e-Licensing of Radiation Applications (eLORA) System

Guidelines

Industrial Accelerator Radiation Processing Facility (IARPF)

July 2025

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Part-A: General e-LORA Guidelines for Industrial Accelerator Radiation Processing Facility (IARPF) Module

e-LORA module of Industrial Accelerator Radiation Processing Facility (IARPF) user allows online submission of applications for regulatory consents i.e. Layout, Design and Construction approval, import/procurement of IARPF, Commissioning Permission, RSO approval, Licence for Operation of IARPF, Decommissioning of IARPF etc.

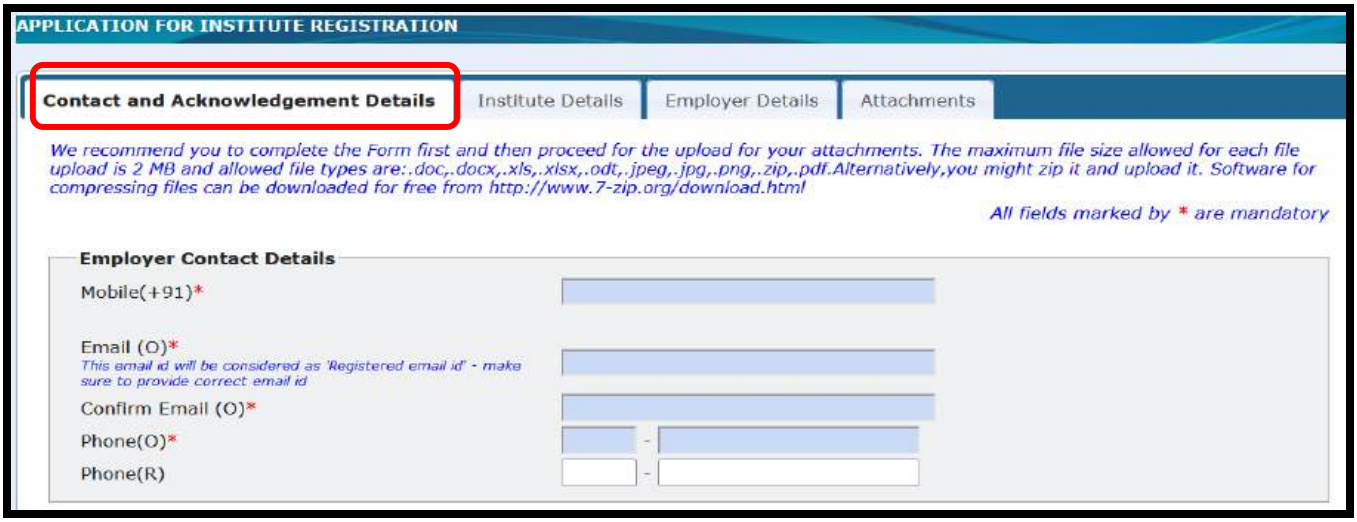
Important Note: Guidelines for common functionalities of e-LORA system are available on e-LORA home page as 'General Guidelines to use e-LORA System'. Users are also advised to refer these guidelines.

1. Register Institute

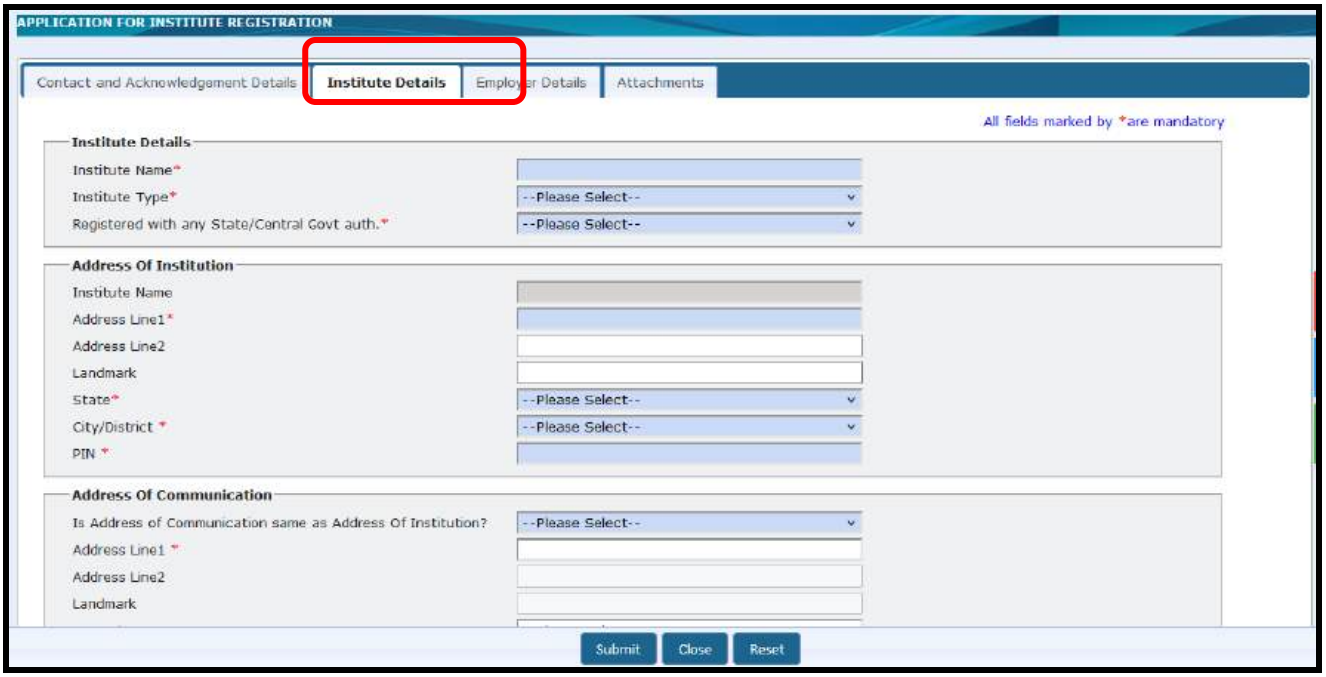
Visit home page of AERB website www.aerb.gov.in and click on the button **e-LORA,** It will redirect you to e-LORA system.

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

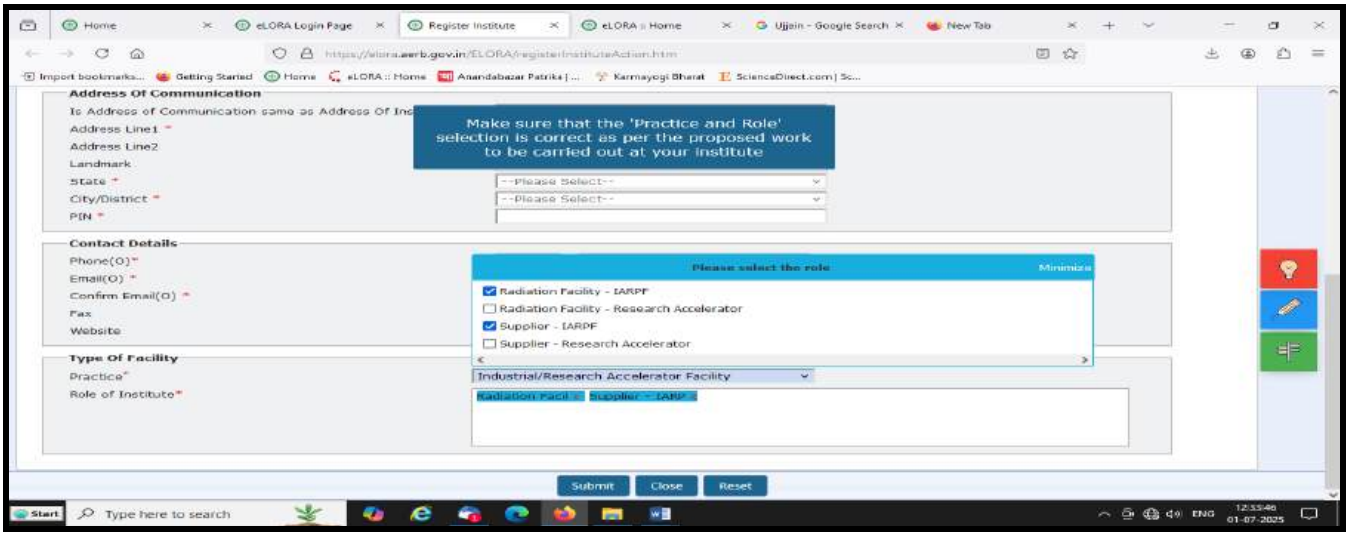


Important Note: Guidelines to fill application form for Institute Registration is available on e-LORA home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling of application form.

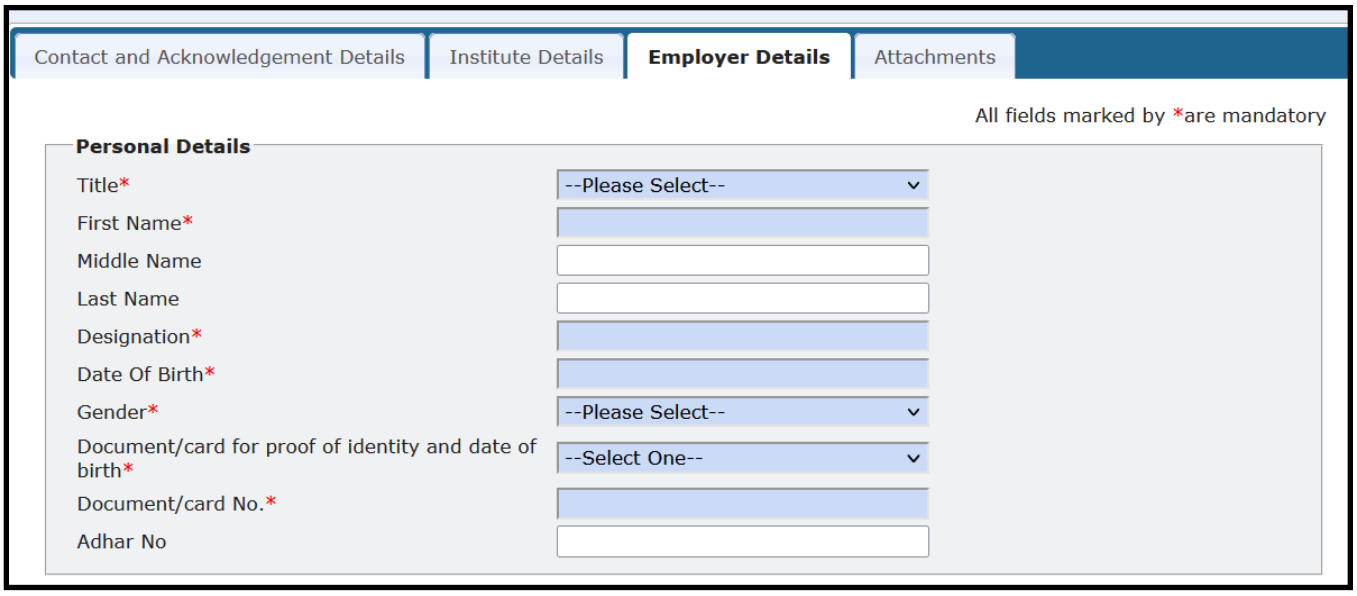
Fill the application form as per the guidelines. However, important points in each tab are mentioned below:

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 **Industrial Accelerator radiation processing facility** and for the field **Role of Institute** select the role **Radiation Facility – IARPF.**



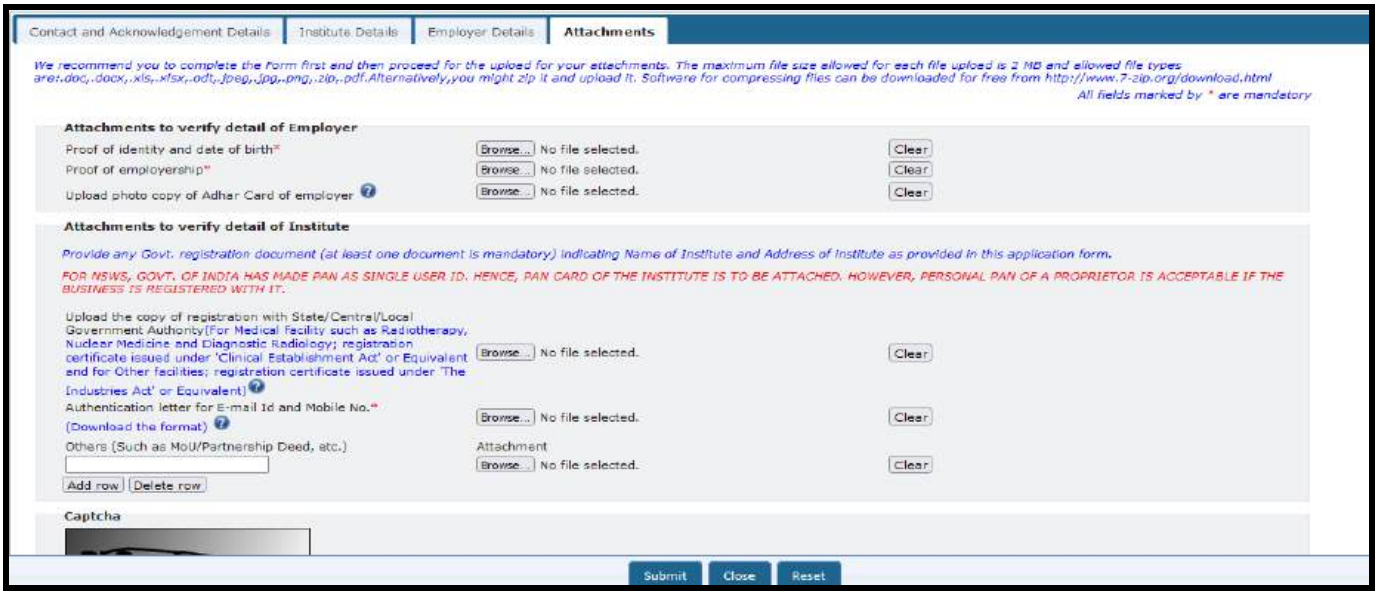
iii. **Tab Employer Details**



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). 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 documents:

    - 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 (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):
    - 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.

2. Register Radiation Professional (RP)

It is essential for person to be nominated as Operator, and RSO of IARPF 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.

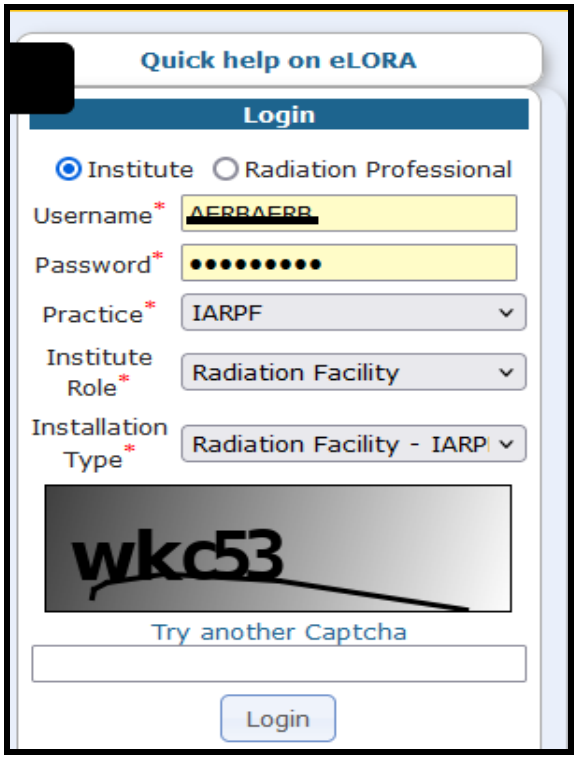
Application form for Radiation Professional registration is available on e-LORA home page. Once RP application is approved, the applicant will be considered as a radiation professional in eLORA and all useful information e.g RP Registration Id., Username and Password (Username and password of RP account)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

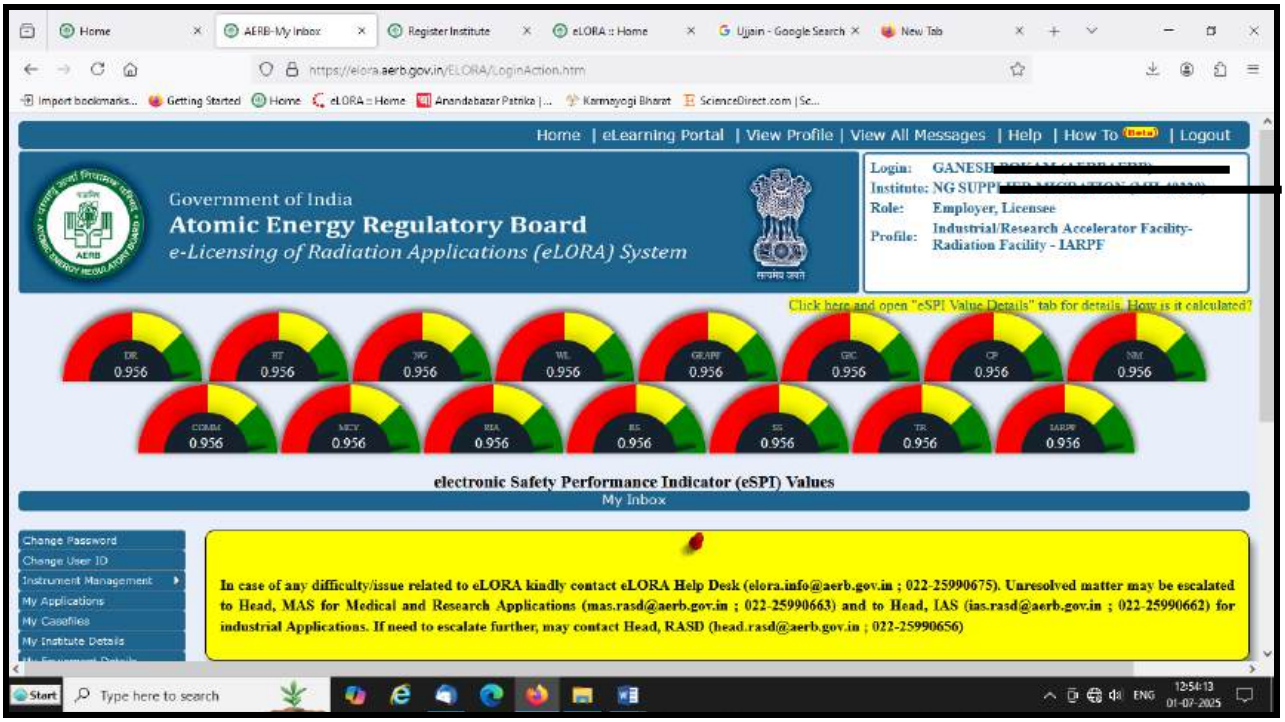
3. Login to e-LORA system

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 "IARPF", Institute Role as "Radiation Facility" or "Suppliers" respectively and Installation Type as "Radiation Facility – IARPF".



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

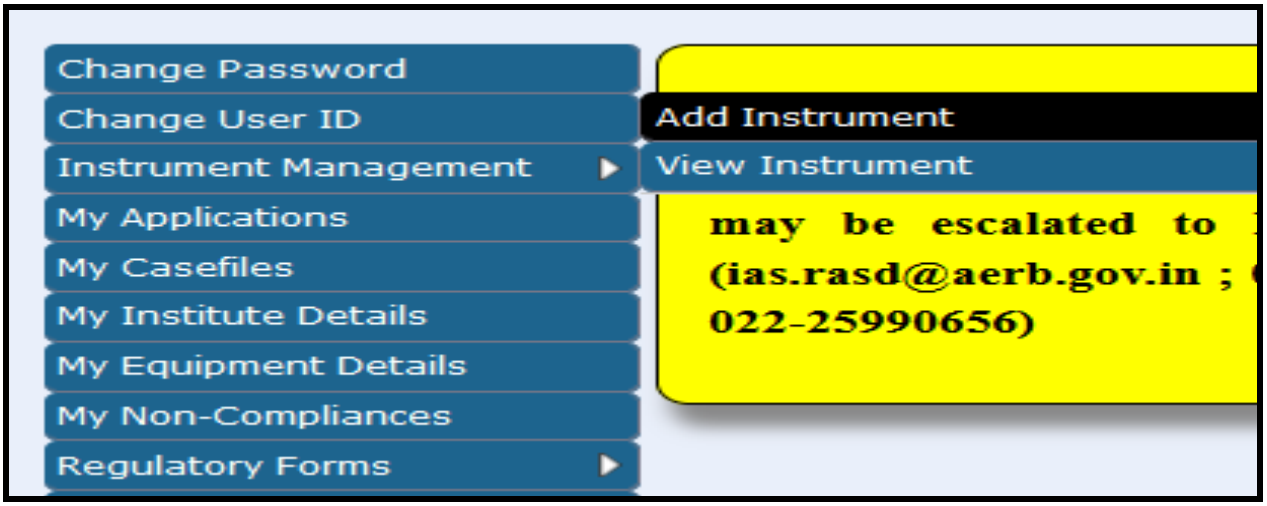


4. Declaration of Instrument

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 IARPF)

- Monitoring Tools (applicable for IARPF)
- QA Tools (Not applicable for IARPF)
- Safety Tools (Not applicable for IARPF users)

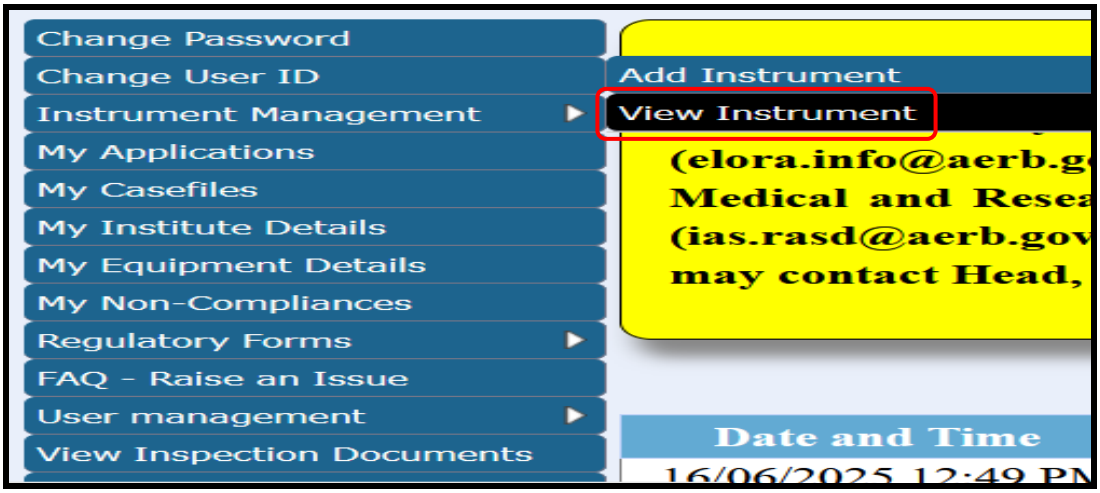
For example, adding Survey meter, select "Type of Instrument" as "Monitoring Tools" and "Type of Instrument Sub-type" as "Survey Meter" from the list of values.

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).

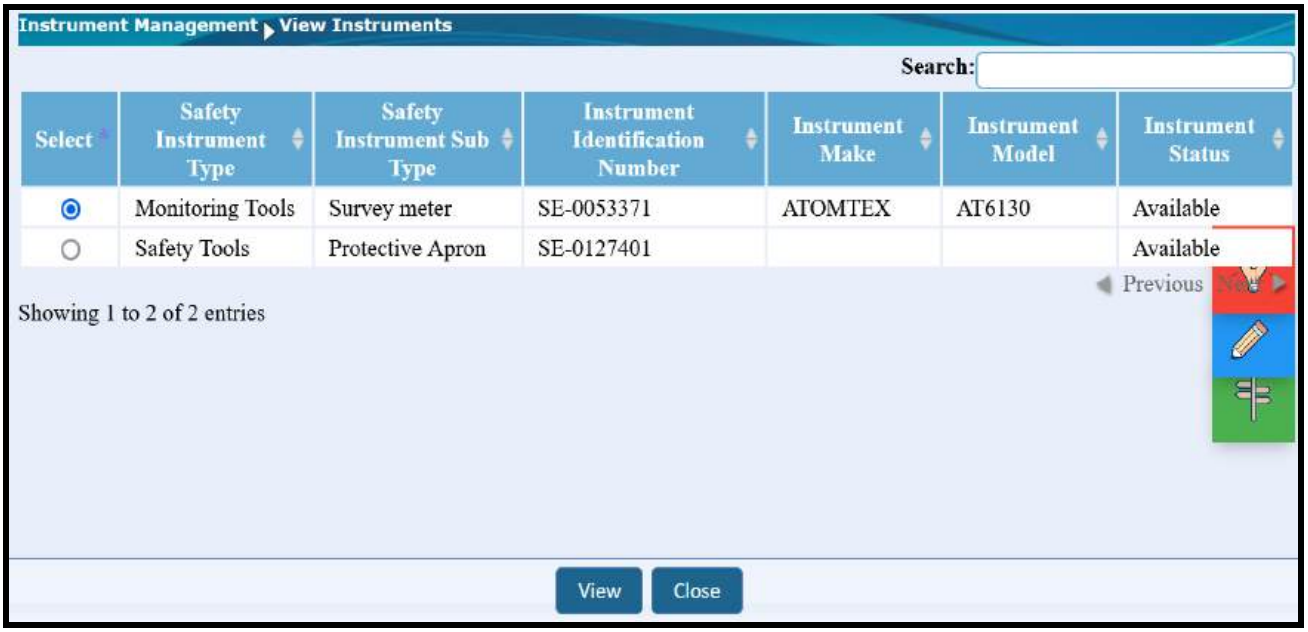
Important Note: Regulatory clearances will not be issued till requisite Monitoring instruments are () declared in e-LORA.

4.2 Manage Instrument Status

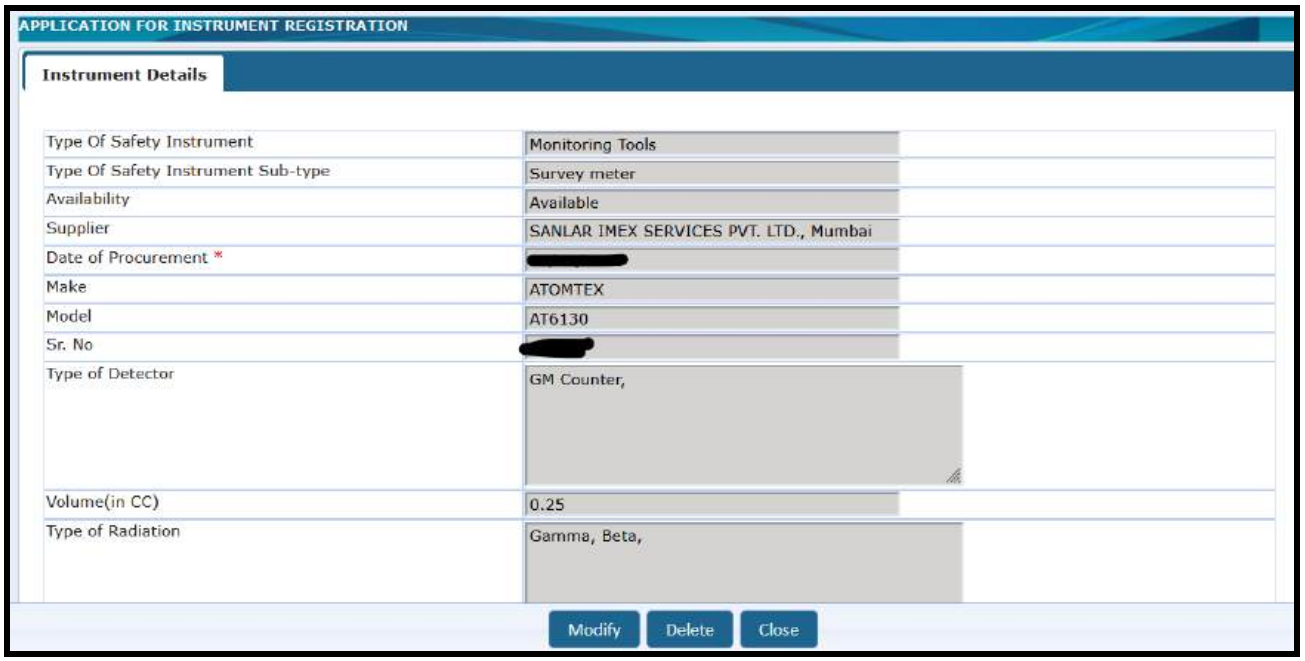
Use **Menu: Instrument Management → View Instrument** to manage status of Instrument

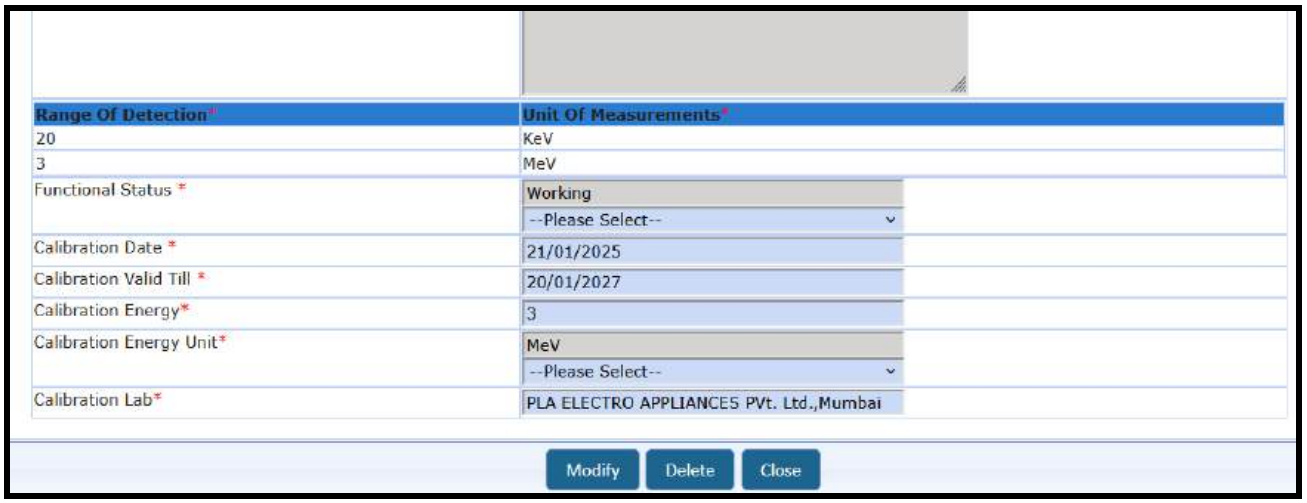


After clicking on “View Instrument” the following screen will appears. You can view details of all instruments or update details of particular instrument or delete any particular Instrument from your Institute account. Select the instrument and click on “View” as shown below.



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.





5. Addition of Radiation Professional (Declaration of Staff)

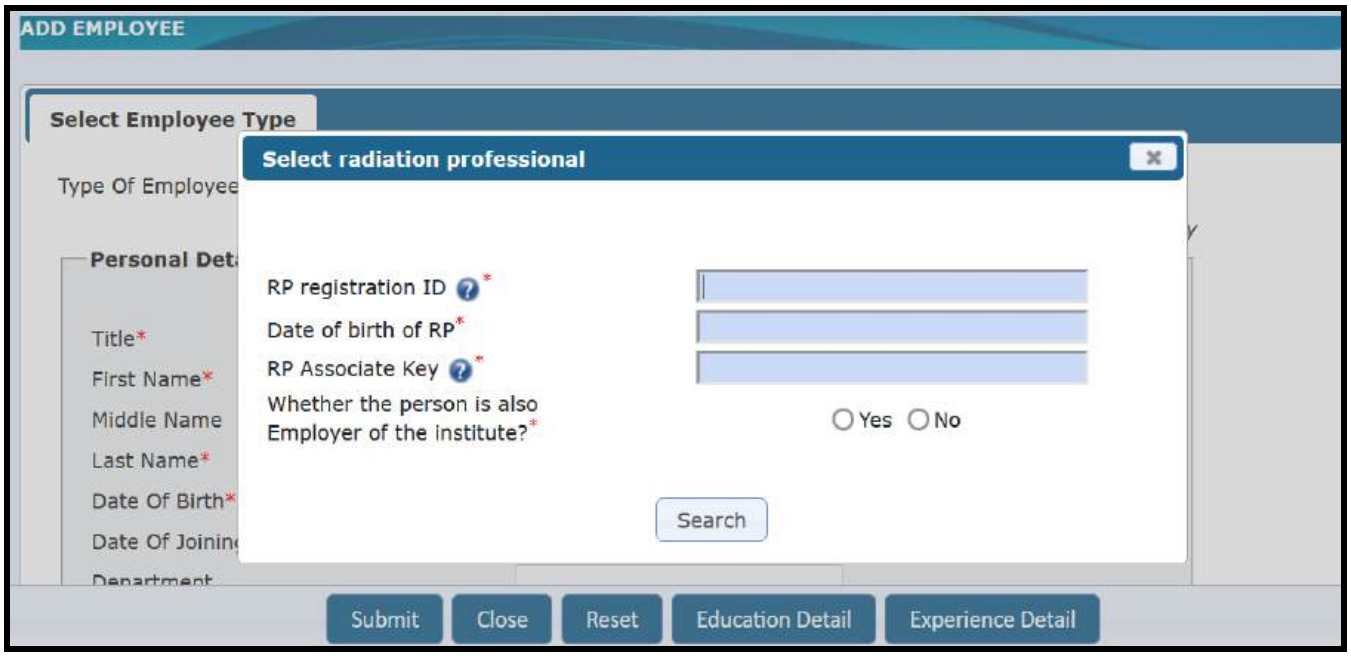
Radiation worker/Radiation Professional can be added in e-LORA account through

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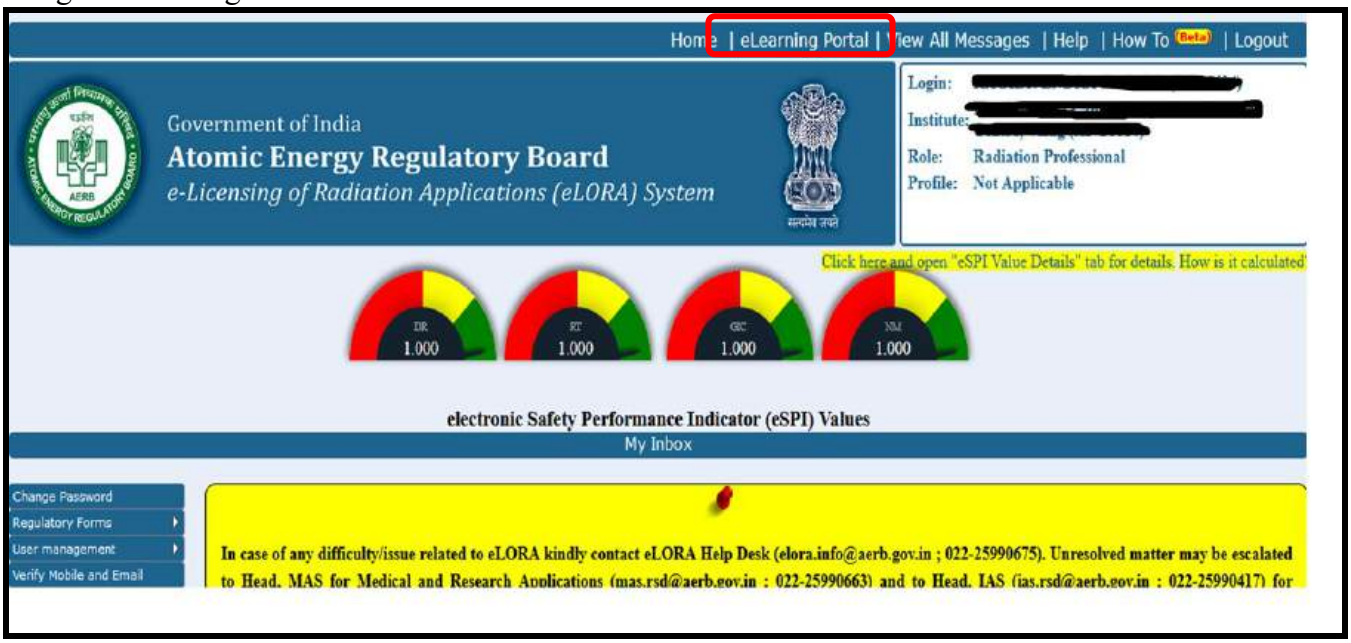
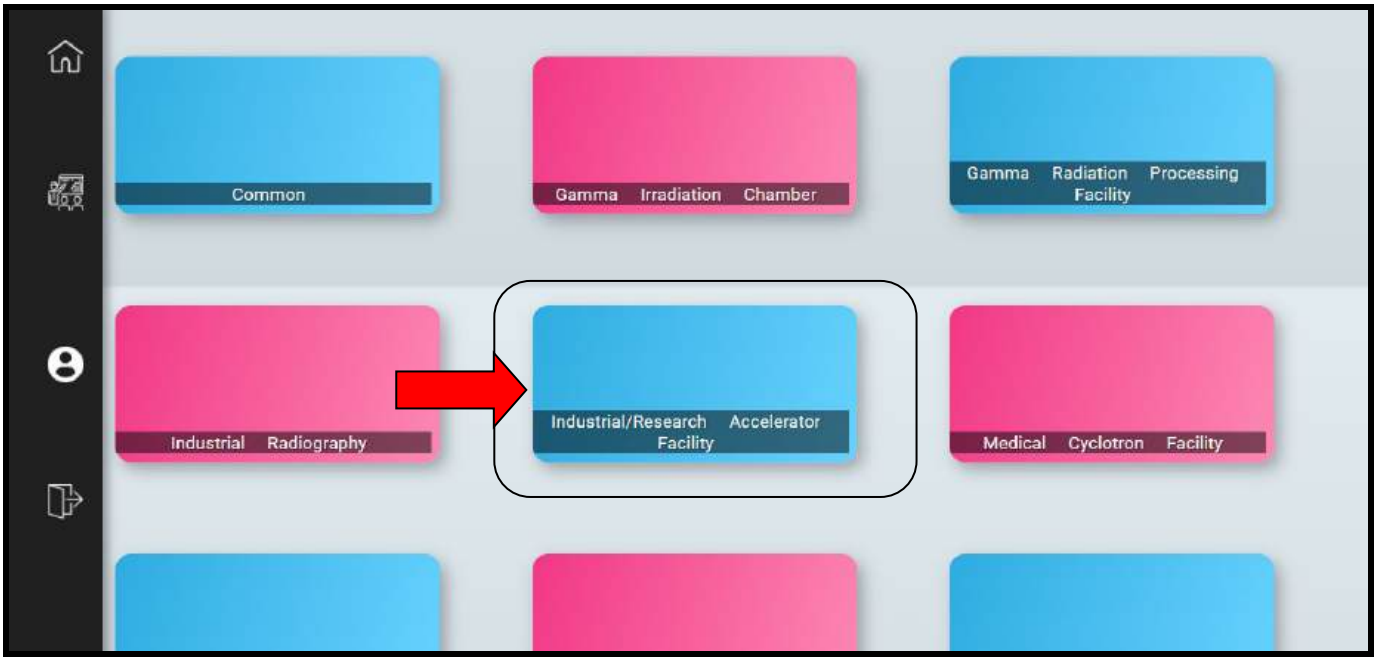
Step-1: Employer and RP should verify his mobile number and email id through their respective LOGIN's

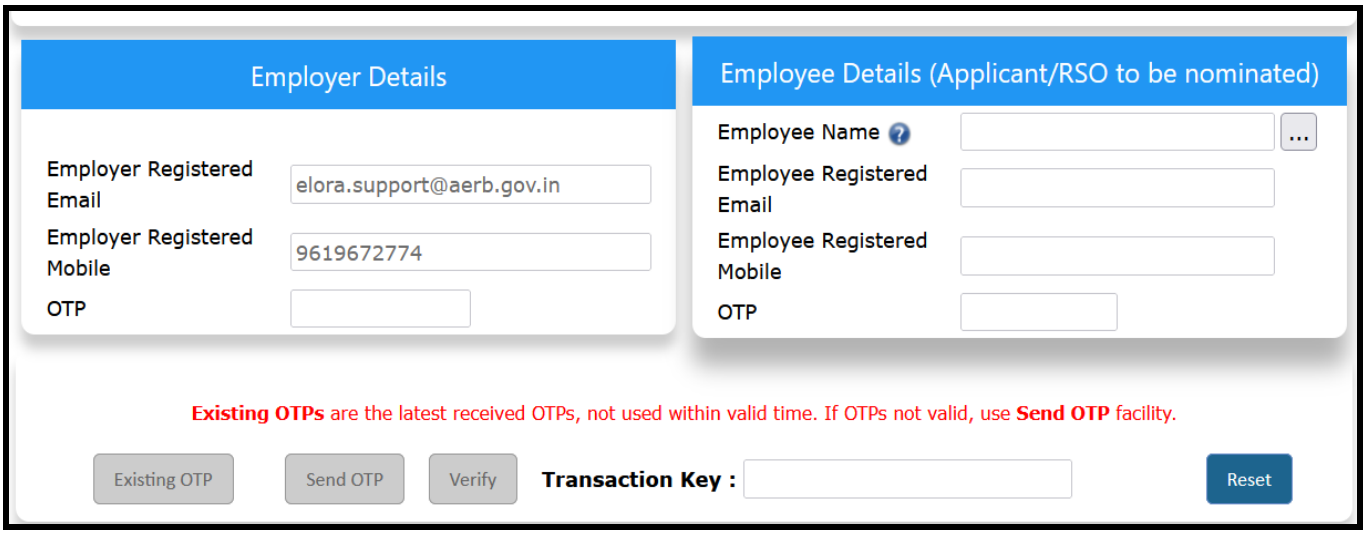
Step-2: RP should complete the e-Learning course through his/her RP LOGIN credentials

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





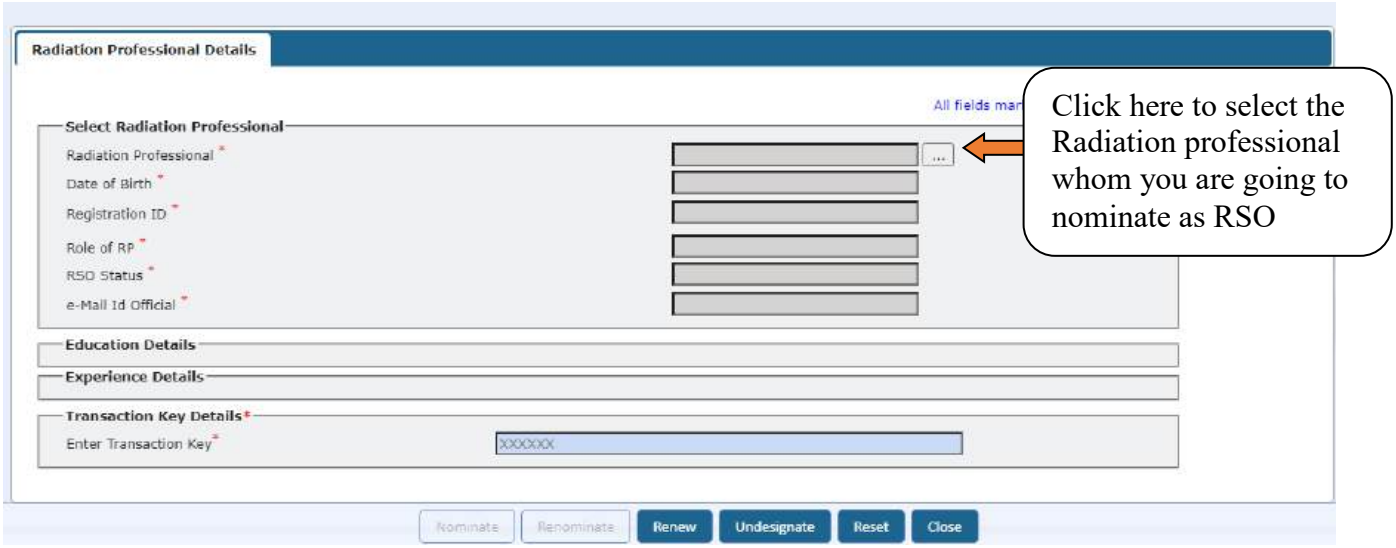
Step-3: Generation of Transaction key for RSO Nomination



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



Click on Nominate

Part-B
Consenting Stage Applications

Detail of Regulatory Forms

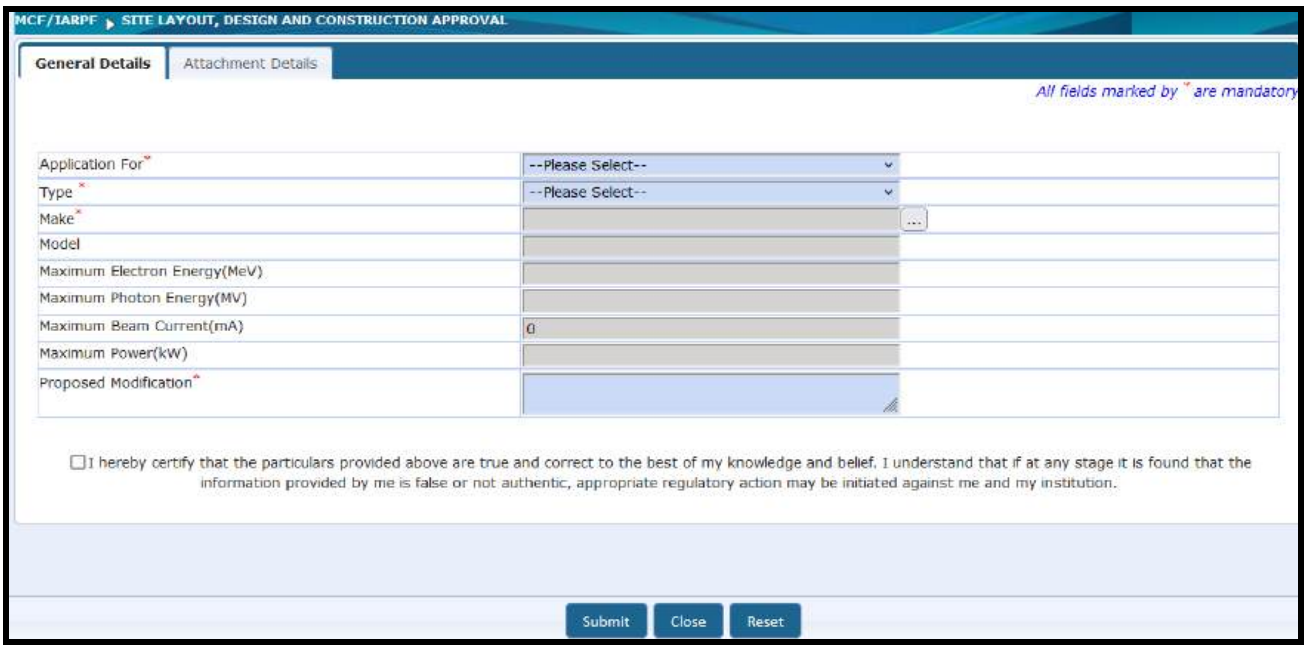
In order to obtain requisite regulatory clearance from AERB, user need to fill and submit application form in e-LORA.

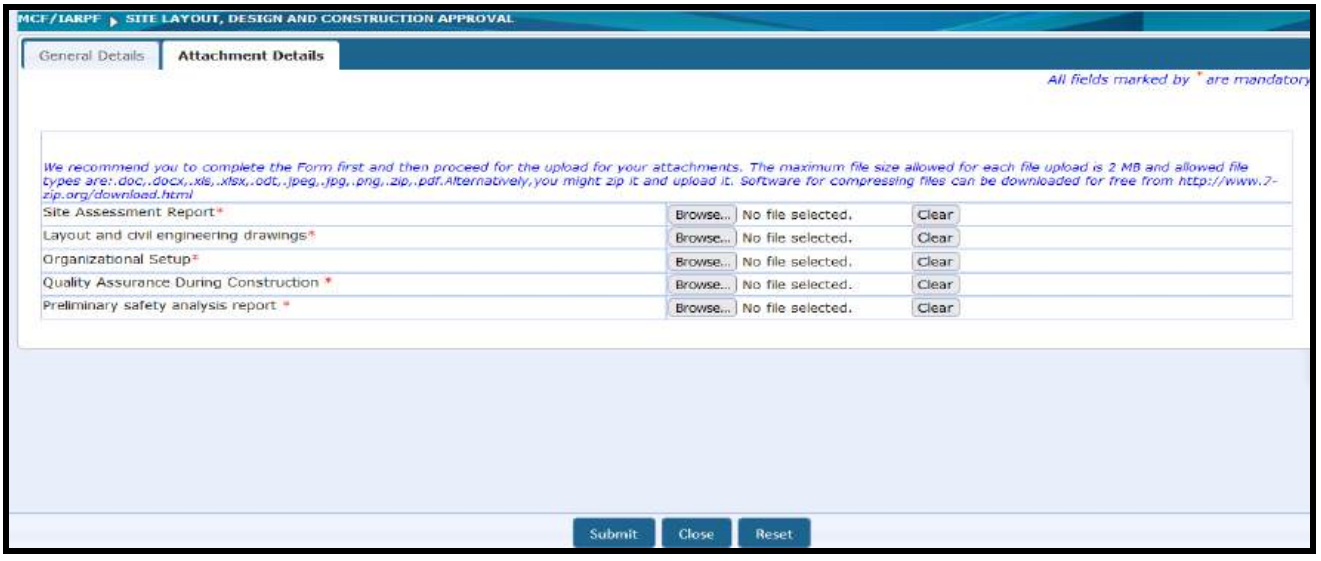
A. Application for Sit layout, Design and Construction approval

End user should obtain the Sit layout, Design and Construction approval of IARPF through the following application

Menu: Regulatory Form → Industrial/Research Accelerator Facility → Site Layout, Design and Construction Approval

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





Provide all the necessary attachments mentioned above.

B. Application for import/Procurement of IARPF

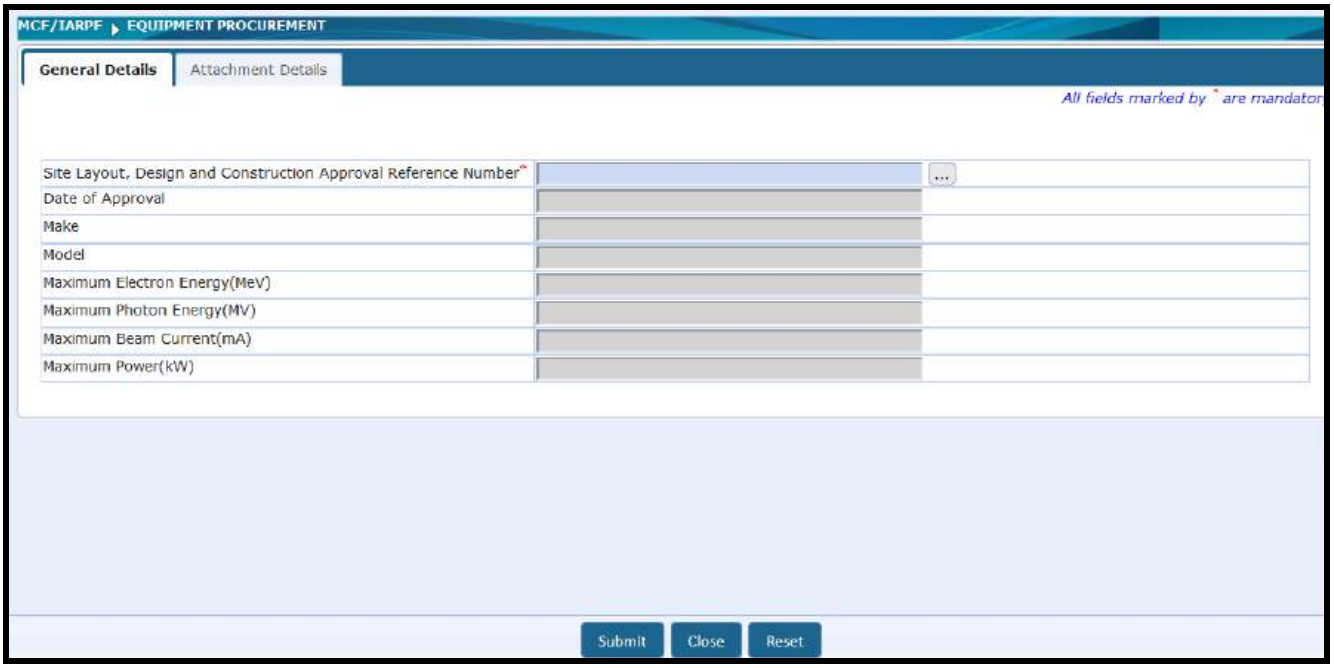
Submit this form for obtaining NOC for import/procurement permission of IARPF.

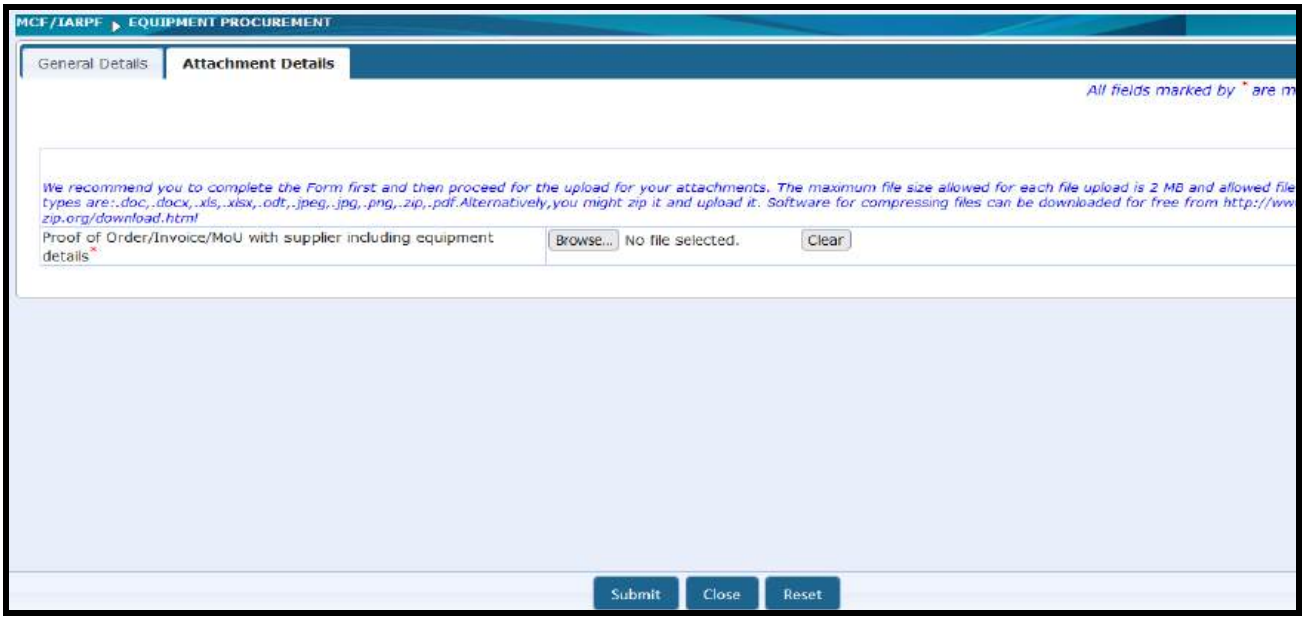
Pre-requisite for Procurement of Medical Cyclotron:

1. RSO approval in e-LORA
2. Availability of survey meter with valid calibration

Follow below path to access this form:

Menu: Regulatory Form → Industrial/Research Accelerator Facility → Equipment Procurement

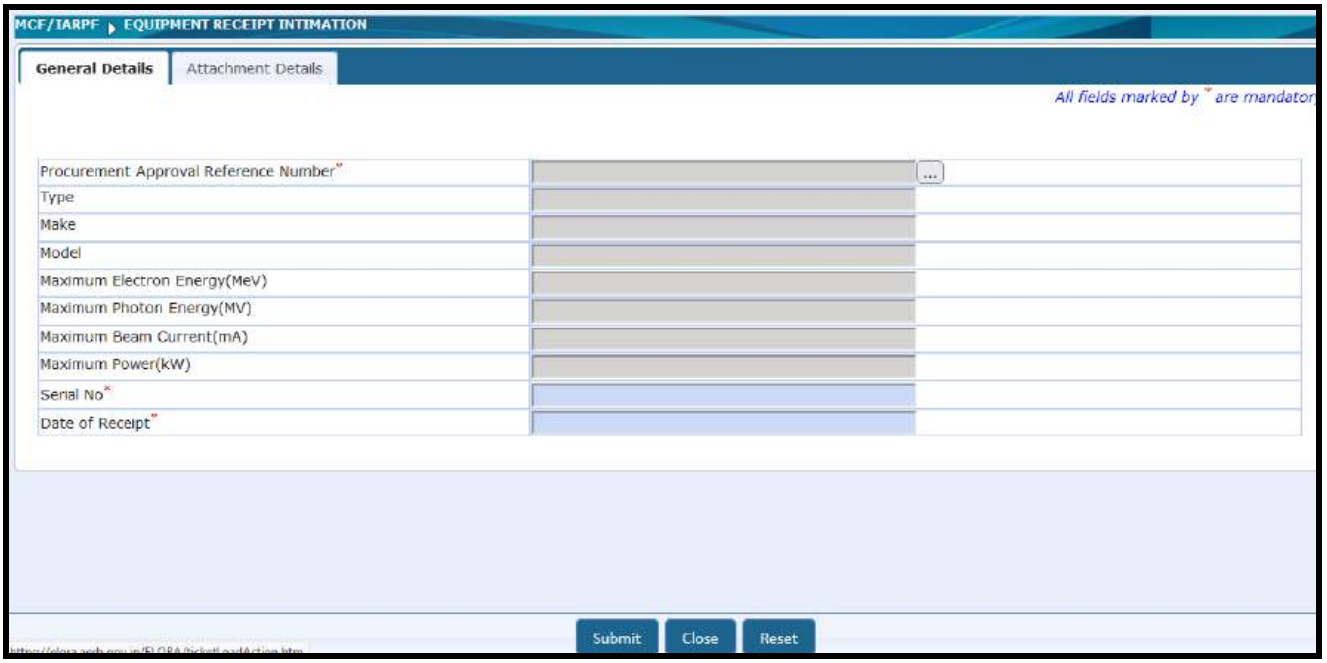


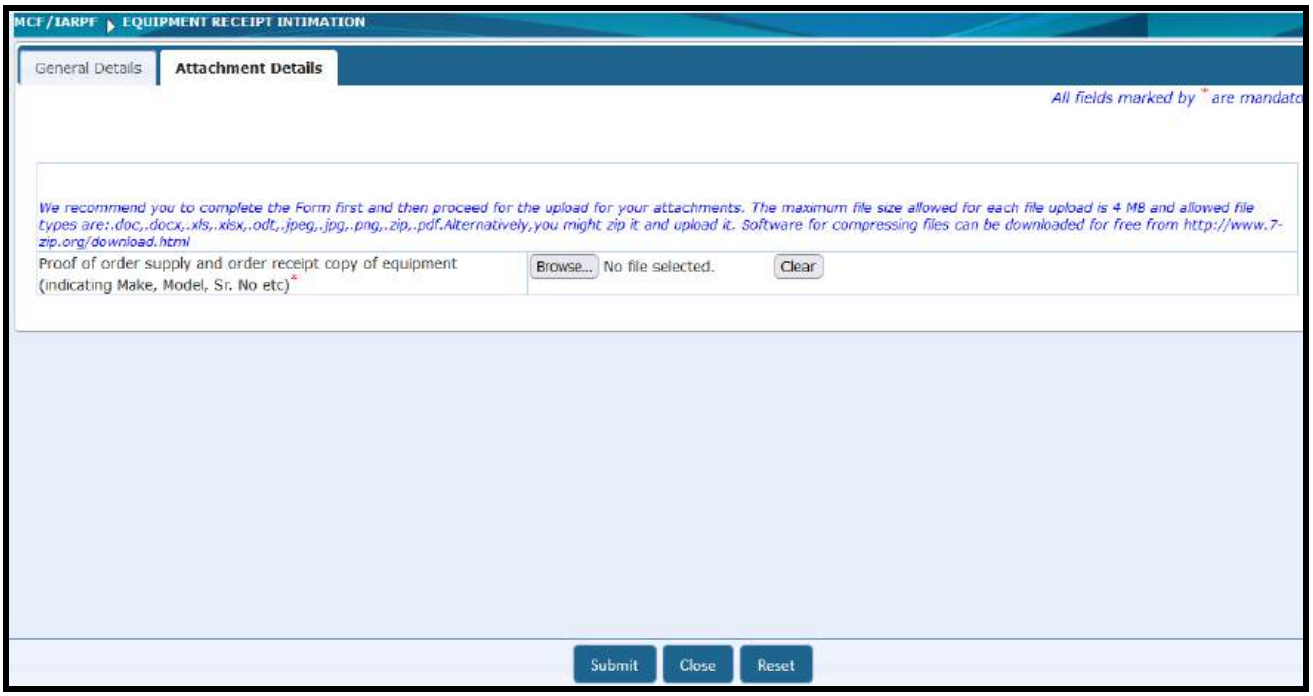


C. Intimation of Receipt of IARPF (Equipment Receipt Intimation)

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

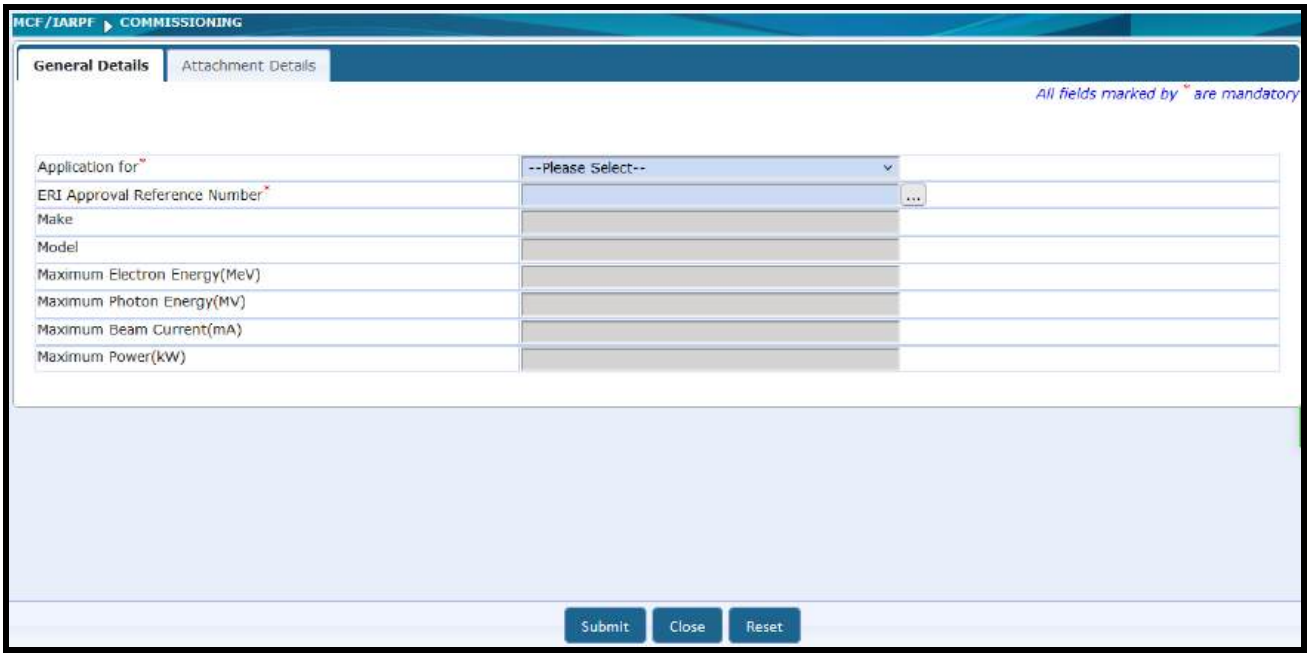
Menu: Regulatory Form → Industrial/Research Accelerator Facility → Equipment Receipt Intimation

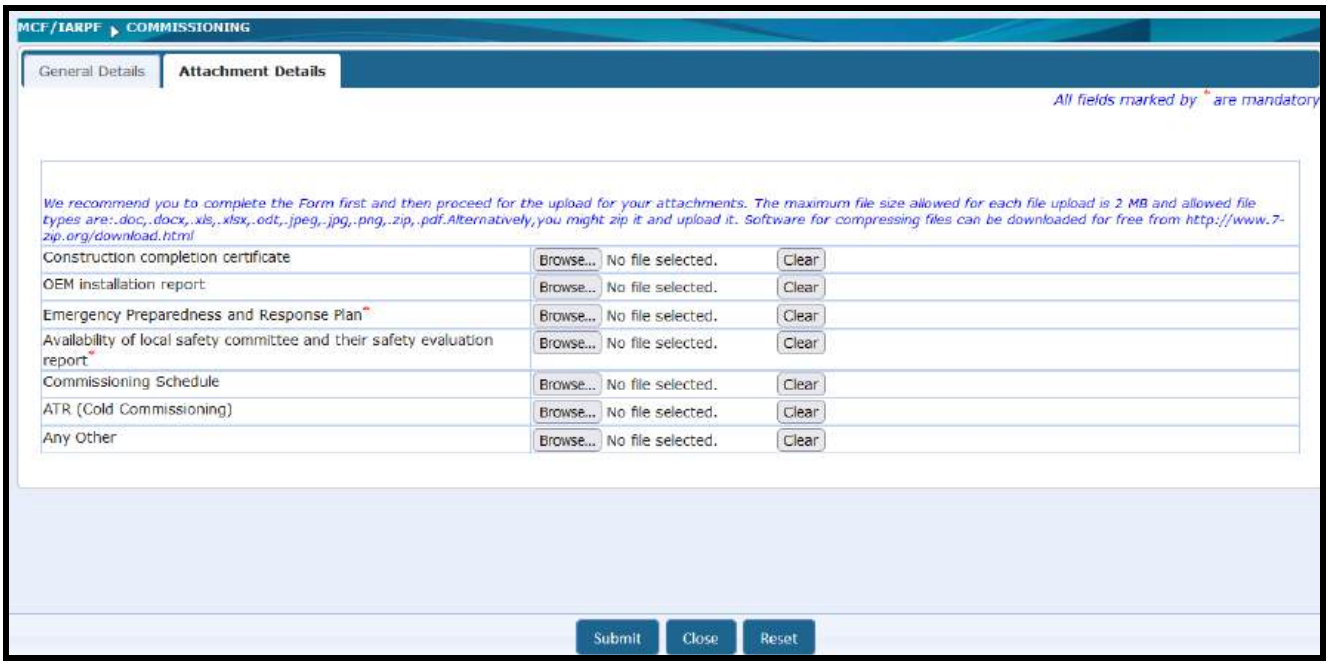




D. Submission for Commissioning Approval/Trial Run Permission

Menu: Regulatory Form → Industrial/Research Accelerator Facility → Commissioning Approval/Trial Run Permission

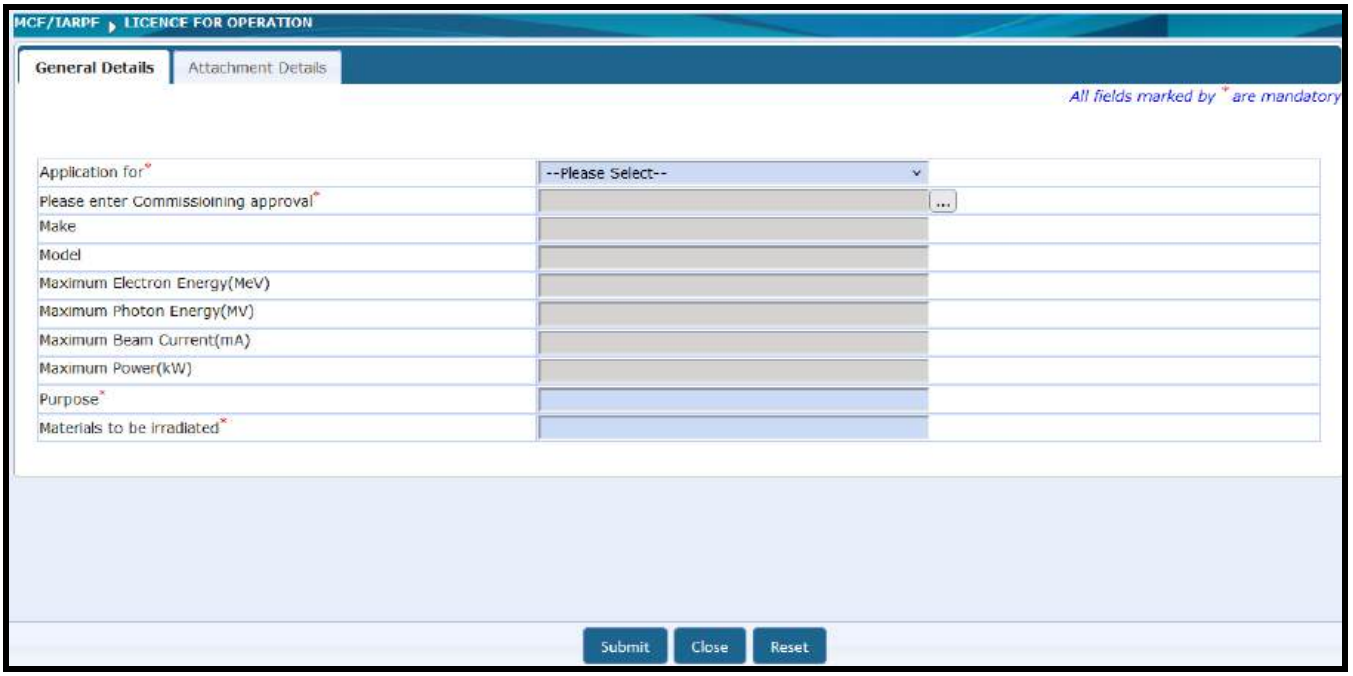


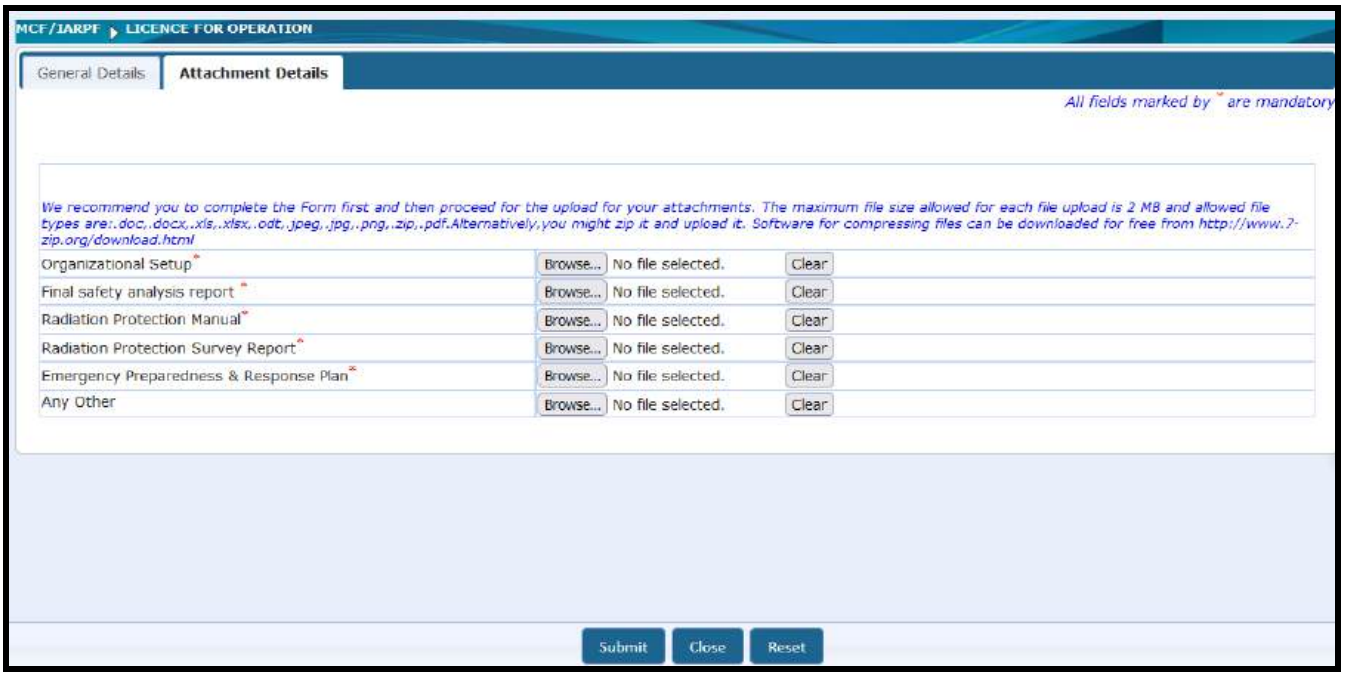


E. Licence for Operation (First time/Renewal)

Follow below path to access this form:

Menu: Regulatory Form → Industrial/Research Accelerator Facility → Licence for Operation

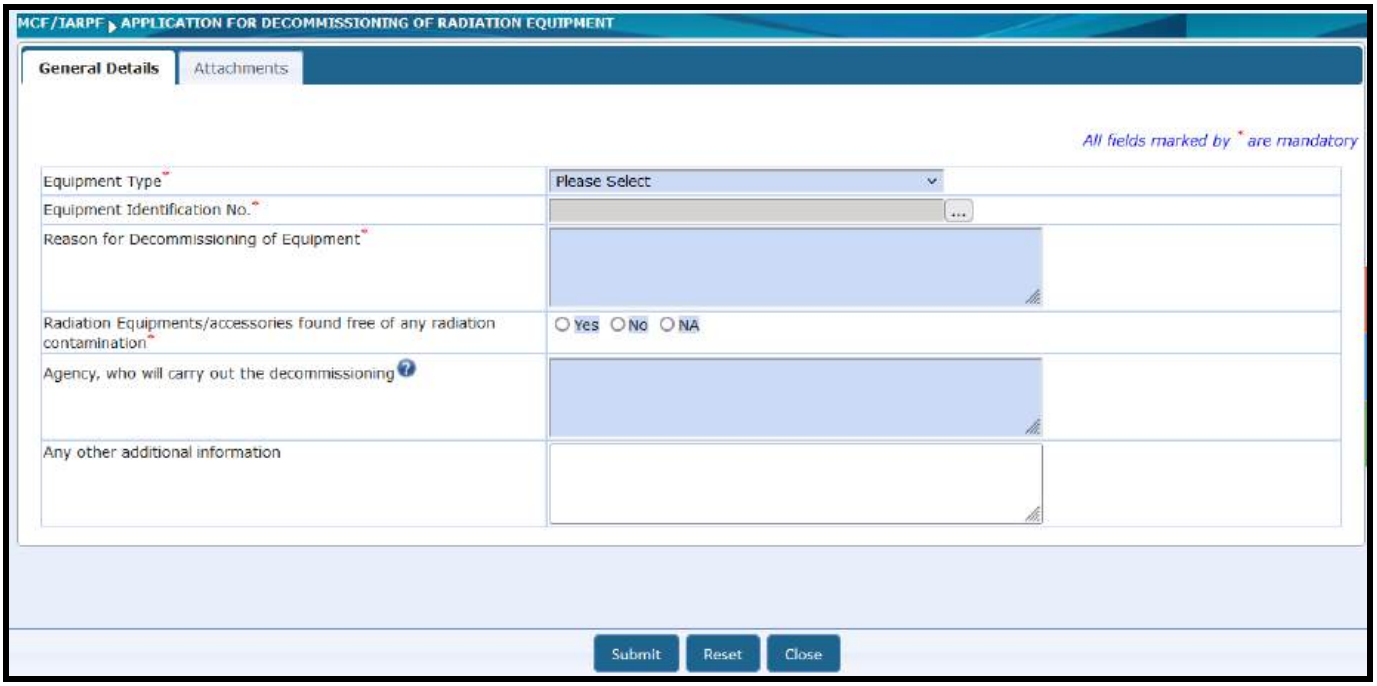


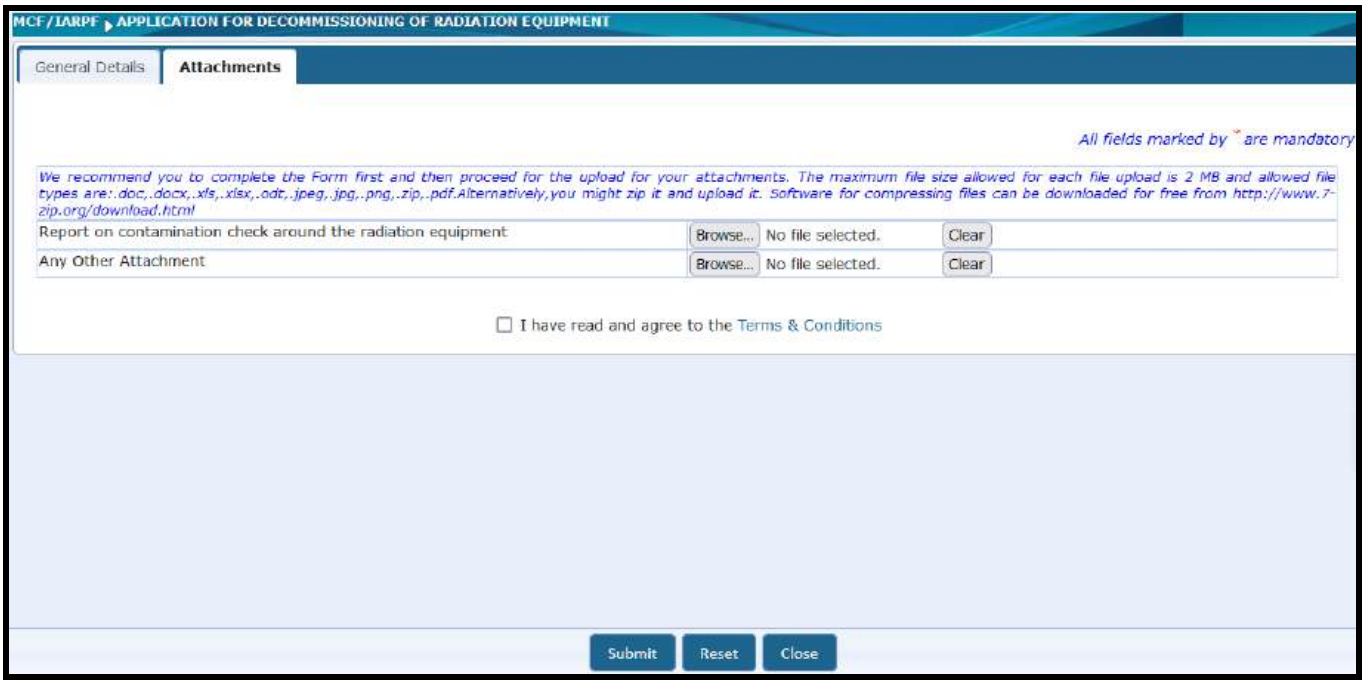


F. Application for Decommissioning of IARPF

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

Menu: Regulatory Form → Industrial/Research Accelerator Facility → Decommissioning of Radiation Equipment

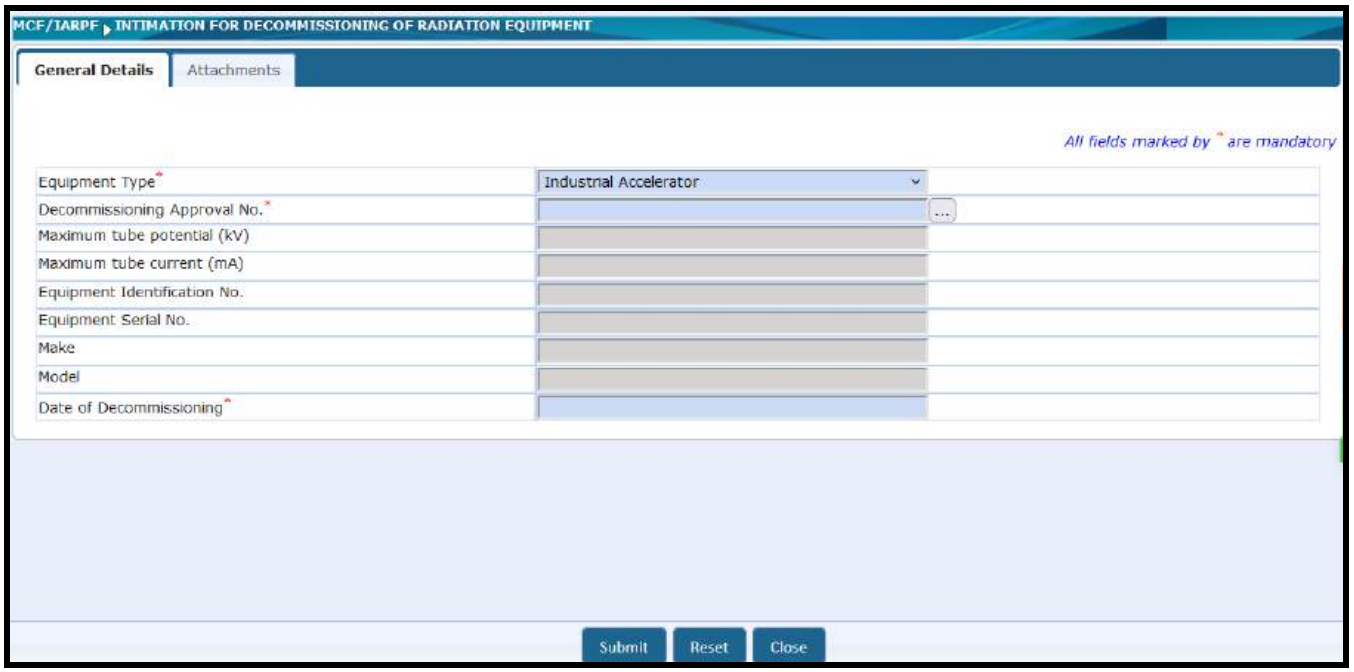


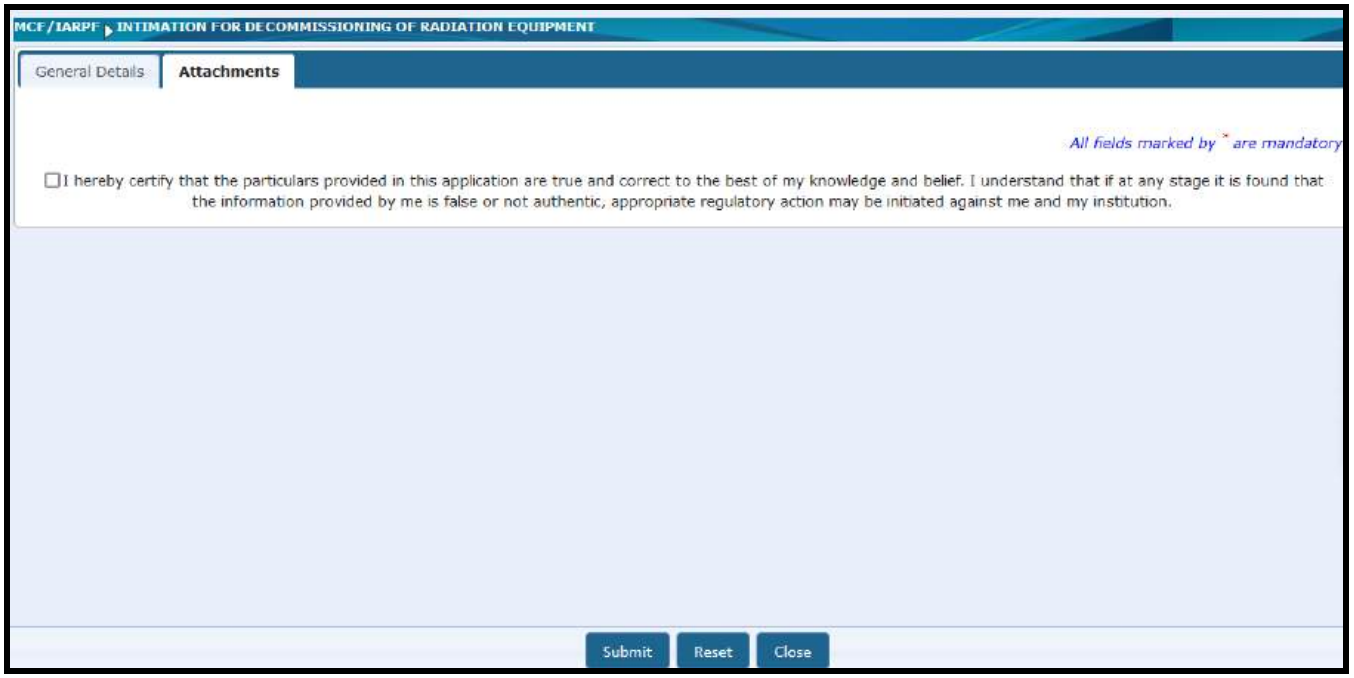


G. Application for Intimation of Decommissioning of IARPF

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

Menu: Regulatory Form → Industrial/Research Accelerator Facility → Intimation of Decommissioning

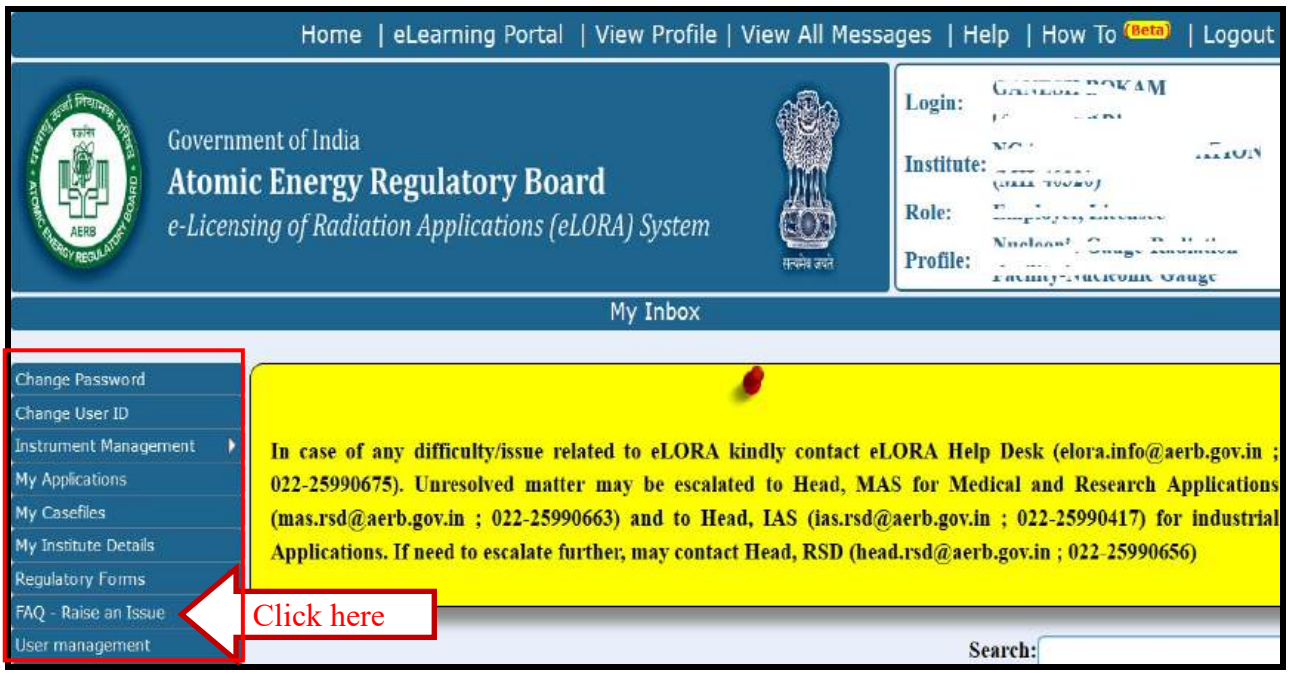

MCF/IARPF INTIMATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT
General Details
Attachments
All fields marked by * are mandatory
Equipment Type*
Industrial Accelerator
Decommissioning Approval No.*
Maximum tube potential (kV)
Maximum tube current (mA)
Equipment Identification No.
Equipment Serial No.
Make
Model
Date of Decommissioning*
Submit
Reset
Close


MCF/IARPF INTIMATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT
General Details
Attachments
All fields marked by * are mandatory
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

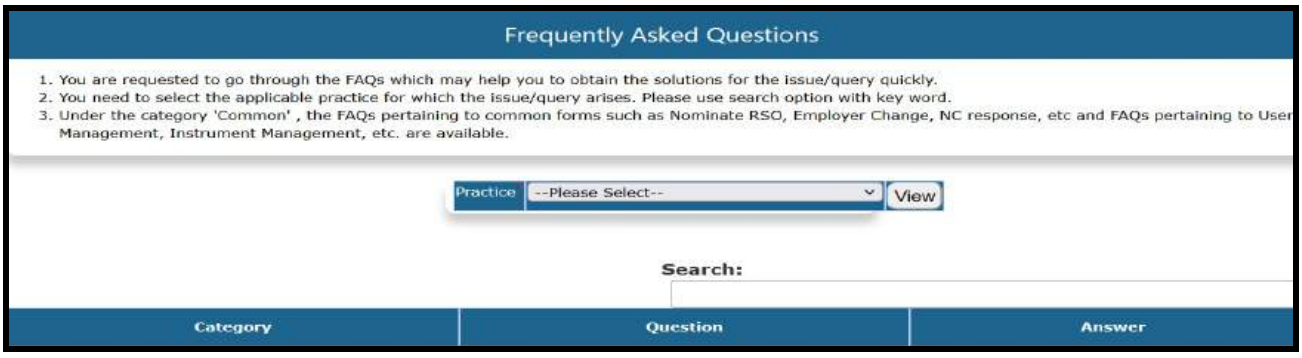
FLOW DIAGRAM OF REGULATORY PROCESS OF IARPF for END USER

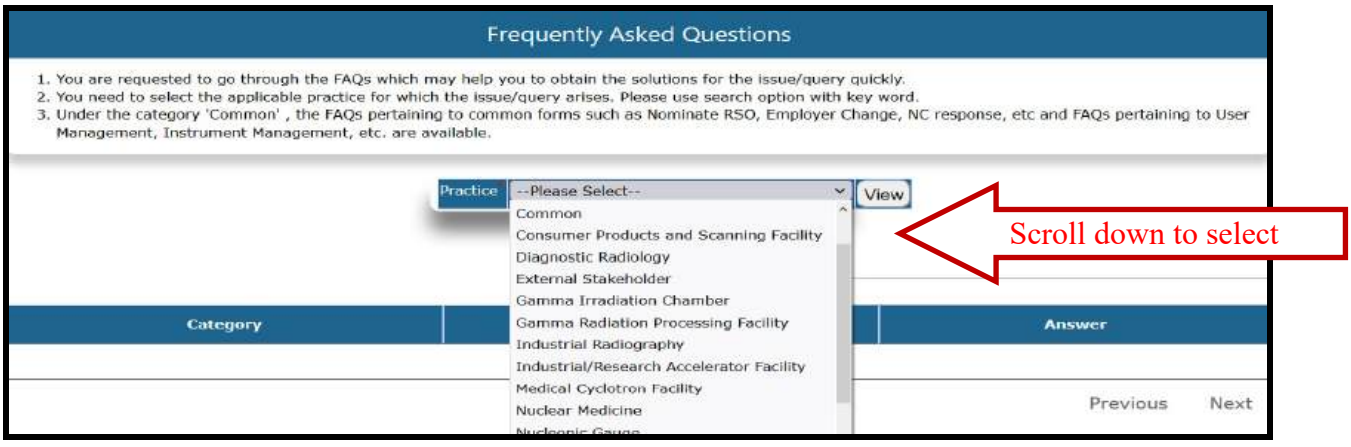
H. Raise an Issue in eLORA

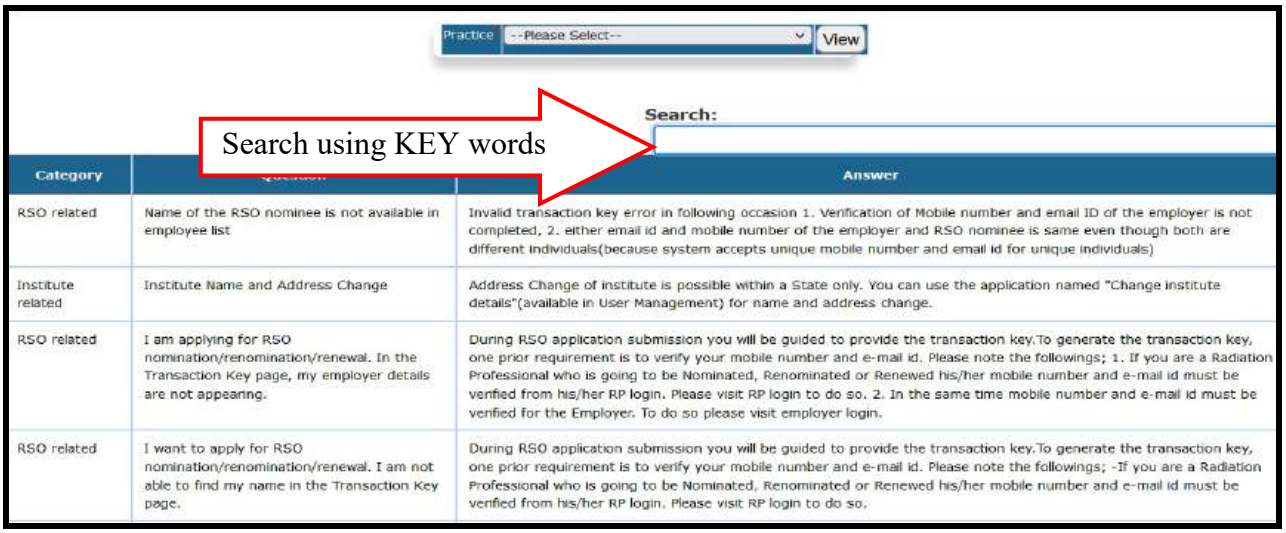
Step-1: After Login, click on the FAQ-Raise an Issue



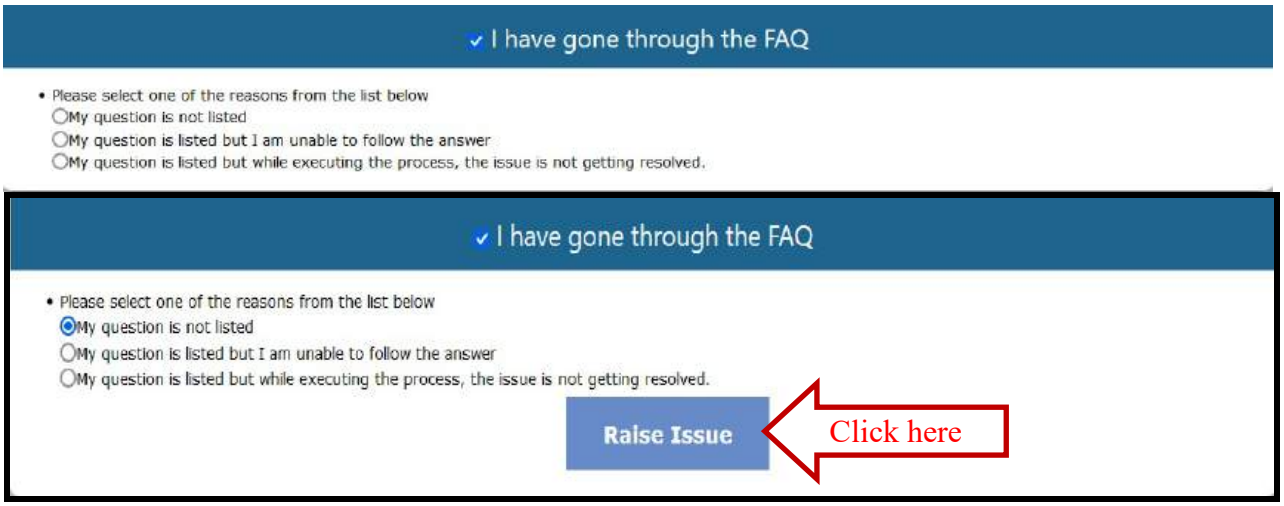
Step-2: First Verify frequently Asked Questions (FAQs)



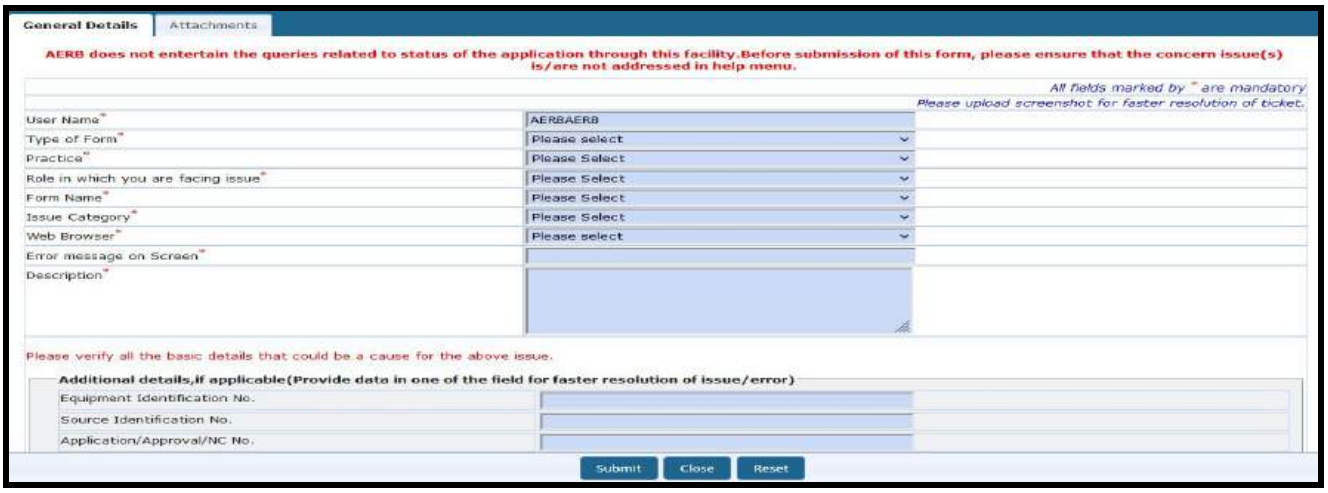


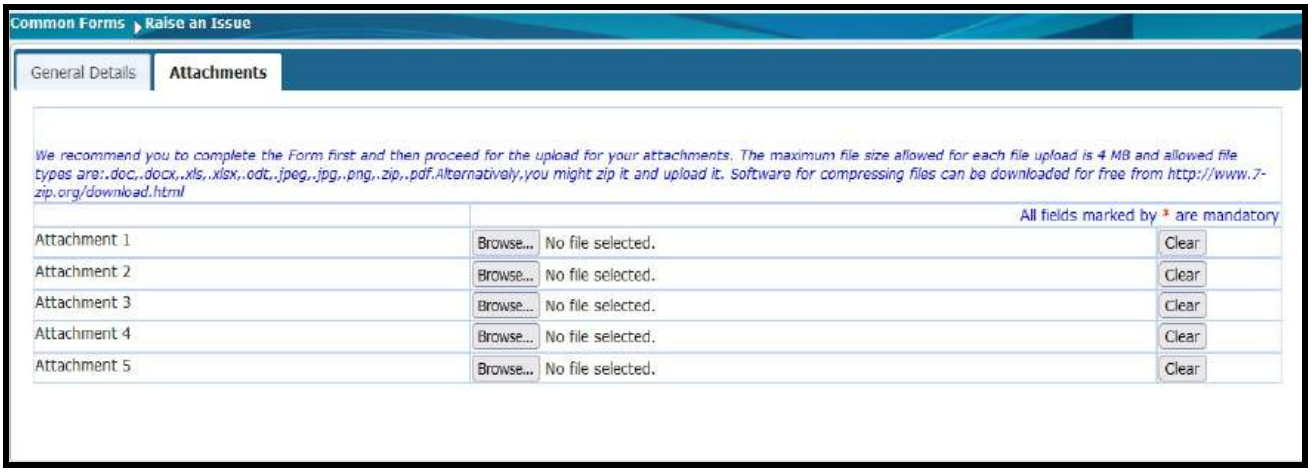


Step-3: If your question is not listed or any other issue please select the blow options and **Raise Issue**



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

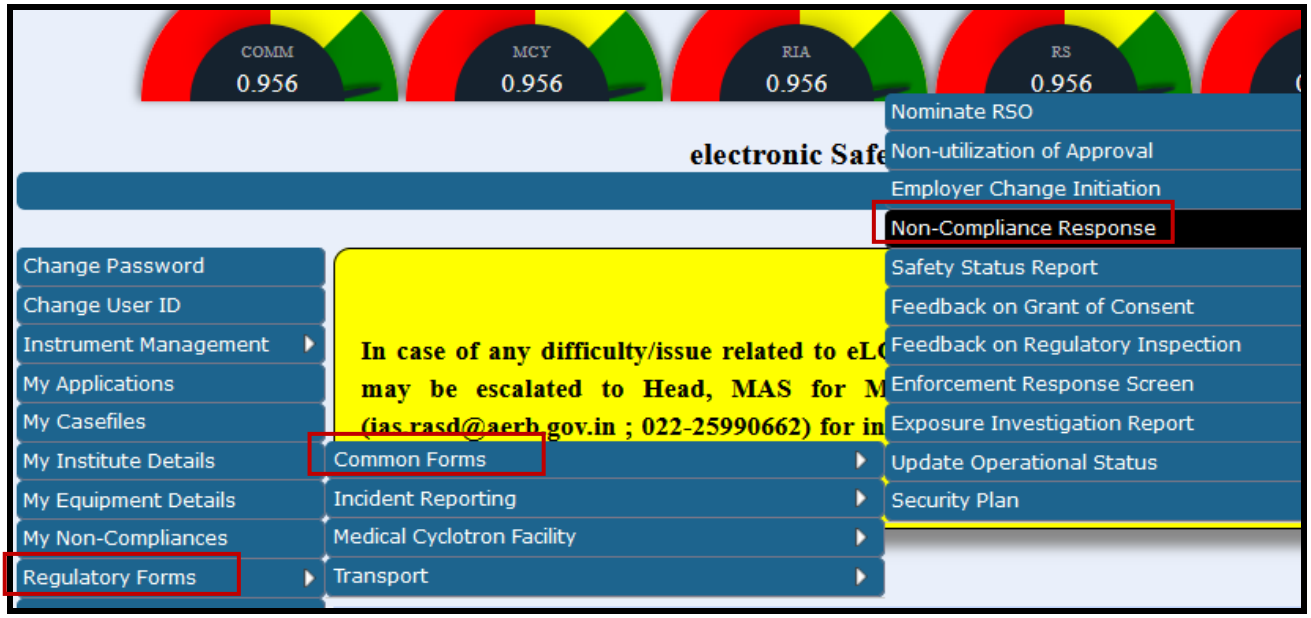




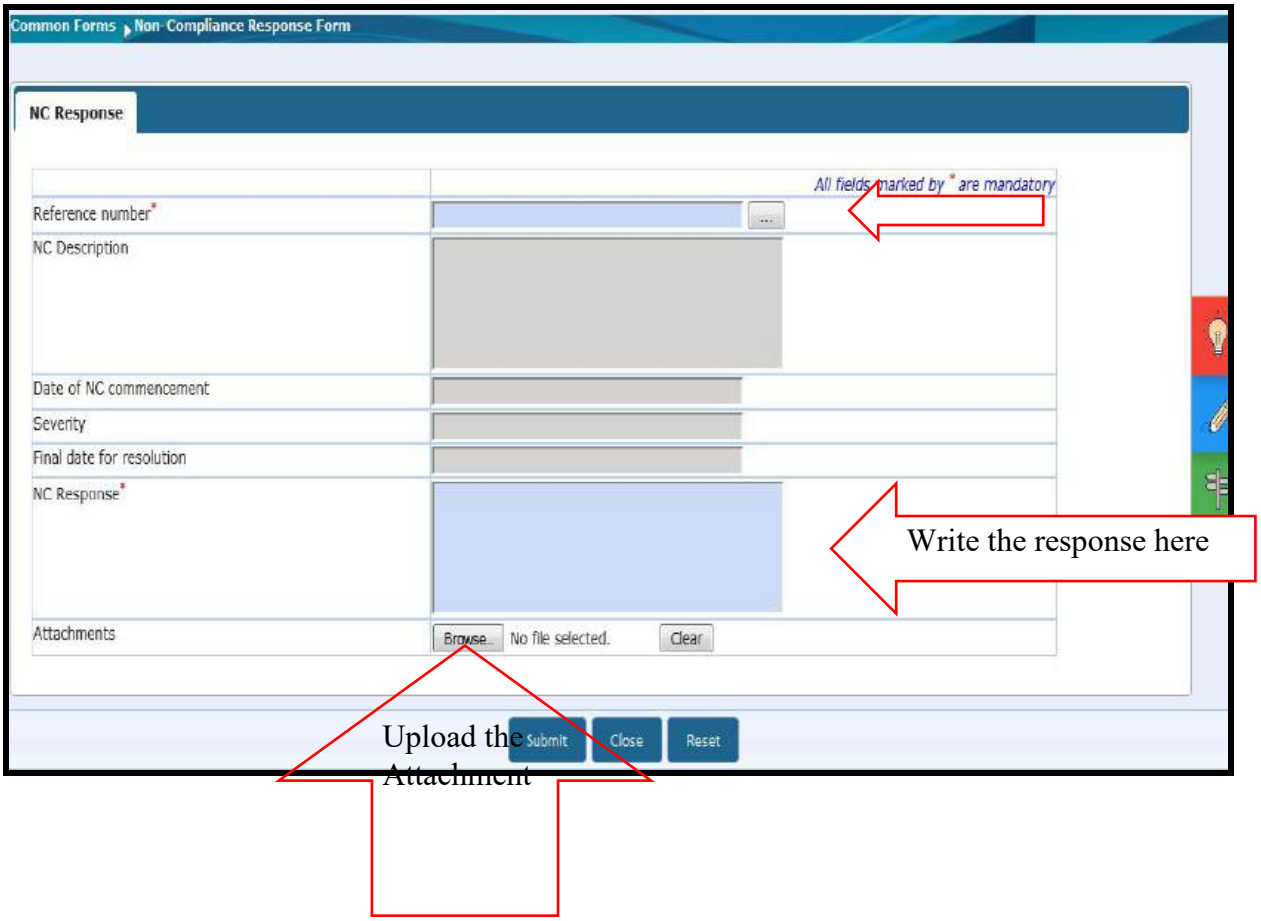
I. How to submit Response to the Non-compliance

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.

J. Submission of Safety Status Report

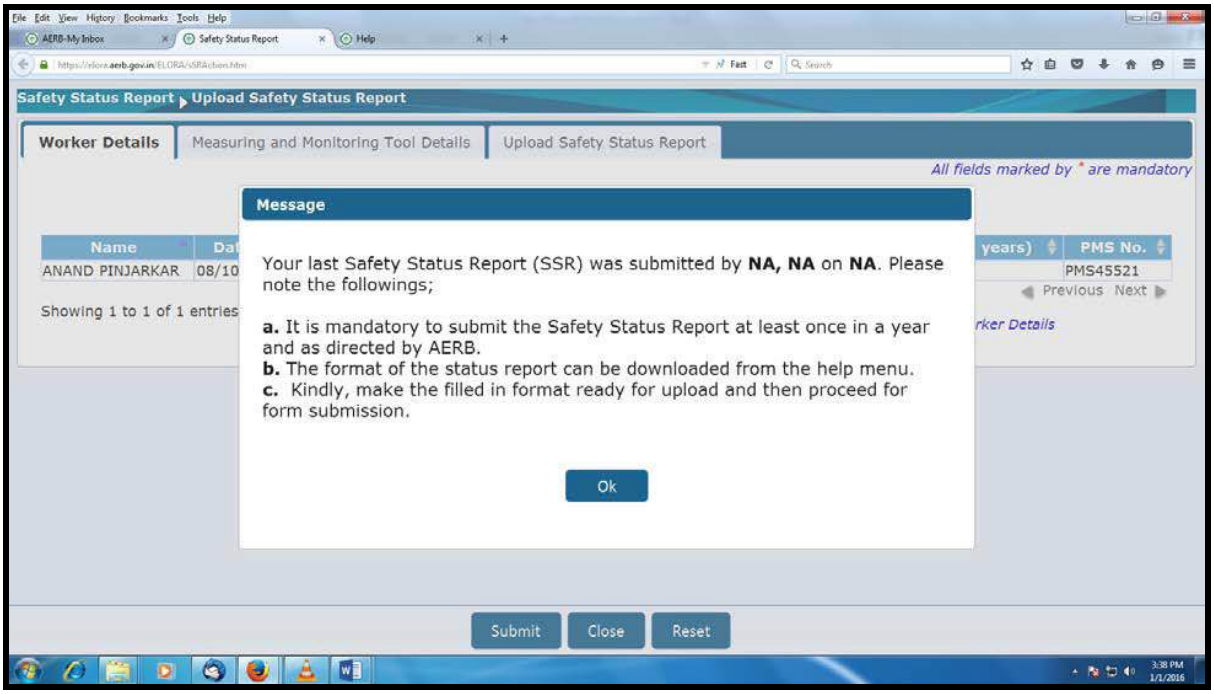
This safety status report should be submitted periodically by every radiation facility through eLORA system, as per the terms and conditions of the Licence issued under the Atomic Energy (Radiation Protection) Rules, 2004.

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:

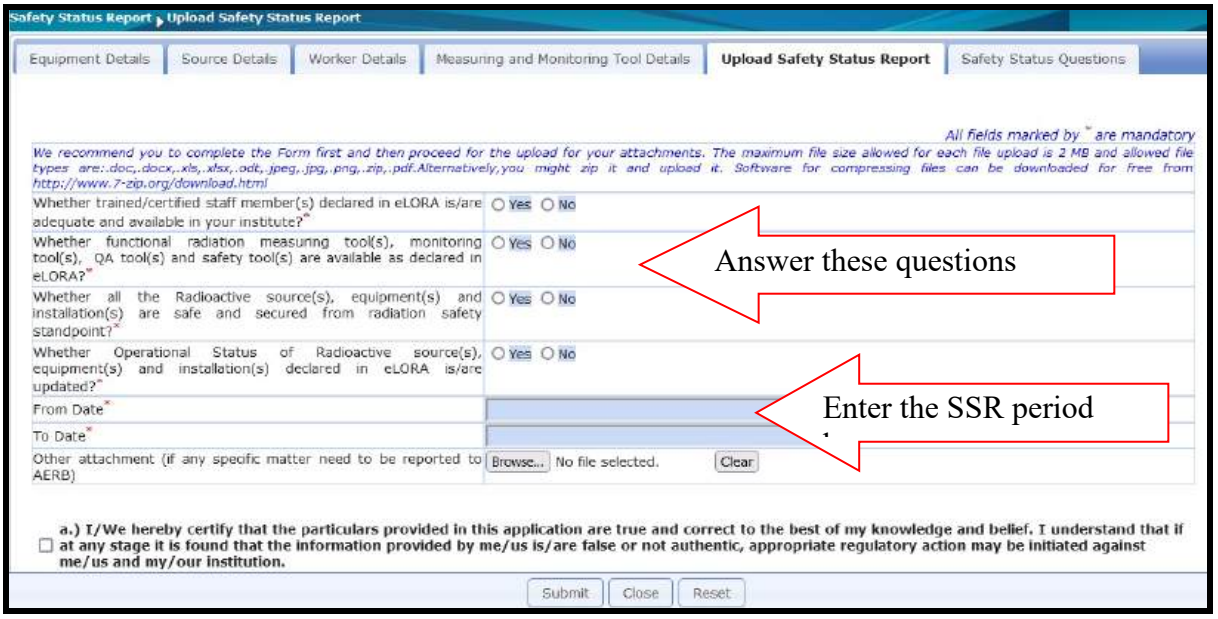
Step-1: Regulatory Forms -----> Common Forms ------> Safety Status Report

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



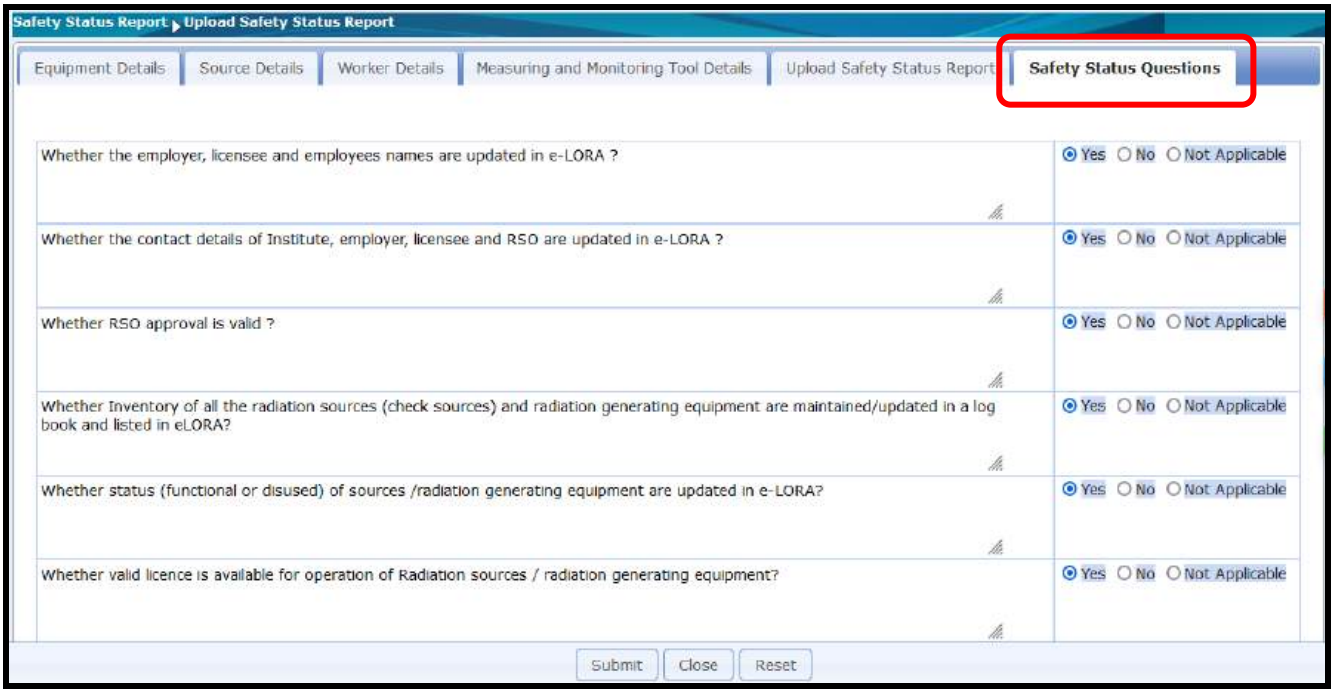
Step- 3 :

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

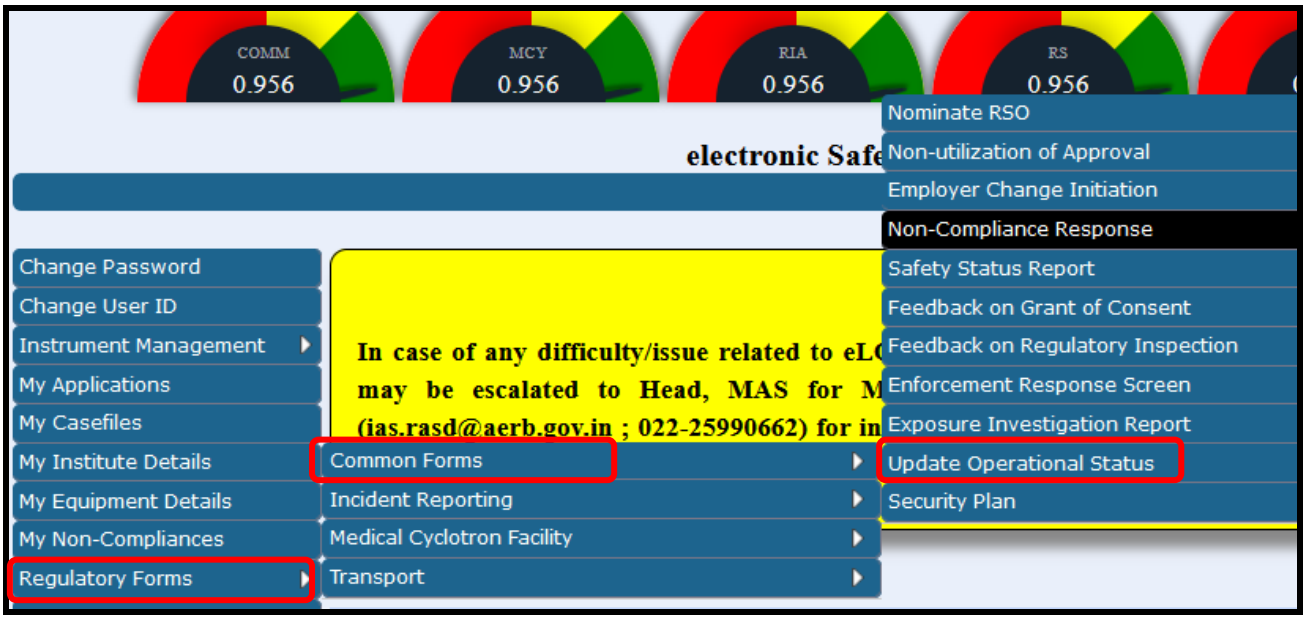
K. Update Operational Status of Equipment/Source

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

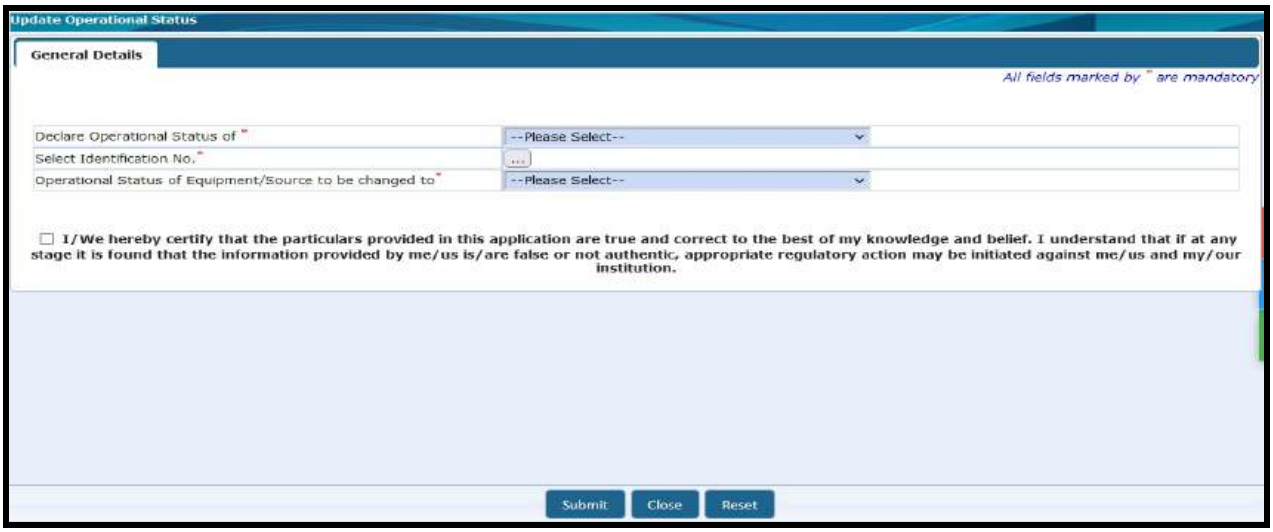
Prior to submission of safety status report, you should update the operational status of all the radiation sources and equipment housing sources, radiation generating equipment (ex. X-ray device) available with you. Otherwise system will not allow you to submit the safety status report.

For Updating Operational Status of RADIATION SOURCE/SOURCE/RADIATION GENERATING EQUIPMENT (X-RAY DEVICE) follow the procedures as mentioned below:

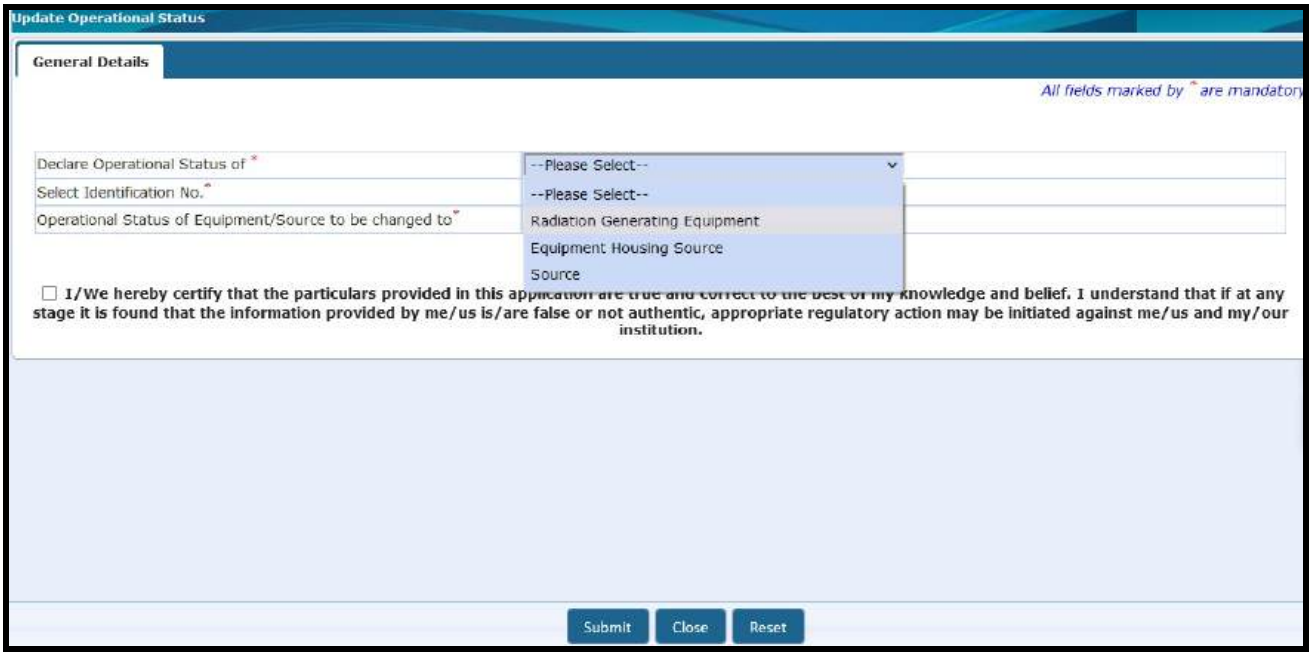
Step-1: Regulatory Forms -----> Common Forms ------> Update Operational Status



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

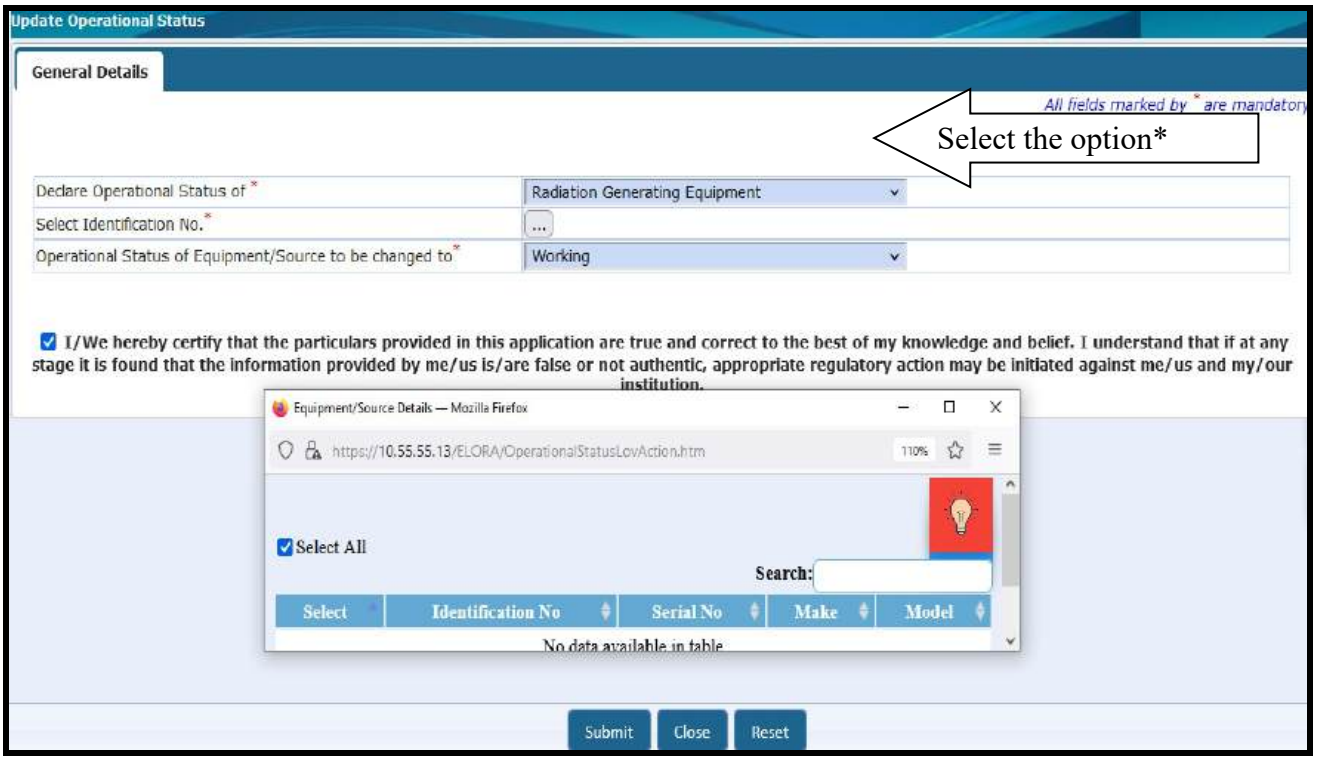


Step-3:



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 Radiation Generating Equipment

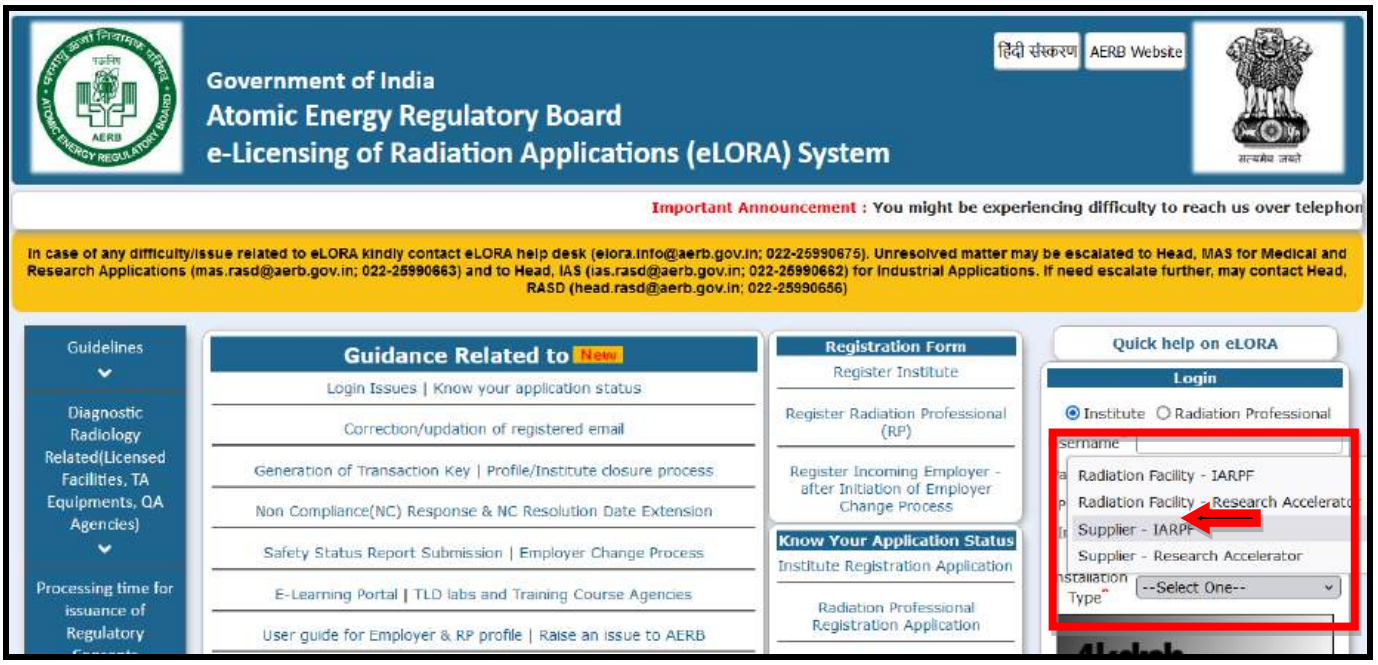


*Industrial Accelerator is a Radiation Generating Equipment

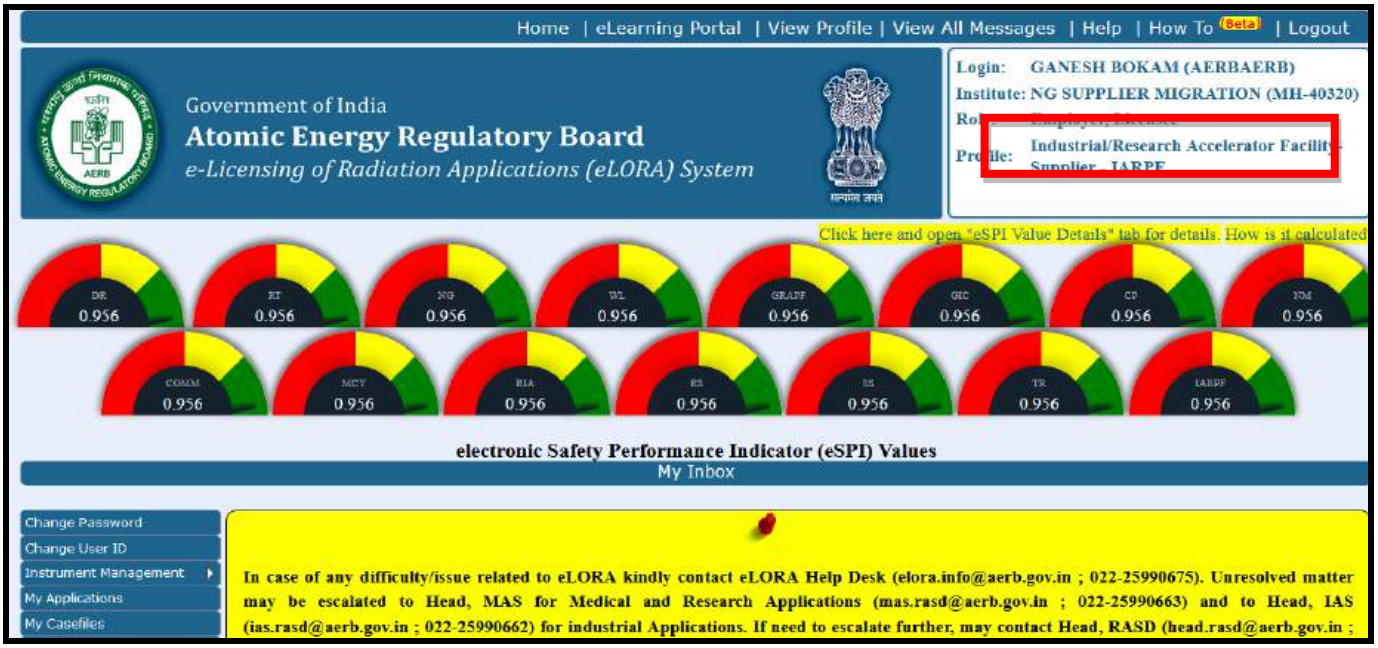
PART-D
Supplier Guidelines

Supplier Guidelines

For getting access to the supplier. You have to login through supplier profile as below.



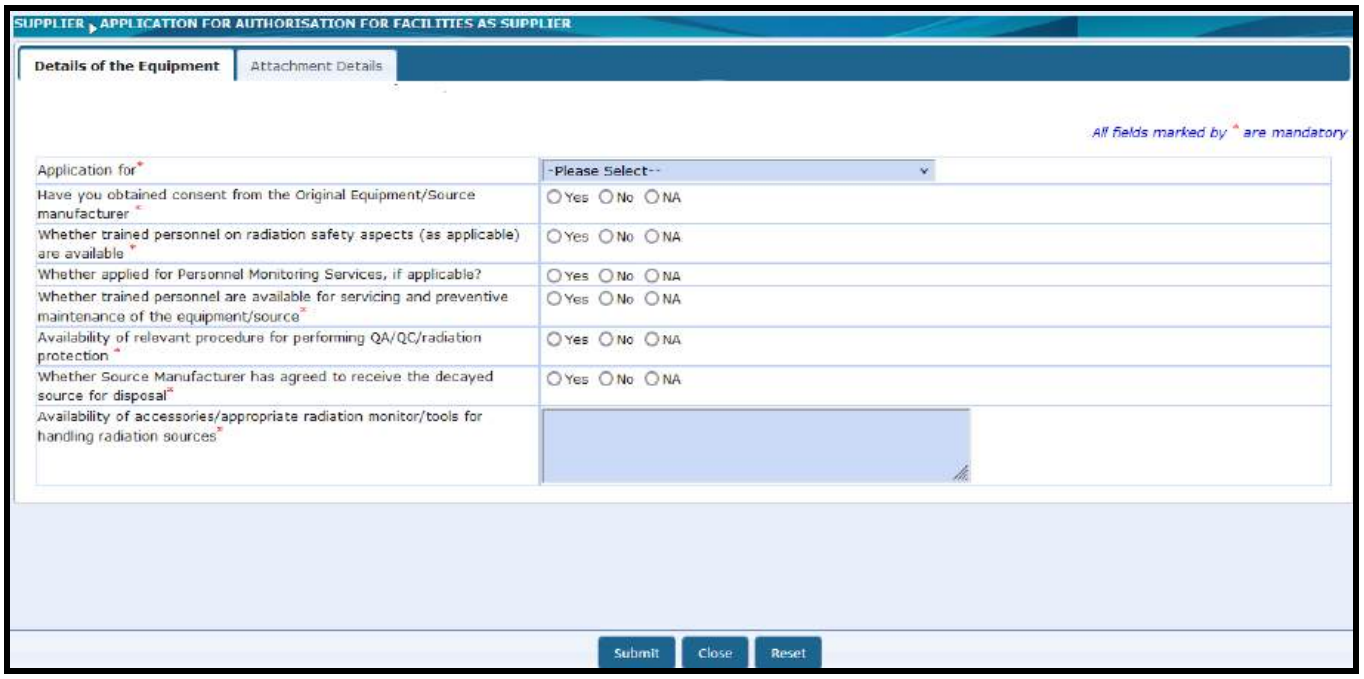
After login you would be able to see the below page.

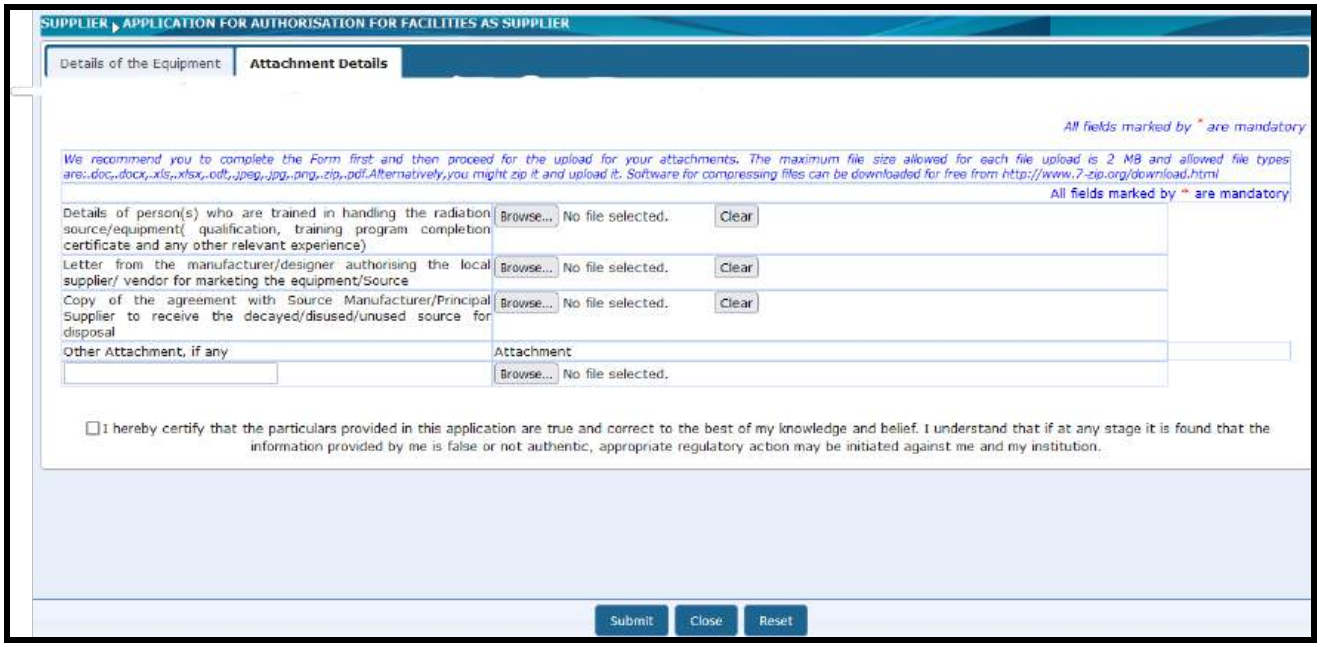


I. Supplier Authorisation

Supplier should obtain "**supplier authorization"** prior to submission of NOC(Supplier) or Type approval of Industrial Accelerator for Radiation Processing through eLORA

Menu: Regulatory Form→ Industrial/Research Accelerator Facility→ Authorisation as Supplier



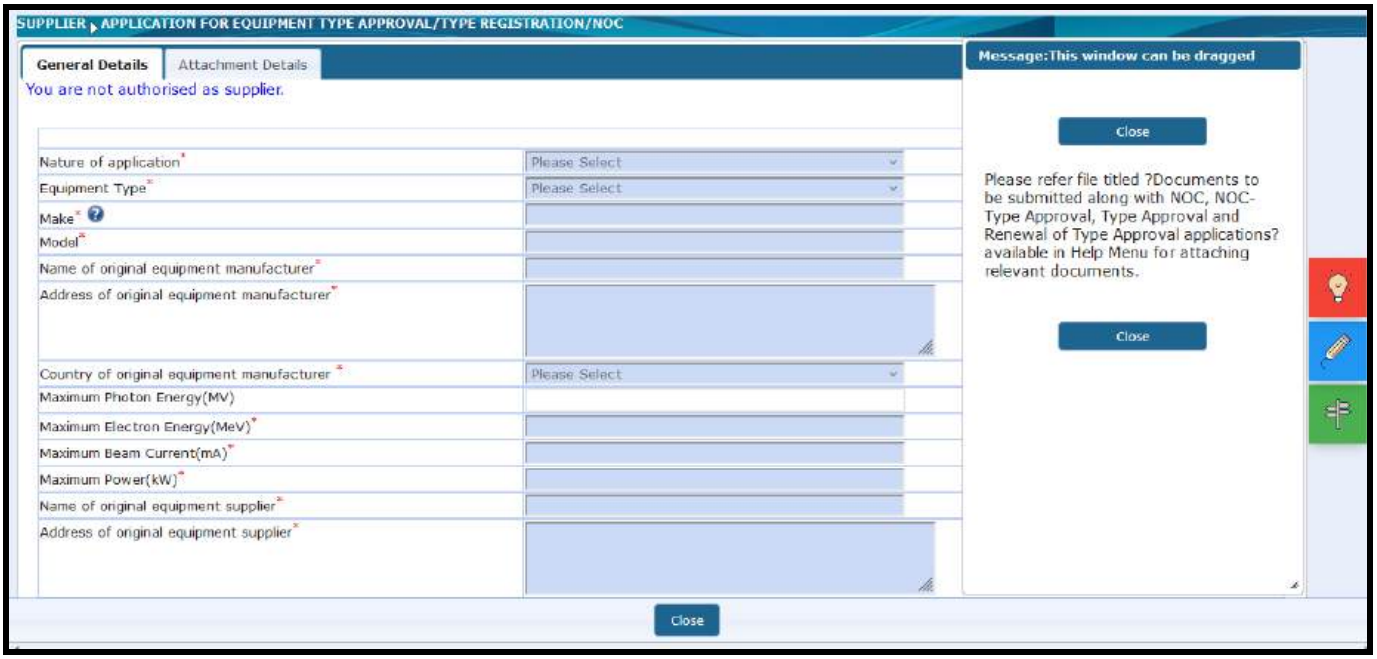


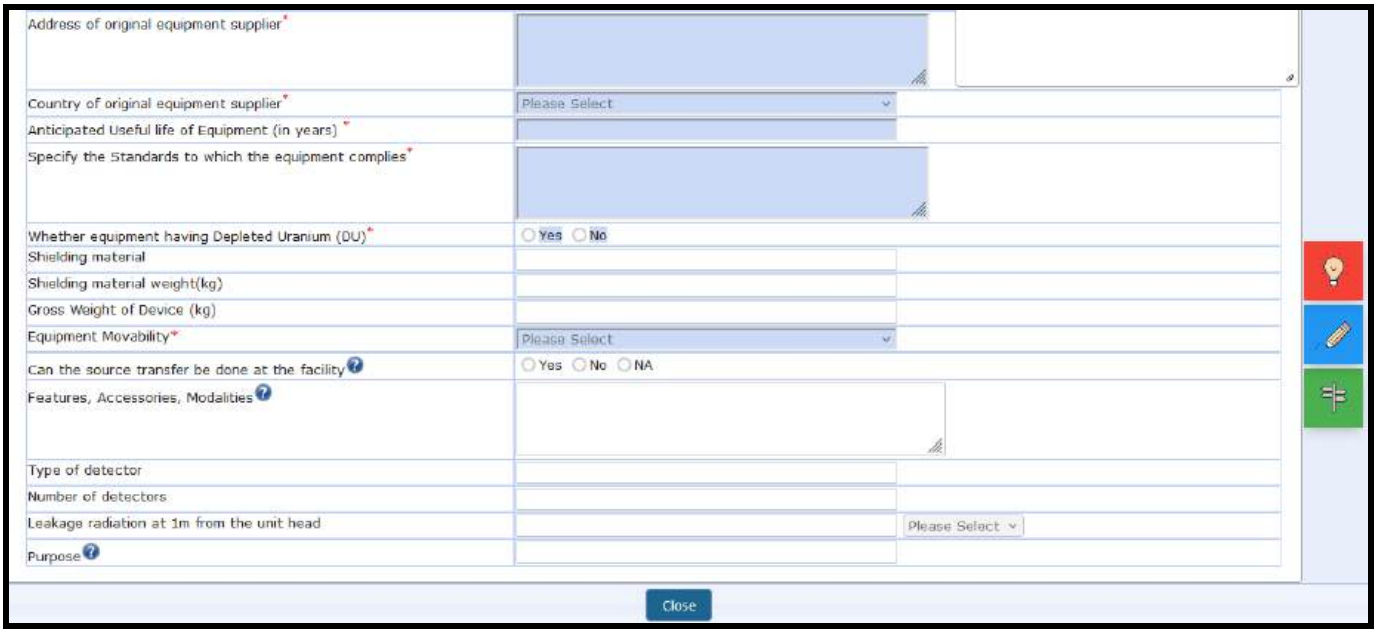
II. NOC/Type Approval

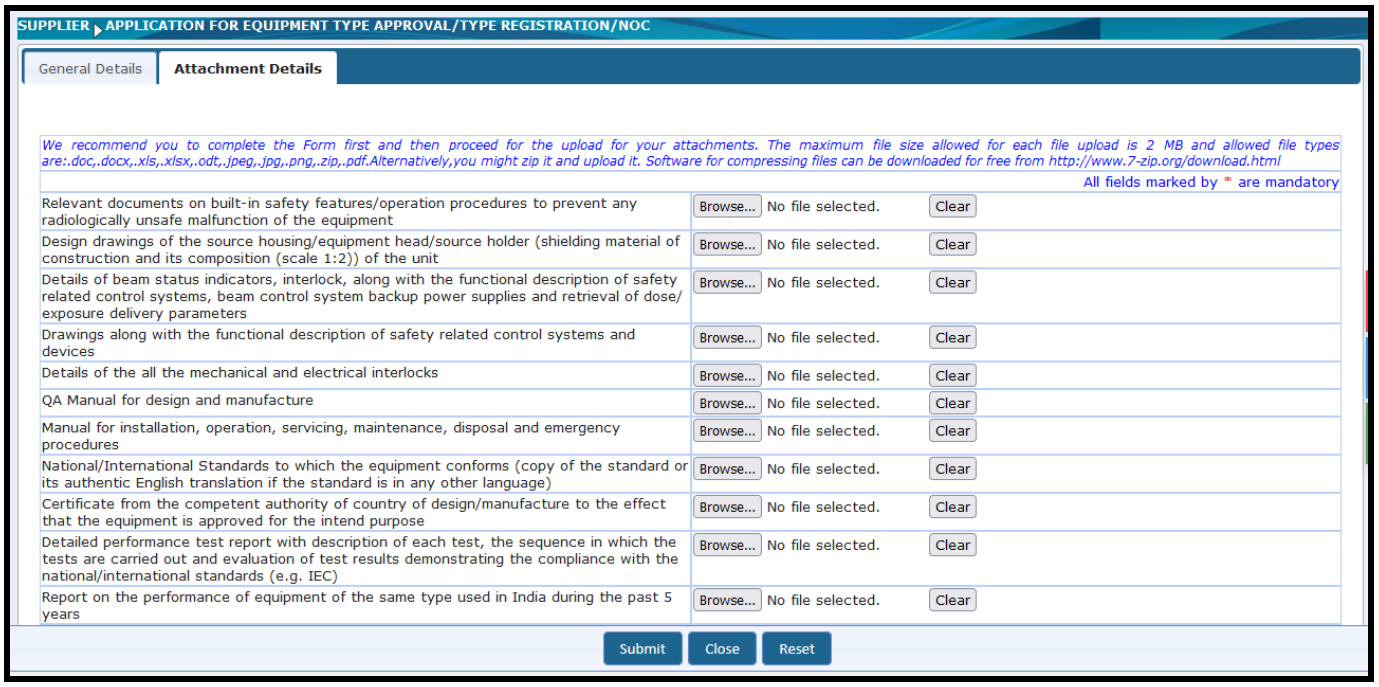
Type Apporval: For the devices manufactured in India, should directly come for the Type approval

NOC: For the devices manufactuted outside India, supplier should obtain the NOC(Supplier) first. After import by supplier or authorised end user, Supplier should submit the NOC to TA application for Type Approval.

Menu: Regulatory Form → Industrial/Research Accelerator Facility → Equipment Type Approval/ Type Registration

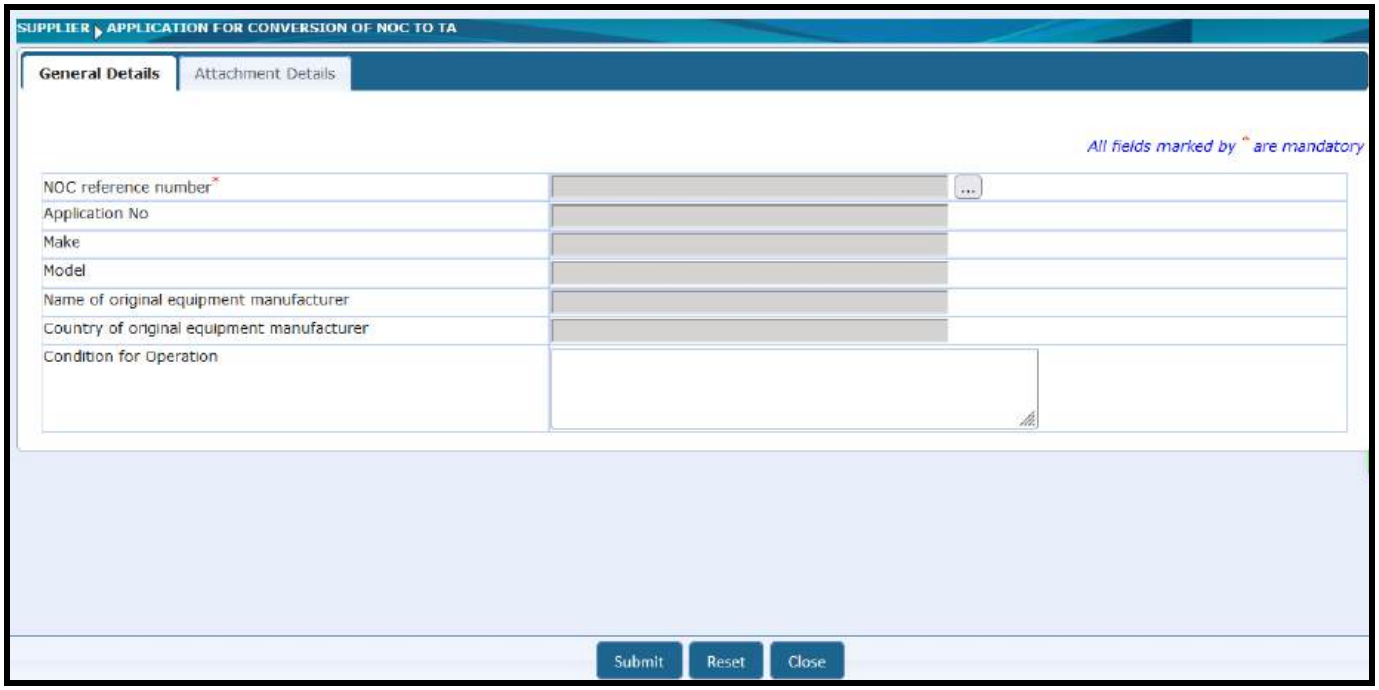


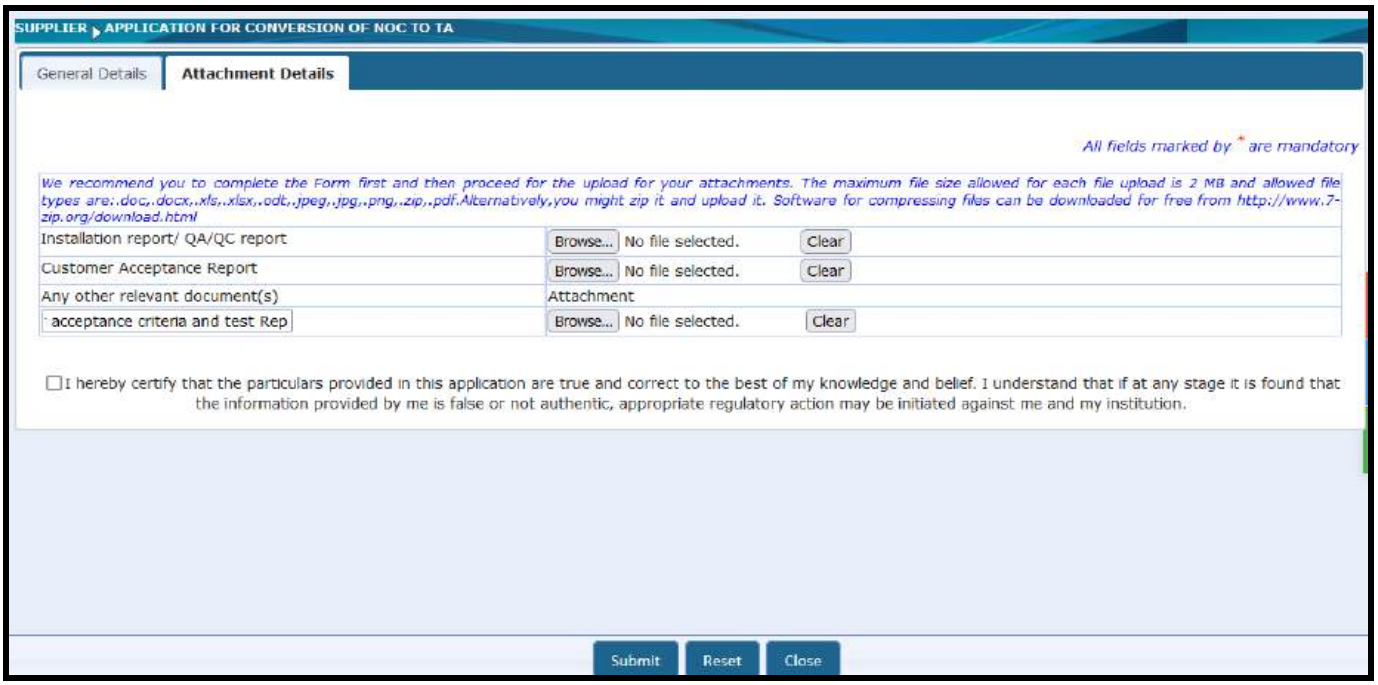




III. Conversion of NOC to TA

Menu: Regulatory Form → Industrial/Research Accelerator Facility → Conversion of NOC to TA




SUPPLIER ▸ APPLICATION FOR CONVERSION OF NOC TO TA
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
Installation report/ QA/QC report
Browse... No file selected.
Clear
Customer Acceptance Report
Browse... No file selected.
Clear
Any other relevant document(s)
Attachment
acceptance criteria and test Rep
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

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