

**RESPONSIBILITIES OF EMPLOYER/ LICENCEE OF THE USER INSTITUTION
(Also apply to SUPPLIERS / MANUFACTURERS as EMPLOYERS)**

- 1) Primary responsibility of safety of the Radiation Source/s lies with the EMPLOYER of the institution.
- 2) Designate a duly qualified employee as RSO with the approval of the Competent Authority
- 3) Ensure that all personnel authorised to work with the sources are properly instructed about the safe operating procedure including emergency procedures;
- 4) Ensure that an appropriate emergency response action plan is prepared and implemented;
- 5) Ensure that radiation exposure received by workers and members of the public do not exceed the annual dose limits prescribed by the Competent Authority and conform to the ALARA principle;
- 6) Ensure that an appropriate security plan is prepared and implemented as specified in this 'safety guidelines' and the AERB Safety Guide on 'Security of Radioactive Sources in Radiation Facilities' (AERB/RF-RS/SG-1);
- 7) Ensure that an appropriate facility for the storage of sources is provided.
- 8) Intimate any proposed change in the name of the institution /employer / licensee to the Competent Authority.
- 9) Intimate any proposed change in the ownership of the organisation to the Competent Authority.
- 10) For Manufacturers/ Suppliers, radiation workers (such as service engineers who are working close to the source) are provided with personnel monitoring badges and the radiation doses are maintained as specified in AE(RP)R, 2004.
- 11) Carry out an audit once in six months of radioactive sources and of their locations, and submit to the Competent Authority in the safety status report.
- 12) Provide permanent physical barriers, locks, safety interlocks, warning notices and other safety features are provided wherever necessary to ensure the safety of personnel and the safety and security of the NG
- 13) Provide radiation warning labels and notices of appropriate form and size are adjacent to the gauge and at the entrance to the storage area where NG are kept stored pending installation or during maintenance. Such labels and notices should be made of material resistant to weather and corrosion, dust and fumes that are likely to be present, maintained in a clean and legible condition and securely attached and should be removed only when the source has been permanently removed from the location;
- 14) Obtain the approval of Competent Authority for disposal of source.
- 15) the Competent Authority is notified immediately of an unusual occurrence involving the IRGD/source such as:
 - a. Loss of a Gauge or failure to account for it
 - b. functional impairment of a shutter or source control mechanism;
 - c. occurrence of any extreme natural event, (e.g. fire, flood, earthquake or similar event);
 - d. a gauge being damaged/ suspected of being damaged; and
 - e. the results of radiation monitoring being in excess of the prescribed limits;
- 16) following any unusual occurrence involving the IRGD/source: the gauge, if any functional impairment has occurred, is not used until the function of the shutter or source control mechanism is thoroughly tested and restored to normal condition

17) Ensure proper inventory of sources is maintained.