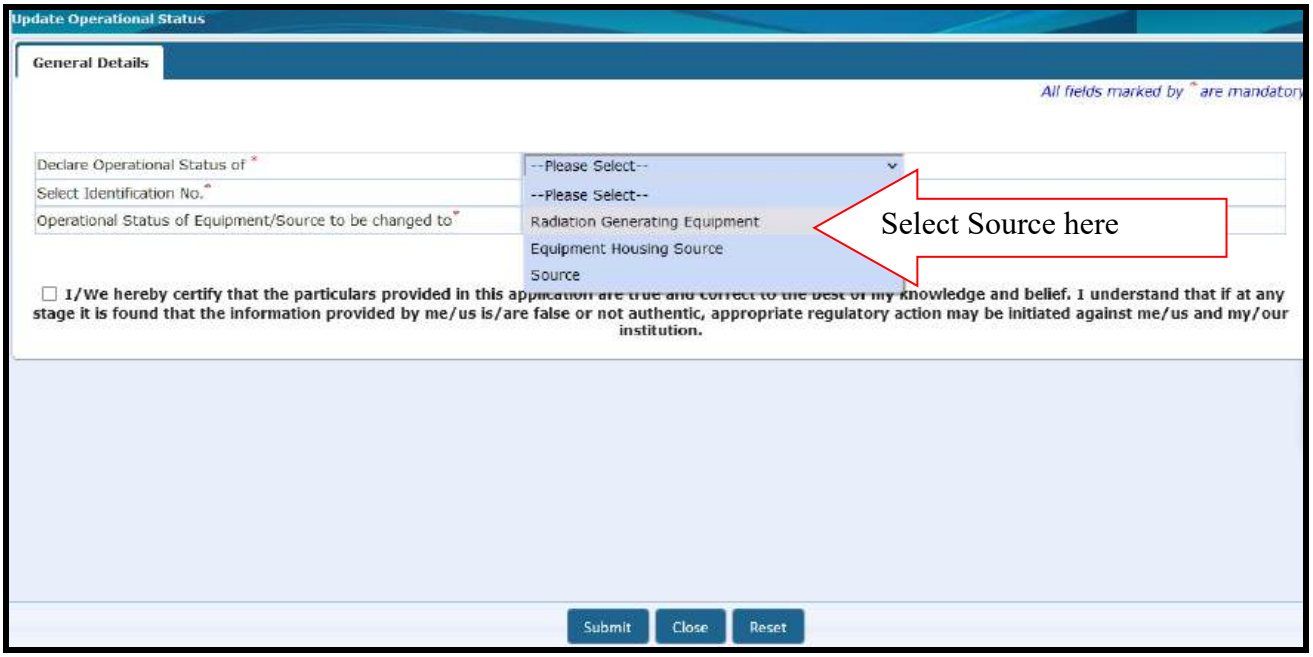
Step-1: Regulatory Forms -----> Common Forms ------> Update Operational Status



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

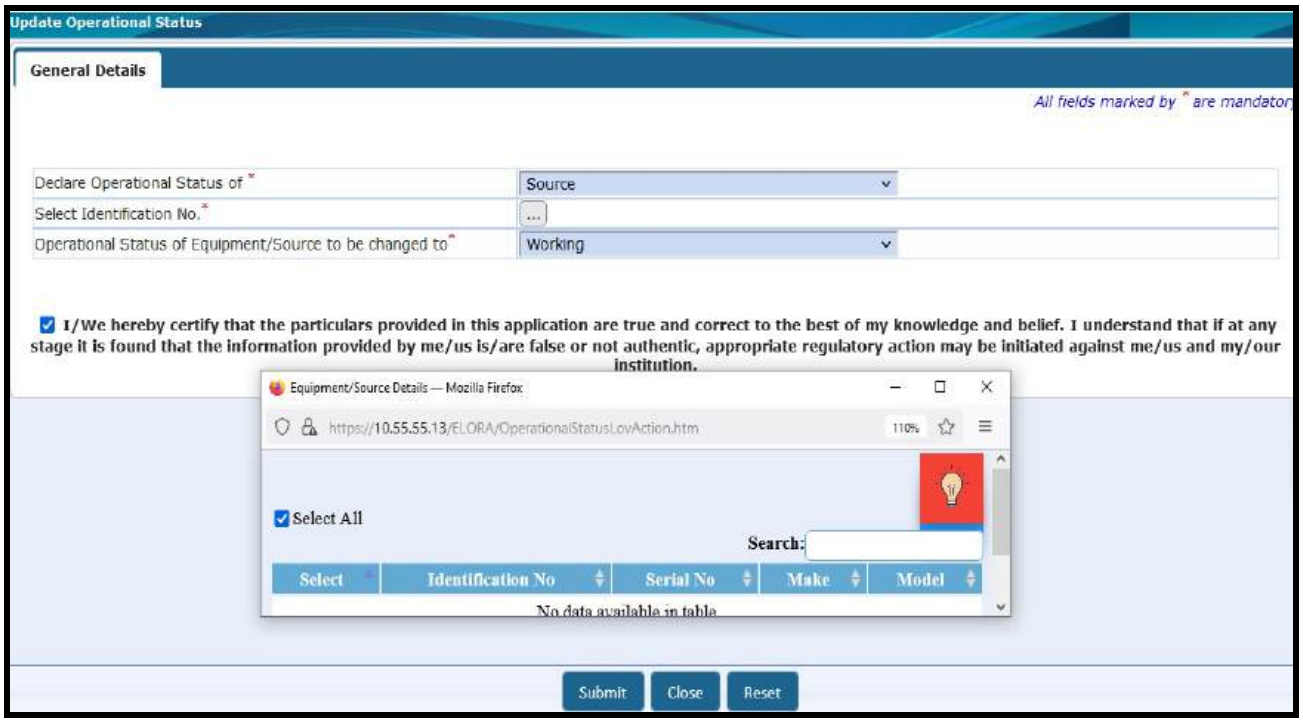


Step-3:



Note: For GRAPF, **you have to submit the operational status for source only.**

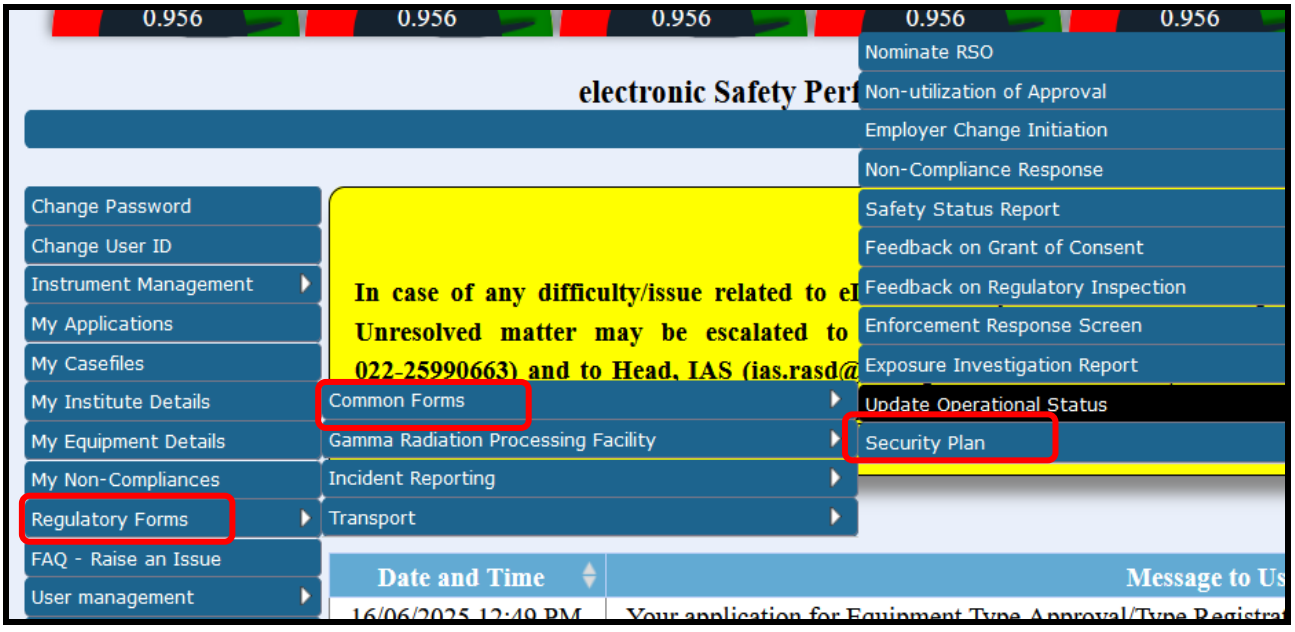
Step-4: Submission of operational status of Source



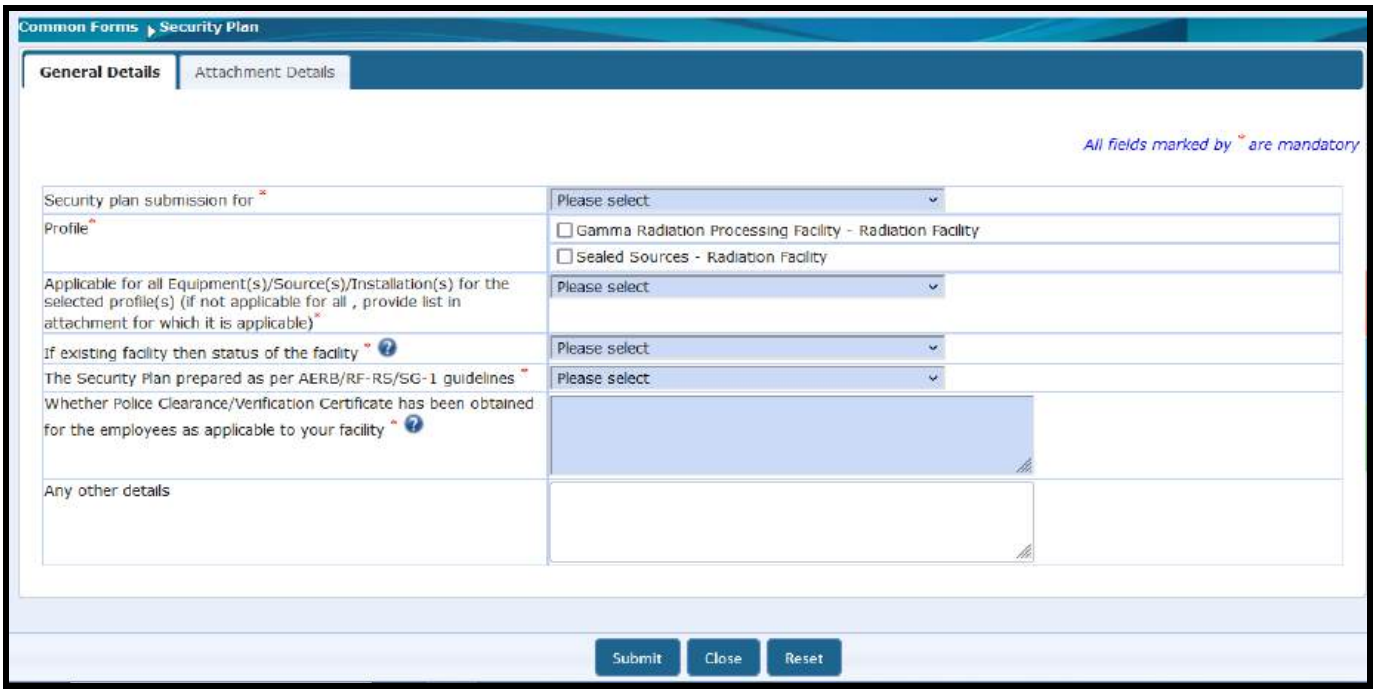
E. Submission of Security Plan

Submit the security plan for the approval through eLORA. The security plan should be prepared as per the AERB/RF-RS/SG-1 guidelines. The format for the security plan is also available in **HELP** menu.

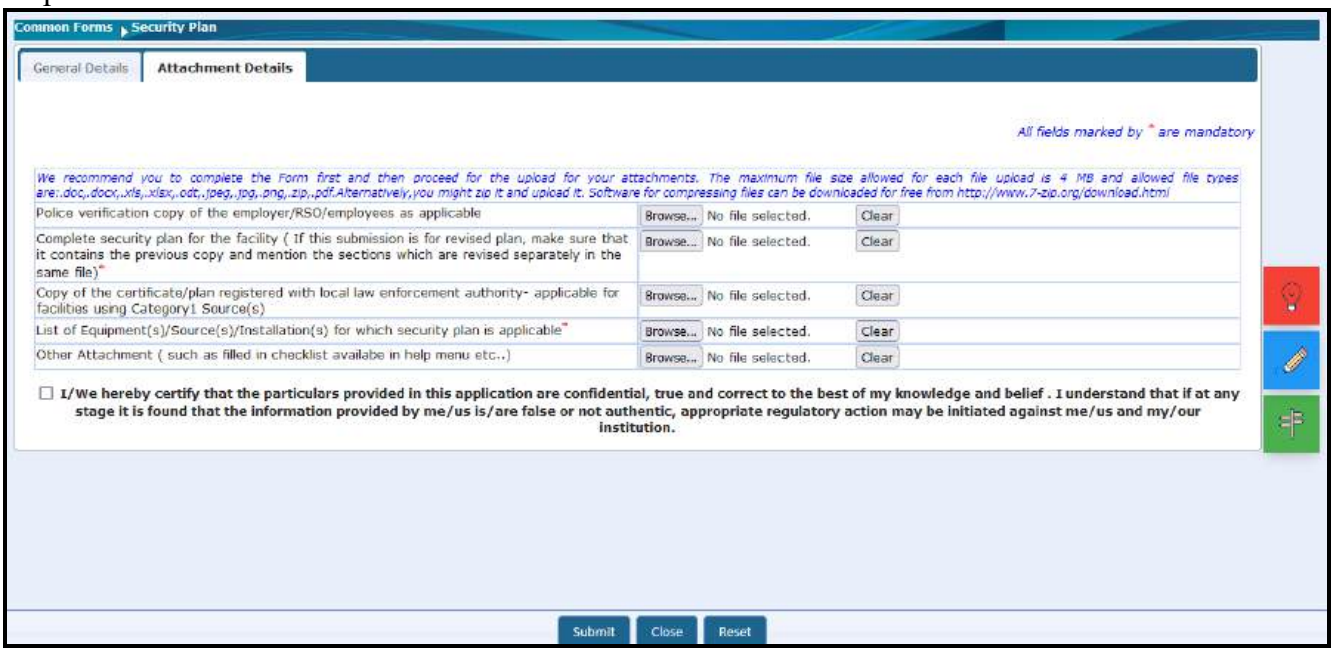
Menu: Regulatory Form → Common Forms → Security Plan



Step-1: Fill the following details



Step-2: Provide all the attachments as mentioned below.



Frequently Asked Questions (FAQs)

Q. When the facility should submit the Security Plan?

Ans: The security plan should be submitted immediately after completion of Design and construction along with ATR. Based on the two submissions AERB will plan a regulatory inspection for verification at facility.

Q. When the facility should obtain the Resumption of Operation of Gamma Radiation Processing Facility?

Ans: The resumption of operation should be obtained after every source replenishment/replacement process to continue to operation of the facility.

Q. What is the frequency to submit the Safety status Report for Gamma Radiation Processing Facility?

Ans: The Safety Status Report for Gamma Radiation Processing Facility preferably submitted once in every 3 months.

Q. Whether I can use the old/existing Acceptance test report while applying for source procurement/other approvals?

Ans. Once any ATR has been approved, it can be used within 6 months from the date of approval. For any application beyond six months of last ATR date, you need to submit a recent ATR.

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