



Well Logging Module

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eLORA Guidelines for Well Logging Module

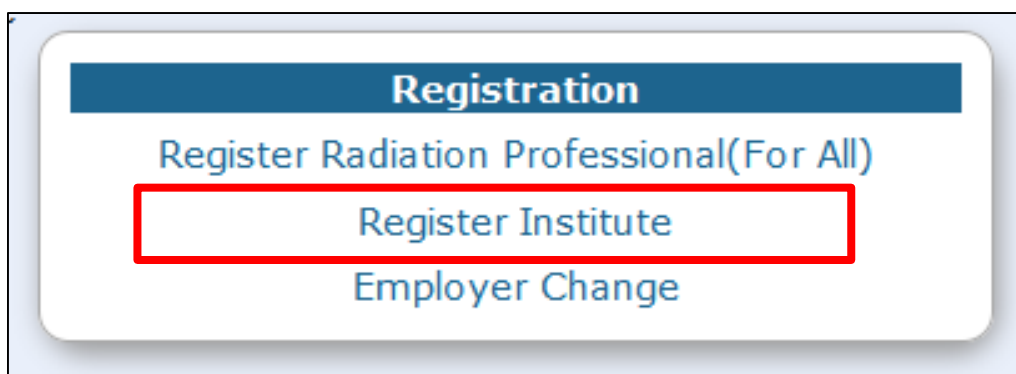
eLORA module of Well Logging facilitate online submission of applications for regulatory consents (e.g. NOC for import/procurement of radioactive source, Movement Permission, RSO approval, Licence etc.) for **Well Logging Facilities**. All user Institutes are required to use eLORA system for obtaining requisite regulatory clearance from AERB.

This document provides guidelines to use eLORA system for obtaining requisite regulatory consents from AERB for well logging facility.

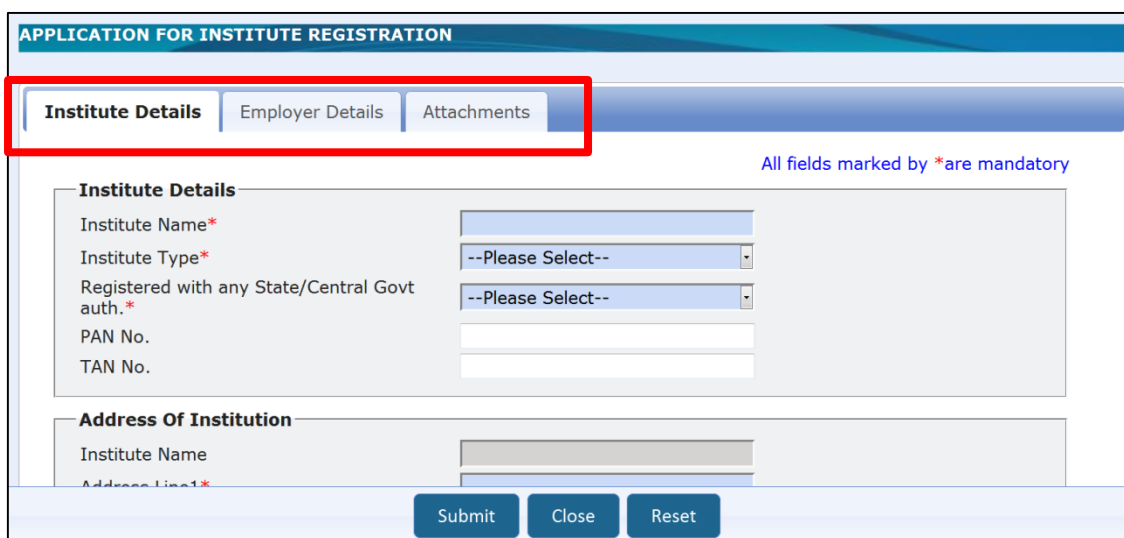
Important Note: Guidelines for common functionalities of eLORA system are available on eLORA home page as '[General Guidelines to use eLORA System](#)'. Users are also advised to refer these guidelines.

1 Register Institute

Visit home page of AERB website www.aerb.gov.in and click on the button **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.

A screenshot of the "APPLICATION FOR INSTITUTE REGISTRATION" form. The form has a blue header with the title "APPLICATION FOR INSTITUTE REGISTRATION". Below the header, there are three tabs: "Institute Details", "Employer Details", and "Attachments". The "Institute Details" tab is highlighted with a red rectangular box. The form contains several input fields and dropdown menus. The "Institute Details" section includes: "Institute Name*" (text input), "Institute Type*" (dropdown menu with "--Please Select--"), "Registered with any State/Central Govt auth.*" (dropdown menu with "--Please Select--"), "PAN No." (text input), and "TAN No." (text input). The "Address Of Institution" section includes: "Institute Name" (text input) and "Address Line1*" (text input). At the bottom of the form, there are three buttons: "Submit", "Close", and "Reset". A note on the right side of the form states "All fields marked by *are mandatory".

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'.
- **Type of Facility:** In **Type of Facility** section, for the field **Practice** select **Well Logging** and for the field **Role of Institute** select the role **Radiation Facility - Well Logging**.

The screenshot shows a web form for Institute Registration. At the top, there are fields for 'City/District' (a dropdown menu with '--Please Select--') and 'PIN'. Below these is a 'Contact Details' section with fields for 'Phone(O)', 'Email(O)', 'Confirm Email(O)', 'Fax', and 'Website'. The 'Type Of Facility' section is highlighted with a red box. It contains a 'Practice' dropdown menu with 'Well Logging' selected, and a 'Role of Institute' dropdown menu with 'Radiation Faci' selected. A blue tooltip with the text 'Please select the role' is visible over the 'Role of Institute' dropdown. At the bottom of the form, there are three buttons: 'Submit', 'Close', and 'Reset'.

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 Employment:** Example: (i) Appointment Letter of Employer, (ii) Board Resolution, (iii) Any Govt./PUC document substantiating proprietorship (iv) Partnership deed (notorised)
- Upload scan copy of any one of the document listed below (in the relevant position) for the proof of existence of institute (The institute name and address mentioned in the application form must match with any of the attached document):
 - PAN of Institute
 - TAN of Institute
 - Registration with State/Central/Local Government Authority

Enter the Captcha and submit the application form.

Important Note: Fields marked with * in the application form are mandatory. Application form will not be submitted if any mandatory field left blank.

You will get acknowledgement message upon successful submission of application form. The copy of submitted application (.pdf file) can be downloaded for which link will be provided (Please note, this link will be active for a short period). You will also receive an acknowledgement mail with the copy of your application form (.pdf file) in your email (email address as provided in the application form).

Application for Institute Registration will be scrutinized by AERB. After the approval of institute registration by AERB, you will receive user ID and password in your registered email (email address of Employer, as provided in the application form).

2 Register Radiation Professional (RP)

It is essential for person to be nominated as RSO of Well Logging facility to register himself/herself 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 “Well Logging”, Institute Role as “Radiation Facility” and Installation Type as “Radiation Facility – Well Logging”.

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

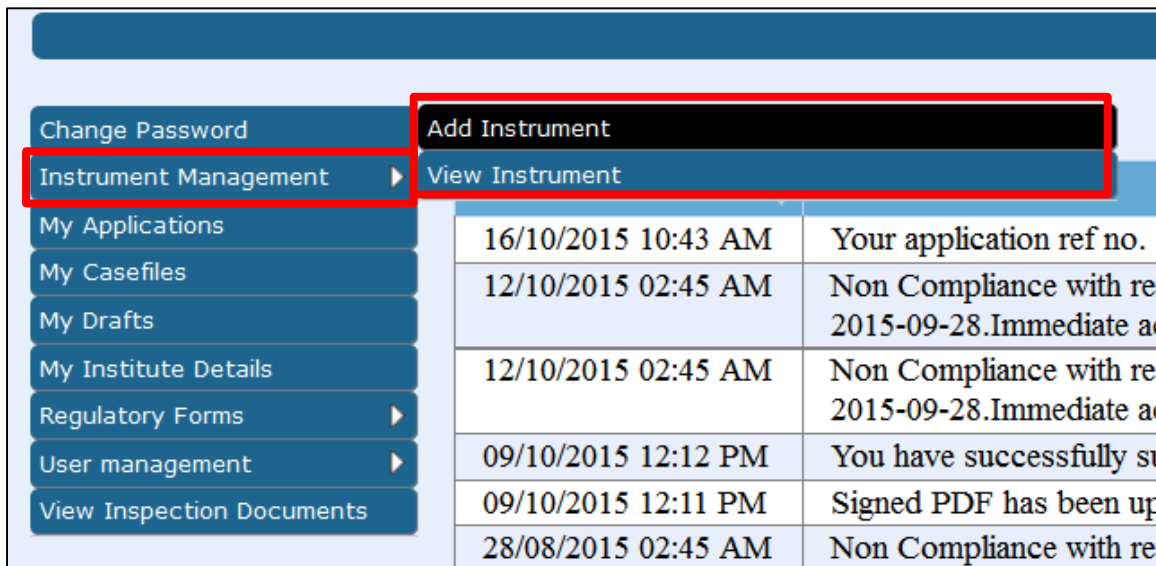
| Date and Time | Message to User |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15/12/2015 11:58 AM | Your application ref no. 15-93255 is Rejected. |
| 18/11/2015 02:45 AM | Non Compliance with reference no [MH-21818-NC-3916] raised agianst your institute is pending for closure.The final date of closure is 2015-12-04.Immediate action need to be taken to avoid regulatory actions. |
| 18/11/2015 02:45 AM | Non Compliance with reference no [MH-21818-NC-3917] raised agianst your institute is pending for closure.The final date of closure is 2015-12-04.Immediate action need to be taken to avoid regulatory actions. |
| 18/11/2015 02:45 AM | Non Compliance with reference no [MH-21818-NC-3921] raised agianst your institute is pending for closure.The final date of closure is 2015-12-04.Immediate action need to be taken to avoid regulatory actions. |
| 18/11/2015 02:45 AM | Non Compliance with reference no [MH-21818-NC-3920] raised agianst your institute is pending for closure.The final date of closure is 2015-12-04.Immediate action need to be taken to avoid regulatory actions. |
| 20/10/2015 03:00 AM | Non Compliance has been successfully closed for your institute with reference no [MH-21818-NC-3083].Refer My institute details for further information. |
| 20/10/2015 03:00 AM | Non Compliance has been successfully closed for your institute with reference no [MH-21818-NC-3082].Refer My institute details for further information. |
| 20/10/2015 03:00 AM | Non Compliance has been successfully closed for your institute with reference no [MH-21818-NC-2863].Refer My institute details for further information. |
| 20/10/2015 03:00 AM | Non Compliance has been successfully closed for your institute with reference no [MH-21818-NC-2862].Refer My institute details for further information. |

4 Declaration of Instrument

Monitoring (Viz. Survey meter) Tool 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 declare/ add instruments

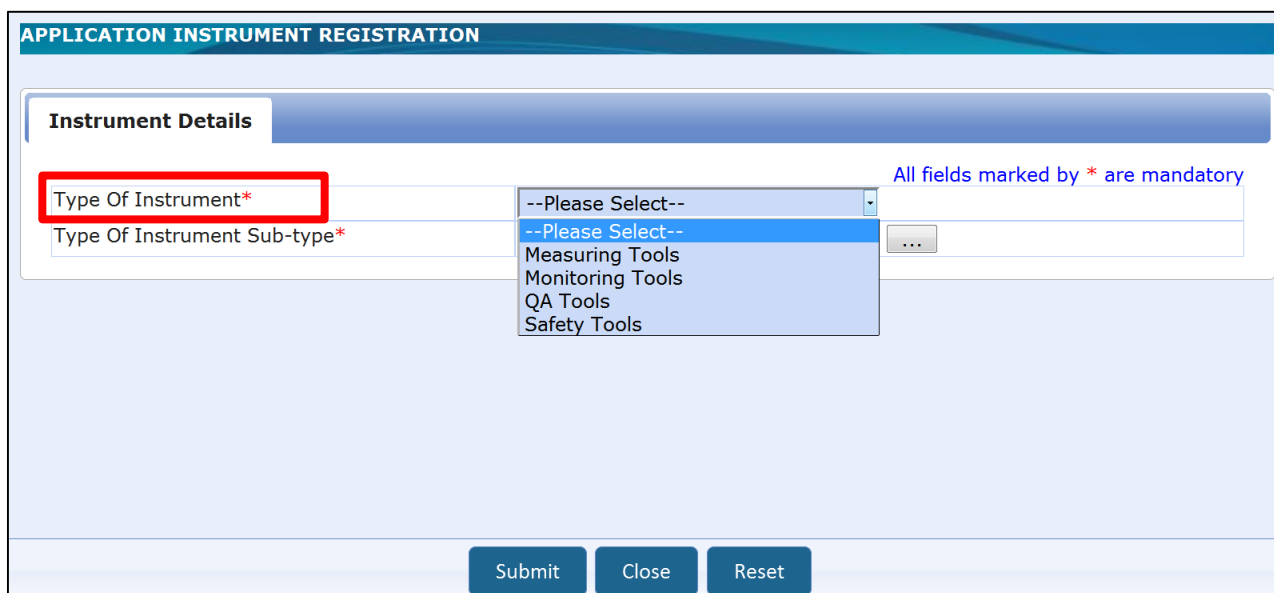


The screenshot shows a navigation menu with several options. The 'Instrument Management' option is highlighted with a red box, and its dropdown menu is open, showing 'Add Instrument' and 'View Instrument' options, both also highlighted with red boxes. Below the menu is a table with three columns: a date and time, and a description of the instrument's status.

| | |
|---------------------|---------------------------------------------------|
| 16/10/2015 10:43 AM | Your application ref no. |
| 12/10/2015 02:45 AM | Non Compliance with re 2015-09-28.Immediate ac |
| 12/10/2015 02:45 AM | Non Compliance with re 2015-09-28.Immediate ac |
| 09/10/2015 12:12 PM | You have successfully su |
| 09/10/2015 12:11 PM | Signed PDF has been up |
| 28/08/2015 02:45 AM | Non Compliance with re |

Instruments are classified in to below four types:

- Measuring Tools (Not applicable for Well Logging users)
- **Monitoring Tools**
- QA Tools (Not applicable for Well Logging users)
- Safety Tools



The screenshot shows the 'APPLICATION INSTRUMENT REGISTRATION' form. The 'Instrument Details' section is active. The 'Type Of Instrument*' field is highlighted with a red box, and its dropdown menu is open, showing the following options: '--Please Select--', 'Measuring Tools', 'Monitoring Tools', 'QA Tools', and 'Safety Tools'. The 'Type Of Instrument Sub-type*' field is also visible. A note at the top right states 'All fields marked by * are mandatory'. At the bottom of the form are three buttons: 'Submit', 'Close', and 'Reset'.

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

APPLICATION INSTRUMENT REGISTRATION

Instrument Details

Type Of Instrument* Monitoring Tools

Type Of Instrument Sub-type*

Instrument Type - Mozilla Firefox

Search:

| Select | Instrument Sub Type |
|----------------------------------|-----------------------|
| <input checked="" type="radio"/> | Survey meter |
| <input type="radio"/> | Contamination Monitor |
| <input type="radio"/> | Gamma zone monitor |
| <input type="radio"/> | Gun Monitor |
| <input type="radio"/> | Pocket dosimeter |
| <input type="radio"/> | Stack Monitor |
| <input type="radio"/> | Hand & Foot Monitor |

◀ Previous Next ▶

Showing 1 to 7 of 7 entries

Submit Close Reset

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).

APPLICATION INSTRUMENT REGISTRATION

Instrument Details All fields marked by * are mandatory

Type Of Instrument* Monitoring Tools

Type Of Instrument Sub-type* Survey meter

Availability* Available

Supplier*

Date of Procurement*

Make*

Model*

Instrument Serial Number*

Type of Detector* Ion Chamber
GM Counter
Phosphor
Solid State

Type of Radiation* Gamma
Alpha
Beta
Neutron

Range Of Detection* Unit Of Measurement*
MeV

1-10

Add Row Delete Row

Functional Status* Working

Calibration Date* 05/01/2016

Calibration Valid Till* 04/01/2018

Calibration Energy* 660.00

Unit of Calibration Energy* KeV

Calibration Lab*

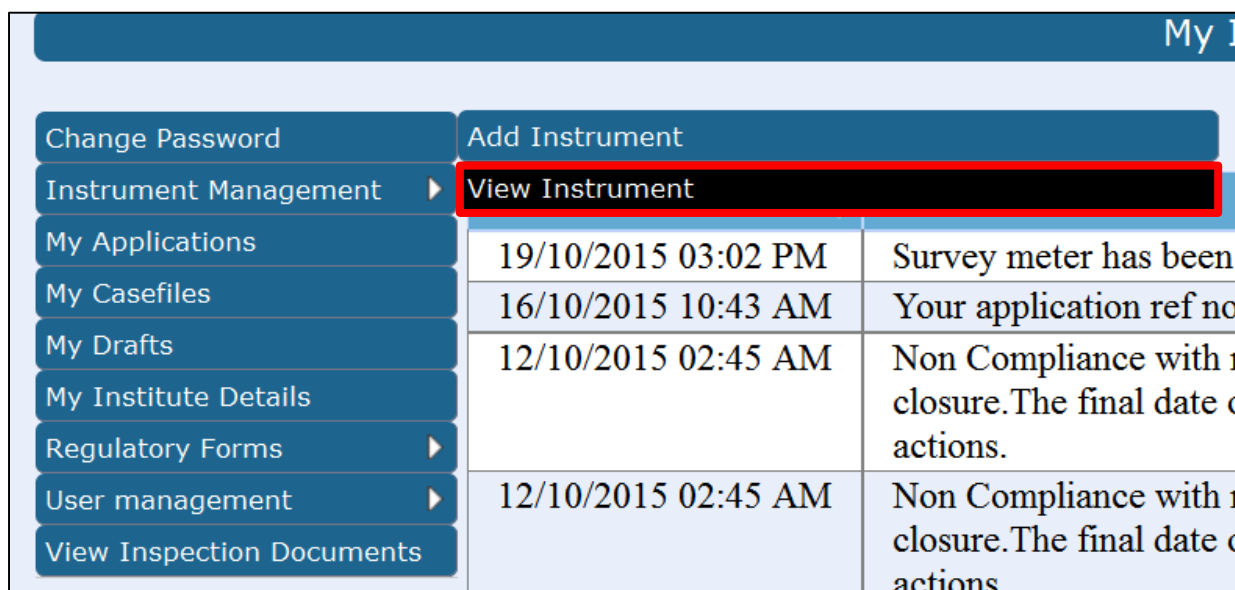
Volume (in CC)* 15

Submit Close Reset

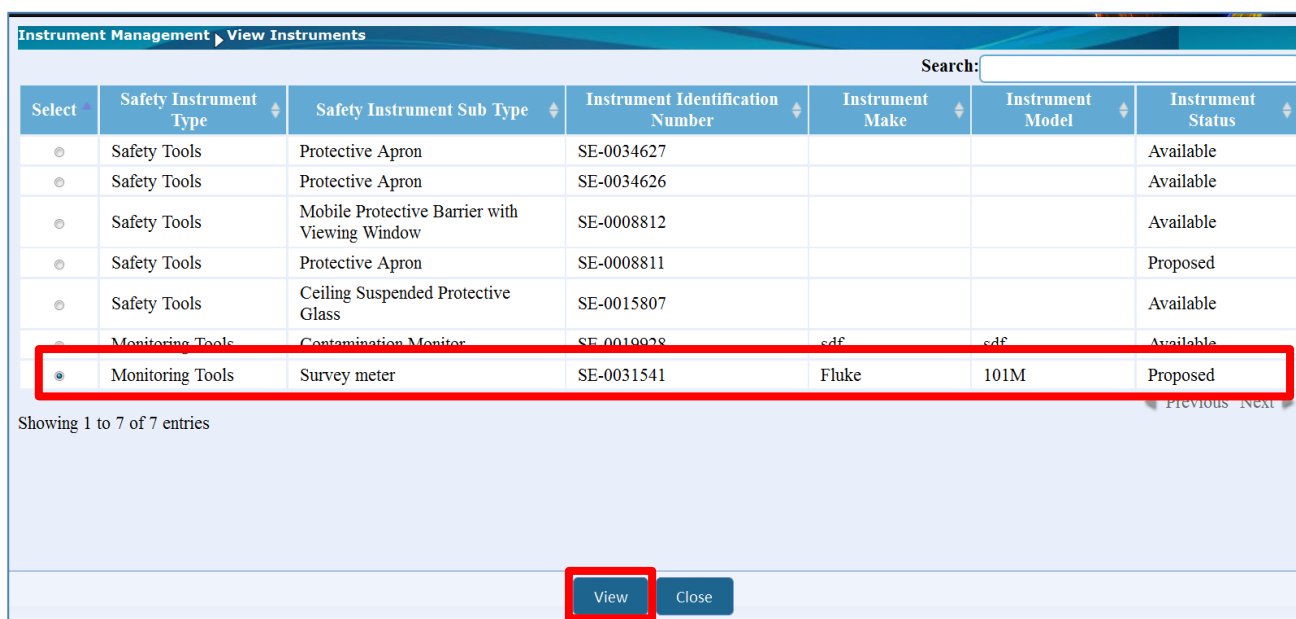
Important Note: Regulatory clearances will not be issued till requisite Monitoring instrument (i.e. Survey Meter) is declared in eLORA.

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 appear. 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.

| 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 |
| Calibration Date * | 01/06/2012 |
| Calibration Valid Till * | 30/06/2015 |
| Calibration Energy* | 1.25 |
| Calibration Energy Unit* | MeV |
| Calibration Lab* | BARC |

5 Declaration of Staff

Radiation worker/Radiation Professional can be added in eLORA account through **Menu: User Management → Add Employee**

| | |
|---------------------------|--------------------------------|
| Change Password | |
| Instrument Management | |
| My Applications | Add Employee |
| My Casefiles | Change Licensee |
| My Drafts | Designate Licensee |
| My Institute Details | Designate/Relinquish Employees |
| Regulatory Forms | Update/Dissociate Employee |
| User management | Update Institute Details |
| View Inspection Documents | |

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)
- **Radiation Professional** (this is to add **Radiation Professionals** of Well Logging i.e. Radiation Safety Professional)

While adding RP, system will ask RP registration ID and Date of birth of RP. (Obtain these details from the Radiation Professional).

In the form for adding **Radiation Professional**,

- Enter **Registration ID** and Date of birth of RP –personal detail of RP will come automatically.
- 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.

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 “Well Logging (Radiation Facility)” for which the candidate is to be nominated (as shown above).

After successful submission of form as per the standard procedure of eLORA (i.e. **Freeze → Upload Signed PDF → Submit** procedure. Please refer '[General Guidelines to use eLORA System](#)', available on eLORA home page, for standard procedure), 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”.

The screenshot shows a web form titled "Radiation Professional Details". It has several sections: "Select Radiation Professional" with fields for "Radiation Professional", "Date of Birth", "Registration ID", "Role of RP", "RSO Status", and "e-Mail Id Official"; "Education Details"; and "Experience Details". A red-bordered callout box points to the "Renew" button in the bottom action bar, containing the text: "“Renew” button will be enabled for the employee whose RSO status is “Yes” before one month of RSO approval validity date." The action bar also contains buttons for "Nominate", "Renominate", "Undesignate", "Reset", and "Close".

On clicking on ‘renew’ button, the application form is generated which needs to be frozen and submitted as per the standard procedure of eLORA. (Please refer ‘[General Guidelines to use eLORA System](#)’, available on eLORA home page, for standard procedure).

6.3 RSO Re-nomination (to add or remove roles of the RSO)

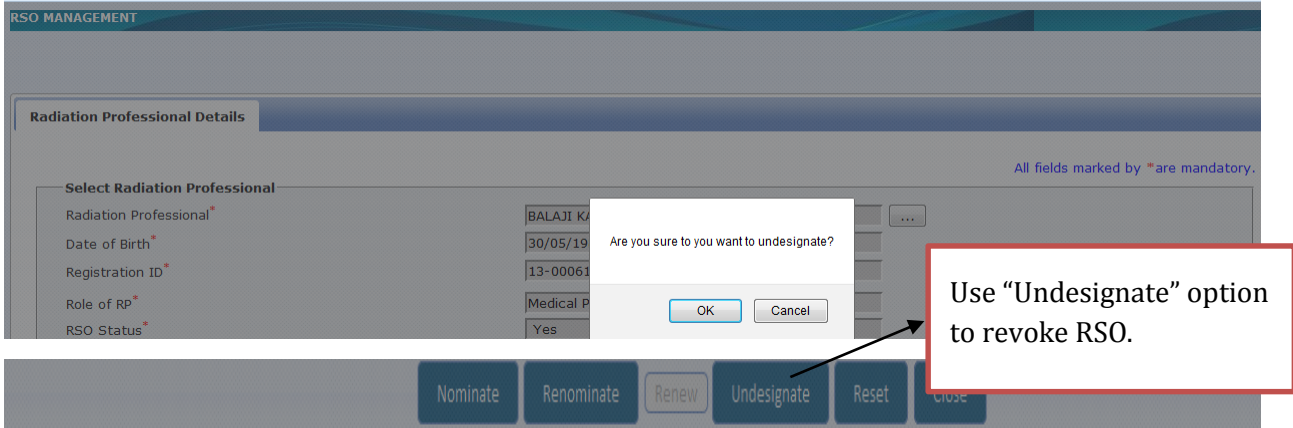
Only approved RSOs of the institution can be renominated for addition/removal of radiation facilities (if availed by the institute) for which the RSO will be responsible. Renomination button will be deactivated for the employee whose RSO status is “Yes” one month before expiry of RSO approval validity.

The screenshot shows a web form titled "Nominate RSO". It has a section "Radiation Facilities to be assigned" with a list of facilities and checkboxes: "Industrial Radiography (Radiation Facility)", "Radiotherapy installations", "Nuclear Medicine Facility", "Gamma Irradiation Chamber (Radiation Facility)", "Nucleonic Gauge (Radiation Facility)", "Well Logging (Radiation Facility)", "Medical diagnostic x-ray facility", and "Industrial Radiography (Supplier)". There is also a section for "Additional Responsibilities Proposed to be Assigned to the RSO". At the bottom, there are "Freeze" and "Back" buttons.

Click on ‘freeze’ button and submit the form as per standard procedure of eLORA (Please refer ‘[General Guidelines to use eLORA System](#)’, available on eLORA home page, for standard procedure).

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.



The screenshot shows the 'Radiation Professional Details' form in the RSO MANAGEMENT system. A modal dialog box is open, asking 'Are you sure to you want to undesignate?' with 'OK' and 'Cancel' buttons. A red box highlights the 'Undesignate' button with the text 'Use “Undesignate” option to revoke RSO.’

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 “Closed”.



The screenshot shows the 'VIEW DETAILS OF INSTITUTE EMPLOYEE' interface. A table lists employees with columns for 'Select', 'Employee Name', and 'Designation'. The 'Dissociate' button is highlighted with a red box and the text 'Use “Dissociation” option to remove the employee.’

7 Steps Involved in Obtaining Various Regulatory Consents

Forms pertaining to regulatory consenting process of Well Logging are available in

Menu: Regulatory Forms → Well Logging and

Menu: Regulatory Forms → Transport

Last Login:11/01/2016 Home | Switch Profile | View Profile | View All Messages | Help | Logout

Government of India
Atomic Energy Regulatory Board
e-Licensing of Radiation Applications (eLORA) System

Login: XYZ A (XA104)
Institute: WELL LOGGING TESTING (MH-25946)
Role: Employer, Licensee
Profile: Well Logging-Radiation Well Logging

My Applications
 My Casefiles
 My Drafts
 My Institute Details
Regulatory Forms
 User management
 View Inspection Documents

Date and Time
 31/07/2015 11:20 AM
 Common Forms
 Incident Reporting
 Transport
 Well Logging

Your application ref. no. 15-58127 is Rejected.
 Movement Receipt Intimation
 Release of OWL Sources
 Renewal and Re-approval
 Source Type Approval/Type Registration

15-COMSUPPSRCT
 You have successfully submitted Application for Source Type Registration with application no. 15-58127.
 Your Application has been approved and the Institute Number is : MH-25946 UserId and password

Change Password
 Instrument Management
 My Applications
 My Casefiles
 My Drafts
 My Institute Details
Regulatory Forms
 User management
 View Inspection Documents

Date and Time
 16/10/2015 10:43 AM
 Common Forms
 Incident Reporting
 Radio Therapy Practice
 Transport

Your application ref no. 15-39274 is Rejected.
 compliance with reference no [MH-21818-NC-3083] r
 28 Immediate action need to be taken to avoid reg
 Transport of Registered Source
 Transport of Unregistered Source
 Intimation of Export/Transport/Disposal

09/10/2015 12:12 PM
 09/10/2015 12:11 PM
 You have
 Signed PDF has been uploaded successfully.

List of processes applicable is given below:

7.1 For obtaining Licence by existing Well Logging Facility

Source data of existing well logging user institute is being migrated by AERB in to eLORA system. After migration of data, user institute shall declare survey meter, obtain RSO approval and apply for Licence for Well Logging Facility. In case your institution data is not migrated till date, you are required to provide the same to AERB in prescribed format.

| Steps | Purpose | Regulatory Form Name |
|--------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------|
| Obtaining Licence by Existing Well Logging Facilities | | |
| Step 1. | Obtaining RSO approval | Nominate RSO (available in Regulatory Forms → Common Form) |
| Step 2. | Obtaining Licence for Well Logging Facility. | Licence for Operation |

7.2 Permission to Operate Radioactive Source

Follow are the steps for obtaining permission to operate after import/procurement of new radioactive source:

| Steps | Purpose | Regulatory Form Name |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| New source and First time Licence | | |
| Step 1. | Obtaining Site Registration for site (i.e. location/ base) where radioactive source is to be stored/operated, if not registered earlier. | Site Registration |

| | | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Step 2. | Obtaining RSO approval (if not obtained through eLORA) | Nominate RSO (available in Regulatory Forms → Common Form) |
| Step 3. | Obtaining NOC for Import/Procurement of radioactive source | Procurement of source |
| Step 4. | Intimating for receipt of radioactive source | Source Receipt Intimation |
| Step 5. | Obtaining Licence for Well Logging Facility (This is applicable before first source being operated. No need to obtain Licence again if already obtained and the same is valid) | Licence for Operation |
| Step 6. | For obtaining permission to operate radioactive source | Permission to operate |

7.3 For approval of source storage facility

For construction of radioactive source storage facility, follow the steps given below:

| Steps | Purpose | Regulatory Form Name |
|--------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------|
| Approval of source storage facility | | |
| Step 1. | For obtaining approval for construction of radioactive source storage facility | Approval of Layout of Source Storage Facility |
| Step 2. | For obtaining permission for use of storage facility after construction | Permission to use OWL Source Storage Facility |

7.4 For Movement of Radioactive Source

For movement of radioactive source, follow the steps given below:

| Steps | Purpose | Regulatory Form Name |
|----------------------------|-------------------------------------------------------------------|-----------------------------|
| Movement Permission | | |
| Step 1. | For obtaining movement permission of radioactive source | Permission for Movement |
| Step 2. | For intimating receipt of radioactive source at the proposed site | Movement Receipt Intimation |

7.5 Disposal of radioactive source

For routine disposal process for disused radioactive source, follow the steps as given below:

| Steps | Purpose | Regulatory Form Name |
|-----------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Disposal of Disused Radioactive Source | | |
| Step 1. | Obtaining permission for export/transport/disposal of disused radioactive source | Transport of Registered Source (available in Regulatory Forms → Transport) |
| Step 2. | Intimating export/transport/disposal of radioactive source | Intimation of Export/Transport/Disposal (available in Regulatory Forms → Transport) |

8 Detail of Regulatory Forms

In order to obtain requisite regulatory clearance from AERB, user need to fill and submit application form in eLORA. Details of Radiation Professionals employees (viz. their availability etc.) and Instruments (viz. availability, date of calibration) shown in certain application forms must be verified by user before submission of application form. In case update is required in employee and instrument details, user shall

update the details before submission of application form. All statements made in the application form are considered to be correct and best of the knowledge and belief of applicant.

8.1 Application for Site Registration

By default, institute’s permanent address is recorded as **registered site** for institute. In case, base location/work place is different from institute’s permanent address, you need to register your site separately. You also need to register the sites of contract awarding party where your radioactive sources will be operated. Submit this form for obtaining site registration. Follow below path to access this form:

Menu: Regulatory Form → Well Logging → Recording of Site

- Pre-requisite for site registration:
 - Institute Registered in eLORA

After submission, the application will be reviewed by AERB. Once AERB approves, the name will be recorded in the eLORA system. The status of the application can be verified by user through the “My Application” menu.

If the site name is not in the list, then you can click on check box for **Yes** in the field “I have verified the list of recorded Sites, I want to record a new name”, so the application form will expand to capture detail of new site. After filling up the data, click the **Submit** button.

Recording of Name of Site

Click here for list of already recorded Sites

I have verified the list of recorded Sites, I want to record a new name Yes

Recorded Site Details - Mozilla Firefox

Search:

| Name | Address | City | Pin | State |
|-------------------------------------------------|-----------------------------------------------------------------------|-----------|--------|----------------|
| INDU PROJECTS LIMITED | 1009,INDU FORTUNE FIELD,13 TH PHASE, KPHB, JNTU | Hyderabad | 500072 | Telangana |
| ADANI MINING PVT LTD | 10TH FLOOR,SHIKHAR, NEAR ADANI HOUSE, MITHAKHALI CIRCLE, NAVRANGPURA, | Ahmedabad | 380009 | Gujarat |
| OIL AND NATURAL GAS CORPORATION | 11 HUBH, BANDRA SION LINK ROAD, | Mumbai | 400017 | Maharashtra |
| AFP OPERATIONS AS | 2.59.9 SAI KRUPA, BHASKAR NAGAR, OPP WATER TANKS | Kakinada | 533003 | Andhra Pradesh |
| EMT CONSULTING PRIVATE LIMITED | 203 TOWER 3B ECOSPACE BUSINESS PARK, NEWTOWN RAJARHAT ACTION AREA II, | Kolkata | 700156 | West Bengal |
| MAHESHWAREE MINING PVT.LTD. | 21,CLM LANE,RANIGANJ, , NEAR RANIGANJ RAILWAY STATION | Burdwan | 713347 | West Bengal |
| FOCUS ENERGY LIMITED | 3RD FLOOR GOPALA TOWER, 25 RAJENDRA PLACE,, | New Dethi | 110008 | Delhi |
| Joshi Technologies International | 402, Heritage, Osmanpura, Off Ashram Road,, Osmanpura, | Ahmedabad | 380013 | Gujarat |
| SOUTH WEST PINNACLE EXPLORATION PRIVATE LIMITED | 522, GALLERIA TOWER, DLF PHASE IV, GURGAON, , GALLERIA MARKET | Gurgaon | 122009 | Haryana |
| ASIAN OILFIELD SERVICES LIMITED | 703, IRIS TECHPARK, TOWER A, SECTOR 48, SOHNA ROAD, GURGAON, | Gurgaon | 122018 | Haryana |

Showing 1 to 10 of 84 entries

You can search your site name from the list using Search option.

8.2 Application for Procurement of Source

Submit this form for obtaining NOC for import/procurement of radioactive source. Follow below path to access this form:

Menu: Regulatory Form → Well Logging → Procurement of source

- Pre-requisite for NOC for Import/Procurement:
 - RSO approval through eLORA
 - Availability of survey meter having valid calibration
 - Approved Source storage facility
 - Security plan for radiation facility

The form has following tabs:

I. Personnel Detail:

Check the detail of staff declared by you. In case your institute does not possess any radioactive source and there is no approved RSO with your institute, the system permits to fill this application form only after accepting undertaking mentioned in this tab.

WELL LOGGING - SOURCE PROCUREMENT

Worker Details | Instrument Details | Source Details | Source Storage Facility Details | Attachments

| Name | Date of Birth | Designation | Qualification | Experience (In years) | PMS No. |
|----------------------------|---------------|-------------|---------------|-----------------------|---------|
| No data available in table | | | | | |

Showing 0 to 0 of 0 entries

Proceed to fill the form if the details is up to date. If details are correct move to next Tab else update the Worker Details

I hereby undertake to get one of our personnel trained on Radiation Safety Aspects of Well Logging and obtain RSO approval from AERB before handling of radiation source in Well Logging.

Submit Close Reset

However, you are required to submit an application for training course, i.e. RSO Certification for “Nucleonic Gauges and Well Logging Applications” , to training agency (viz. RP&AD, BARC/IARP) and attach its scan copy in the option provided for ‘Other attachments’ in tab: Attachments of this application form.

Pl. note this exception is not available if your institute is already in possession of radioactive source.

II. Instrument Detail:

Check the detail of instruments declared by you. In case your institute does not possess any radioactive source and there is no survey meter (having valid calibration) with your institute, the system permits to fill this application form only after accepting undertaking mentioned in this tab.

| Sl no | Type of Instrument | Instrument ID | Make | Model | Availability |
|-------|--------------------|---------------|----------|--------|--------------|
| 1 | Survey meter | SE-0023553 | pulsecho | MR4500 | Available |

Showing 1 to 1 of 1 entries

Proceed to fill the form if the details is up to date. If details are correct move to next Tab else update the Instrument Details

Submit Close Reset

However, you are required to submit a copy of survey meter purchase order (PO copy) in the option provided for ‘Other attachments’ in tab: Attachments of this application form.

Pl. note this exception is not available if your institute is already in possession of radioactive source.

III. Source Details:

All sources used in well logging are mostly sealed sources and almost all are imported. In case the procurement is local there are two option **New Source** or **Resell**. Resell option is available in case when one user wish to purchase the source from another user. In this case the user who wants to sell the source has to release the source from his account, so that the source will be available in the system for selection by the user who wish to purchase it.

To release the source the user has to follow the path: Regulatory Form →Well Logging→ Release of OWL Sources.

WELL LOGGING SOURCE PROCUREMENT

Worker Details Instrument Details **Source Details** Source Storage Facility Details Attachments

All fields marked by * are mandatory

Mode of Procurement* Local

Type of Procurement* --Please Select--

Make* --Please Select--

Model* New Source
Resell

Radio Isotope*

Serial No. of the source

Sealed source classification no

Activity (GBq)*

Whether a copy of the undertaking furnished by the supplier of the source to take back the disused/ decayed source is attached* Yes No

Submit Close Reset

If the mode of procurement is **Local**, option for **New Source** or **Resell** will be available in the Type of Procurement

For Import of New Sources

WELL LOGGING SOURCE PROCUREMENT

Worker Details Instrument Details **Source Details** Source Storage Facility Details Attachments

All fields marked by * are mandatory

Mode of Procurement* Import

Type of Procurement* New Source

Make* --Please Select--

Model* New Source

Radio Isotope*

Serial No. of the source

Sealed source classification no

Activity (GBq)* (Bq)

Name of Institution Supplying the Source*

City*

Country* Please Select

Whether a copy of the undertaking furnished by the supplier of the source to take back the disused/ decayed Yes No

Submit Close Reset

If it is import, only 'New Source' option will appear in the type of procurement

WELL LOGGING SOURCE PROCUREMENT

Worker Details Instrument Details **Source Details** Source Storage Facility Details Attachments

Mode of Procurement* Import

Type of Procurement* New Source

Make*

Model*

Radio Isotope*

Serial No. of the source

Sealed source classification no

Activity (GBq)*

Name of Institution Supplying the Source*

City*

Country* Please Select

Whether a copy of the undertaking furnished by the supplier of the source to take back the disused/ decayed source is attached* Yes No

Submit

Source Details - Mozilla Firefox

Search:

| Select | Make | Model | Radio Isotope | Maximum Activity |
|-----------------------|--------------------------|---------------|---------------|------------------------------|
| <input type="radio"/> | Eckert & Ziegler | A3888 | Cs-137 | 0.000008510000000000000000 |
| <input type="radio"/> | Ritverc Isotope Products | Phase Watcher | Ba-133 | 0.370000000000000000000000 |
| <input type="radio"/> | AEA | AMN.CY19 | Am-241/Be | 703.000000000000000000000000 |
| <input type="radio"/> | QSA Global | CDCCY3 | Cs-137 | 93.000000000000000000000000 |
| <input type="radio"/> | QSA Global | CDC.CY3 | Cs-137 | 93.000000000000000000000000 |
| <input type="radio"/> | QSA | AMN.CY17 | Am-241/Be | 296.000000000000000000000000 |

For New Source import/local procurement, by clicking on this button, you will get list of all sources recorded in the system.

IV. Source Type Approval /Type Registration

If the source is not available in the list available in the system, you need to register the source through the system. Follow below path to access this form:

Menu: Regulatory Form → Well Logging → Source Type Approval/Type Registration

Note: Source Type Approval is applicable only for indigenously manufactured sources (e.g. BRIT)

For all imported source, you need to apply for Source Type Registration.

The screenshot shows the AERB eLORA system dashboard. At the top, it displays the user's last login (07/01/2016) and navigation links (Home, Switch Profile, View Profile, View All Messages, Help, Logout). The user's profile information is shown on the right: Login: XYZ A (XA104), Institute: WELL LOGGING TESTING (MH-25946), Role: Employer, Licensee, Profile: Well Logging-Radiation Facility-Well Logging. The main menu on the left includes 'Regulatory Forms' which is highlighted in red. A dropdown menu is open, showing 'Well Logging' also highlighted in red. Below the menu, a table lists applications with columns for 'Date and Time' and 'Your application ref'. One application is highlighted in red: '29/06/2015 05:37 PM' with the reference 'Source Type Approval/Type Registration'.

In case of Imported sources, user need to select **“Type Registration”** as Nature of application and **“Sealed”** for type of source.

The screenshot shows the 'WELL LOGGING APPLICATION FOR SOURCE TYPE APPROVAL/TYPE REGISTRATION' form. The 'General Details' tab is active. The 'Nature of application' dropdown is set to 'Type registration' and the 'Source Type' dropdown is set to 'Sealed', both highlighted with red boxes. Other fields include 'Radioisotope', 'Source Specification', 'Whether the source will be used as check source/calibration source' (radio buttons for Yes/No), 'Source Classification Number', 'Maximum design activity', 'Unit of Activity', 'Make', 'Model', 'Name of original Source Manufacturer', 'Address of original Source Manufacturer', 'Country of original Source Manufacturer', and 'Name of original Source Supplier'. At the bottom, the 'Submit' button is highlighted with a red box.

The details of the source are to be filled. In the attachments (1) copy of sealed source certificate and (2) the test report and certificate from the manufacturer showing classification designation are to be uploaded as supporting documents. After filling up the data, and uploading the attachments click the **Submit** button. After approval from AERB the particulars of the source (i.e. Make, Model etc.) will be available in the system for selection.

V. Source Storage Facility Details:

For well logging facilities it is necessary to have source storage facility either temporary arrangement for storage or permanent storage facility. It is mandatory requirement to have approved source storage facility for obtaining Licence for Operation of the facility. For obtaining approval of source storage facility, Layout approval of the source storage facility is to be obtained first by submitting the proposed layout with all the details (such as room dimension, wall thickness, pit details etc.) before construction of the source storage facility.

Once layout approval is obtained, then storage facility can be constructed as per the approved layout. After completion of construction, permission to use the source storage facility is to be obtained by submitting the authenticated photographs of the storage facility showing the exterior and interior view of the room with ceiling, lock and key arrangement at the access door and pit, radiation symbol with warning legend, security provisions etc. After approval from AERB, source storage facility ID will be generated.

Steps to be followed for obtaining approval of source storage facility:

- 1) Regulatory Form → Well Logging → Approval of layout of source storage facility
- 2) Regulatory Form → Well Logging → Permission to use source storage facility

The screenshot shows a web application interface for 'WELL LOGGING SOURCE PROCUREMENT'. The 'Source Storage Facility Details' tab is active. The form contains the following fields:

- Whether Source will be stored in approved source storage facility* (Radio buttons: Yes, No)
- Source Storage Facility ID*
- Name of Site*
- City*
- State*
- Details regarding the mode of transport from the storage room to the site(s) of use*

At the bottom of the form are buttons for 'Submit', 'Close', and 'Reset'. A red box highlights the 'Yes' radio button, and a text box explains: 'If you already have approved source storage facility, select Yes and click on this button to select the source storage facility ID.'

If you don't have approved source storage facility select **No** and you have to provide the details of source storage provisions for temporary storage of the source.

VI. Attachments: Following attachments are mandatory.

1. Details of source storage provision at the site in case of non-availability of approved source storage facility.
2. Sealed source classification certificate with Sr. No.
3. Copy of the undertaking furnished by the supplier of the source to take back the disused / decayed source.

Security plan of the radiation facility as per AERB safety guide on "Security of Radioactive Sources in Radiation Facilities" (AERB/RF-RS/G-1) is not made mandatory but it is preferred to be submitted at

the time of procurement. Ensure to keep softcopies of attachment ready before start filling of application form.

8.3 Source Receipt Intimation

Once you procure the radioactive source, submit this form after receipt of radioactive source. Follow below path to access this form:

Menu: Regulatory Form →Well Logging →Source Receipt Intimation

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

8.4 Licence for Operation

It is mandatory to obtain the Licence for Well Logging Facility as per provisions of Rule 3 of Atomic Energy (Radiation Protection) Rules, 2004. This form is required to be filled to obtain the Licence for Well Logging Facility and user is able to fill, only if the institute possess radiation survey meter (with valid calibration), RSO approval through eLORA and source storage facility approved through eLORA. The renewal of licence can also be obtained through the same form.

Follow below path to access this form:

Menu: Regulatory Form →Well Logging →Licence for Operation

- Pre-requisite for licence for operation:
 - Appropriate survey meter having valid calibration
 - RSO approval through eLORA
 - Source storage facility approved through eLORA
 - Security plan for radiation facility
 - Emergency response plan for radiation facility

8.5 Permission to Operate

This form is required to be filled for each new radioactive source before commencement of its routine operation. This form can be filled after submission of Source Receipt Intimation and its approval. Submission of this form is mandatory requirement. This form will be available for submission only if Institute possesses the valid Licence for operation. Permission to operate radioactive source needs to be obtained for every new source procured/imported.

Follow below path to access this form:

Menu: Regulatory Form →Well Logging→Permission to Operate

- Pre-requisite for permission to operate:
 - Valid Licence for operation

8.6 Movement Permission

It is necessary to obtain permission for movement of radioactive source to various sites from storage room and vice-a-versa. Use this form to obtain movement permission:

- Pre-requisite for movement permission:
 - New location site shall be registered

Follow below path to access this form:

Menu: Regulatory Form →Well Logging→Movement Permission

Submission of source movement application is not possible in case Licence for Operation for Radiation facility is not obtained.

WELL LOGGING ▶ **MOVEMENT PERMISSION**

Source Details | Personnel And Instrument Details | Attachment Details

You do not have a valid licence to operate the source.

All fields marked by * are mandatory

| | |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Source Identification No.* | <input type="text"/> |
| Make* | <input type="text"/> |
| Model* | <input type="text"/> |
| Serial Number* | <input type="text"/> |
| Activity (GBq)* | <input type="text"/> |
| Present Location* | <input type="text"/> |
| If the proposed site is New and first time movement | <input type="radio"/> Yes <input type="radio"/> No |
| Whether the Source is proposed to move to the site where approved source storage facility is available | <input type="radio"/> Yes <input type="radio"/> No |
| New Site Details* | <input type="text"/> |

8.7 Movement Receipt Intimation

It is necessary to intimate movement of radioactive source to a new location immediately after movement. Use this form to intimate movement.

Follow below path to access this form:

Menu: Regulatory Form →Well Logging→Movement Receipt Intimation

- Pre-requisite for movement Receipt intimation:
 - Movement permission

WELL LOGGING ▶ **MOVEMENT RECEIPT INTIMATION**

Details of Movement Intimation

All fields marked by * are mandatory

| | |
|----------------------------------|----------------------|
| Movement Approval Reference No.* | <input type="text"/> |
| Source | <input type="text"/> |
| Make | <input type="text"/> |
| Model | <input type="text"/> |
| Source Serial No | <input type="text"/> |
| Name of Site | <input type="text"/> |
| State | <input type="text"/> |
| City | <input type="text"/> |
| Pin | <input type="text"/> |
| Date of Receipt* | <input type="text"/> |

8.8 Transport of Registered Source

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

Menu: Regulatory Form → Transport → Transport of Registered Source

Kindly note that, if your radioactive source is not listed in your institute's account, you need to select application form "Transport of Unregistered Source" (Menu: Regulatory form →Transport → Transport of Unregistered Source) for transport permission.

8.9 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

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9 Annexure: Frequently Asked Questions (FAQs)

9.1 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.

9.2 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).

9.3 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.**

9.4 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)

9.5 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.

9.6 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. How to change Employer?

Ans: Please see [General Guidelines to use eLORA System](#) for step-by-step process for changing Employer detail.

9.7 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.

9.8 Help email address

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

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