e-Licensing of Radiation Applications (eLORA) System

Guidelines

# Radiotherapy Module

June 18, 2018

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# Help Email id: elora.rt@aerb.gov.in

## Important Updates

- In case of RapidArc or VMAT procurement, scan copy of separate request letter should be provided as an attachment while submitting application form for procurement of medical accelerator (See 8.2: Application for Procurement of (Equipment/Source), for more detail).
- Undertaking is required along with application for commissioning regarding construction of Radiotherapy facility. (See 8.7: Application for Commissioning,for more detail)
- Guidelines for preparation of Radiotherapy Site and Layout plan drawings available in HELP menu. Prepare radiotherapy site and layout plan drawings in accordance with the guidelines.

eLORA module of Radiotherapy facilitate online submission of applications for regulatory consents (layout approval/ authorization for procurement/Licence/Registration/RSO approval, etc.) for**Radiotherapy Facilities.** All radiotherapy user Institutes are required to use eLORA system for obtaining requisite regulatory clearance from AERB.

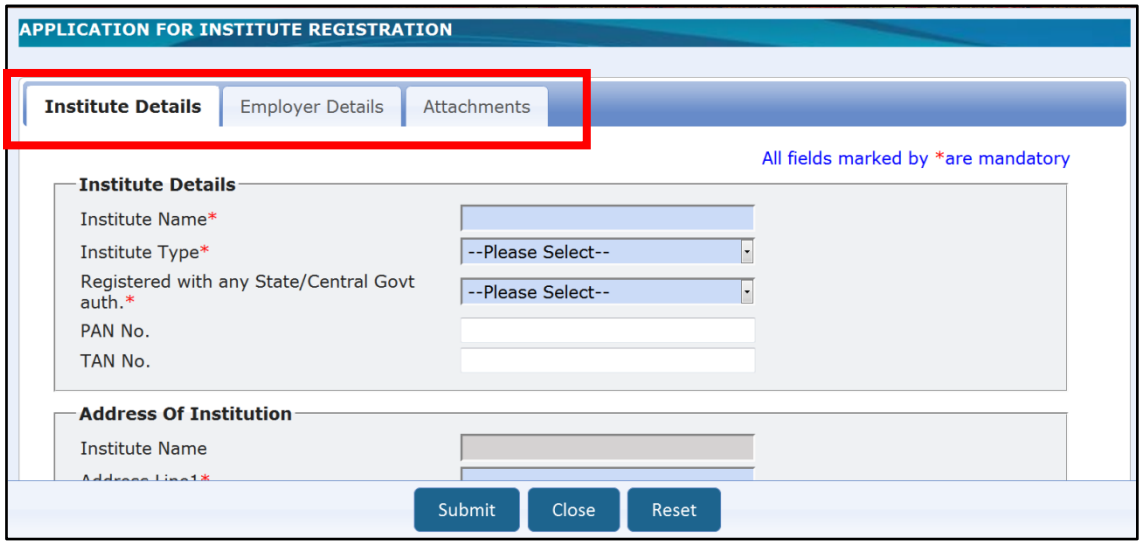
This document provides guidelines to use eLORA system for obtaining requisites regulatory consents from AERB for Radiotherapy facility.

**Important Note:** Guidelines for common functionalities of eLORA system are available in **Help** menu of eLORA. Usersarealso advised to refer these guidelines.

## 1 Register Institute

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

Click on **Register Institute** (see above figure) link available on eLORA home page. This will open application form for Institute Registration. Application form has three tabs.



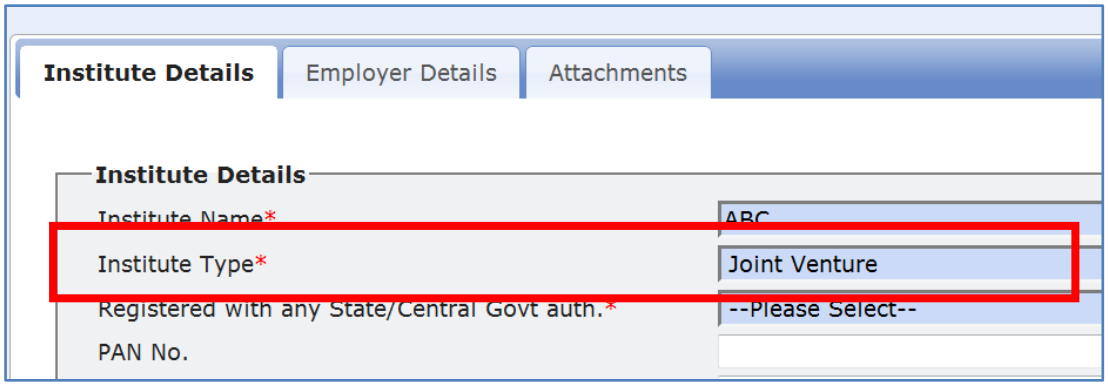

**Important Note:** Guidelines to fill application form for Institute Registration is available on eLORA

home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling of application form.

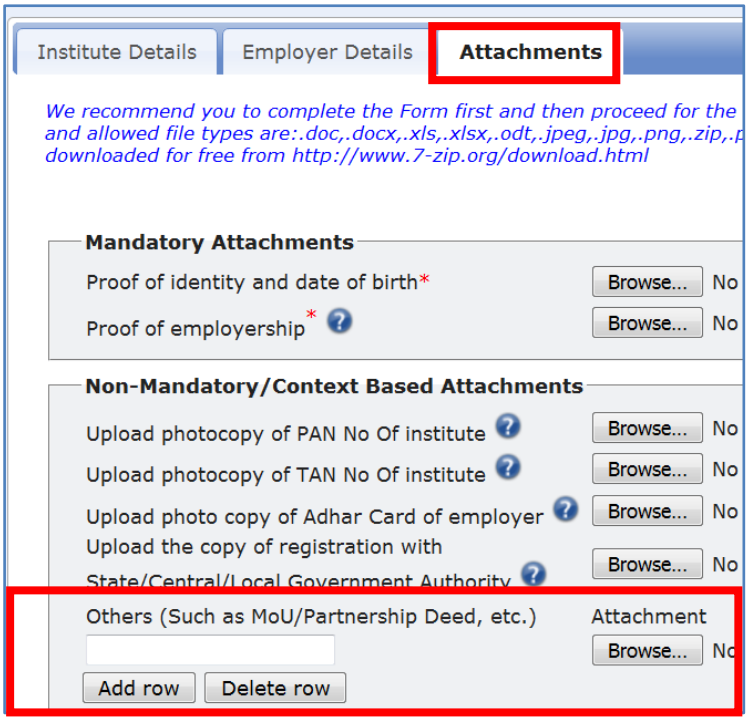
Fill the application form as per the guidelines. However, important points in each tab are mentioned below:

**Tab Institute Details:**

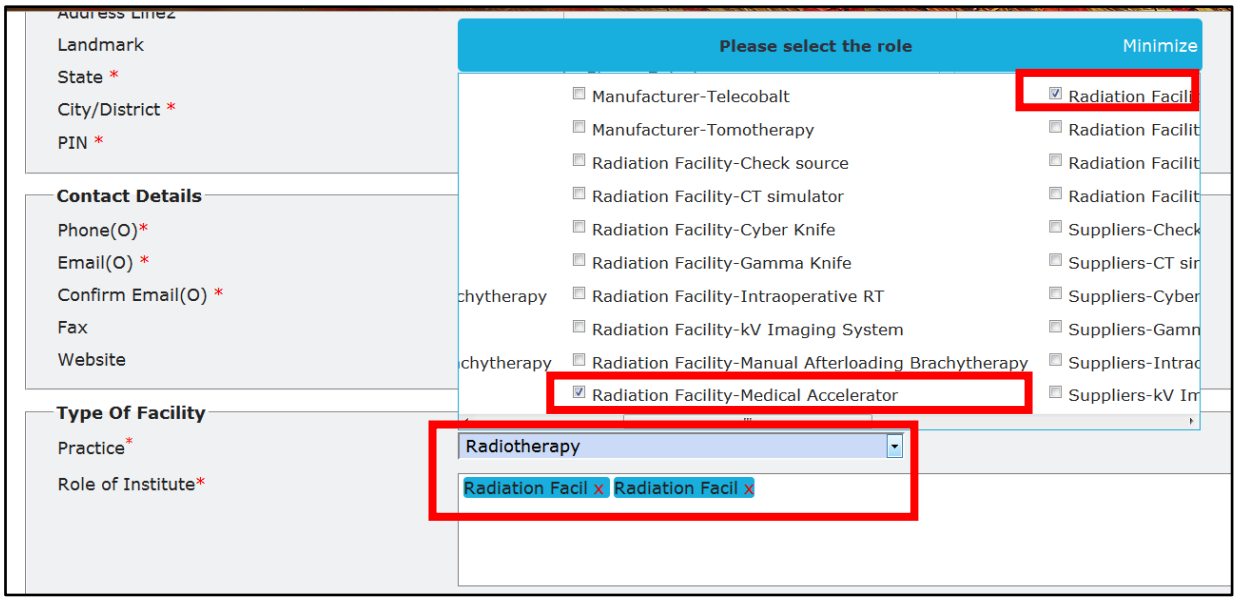
- **Type of Institute:** Select type of institute as either 'Central Government', 'State Government', Private' or 'Joint Venture'.




In case the institute type is 'Joint Venture', Please upload dully filled scan copy of undertaking as given in *Annexure B: Format of undertaking for 'Joint Venture' institute,*at the place given to upload 'Other' attachment in Tab: Attachments




- **Type of Facility**: In **Type of Facility** section, for the field **Practice** select **Radiotherapy** and for the field **Role of Institute** select the role by clicking check box as shown in the below screen. Multiple Check boxes can be chosen depending on the facilities proposed in your institution.




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

**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 addressof Employer, as provided in the application form).

| Existing Radiotherapy User Institutes should not apply for Institute Registration |
|---|
| **Important Note:** Existing user institutions which have obtained license for operation through hard copy are preregistered by AERB and provided with user name and password. These institutions should not apply for Institute Registration through eLORA. Any such existing institution which has not received the user name and password may write to help email id elora.rt@aerb.gov.in |

| Adding Other Roles (viz. Diagnostic Radiology, Nuclear Medicine, etc) in account |
|---|
| **Important Note:** In case you wish to add more practice/roles to your institution (such as adding diagnostic radiology of nuclear medicine facilities in a registered radiotherapy institution) the same can be done through the 'Update Institution' menu of eLORA. |

## 2 Register Radiation Professional (RP)

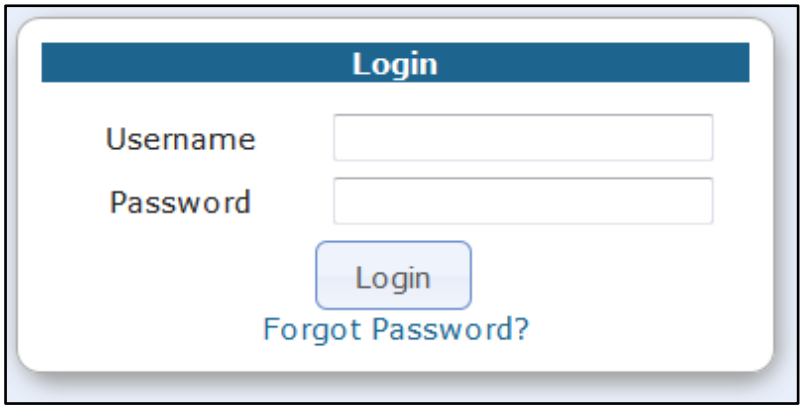
It is essential for staff of Radiotherapy such as **Radiation Oncologist, Medical Physicist, Radiotherapy Technologist and Radiotherapy Safety Professional**to register themselves as Radiation Professional (RP) in eLORA. Only registered RP can be associated with an institution through his/her RP registration Id.

Application form for Radiation Professionals registration is available on eLORA home page.Once RP application is approved, person is registered in eLORA 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.

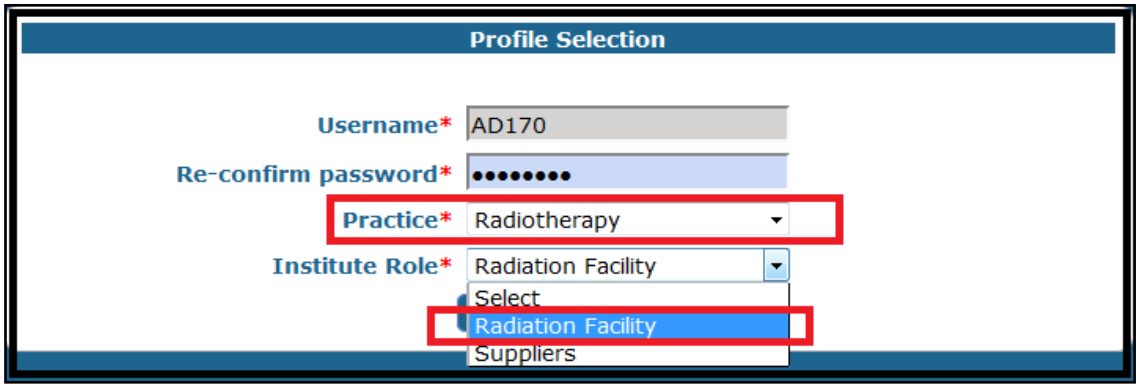
**Important Note:** Guidelines to fill application form for RP registration is available on e-LORA home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling application form.

# 3 Login to eLORA system

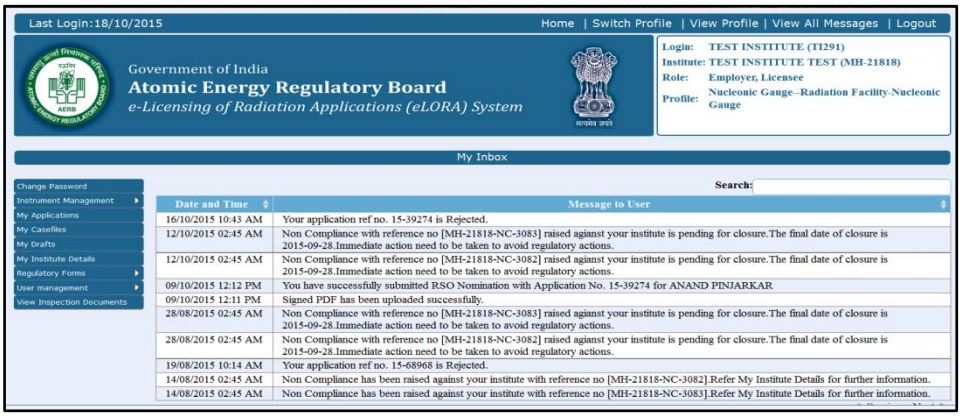
Login to the system using the "Username" and "Password" received no your registered email after approval Institute Registration application form. On first time login system will prompt to change the password.




In case, your Institute has multiple profiles, system will ask you to select the Practice and Institute Role. Please select Practice as "Radiotherapy" and Institute Role as "Radiation Facility".




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

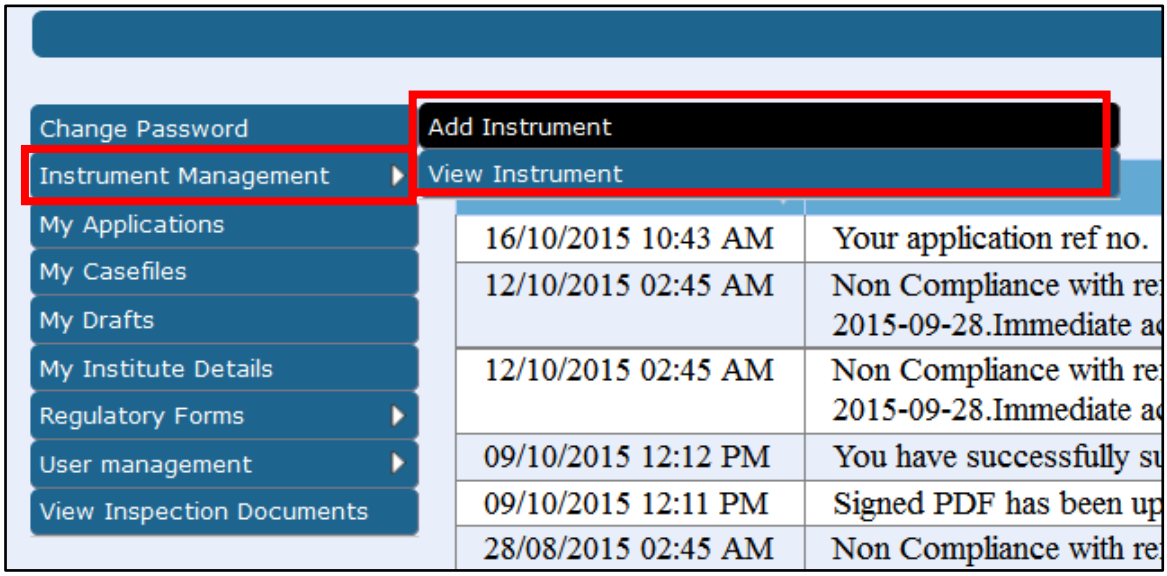



# 4 Declaration of Instrument

Measuring (viz. Secondary Standard Dosimeter), Monitoring (Viz. Survey meter), QA and Safety Tools can be declared one time in your eLORA account through Instrument Management menu. The status of instruments (viz. proposed/available, update in calibration date, etc) can also be managed through this menu.

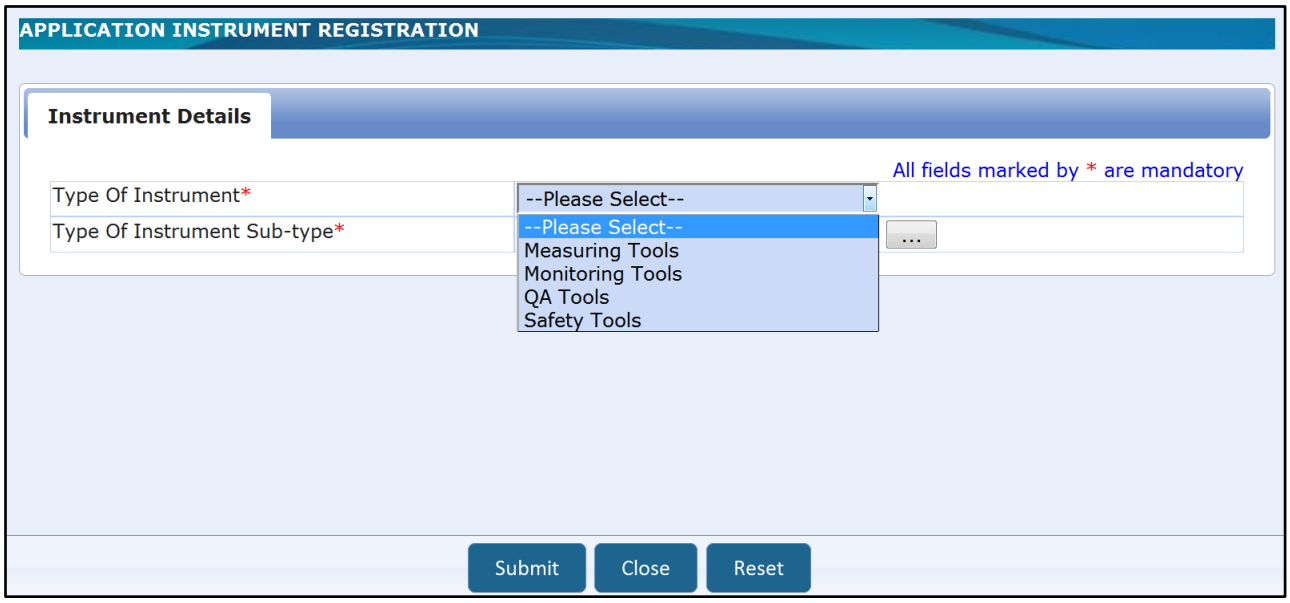
## 4.1 Add Instrument

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

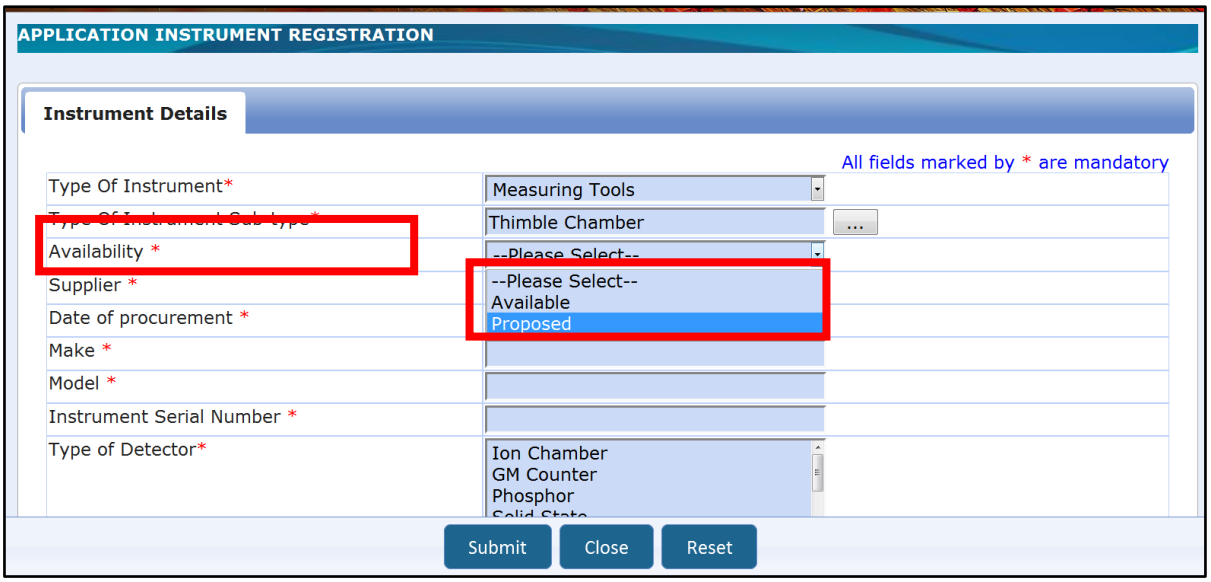



Instruments are classified in to below four types:

- Measuring instruments
- Monitoring instruments
- QA tools
- Safety tools




While adding instrument, it is important to mention availability of instrument i.e. either "Proposed" or "Available".

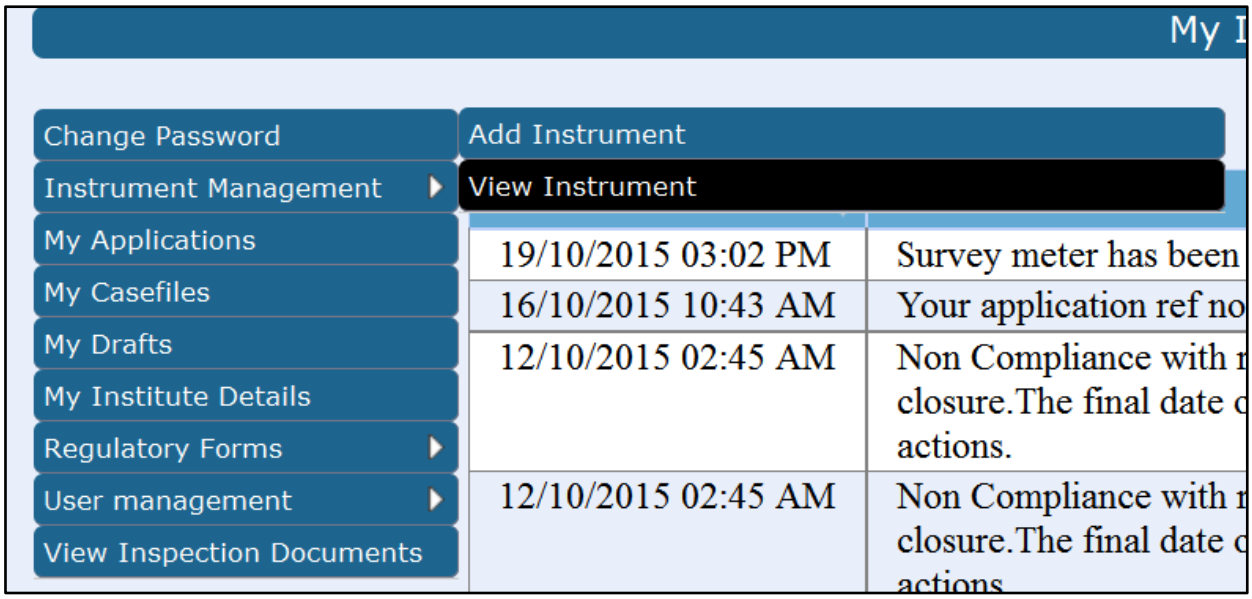



Detail of instrument required to be declared for each type of installation is given in Annexure A: List of Requisite Instruments

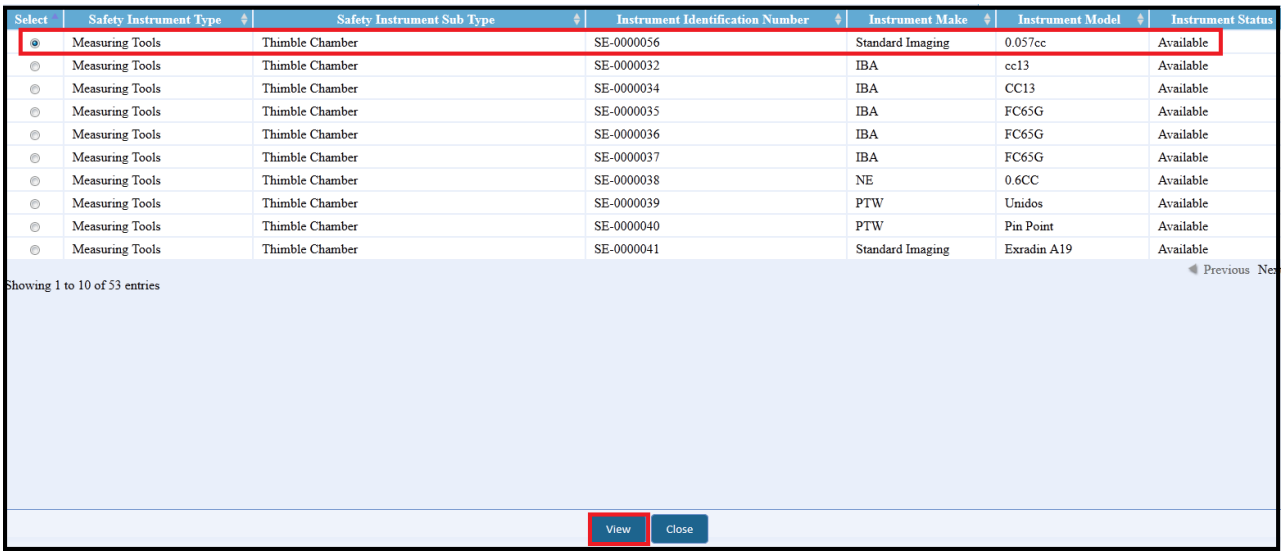
**Important Note:** Regulatory clearances will not be issued till all requisite Measuring instruments, Monitoring instruments, QA tools and Safety tools for particular type of facility are successfully declared in eLORA.

## 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.



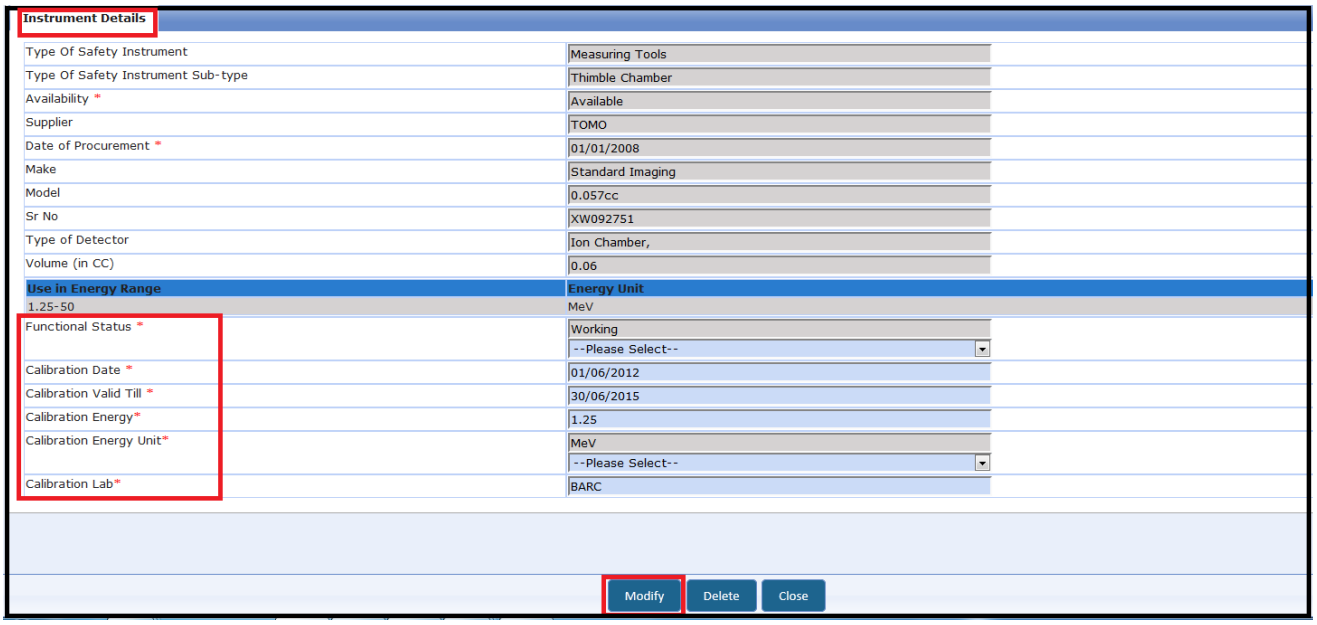
| Select | Safety Instrument Type | Safety Instrument Sub Type | Instrument Identification Number | Instrument Make | Instrument Model | Instrument Status |
|---|---|---|---|---|---|---|
| ◉ | Measuring Tools | Thimble Chamber | SE-0000056 | Standard Imaging | 0.057cc | Available |
| ○ | Measuring Tools | Thimble Chamber | SE-0000032 | IBA | cc13 | Available |
| ○ | Measuring Tools | Thimble Chamber | SE-0000034 | IBA | CC13 | Available |
| ○ | Measuring Tools | Thimble Chamber | SE-0000035 | IBA | FC65G | Available |
| ○ | Measuring Tools | Thimble Chamber | SE-0000036 | IBA | FC65G | Available |
| ○ | Measuring Tools | Thimble Chamber | SE-0000037 | IBA | FC65G | Available |
| ○ | Measuring Tools | Thimble Chamber | SE-0000038 | NE | 0.6CC | Available |
| ○ | Measuring Tools | Thimble Chamber | SE-0000039 | PTW | Unidos | Available |
| ○ | Measuring Tools | Thimble Chamber | SE-0000040 | PTW | Pin Point | Available |
| ○ | Measuring Tools | Thimble Chamber | SE-0000041 | Standard Imaging | Exradin A19 | Available |

Previous Nex

Showing 1 to 10 of 53 entries

View Close

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.



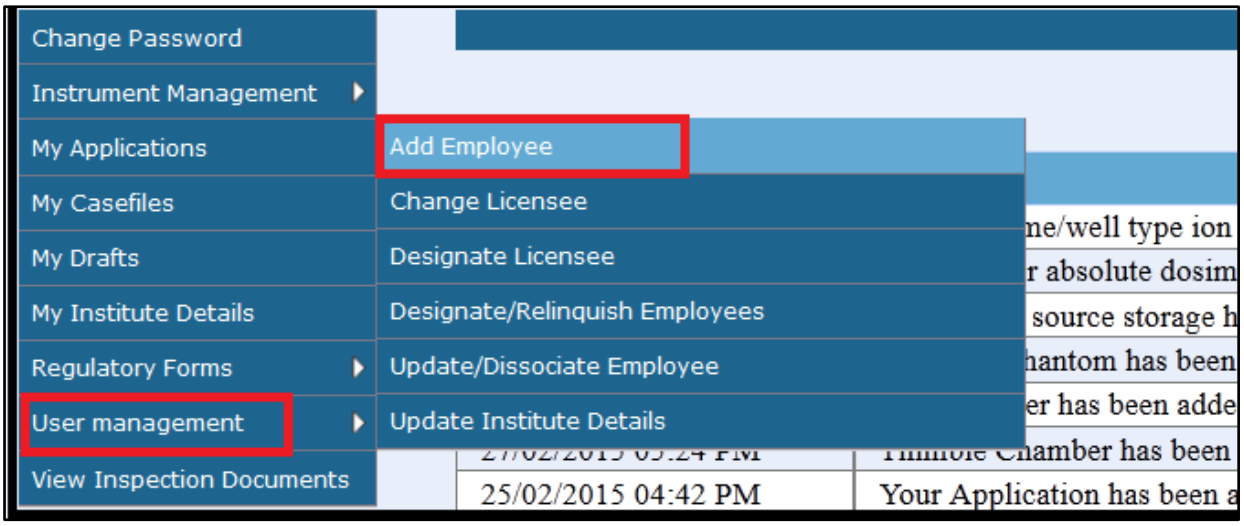
**Instrument Details**

| | |
|---|---|
| Type Of Safety Instrument | Measuring Tools |
| Type Of Safety Instrument Sub-type | Thimble Chamber |
| Availability * | Available |
| Supplier | TOMO |
| Date of Procurement * | 01/01/2008 |
| Make | Standard Imaging |
| Model | 0.057cc |
| Sr No | XW092751 |
| Type of Detector | Ion Chamber, |
| Volume (in CC) | 0.06 |
| **Use in Energy Range** | **Energy Unit** |
| 1.25-50 | MeV |
| Functional Status * | Working<br>--Please Select-- |
| Calibration Date * | 01/06/2012 |
| Calibration Valid Till * | 30/06/2015 |
| Calibration Energy* | 1.25 |
| Calibration Energy Unit* | MeV<br>--Please Select-- |
| Calibration Lab* | BARC |

Modify Delete Close

# 5 Declaration of Staff

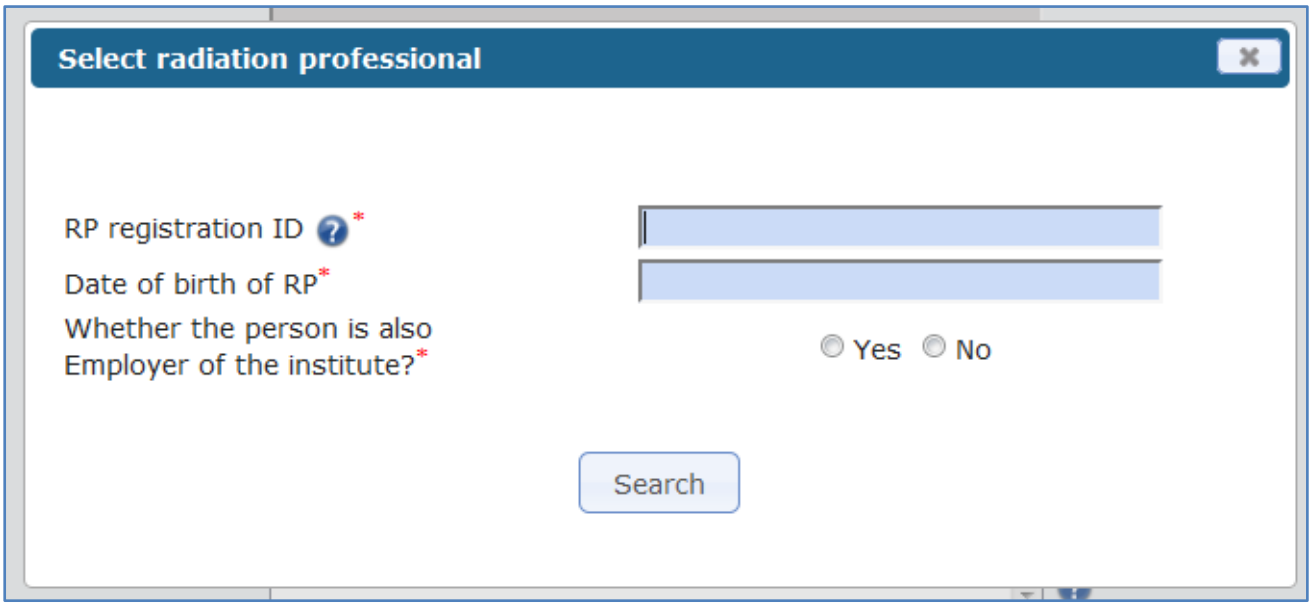
Radiotherapy staff can be added in eLORA account through **Menu: User Management → Add Employee**




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

- **Radiation Worker** (this is to add non-RP radiation workers viz. ward boy, nurse, etc working in radiation area of radiotherapy department. PMS must be provided to such staff as detail of PMS is mandatory for declaring Radiation Worker)
- **Non Radiation Worker** (this is to add employee to be nominated as Licensee who is not a radiation worker)
- **Radiation Professional** (this is to add **Radiation Professionals** of Radiotherapy viz. Radiation Oncologist, Medical Physicist, Radiotherapy Technologist and Radiotherapy 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.
- In case RP is Employer of Institute, select 'Yes' for 'Whether the person is also Employer of the Institute?'

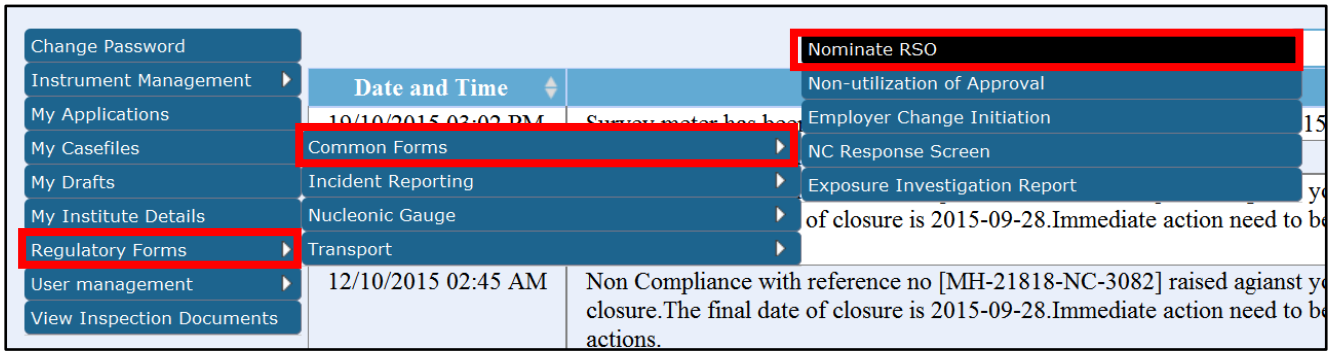
- Provide Date of Joining (of service in your institute), PMS No. (i.e. complete TLD No.), Department and Designation, Provide Email (O)
- Browse and upload scan copy of joining /confirmation letter of employee and click on **Submit**

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 Radiotherapy Department.

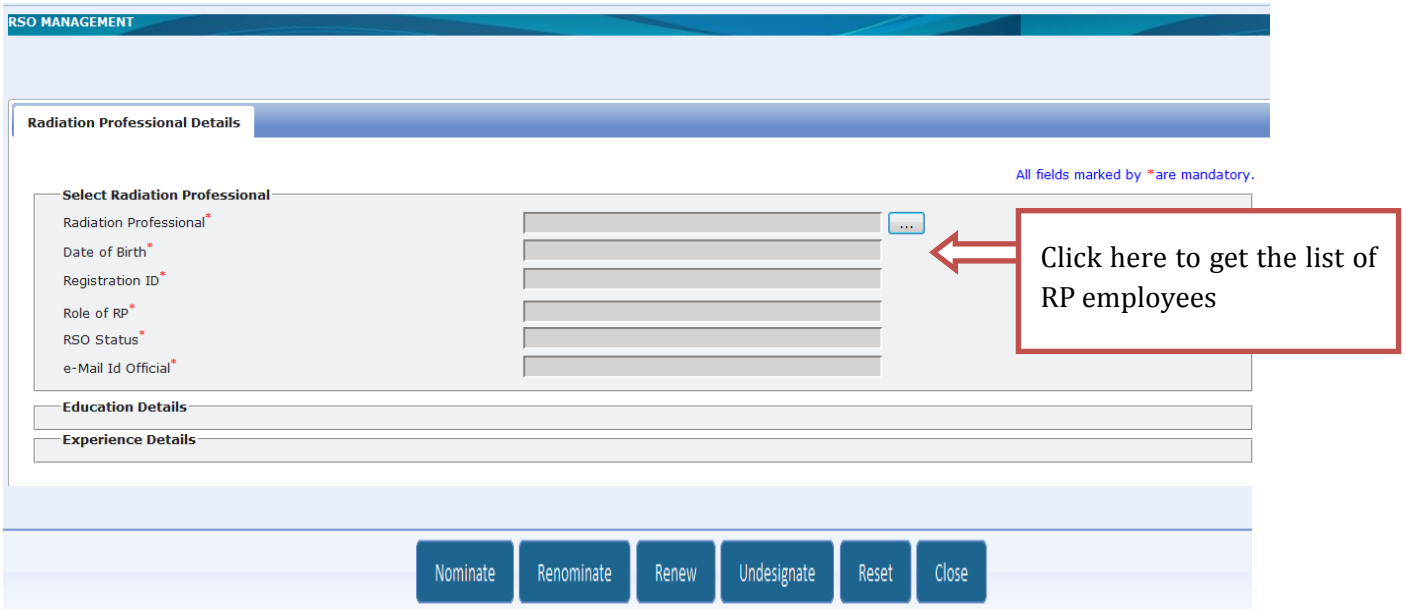
# 6 Obtaining RSO approval

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

Use **Menu: Regulatory form → Common Forms → Nominate RSO** to access RSO nomination form

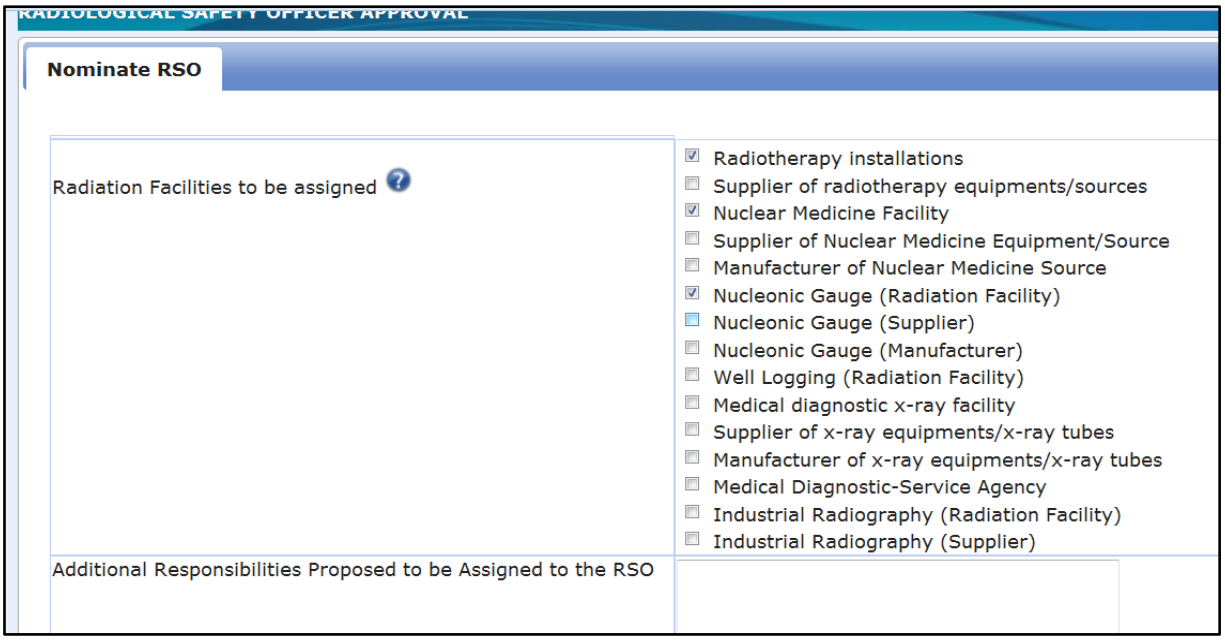



On clicking 'Nominate RSO' the following form will appear




## 6.1 Nominate RSO (for first time approval in the institute)

"Nominate RSO" is applicable for nominating the employee for RSO of the institute for the first time. Select Radiation Professional to be nominated for RSO. The details of the selected RP employee will be populated automatically in the rest of the fields. Click on the button "Nominate". The following screen will appear:

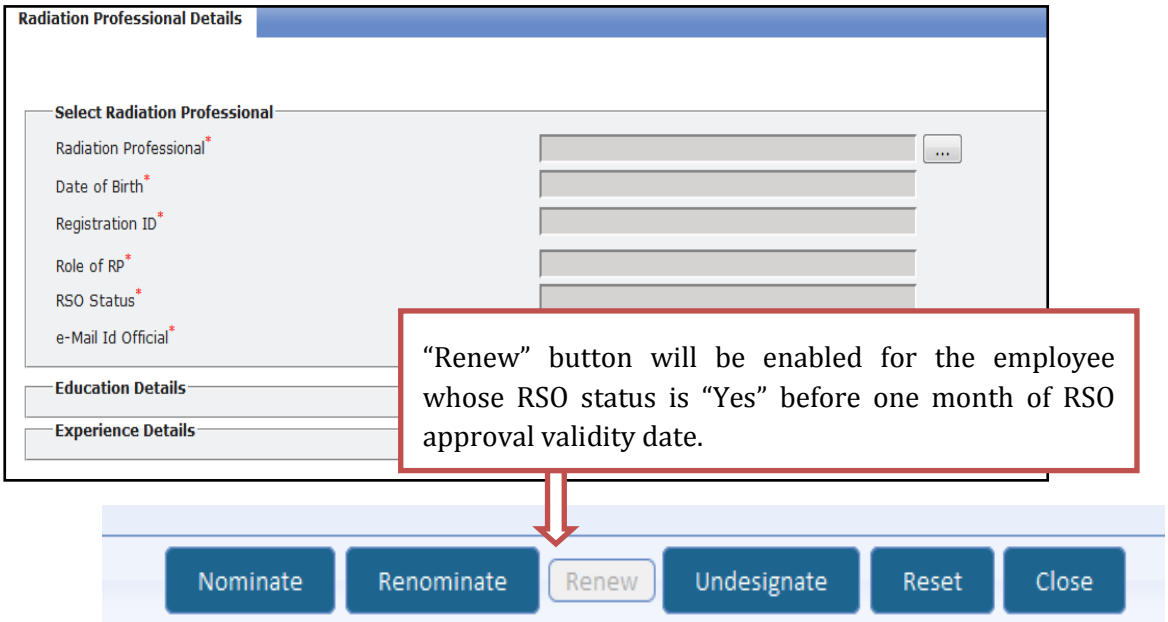



Select the appropriate radiation facilities for which the candidate is to be nominated (as shown above).

After successful submission of form as per the standard procedure of eLORA (Pleaserefer'General Guidelines to use eLORA System',available in eLORA Help menu), the form will be scrutinized by AERB.After approval of the RSO Nomination, Employer and approved RSO will receive intimation email. A copy of the approval letter will also be emailed to RSO's email Id (O).

## 6.2 RSO renewal (renewal on expiry of RSO approval)

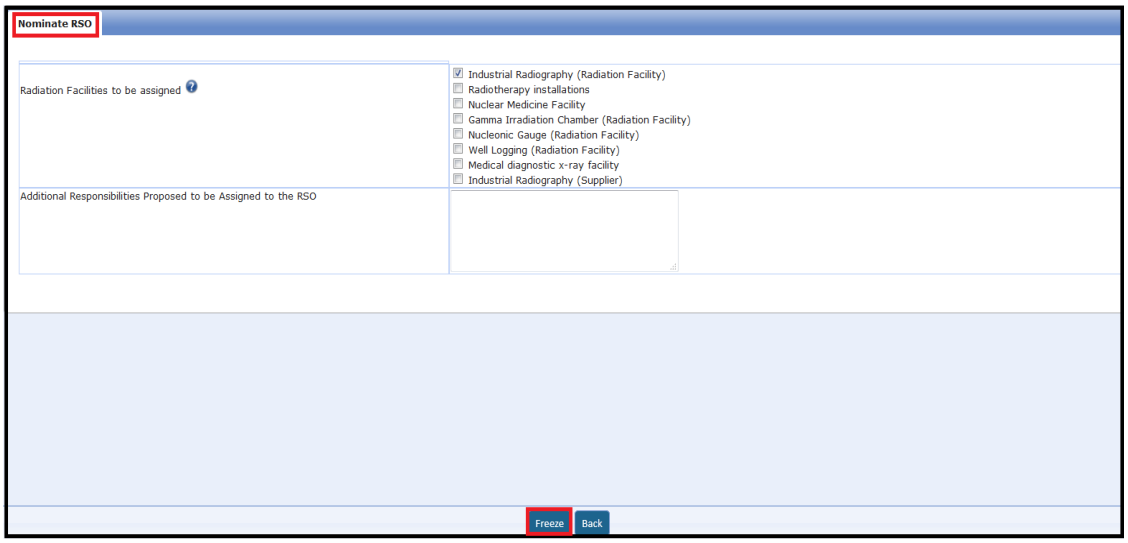
Renewal of RSO can be initiated by employer of the facility. From the employee list, only such employee can be selected whose RSO status is "Yes".




On clicking on 'renew' button, the application form is generated which needs to be freezed and submitted as per the standard procedure of eLORA i.e. Freeze → Upload Signed PDF → Submit. (Please refer 'General Guidelines to use eLORA System', availablein eLORA Help menu).

## 6.3 RSO Renomination (to add or remove roles of the RSO)

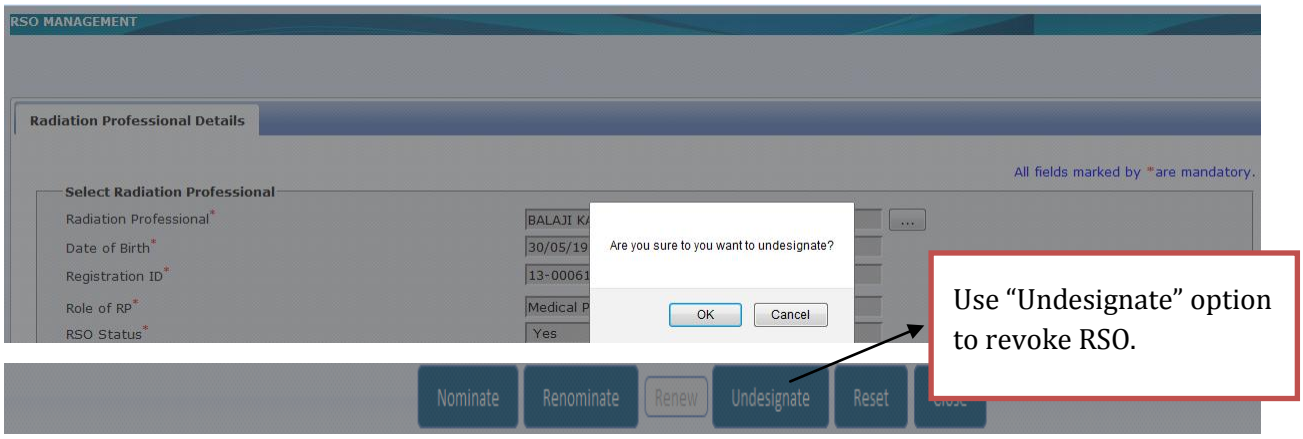
Only approved RSOs of the institution can be renominated for addition/removal of radiation facilities for which the RSO will be responsible. Renomination button will be deactivated for the employee whose RSO status is "Yes" one month before expiry of RSO approval validity.




Click on 'freeze' button and submit the form as per standard procedure of eLORA (Please refer 'General Guidelines to use eLORA System', availablein eLORA Help menu).

## 6.4 RSO Undesignate (to remove RSO roles completely)

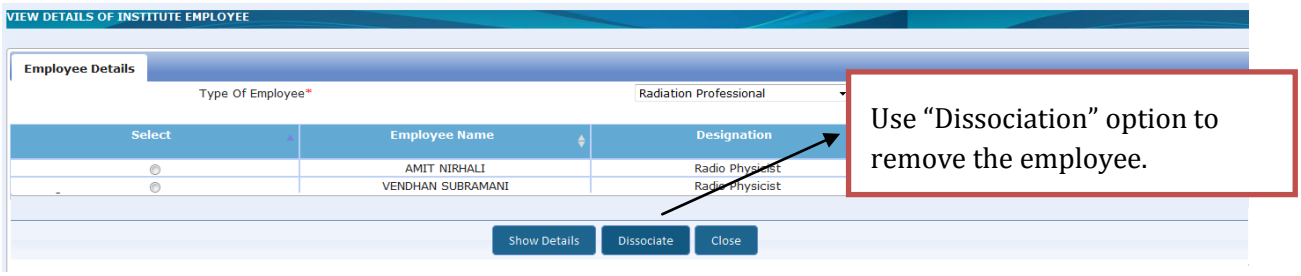
In case, employer wants to withdraw the role of RSO from an approved RSO, the same can be initiated through "Undesignate" option. Only approved RSOs can be undesignated and he/she will no longer be RSO of the institute. However, he/she will continue to be employee of the institute.




In the "View employee list", the status of RSO will be indicated as "No".

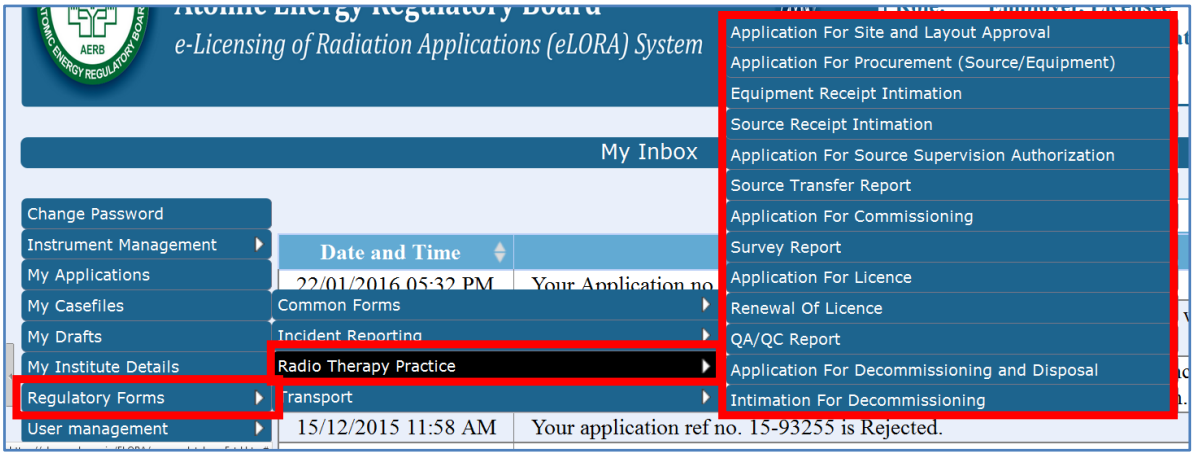
| Relinquishing RSO from Institute |
| --- |
| **Important Note:** In case the RSO is leaving the Institute, the employer has to "Undesignate" the |

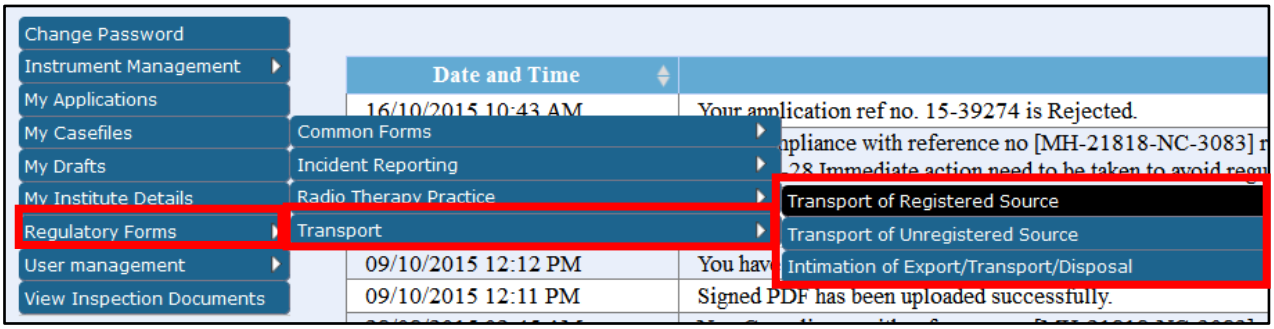
RSO first and then “Dissociate” him/her. A relinquishing letter for the RSO dissociation will be available in RSO approval file and the status of the RSO file will be “close”.




# 7 Steps involved in obtaining various regulatory clearances

Forms pertaining to regulatory consenting process of Radiotherapy are available in **Menu: Regulatory Forms → Radiotherapy** and **Menu: Regulatory Forms → Transport.**




List of processes applicable to each type of installation is given below:

## 7.1 Regulatory processes forTelecobalt and Gamma Knife installation

| Steps | Purpose | Regulatory Form Name |
|---|---|---|
| **First time Licence** | | |

| | | |
|---|---|---|
| Step 1. | Obtaining site and layout approval | Application for Site and Layout Approval |
| Step 2. | Obtaining RSO approval | Nominate RSO |
| Step 3. | Obtaining procurement permission of equipment (equipment without source) | Application for Procurement (Equipment/Source) |
| Step 4. | Obtaining procurement permission of radioactive source | Application for Procurement (Equipment/Source) |
| Step 5. | Intimating receipt of equipment | Equipment Receipt Intimation |
| Step 6. | Obtaining authorization to supervise source transfer operation | Source Supervision Authorization |
| Step 7. | Intimating receipt of radioactive source | Source Receipt Intimation |
| Step 8. | For providing detail of source transfer operation | Source Transfer Report |
| Step 9. | Obtaining commissioning approval of equipment (i.e. prior permission for switching ON beam) | Application for Commissioning |
| Step 10. | Submission of radiation survey levels measured around the installation | Survey Report |
| Step 11. | Obtaining licence for operation of equipment | Application for Licence |
| **Renewal of Licence** | | |
| Step 1. | Renewal of existing Licence | Renewal of Licence |
| **Re-procurement of Source** | | |
| Step 1. | Obtaining procurement permission of radioactive source | Application for Procurement (Equipment/Source) |
| Step 2. | Obtaining authorization to supervise source transfer operation | Source Supervision Authorization |
| Step 3. | Intimating receipt of radioactive source | Source Receipt Intimation |
| Step 4. | For providing detail of source transfer operation | Source Transfer Report |
| Step 5. | For resumption of operation after source replacement | Form is not yet developed in eLORA.<br>Please submit paper application: AERB/RSD/RT/COM and AERB/RSD/RT/UT-COM along with radiation survey and QA report. The above forms in PDF are available on AERB website. |
| **Decommissioning and Disposal** | | |
| Step 1. | Obtaining consent for decommissioning | Application for Decommissioning and Disposal |
| Step 2. | Obtaining authorization to supervise source transfer operation | Source Supervision Authorization |
| Step 3. | Obtaining transport permission of disused radioactive source | Transport of Registered Source |
| Step 4. | For providing detail of source transfer operation | Source Transfer Report |
| Step 5. | Intimating disposal of radioactive source | Intimation of Export/Transport/Disposal |
| Step 6. | Intimating decommissioning of equipment | Intimation for Decommissioning |

### 7.2 Regulatory processes for Linear Accelerator includingTomotherapyand Cyber Knife installation

| Steps | Purpose | Regulatory Form Name |
|---|---|---|
| **First time Licence** | | |
| Step 1. | Obtaining site and layout approval | Application for Site and Layout Approval |
| Step 2. | Obtaining RSO approval | Nominate RSO |
| Step 3. | Obtaining procurement permission of equipment | Application for Procurement (Equipment/Source) |
| Step 4. | Intimating receipt of equipment | Equipment Receipt Intimation |
| Step 5. | Obtaining commissioning approval of equipment (i.e. prior permission for switching ON beam) | Application for Commissioning |
| Step 6. | Submission of radiation survey levels measured around the installation | Survey Report |
| Step 7. | Obtaining licence for operation of equipment | Application for Licence |
| **Renewal of Licence** | | |
| Step 1. | Renewal of existing Licence | Renewal of Licence |
| **Decommissioning** | | |
| Step 1. | Obtaining consent for decommissioning | Application for Decommissioning and Disposal |
| Step 2. | Obtaining transport permission of Depleted Uranium (DU), if applicable | Transport of Un-registered Source |
| Step 3. | Intimating disposal of Depleted Uranium (DU), if applicable | Intimation of Export/Transport/Disposal |
| Step 4. | Intimating decommissioning of equipment | Intimation for Decommissioning |

### 7.3 Regulatory processes for Remote After Loading Brachytherapy installation (HDR/LDR/PDR/MDR)

| Steps | Purpose | Regulatory Form Name |
|---|---|---|
| **First time Licence** | | |
| Step 1. | Obtaining site and layout approval | Application for Site and Layout Approval |
| Step 2. | Obtaining RSO approval | Nominate RSO |
| Step 3. | Obtaining procurement permission of equipment (equipment without source) | Application for Procurement (Equipment/Source) |
| Step 4. | Obtaining procurement permission of radioactive source | Application for Procurement (Equipment/Source) |
| Step 5. | Intimating receipt of equipment | Equipment Receipt Intimation |
| Step 6. | Obtaining authorization to supervise source transfer operation | Source Supervision Authorization |
| Step 7. | Intimating receipt of radioactive source | Source Receipt Intimation |
| Step 8. | For providing detail of source transfer operation | Source Transfer Report |
| Step 9. | Obtaining commissioning approval of equipment | Application for Commissioning |
| Step 10. | Submission of radiation survey levels | Survey Report |

| | | |
|---|---|---|
| | measured around the installation | |
| Step 11. | Obtaining licence for operation of equipment | Application for Licence |
| **Renewal of Licence** | | |
| Step 1. | Renewal of existing Licence | Renewal of Licence |
| **Disposal of Disused Radioactive Source** | | |
| Step 2. | Obtaining transport permission of disused radioactive source | Transport of Registered Source |
| Step 3. | Intimating disposal of radioactive source | Intimation of Export/Transport/Disposal |
| **Re-procurement of Source** | | |
| Step 1. | Obtaining procurement permission of radioactive source | Application for Procurement (Equipment/Source) |
| Step 2. | Intimating receipt of radioactive source | Source Receipt Intimation |
| **Decommissioning and Disposal** | | |
| Step 1. | Obtaining consent for decommissioning | Application for Decommissioning and Disposal |
| Step 2. | Obtaining transport permission of disused radioactive source | Transport of Registered Source |
| Step 3. | Intimating disposal of radioactive source | Intimation of Export/Transport/Disposal |
| Step 4. | Intimating decommissioning of equipment | Intimation for Decommissioning |

### 7.4 Regulatory processes for Manual After loading Brachytherapy installation

| Steps | Purpose | Regulatory Form Name |
|---|---|---|
| **First time Licence** | | |
| Step 1. | Obtaining site and layout approval | Application for Site and Layout Approval |
| Step 2. | Obtaining RSO approval | Nominate RSO |
| Step 3. | Obtaining procurement permission of radioactive source | Application for Procurement (Equipment/Source) |
| Step 4. | Intimating receipt of radioactive source | Source Receipt Intimation |
| Step 5. | Submission of radiation survey levels measured around the installation | Survey Report |
| Step 6. | Obtaining licence for operation of equipment | Application for Licence |
| **Renewal of Licence** | | |
| Step 1. | Renewal of existing Licence | Renewal of Licence |
| **Re-procurement of Source** | | |
| Step 1. | Obtaining procurement permission of radioactive source | Application for Procurement (Equipment/Source) |
| Step 2. | Intimating receipt of radioactive source | Source Receipt Intimation |
| **Disposal** | | |
| Step 1. | Obtaining consent for disposal | Application for Decommissioning and Disposal |
| Step 2. | Obtaining transport permission of disused radioactive source | Transport of Registered Source |

| | | |
|---|---|---|
| Step 3. | Intimating disposal of radioactive source | Intimation of Export/Transport/Disposal |

### 7.5 Regulatory processes for Simulator and CT Simulator installation

| Steps | Purpose | Regulatory Form Name |
|---|---|---|
| **First time Licence** | | |
| Step 1. | Obtaining site and layout approval | Application for Site and Layout Approval |
| Step 2. | Obtaining RSO approval | Nominate RSO |
| Step 3. | Obtaining procurement permission of equipment | Application for Procurement (Equipment/Source) |
| Step 4. | Intimating receipt of equipment | Equipment Receipt Intimation |
| Step 5. | Obtaining commissioning approval of equipment (i.e. approval for beam ON) | Application for Commissioning |
| Step 6. | Submission of radiation survey levels measured around the installation | Survey Report |
| Step 7. | Obtaining licence for operation of equipment | Application for Licence |
| **Renewal of Licence** | | |
| Step 1. | Renewal of existing Licence | Renewal of Licence |
| **Decommissioning** | | |
| Step 1. | Obtaining consent for decommissioning | Application for Decommissioning and Disposal |
| Step 2. | Intimating decommissioning of equipment | Intimation for Decommissioning |

### 7.6 Regulatory processes for kV Imaging system

| Steps | Purpose | Regulatory Form Name |
|---|---|---|
| **First time Licence** | | |
| Step 1. | Obtaining RSO approval | Nominate RSO |
| Step 2. | Obtaining procurement permission of equipment | Application for Procurement (Equipment/Source) |
| Step 3. | Intimating receipt of equipment | Equipment Receipt Intimation |
| Step 4. | Obtaining commissioning approval of equipment (i.e. prior permission for switching ON beam) | Application for Commissioning |
| Step 5. | Obtaining licence for operation of equipment | Application for Licence |
| **Renewal of Licence** | | |
| Step 1. | Renewal of existing Licence | Renewal of Licence |
| **Decommissioning** | | |
| Step 1. | Obtaining consent for decommissioning | Application for Decommissioning and Disposal |
| Step 2. | Intimating decommissioning of equipment | Intimation for Decommissioning |

### 7.7 Regulatory processes for IORT installation

| Steps | Purpose | Regulatory Form Name |
|---|---|---|
| **First time Licence** | | |

| | | |
|---|---|---|
| Step 1. | Obtaining site and layout approval | Application for Site and Layout Approval |
| Step 2. | Obtaining RSO approval | Nominate RSO |
| Step 3. | Obtaining procurement permission of equipment | Application for Procurement (Equipment/Source) |
| Step 4. | Intimating receipt of equipment | Equipment Receipt Intimation |
| Step 5. | Obtaining commissioning approval of equipment (i.e. prior permission for switching ON beam) | Application for Commissioning |
| Step 6. | Obtaining licence for operation of equipment | Application for Licence |
| **Renewal of Licence** | | |
| Step 1. | Renewal of existing Licence | Renewal of Licence |
| **Decommissioning** | | |
| Step 1. | Obtaining consent for decommissioning | Application for Decommissioning and Disposal |
| Step 2. | Intimating decommissioning of equipment | Intimation for Decommissioning |

### 7.8 Regulatory processes for Check Source

| Steps | Purpose | Regulatory Form Name |
|---|---|---|
| **First time Licence** | | |
| Step 1. | Obtaining RSO approval | Nominate RSO |
| Step 2. | Obtaining procurement permission of radioactive source | Application for Procurement (Equipment/Source) |
| Step 3. | Intimating receipt of radioactive source | Source Receipt Intimation |
| Step 4. | Obtaining licence for operation of equipment | Application for Licence |
| **Renewal of Licence** | | |
| Step 1. | Renewal of existing Licence | Renewal of Licence |
| **Disposal** | | |
| Step 1. | Obtaining consent for disposal | Application for Decommissioning and Disposal |
| Step 2. | Obtaining transport permission of disused radioactive source | Transport of Registered Source |
| Step 3. | Intimating disposal of radioactive source | Intimation of Export/Transport/Disposal |

# 8 Detail of Regulatory Forms

In order to obtain requisite regulatory clearance from AERB, user need to fill and submit application form in eLORA. Detail of Radiation Professionals employees (viz. their availability, PMS no. 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 should update the details before submission of application form. All statements made in the application form are considered correct and best of the knowledge and belief of applicant.

## 8.1 Application for Site and Layout Approval

Submit this form for obtaining site and layout approval. Follow below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice→ Application for site and layout approval**

- Pre-requisite for site and layout:
    - Institute Registered in eLORA

**Important Note:**Guidelines for preparation of Radiotherapy Site and Layout plan drawings available in HELP menu of eLORA. Prepare the plan drawings in accordance with the guidelines.

### 8.2 Application for Procurement of (Equipment/Source)

Submit this form for obtaining procurement permission for equipment and source. Equipment permission must be obtained first before applying for source procurement permission.

Follow below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice→ Application for Procurement (source/ equipment)**

- Pre-requisite for equipment procurement:
    - Site and layout approval
    - RSO approval
    - Requisite Instruments (as applicable to give type of installation – see Annexure for detail) must be recorded as 'Proposed' (if not procured so far) or 'Available' (if procured) in 'Instrument Management'.
- Pre-requisite for source procurement:
    - Equipment procurement permission (in case of Telecobalt, Gamma Knife and RAL Brachytherapy source)
    - RSO approval
    - Requisite Instruments (as applicable to give type of installation – see Annexure for detail) must be recorded as 'Proposed' (if not procured so far) or 'Available' (if procured) in 'Instrument Management'.

**Important Note:** Accessories used in Linear Accelerator (viz. IMRT, VMAT, RapidArc, MLC, etc.) should be selected in procurement for form equipment.**In case of RapidArc or VMAT procurement, scan copy of separate request letter should be provided as an attachment while submitting application form for procurement of medical accelerator.**

### 8.3 Equipment Receipt Intimation

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

**Menu: Regulatory Form → Radiotherapy Practice→Equipment Receipt Intimation**

- Pre-requisite for equipment receipt intimation:
    - Procurement permission for equipment

**Important Note:** This form captures details of equipment received against procurement permission. In this step user can selected the energies of equipment which has been received by them. For linear accelerators, energies selected in this stage will be available for further regulatory processes like commissioning, survey and license. Hence, submit this form after verification with the procurement permission, to avoid any mismatch of details during later regulatory stages.

### 8.4 Source Receipt Intimation

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

**Menu: Regulatory Form → Radiotherapy Practice→Source Receipt Intimation**

- Pre-requisite for source receipt intimation:
  - Procurement permission for source

**Important Note:** 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 commissioning, survey, license, etc. Hence, submit this form after verification with the procurement permission, to avoid any mismatch of details during later regulatory stages.

### 8.5 Source Supervision Authorization

This form is applicable for each source loading/unloading in Telecobalt and Gamma Knife equipment and first time source loading in RAL Brachytherapy equipment. The user institute needs to submit this application 15 days before the tentative date of source transfer. Follow below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice→ Application for source supervision authorization**

- Pre-requisite for source supervision authorisation:
  - Availability of Medical Physicist
  - Equipment Receipt Intimation

**Important Note:** In cases, Medical Physicist of the user institution never involved in source transfer operation, the user institute can seek assistance of Medical Physicist (who has experience in source transfer operation) from any other institute during source transfer operation. In such case, it is mandatory to submit as an attachment, the letter of consent of the assisting Medical Physicist endorsed by his/her employer.

### 8.6 Source Transfer Report

This form is applicable for each source loading/unloading in Telecobalt and Gamma Knife equipment and first time source loading in RAL Brachytherapy equipment. Submit this form to provide detail of source transfer operation viz. date of source loading, detail of service engineer, detail of persons involved and dose recorded in their pocket dosimeter. Follow below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice→ Source Transfer Report**

- Pre-requisite for source transfer report:
  - Equipment Receipt Intimation
  - Source Receipt Intimation
  - Source Supervision Authorisation

### 8.7 Application for Commissioning

Submit this form for obtaining commissioning approval. Follow below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice→ Application for Commissioning**

- Pre-requisite for Commissioning Approval:
  - RSO Approval
  - Availability of adequate no. of Radiation Oncologist, Medical Physicist and Radiotherapy Technologist

- Availability of requisite Instruments with valid calibration (as applicable to give type of installation – for detail see: Annexure A: List of Requisite Instruments).

While submitting application form for commissioning, scan copy of an undertaking regarding construction of Radiotherapy facility shall be submitted along with application. The format of undertaking is provided inAnnexure D: Undertaking to be submitted along with application for commissioning.

| Important Note |
| --- |
| Only after obtaining Commissioning Approval from AERB, user shall energize the equipment to carry out radiation survey. |

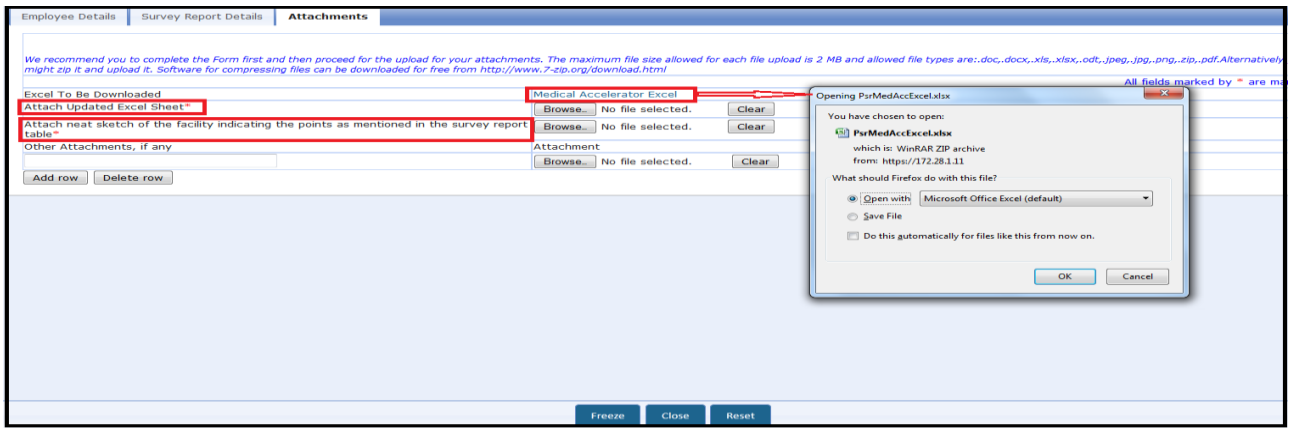
## 8.8 Survey Report

Submit this form to provide radiation survey report of installation. Follow below path to access this form:

**Menu: Regulatory Form→ Radiotherapy Practice→ Survey report**

- Pre-requisite for survey report:
  - RSO Approval
  - Commissioning Approval

In the 'Attachment' tab of Survey report form, template for survey report in excel file is available for download. User need to download and save this excel file. This excel file needs to filled up with the requisite measured data and then uploaded through the same tab. It is advised to download this excel file prior to conduct radiation survey. A neat sketch of the facility (showing the points of measurement and occupancy around the installation) also needs to uploaded in **Other Attachment** section. Upload scan copy of Neutron Survey meter calibration certificate in **Other Attachment** section, in case of neutron survey.




## 8.9 Application for Licence

Submit this application for obtaining Licence. Follow below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice→Application for License**

- Pre-requisite for Licence:
  - RSO Approval

- Availability of adequate no. of Radiation Oncologist, Medical Physicist and Radiotherapy Technologist
- Availability of requisite Instruments with valid calibration (as applicable for given type of installation – see Annexure A: List of Requisite Instruments).
- Compliance to QA standards

In the 'Attachment' tab of Application for Licence form, template for 'QA Specification Sheet' in excel file is available for download. Thisexcel sheet needs to filled up with the requisite measured data and then uploaded through the same tab. It is advised to download this excel file in advance.

### 8.10 Renewal of Licence

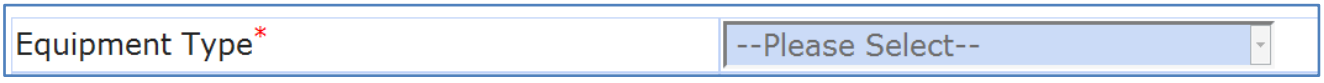
Each licence has validity of 5 years. Licence shall be renewed before its expiry. The Renewal of Licence form is enable for submission 59 days before expiry of Licence.

Follow the below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice→Renewal of Licence**

- Pre-requisite for Licence renewal:
  - RSO Approval
  - Availability of adequate no. of Radiation Oncologist, Medical Physicist and Radiotherapy Technologist
  - Availability of requisite Instruments with valid calibration (as applicable for given type of installation – see Annexure A: List of Requisite Instruments).
  - Compliance to QA requirements
  - Compliance to Radiation protection survey
  - Submission of periodic safety status report

Verify the detail of employees and instruments before submission of this form. In case, employee detail and instrument detail is not up to date, update these details. Select 'Equipment Type' from drop down. **Logged-in user can see only those equipment/sources for which he/she is Licensee.**



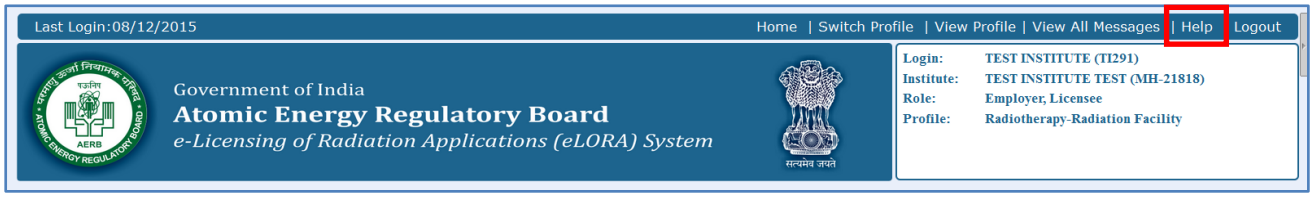

**A. Provide compliance status on QA/QC report and radiation protection survey:**

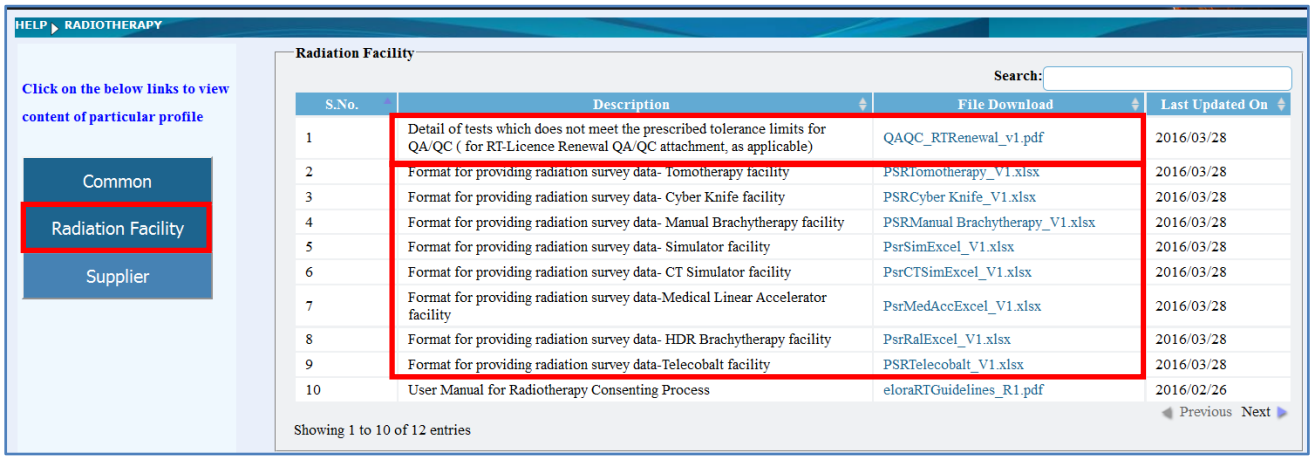
| | |
|---|---|
| QA/QC report* | ○ QA/QC has been carried out for the equipment/source /installation selected above and the result found satisfactory/within acceptable tolerance limit.<br>○ QA/QC has been carried out for the equipment/source /installation selected above and the result found not satisfactory/ not within acceptable tolerance limit. |
| Radiation protection survey* | ○ Radiation protection survey has been carried out for the equipment/source/installation selected above and the result found satisfactory/within acceptable tolerance limit.<br>○ Radiation protection survey has been carried out for the equipment/source/installation selected above and the result found not satisfactory/ not within acceptable tolerance limit. |

Select the compliance status of QA/QC and Radiation protection survey

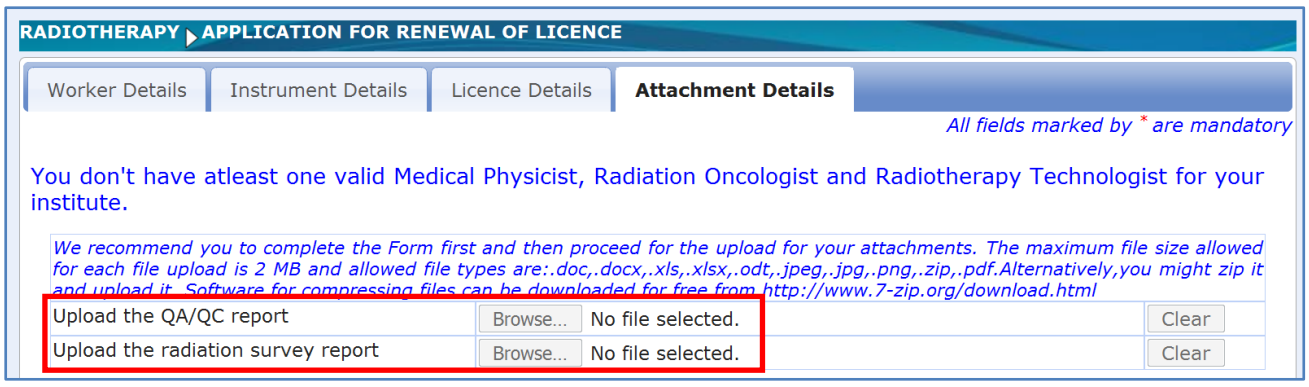
1. In case, QA/QC result found **not satisfactory or not within acceptable tolerance limit**, provide **detail of tests which does not meet the prescribed tolerance limits for QA/QC**(in a format provided in Help Menu) as an attachment of application form.
2. In case, Radiation protection survey found **not satisfactory or not within acceptable tolerance limit**, provide **radiation survey data** (in a format provided in Help Menu) as an attachment of application form.

Format to provide **detail of tests which does not meet the prescribed tolerance limits for QA/QC**and **radiation survey data** are available in Help menu→




Upload scan copy QA/QC report in option for "Upload the QA/QC report" and radiation survey data (in Excel file) in option for "Upload the radiation survey report" respectively in Tab: "Attachment Details".




**B. Provide compliance status on Radiotherapy staff, PMS, measuring and monitoring tools and security measures:**

| | |
|---|---|
| Whether adequate number of Radiotherapy professionals (e.g. Radiation Oncologist(s), Medical Physicist(s) and Radiotherapy Technologist(s) etc.) are available* | Yes No |
| Whether personnel monitoring badges are provided to each radiation workers* | Yes No |
| Whether appropriate dose measuring and monitoring (calibrated and working) instruments are available* | Yes No |
| Adequate security measures as per AERB safety guide AERB/RF-RS/SG-1 is in place* | Yes No |

Submit the application form as per the standard procedure of eLORA i.e. Freeze → Upload Signed PDF → Submit.

### 8.11 Application for Decommissioning and Disposal

Submit this application for obtaining approval for decommissioning and disposal. Follow below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice → Application for Decommissioning and Disposal**

- Pre-requisite for decommissioning and disposal approval:
  - Acceptance letter from the supplier to carryout decommissioning operation (not applicable for MAL sources)
  - Copy of the concurrence letter from disposal agency for accepting the disused radioactive source.

**Important Note:** In case of decommissioning of Telecobalt and Gamma Knife equipment, apply for source supervision authorization after obtaining decommissioning approval from AERB.

### 8.12 Transport of Registered Source

Submit this form for obtaining for obtaining transport permission to transport the radioactive source to disposal agency. Follow below path to access this form:

**Menu: Regulatory Form →Transport→Transport of Registered Source**

- Pre-requisite for transport permission
  - Approval for disposal

### 8.13 Intimation for Decommissioning

Submit this form for intimating decommissioning of installation. Follow below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice →Intimation for Decommissioning**

- Pre-requisite for intimation for decommissioning
  - Approval for decommissioning

### 8.14 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**

- Pre-requisite for intimation
    - Approval for transport

# 9 Re-approval of site and layout plan

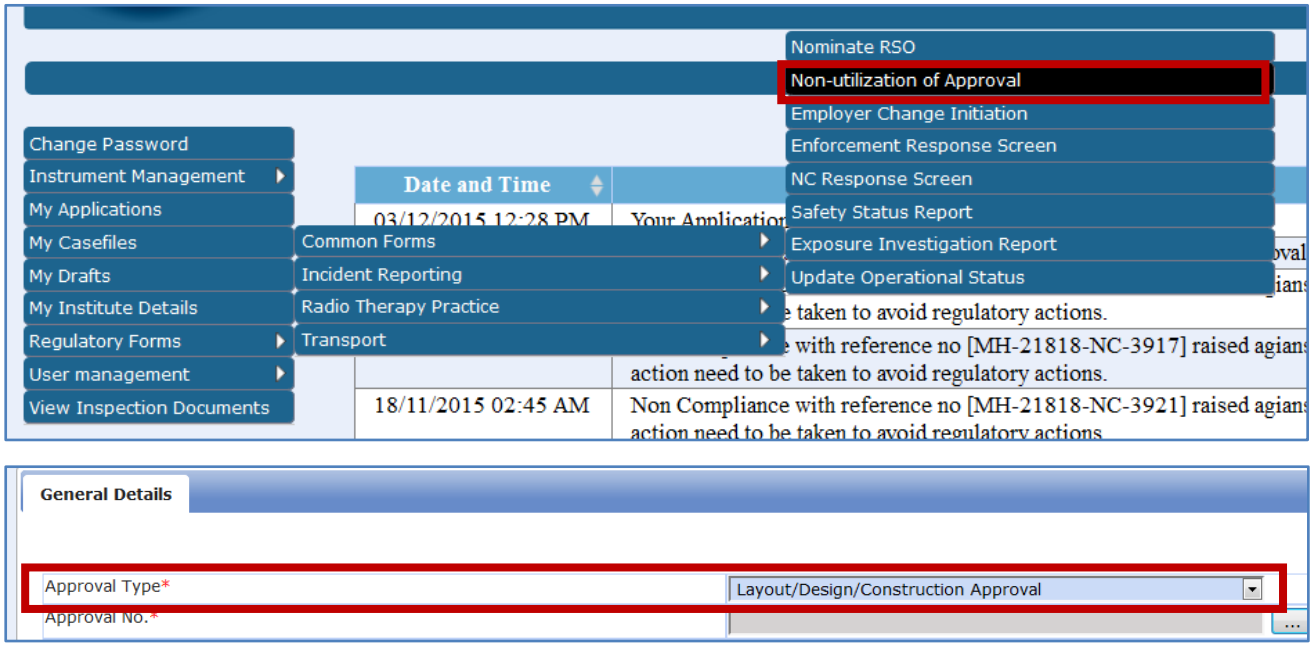
If there is change in Make, Model or any other specification of equipment/installation for which layout plan approval is being already obtained through eLORA, you can obtain re-approval for the same. Please follow the procedure as mentioned below for re-approval of site and layout.

## 9.1 Submit Non-utilization of Approval form

Submit Non-utilization of already approved site and layout approval using 'Non-utilization of Approval' form. Follow below path to access this form:

**Menu: Regulatory Form →Common Forms → Non-utilization of Approval**

Select Approval Type as 'Layout/Design/construction Approval' and 'Approval No.' form list of values.







## 9.2 Submit application for Site and Layout

After obtaining approval to 'Non-utilization of Approval' for the existing site and layout approval, submit fresh application form for site and layout again with for revised Make and Model / other specifications of equipment/installation. Follow below path to access this form:

**Menu: Regulatory Form → Radiotherapy Practice→ Application for site and layout approval**

Fill the required detail in application form. **If there is no change in the drawings then do not upload the plan again.** Submit undertaking, as per the format given in *Annexure C: Format of undertaking for re-approval of site and layout plan.*

# 10 Submission of Safety Status Report

It is mandatory for all Radiation Facilities to submit Safety Status Report to AERB periodically. The frequency of submission of Safety Status Report for Radiotherapy Facility is one year. Therefore, all the

Radiotherapy Facilities shall submit the Safety Status Report by the end of calendar year but not later than 31st January of the next year, i.e. the report for the year 2015 must be submitted by 31stJanuary 2016.

The steps to be followed for Safety Status Report Submission through eLORA are given below:

**Step 1.**Update Operational Status of sources and equipment (Menu: Regulatory Form → Common Forms → Update Operational Status)

**Step 2.**Verify and update (if required) Staff Details, Measuring and Monitoring Equipment etc.

**Step 3.**Download excel sheet from Top Menu: Help→Radiation Facility (Radiotherapy-SSR-2015.xlsx) and fill it.

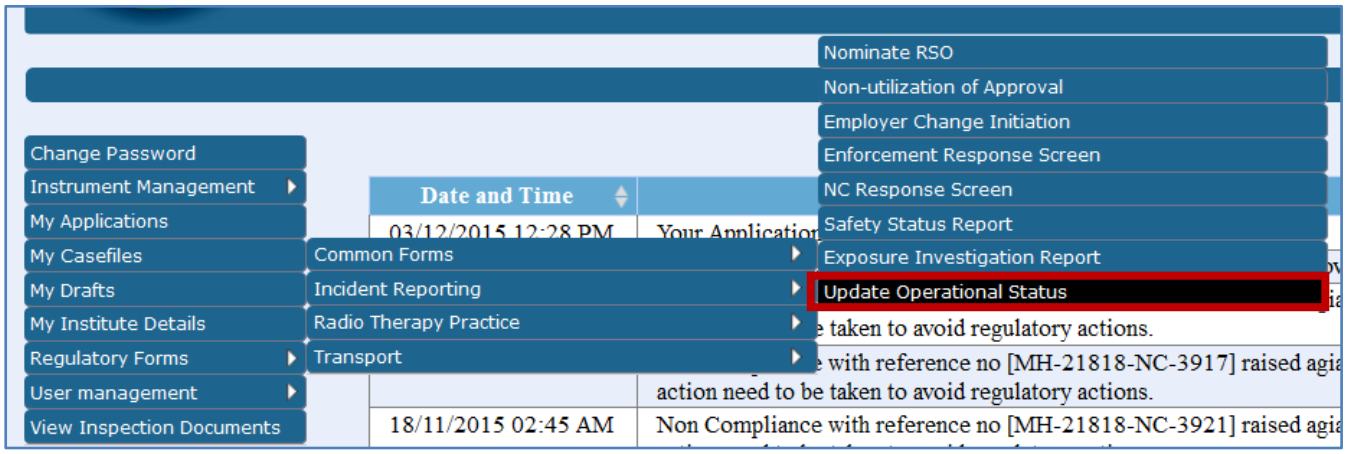
**Step 4.**If any additional information need to be provided please prepare make ready the file for additional attachment

**Step 5.**Access Safety Status Report form (Menu: Regulatory Form → Common Forms→ Safety Status Report) and submit.

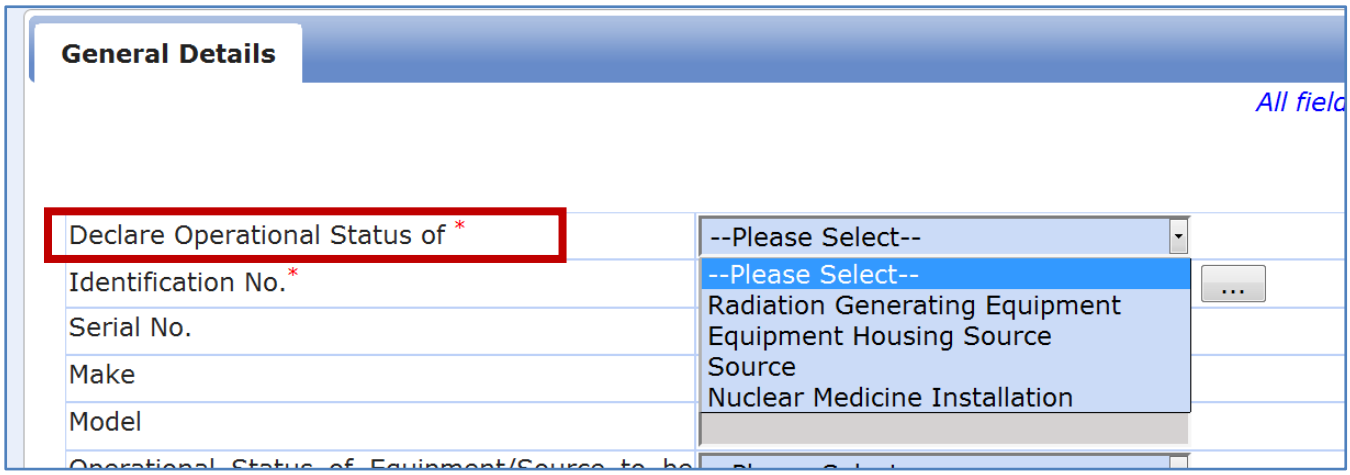
## 10.1 Update Operational Status of Sources and Equipment

Follow below path to access form to update operational status of each radioactive sources and equipment:

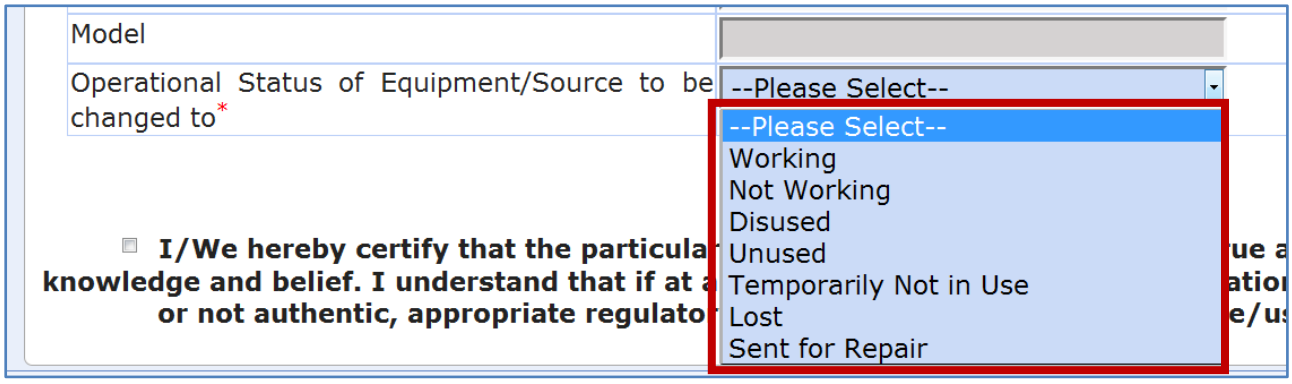
**Menu: Regulatory Form → Common Forms → Update Operational Status**




Select 'Radiation Generating Equipment' for Linear Accelerator, Simulator, etc., 'Equipment Housing Source' for Telecobalt, HDR, etc. and 'Source' for radioactive source. Then select 'Identification No.' from the list of values. Serial No., Make and Model will be displayed automatically after selection of 'Identification No'.




Select operational status as of Equipment or Source.



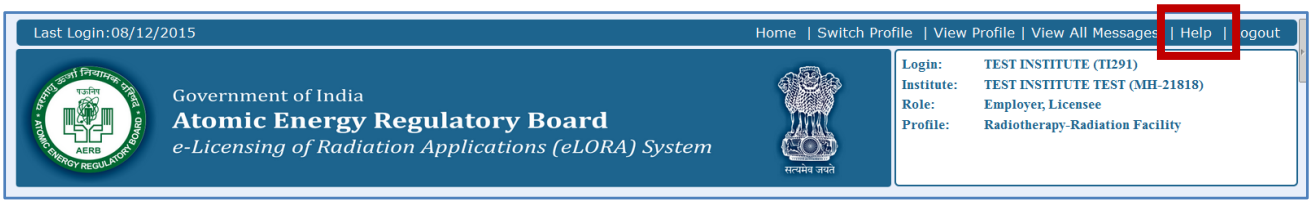

The description to use for operational status is given below:

| Operational Status | Applicable to | Description |
|---|---|---|
| Working | Equipment and Radioactive Sources | If equipment/radioactive source is being used |
| Not Working | Equipment | If equipment is not working/not being used |
| Disused | Radioactive Sources | If radioactive source is not being used |
| Unused | Radioactive Sources | If radioactive source has never been used |
| Temporarily Not in Use | Equipment and Radioactive Sources | If equipment/source is not being used but intended to be used in near future |
| Lost | Equipment and Radioactive Sources | If equipment/radioactive source is lost |
| Sent for Repair | Not applicable for Radiotherapy equipment | - |

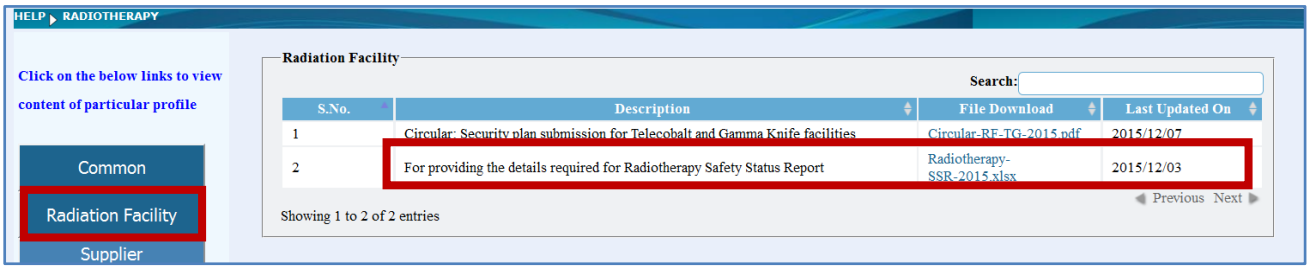
Follow the above procedure to update operational status of each radioactive source, equipment (i.e. radiation generating equipment or equipment housing radioactive source(s)) one-by-one.

## 10.2 Safety Status Report Form

Before submission of safety status report, verify and update (if required) Staff details and Measuring and Monitoring Equipment details. Please refer General Guidelines to use eLORA System (available in eLORA Help menu) to update these details. You will need also to provide safety report in excel file. To download template for this excel file, use 'Help' menu given at the top.

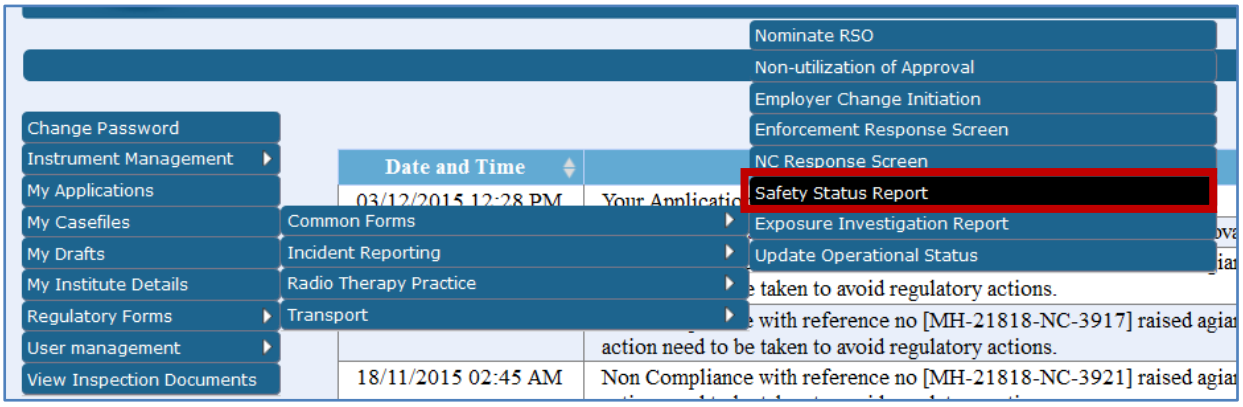



Select 'Radiation Facility' and click on 'Radiotherapy-SSR-2015.xlsx' to download the excel file.

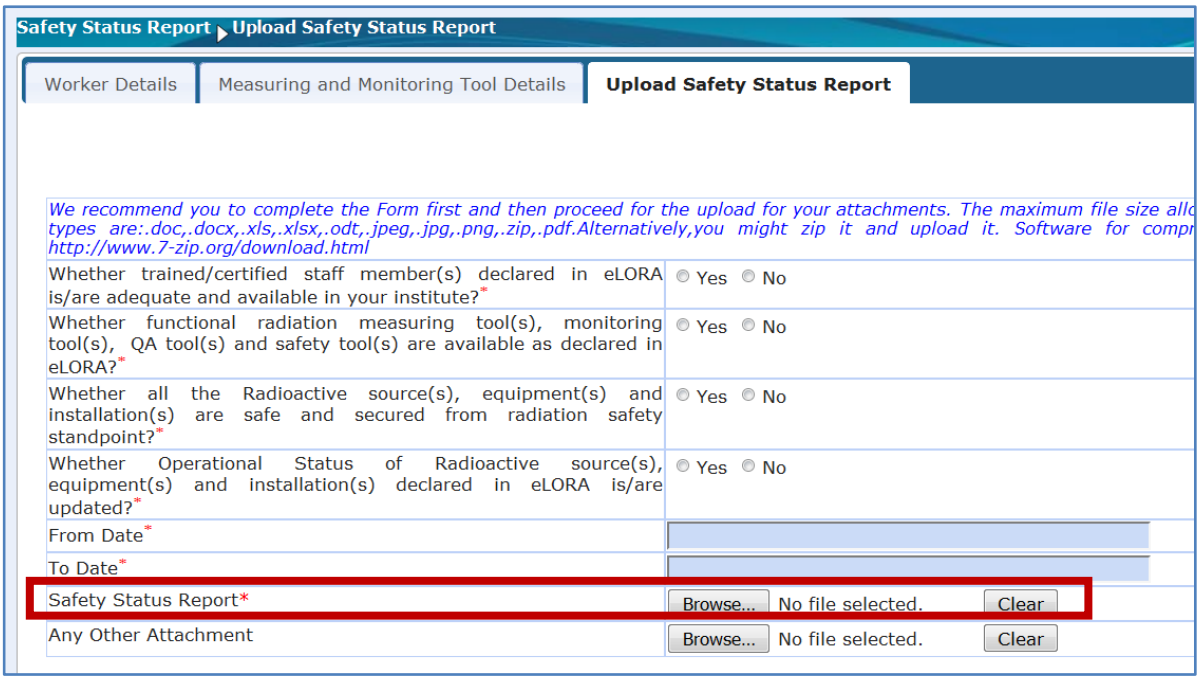



Follow the below path to access form for Safety Status Report:

**Menu: Regulatory Form → Common Forms → Safety Status Report**




The details of staff and measuring and monitoring instruments are displayed in first two tabs. Fill the information as asked in tab: 'Upload Safety Status Report' and upload duly filled excel file in the upload option for 'Safety Status Report'.




Accept the undertaking by ticking on check box and press 'Submit' for submission of safety status report.

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# 11 Annexure A: List of Requisite Instruments

This gives list of measuring, monitoring, QA and safety tools required to be declared in **Menu: Instrument Management → Add Instrument**

## 11.1 For Linear Accelerator including Tomotherapy and Cyber Knife

| List of Instruments Required to be declared in 'Instrument Management' | |
|---|---|
| **Installation Type: Linear Accelerator including Tomotherapy and Cyber Knife** | |
| Type of Instrument | Instrument Sub Type |
| Measuring Tools | • Thimble Chamber<br>• Parallel Plate Chamber**(applicable for electron beam)**<br>• Electrometer |
| Monitoring Tools | • Survey meter**(Ion chamber based)** |
| QA Tools | • Thermometer<br>• Barometer<br>• RFA Phantom<br>• D20/D10 phantom<br>• Phantom for absolute dosimetry<br>• Phantom for relative dosimetry **(Solid phantom for electron beam) – While declaring this instrument, Please write 'for electron beam' suffix to Model name. Viz. Model XYZ – for electron beam**<br>• Phantom for any specific QA**(for special techniques like 3DCRT/IMRT/IGRT /VMAT/SRS/SRT)**<br>• Therapy verification film**(In absence of EPID)**<br>• QA gadgets**(for special techniques like 3DCRT/IMRT/IGRT /VMAT/SRS/SRT)** |
| Safety Tools | • Mechanical front pointer(s) |

## 11.2 For Telecobalt and Gamma Knife

| List of Instruments Required to be declared in 'Instrument Management' | |
|---|---|
| **Installation Type: Telecobalt and Gamma Knife** | |
| Type of Instrument | Instrument Sub Type |
| Measuring Tools | • Thimble Chamber<br>• Electrometer |
| Monitoring Tools | • Survey meter<br>• Gamma zone monitor |
| QA Tools | • Thermometer<br>• Barometer<br>• Phantom for absolute dosimetry<br>• Therapy verification film<br>• Isodose charts |
| Safety Tools | • Mechanical front pointer(s)<br>• T-Rod |

### 11.3 For Remote After Loading Brachytherapy (HDR/LDR/PDR/MDR)

| List of Instruments Required to be declared in 'Instrument Management' | |
|---|---|
| **Installation Type: Remote After Loading Brachytherapy** | |
| Type of Instrument | Instrument Sub Type |
| Measuring Tools | • Large volume/well type ion chamber/Dose Calibrator<br>• Thimble Chamber**(as applicable)**<br>• Electrometer |
| Monitoring Tools | • Survey meter<br>• Gamma zone monitor |
| QA Tools | • Thermometer<br>• Barometer<br>• Phantom for any specific QA**(if applicable)** |
| Safety Tools | • Emergency source storage |

### 11.4 For Simulator, CT Simulator, kV Imaging system and IORT system

| List of Instruments Required to be declared in 'Instrument Management' | |
|---|---|
| **Installation Type: Simulator, CT Simulator, kV Imaging system and IORT system** | |
| Type of Instrument | Instrument Sub Type |
| Monitoring Tools | • Survey meter**(Ion Chamber based)** |

### 11.5 For Check Sources/Ophthalmic applicator sources

| List of Instruments Required to be declared in 'Instrument Management' | |
|---|---|
| **Check Sources/Ophthalmic applicator sources** | |
| Type of Instrument | Instrument Sub Type |
| Monitoring Tools | • Survey meter |

## 12 Annexure B: Format of undertaking for 'Joint Venture' institute

Please submit undertaking in below format in Institute Registration application form if Institute to be registered is 'Joint Venture' institute.

**Radiotherapy facilities under Lease Agreement/ Joint Venture**

This lease / joint venture* agreement is made between Mr. …… age…. years an adult, Indian Inhabitant residing at address ……., hereinafter called and referred to as the "*First party"*.

AND

Mr. …… age …….. years an adult, Indian Inhabitant, residing at address …… hereinafter called and referred to as the "*Second party".*

Whereas the *first party* is the Lawful Owner of land/premises at…… and the *second party* has approached the *first party* to install and/or operate the radiotherapy facility at the above premises.

The first party & Second party undertake as the following:

1. Mr. …… *First party/Second party**, is designated as the Employer of the Radiotherapy Facility and shall discharge the responsibilities of employer as per Atomic Energy (Radiation Protection) Rules-2004. The employer will designate (*himself/herself or his/her own employee*)* as the licensee, who shall discharge the responsibility of licensee as per Atomic Energy (Radiation Protection) Rules-2004.

2. We hereby undertake that in the event of any dispute or non-extension of lease, the radiotherapy equipment will be decommissioned and all the radioactive sources will be disposed off safely as per the procedures stipulated by the competent authority.

3[#]. First party undertakes to give a period of at least six months to *second party to* facilitate the decommissioning/disposal of radiotherapy facility.

4[#]. In case the *second party* fails to complete the decommissioning/disposal within the time period provided by first party, then responsibility of the decommissioning/disposal will lie with the *first party* i.e. owner of land.

| *First party* | *Second party* |
|---|---|
| Signature | Signature |
| Name: | Name: |
| Designation: | Designation: |
| Affiliation: | Affiliation: |

Date

**Please strike out whichever is not applicable.*

[#]*clause 3 & 4 are required incase First Party is not the employer.*

# 13 Annexure C: Format of undertaking for re-approval of site and layout plan

This undertaking is for layout plan(s) which was already approved through eLORA but needs re-approval due to any of the reasons mentioned below in undertaking format. Since module for amendment of layout plan is not yet developed in eLORA, therefore as an interim arrangement, institute needs to furnish an undertaking in the below format while submitting application for re-approval through eLORA.

**Format of undertaking to be submitted while applying for re-approval of layout plan after submitting non-utilization of earlier approved plan**

1. **Details of earlier plan approval:**
   a) Case file No.:
   b) Document No.:
   c) Date of approval:
2. **Re-approval is required due to following reasons:**

a) In case of change in make and model:

Make and model as per earlier approval:_____

Proposed make and model now:_____

b) In case of change in the beam energy:

Beam energy(ies) as per earlier approval:_____

Proposed beam energy(ies) now:_____

c) Any other reason, kindly specify:_____

3. **Due to above changes (tick wherever is applicable):**

a) There is no need to change the plan/drawings already approved, so the plan is not being uploaded again. **(Refer note III)** ☐

b) Since there is requirement of changing the plan/drawings, the modified plan is being uploaded herewith. **(Refer Note IV)** ☐

**Name & signature of applicant:** **Name & signature of Head of the Institution:**

**Name and seal of institution**

**NOTE:** Instructions to be followed wherever re-approval of layout plan is required.

I. Fill up the non-utilization form to close the earlier approved plan.
II. Submit a fresh application for site and layout through eLORA.
III. If there is no change in the drawings then instead of uploading already approved drawings, upload this format in all the attachments. Do not upload the drawings in this case. In case drawings are attached, though not required, the application is liable for rejection.
IV. If there is change in the drawings then kindly upload the modified drawings while applying for re-approval and also upload this format through other attachment tab.

# 14 Annexure D: Undertaking to be submitted along with application for commissioning

**Undertaking regarding construction of radiotherapy facility**

(To be submitted along with commissioning application in eLORA)

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**eLORA Institution Number:**

**Institution Name and Place:**

We hereby undertake that, we have compared the approved layout plan issued by AERB Vide Application No.: _____document No.: _____dated_____ with the constructed Radiotherapy facility and found that all the walls, doors, partitions, nature of occupancy all around the installation, construction materials and density etc. are same as approved by AERB.

We are fully aware that construction of bunker and/or modification in the approved layout plan without prior approval of AERB is a violation of Atomic Energy (Radiation Protection) Rules, 2004 and therefore, the license for operation issued by AERB liable to be revoked in case any deviation found in future.

Name & signature of RSO

Name & signature of Head of the Institution

Date:

Seal of the institution

==========

**Undertaking from the Installation Engineer**

Prior to installation of the radiotherapy equipment, I have verified that the design of the radiotherapy facility and nature of occupancy all around the installation are in accordance with the above mentioned layout plan approved by AERB.

Name & Signature of the Installation Engineer (Representative of supplier)

eLORA RP. No.:

Company:

Date:

# 15 Annexure E: Format for "Proof of Employership" for Institute Registration/Employer Change applications in eLORA

While processing of applications pertaining to "Institute registration or Employer Change" in eLORA, it has been noticed that in some of the cases, employee of the institute declares himself/herself as an employer without properly issued certificate as a proof of employership.

In this regard, as employer is the custodian of the radiation sources as per Atomic Energy Radiation Protection Rules-2004 promulgated under Atomic Energy act, 1962**,** the owner of the institute should be declared as employer along with supporting documents in support of his/her claim in such application in eLORA. However, in case, due to some unavoidable circumstances, owner of the institute wishes to designate one of its employees as an employer of the institute, who will discharge the role & responsibilities as stipulated in Atomic Energy (Radiation Protection) Rules-2004 promulgated under Atomic Energy Act,1962 then certificate for employership of the designated employer shall be issued by the owner(s) of the institution in thefollowing format for the saidpurpose:

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**(To be printed on the institution letterhead)**

Ref. No.: Dated:

I/We,Dr./Shri/Ms._____, Owner(s) of the _____ (name of the institution, City) hereby designate Dr./Shri/Ms._____ (designated employer) to discharge role &responsibilities as stipulated in Atomic Energy (Radiation Protection) Rules-2004 promulgated under Atomic Energy Act, 1962.

I, Dr./Shri/Ms._____(designated employer) undertake to discharge the role &responsibilities of the employer as stipulated in Atomic Energy (Radiation Protection) Rules-2004 promulgated under Atomic Energy Act,1962 for the _____(name of the institution, City). I am fully aware about the role & responsibilities of the employer as per the above said Rules& Act.

In the event of Dr./Shri/Ms._____(designated employer) leaves the institution, the undersigned owner(s) will become the employer for discharging the role & responsibilities as stipulated in Atomic Energy (Radiation Protection) Rules-2004 promulgated under Atomic Energy Act, 1962.

| | |
|---|---|
| Owner(s) of the institution: | Designated Employer |
| Designation: | Designation: |
| Institution: | Institution: |
| Address: | Address: |
| Place: | Place: |
| Date: | Date: |

Seal of the institution

# 16 Annexure F: Frequently Asked Questions (FAQs)

## 16.1 Institute Registration related questions

**Q. Our Institute is functioning under Central/State Government; whose detail should we furnish for Employer?**

Ans: Employer of an Institute is Head of Institute/Department who is responsible for execution of duties of Employer as stipulated in Atomic Energy (Radiation Protection) Rules, 2004. Furnish detail of your Head of Institute/ Department in Employer detail.

**Q. Our Institute is functioning under Central/State Government; we do not have Govt. Registration No./PAN/TAN, what should we upload in Institute Registration form?**

Ans: Upload scan copy of certificate (issued by your Head of Institute on letter head affixed with Institute seal) mentioning Government status of your Institute. Do not forget to give Certificate No., as the same (certificate no.) will be required to be mentioned in Institute Registration form.

## 16.2 Forgot Password

**Q. I have forgotten my password, how to obtain new password?**

Ans. Visit eLORA home page and click on 'Forgot Password?'. Provide your 'Username' and 'Registered Email Id' and click on **Submit** after entering Captcha. You will receive new password on your registered email address as well as on registered mobile no. via SMS. (This process is applicable for Institute as well as Radiation Professional accounts).

## 16.3 If Employer is Radiation Professional

**Q. Employer of institute is Radiation Professional/Radiation Worker, how to declare Employer as Radiation Professional/Radiation Worker employee of institute?**

Ans. Follow the below path **Menu: User Management --> Add Employee -->** Select **'Employee Type'**, either **'Radiation Worker'** or **'Radiation Professional'** (if approved as RP). While adding employee, system will ask "whether the person is employer?", Select **'Yes'** and proceed ahead to fill the other details asked in the form.

## 16.4 Site and Layout Approval Related Question

**Q. Make and Model of equipment (e.g. Linear Accelerator, HDR, Telecobalt, CT Simulator, etc) is being asked in site and layout application form but we have not decided make and model of equipment so far for purchase, how to obtain layout approval?**

Ans. You can apply for any similar equipment (for e.g. LA with same highest photon energy) so that design requirement will not vary. At a later date, the site and layout approval can be regularised for actual equipment you wish to purchase. Please see Re-approval of site and layout planfor more detail.

**Q. Option of Linear Accelerator, Simulator, Manual After Loading Brachytherapy, etc (various types of equipment/facilities) is not available in the drop down of 'Layout form submitted for' option in site and layout application form.**

Ans: The options to select type of equipment in site and layout application form as well as application forms related to various equipment types are visible based on your institute's profile (viz. Radiotherapy) and role (viz. Linear Accelerator-Radiation Facility, etc). Please update your institute's role to see various types equipment in drop down list and other application forms relevant to the role. Use below path to update institute's role:
**Menu: User Management --> Update institute details--> tab 'Institute detail', select additional role by ticking check boxes and click on 'Update'**

## 16.5 RSO related questions

**Q. My RSO application got rejected for incorrect entry of PMS/TLD no., how to correct PMS/TLD no.?**
Ans: Login through Employer's account, use following path **Menu: 'User Management' --> 'Update/Dissociate Employee' -->** Select Employee from **'Employee Details'** --> click on **'Show Details'** --> Update your PMS No. --> click on **'Update'**
(You can also update your Email address and Designation in the above Update Screen)

## 16.6 Handling error message

**Q. I'm getting message 'Sorry, someone is already logged in this browser. Two person cannot log in the same browser', what should I do?**
Ans. This may happen when eLORA system is directly closed without logout. In such case, Please restart your internet browser and access eLORA system.

## 16.7 Changing details

**Q. How to change email address of Institute Employer?**
Ans. After login, follow the menu **'User Management --> Update Institute Detail'** select tab **'Employer Detail'** and change **'Email (O)'** as required and click on **'Update'** button. You will receive all future correspondences on this updated email address.

**Q. My RSO application got rejected for incorrect entry of PMS/TLD no., how to correct PMS/TLD no.?**
Ans: Login through Employer's account, use following path **Menu: 'User Management' --> 'Update/Dissociate Employee' -->** Select Employee from **'Employee Details'** --> click on **'Show Details'** --> Update your PMS No. --> click on **'Update'**
(You can also update your Email address and Designation in the above Update Screen)

**Q. How to change Employer?**

Ans: Please see General Guidelines to use eLORA System (available in eLORA Help menu) for step-by-step process for changing Employer detail.

## 16.8 How to check status of application

**Q. We have submitted application form through my eLORA account, I want to know its status?**
Ans. The status of all application form can be seen through your account. After login, follow the Menu: **'My Applications'**. You will see status in **'Application Status'** for a given Application No.

Please note, only short informative messages are displayed in 'Inbox' (after login) about the processing status of applications, use **'My Applications'** to see the details of approval/rejection of application.

## 16.9 Licence renewal related questions

**For RENEWAL one must select "Renewal of Licence" and not "Application for Licence"**

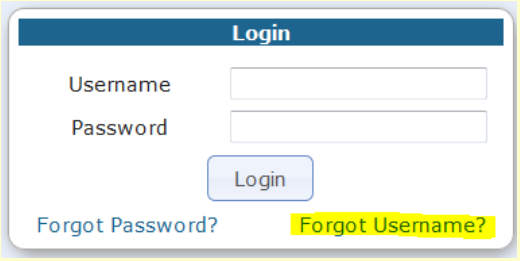
**Q. I'm not able to see equipment/source in Licence renewal form?**
Ans. Please check the name of Licensee of equipment/source in Menu (as shown below): My Institute Details→ Tab 'Equipment' /Tab 'Radiation Sources'. Please login through the Licensee account of respective equipment/source. **Only current Licensee can submit application for renewal of Licence**.

**Q. I'm not able to see Telegamma Therapy equipment or Remote After Loading Brachytherapy (HDR/LDR/PDR/MDR) equipment in Licence renewal form?**

Ans. At present, Telegamma Therapy equipment orRemote After Loading Brachytherapy (HDR/LDR/PDR/MDR) equipment will not be available for renewal of Licence if no radioactive source associated with the equipment having status "received"/"Licensed". (Please check detail of associated radioactive source in Menu: My Institute Details→Tab 'Radiation Sources'). In case the status of all the radioactive sources associated with the equipment is "disposed"/"to be disposed", the equipment will not be available for renewal of Licence. However, application for renewal of licence can be submitted after approval of Source Receipt Intimation of new source.

**Q. Licensee of equipment/source shown in eLORA is no more available in the institute?**
Ans. It is required to change Licensee in the eLORA whenever Licensee dissociates from the institute or relinquishes the responsibility of Licensee. Employer (through Employer login) can change the Licensee and nominate any employee of the institute as a Licensee for any particular equipment/source. Please refer 'Process for Change Licensee' given in 'General Guidelines to use eLORA System' (available in Help menu) for detailed procedure. **New Licensee through his/her login can apply for renewal of Licence.**

**Q. Licensee has forgotten eLORA account 'Username'/'Password', how to obtain it?**
Ans. Use 'Forgot Username' or 'Forgot Password' option available on eLORA home page as desired to obtain Username or Password.




**Q. Do I need to submit 'QA/QC report' as an attachment of Licence Renewal application form?**
Ans. QA/QC report is not required to be submitted if QA/QC results are satisfactory and within acceptable tolerance limit.

However, in case, QA/QC result found **not satisfactory or not within acceptable tolerance limit**, provide **detail of tests which does not meet the prescribed tolerance limits for QA/QC** (in a format provided in Help Menu) as an attachment of application form.

**Q. Do I need to submit 'Radiation Protection survey report' as an attachment of Licence Renewal application form?**
Ans. Radiation protection survey report is not required to be submitted if survey report results are satisfactory and within acceptable tolerance limit.

However, in case, Radiation protection survey found **not satisfactory or not within acceptable tolerance limit**, provide radiation survey data (in a format provided in Help Menu) as an attachment of application form.

**Note:** There is no need to conduct survey for neutron in case of high energy Medical Accelerator for this purpose.

## 16.10 Decommissioning and Disposal Regulatisation

**Q. I have already obtained decommissioning/disposal permission from AERB on paper (not through eLORA) for decommissioning/disposal of equipment/radioactive source. Equipment/radioactive source is being decommissioned/disposed based on the paper approval. However, the decommissioned equipment/disposed source is still shown in my institute account with status 'Licensed'.**
Ans: You need to regularise decommissioning/disposal in eLORA. Please refer this Manual for steps involved for decommissioning/disposal of various types of equipment/sources. For an attachment in the application form for decommissioning/disposal, please upload scan copy of AERB approval obtained on the paper. For intimation of decommissioning/disposal form, upload scan copy of disposal agency confirmation/airway bill (as applicable). After acceptance of intimation form, the status of equipment and radioactive source will change to "Decommissioned" and "Disposed" respectively.

## 16.11 Help email address

In case of any further difficulty, you can write to our help email address elora.rt@aerb.gov.in

=O=O=O=O=O=