

## Registration of Diagnostic Radiology Institutes with ELORA

All institutes who are possessing medical diagnostic x-ray equipments are required to obtain **Licence for operation from AERB**.

To facilitate issuance of licence, AERB has launched an e-governance application e-LORA(e-Licensing of Radiation Applications). All the x-ray equipment users (who have already obtained AERB Licence/Registration earlier and those who have not obtained AERB Licence /Registration till now) are required to register through e-LORA.

### Steps for obtaining 'Licence' through e-LORA

Step 1: Register your institute with eLORA

Step 2: Declaration of x-ray equipment details with eLORA

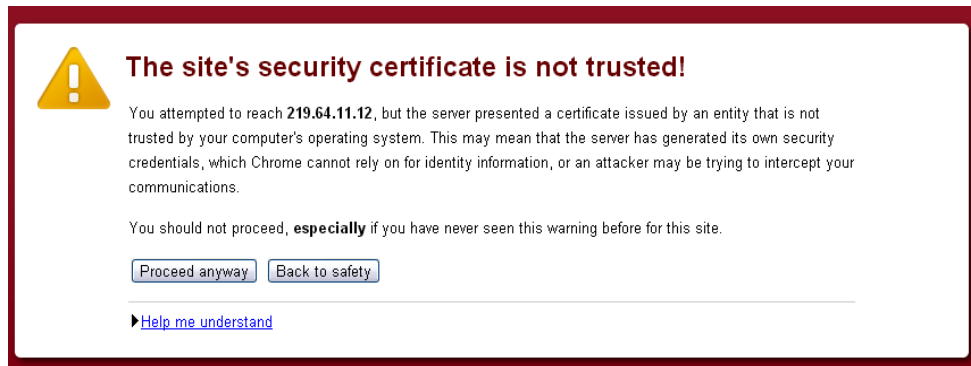
Step 3: If declared x-ray equipment already has valid AERB Licence/Registration: Record Licence details

If declared x-ray equipment does not have valid AERB Licence/Registration: Obtain AERB Licence for operation

The detailed process flows for above steps are given below.

#### **Step 1: Register your institute with eLORA**

1. Visit our website [www.aerb.gov.in](http://www.aerb.gov.in) . Click on the link eLORA which is provided in the home page. It will redirect you to the eLORA home page. Your browser may ask about security certificate. For example if you are assessing the eLORA page through Google Chrome, you may find the following message.



On the above screen you need to click on **Proceed anyway**

2. On acceptance of the security certificate you will get the following screen.



### eLORA System

eLORA (e-Licensing for Radiation Applications), an eGovernance Initiative by AERB, is a web-based application for automation of regulatory processes for various Radiation Facilities in India. The objective of the project is to enhance efficiency and transparency in the regulatory processes of AERB. The system is aimed at achieving paperless licensing of Radiation Facilities.

### Institute Registration

Register Institute link is provided only for upcoming radiotherapy facilities. However, for existing Radiotherapy facilities AERB will be providing username & password to the respective facilities shortly.

### Radiation Professional Registration

A person working with radiation, whose role is defined in AERB's safety codes, is termed as Radiation Professional (RP). All Radiation Professionals in India are required to register themselves in eLORA for their inclusion in Radiation Facility approval. Upon successful

**Login**

Username

Password

[Forgot Password?](#)

**Registration**

[Register Radiation Professional\(For  
Register Institute\(For New Institu](#)

**Feedback**

3. Click on Register institute on the right hand side to get institute registration application form;

**APPLICATION FOR INSTITUTE REGISTRATION**

Institute Details    Employer Details    Attachments

---

All fields marked by \* are mandatory

**Institute Details**

Institute Name\*

Institute Type\*

Registered with any State/Central Govt auth.\*

Institute Role\*

PAN No.\*

TAN No.

**Address Of Institution**

Address Line1\*

Address Line2

Landmark

State\*

City/District\*

PIN\*

**Address Of Communication**

Is Address of Communication same as Address Of Institution?

Address Line1\*

### Tab 1: Institute details

1. Fill all the details. All \* marked fields are mandatory. The data entered should be as per the certificates attached.
2. In 'Type of Facility' section, in field 'Practice' select 'Diagnostic Radiology' and in field 'Role of Institute' select 'Medical Diagnostic X-ray Facility'.

### Tab 2: Employer details

1. Name: Fill the complete name as appearing in the proof of identity/Date of Birth (DOB) attached
2. Date of Birth: Fill the DOB as appearing in the proof of identity/DOB attached
3. Document/Card No. (of Proof of Identity/DOB): Must match with the proof of identity/DOB attached
4. e-mail: Will be used to sending user-id and password and all future communications, hence give a suitable email
5. Mobile No.: Will be used for sending alerts through SMS, hence give a suitable mobile number

### Tab 3: Attachments

#### Mandatory:

1. Upload proof of identity and date of birth
2. Upload proof of employership

#### Non Mandatory/Context based attachments

3. Upload attachment in support of your information entered (PAN card/TAN card/Aadhar card/Driving Licence/Pass Port etc)

#### 4. Submit details

User will get a message upon successful submission with reference number of application. The copy of submitted application can be downloaded. User will also receive a mail regarding the same in the registered email id. (you may preserve print out of your application form for record)

After the approval of institute registration, user will receive login credentials in their registered email id (make sure you enter correct email id).

### Step 2: Declaration of existing x-ray equipments with eLORA

After receiving user id and password, user can go to eLORA home page;

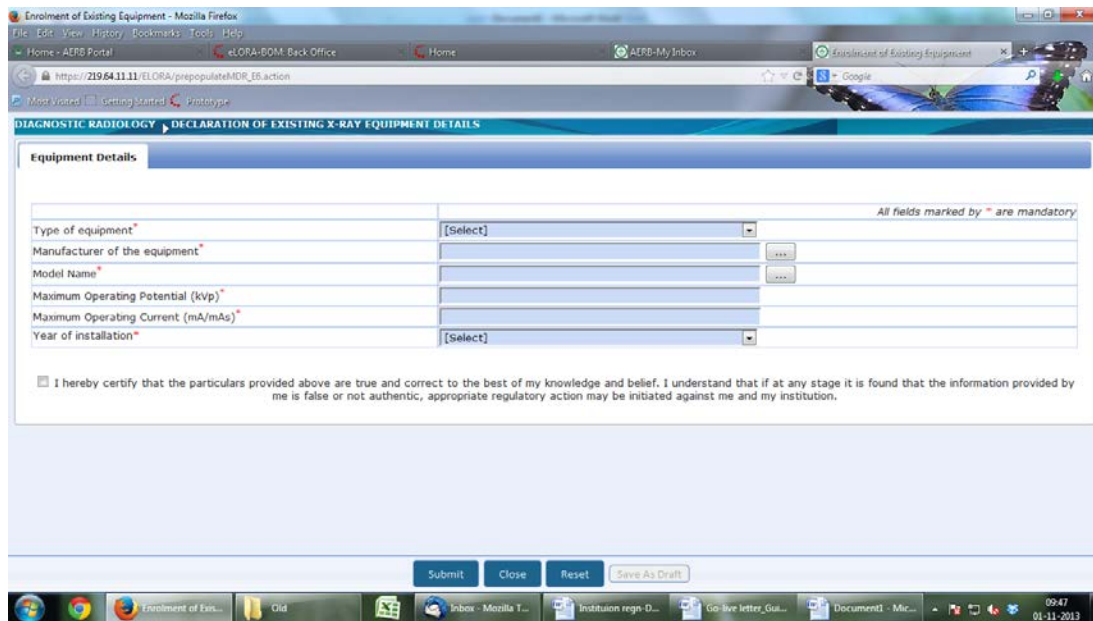
1. Login using your User name and Password. User will reach into home page of institute



2. Below Menu as shown above, a tab is flashing as

Declare Existing X-ray Equipment

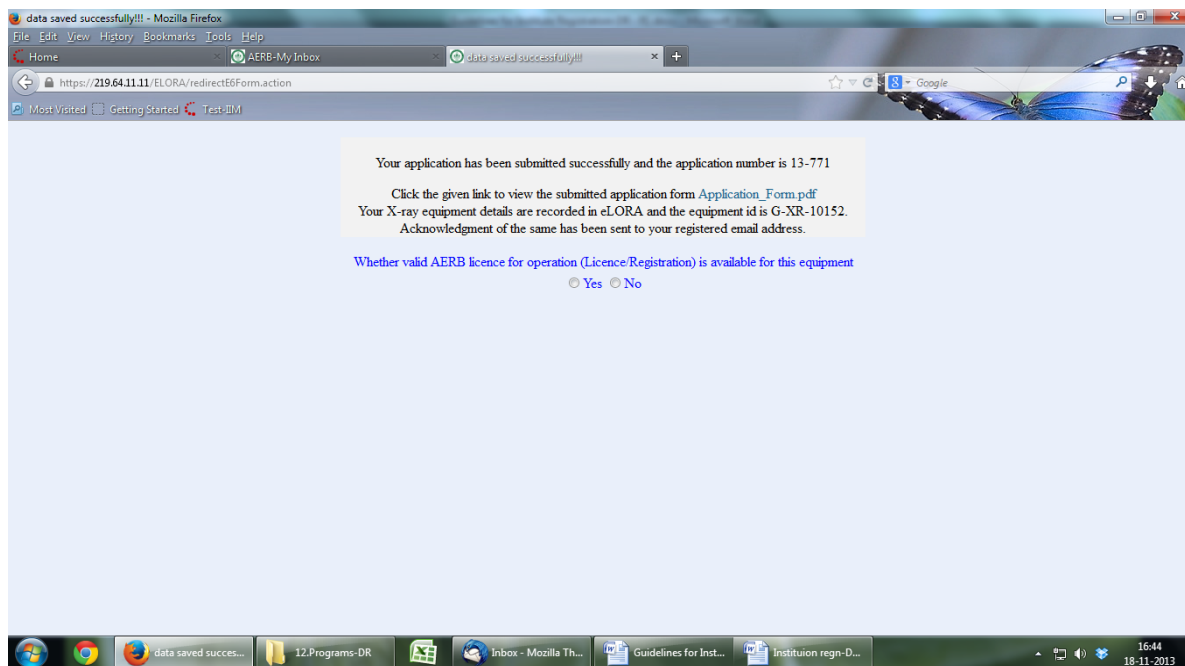
Click 'Declare Existing X-ray Equipment'. A form will be opened as shown below;



3. Provide required details and submit the form.

**\*Note: For selection of field Name of Manufacturers in the drop down, Manufacturer Name 'M/s. Philips Electronics India Limited' has been changed to 'M/s. Philips India Limited' as per recent amendment, kindly chose accordingly.**

After successful submission, a submission message with equipment id will be displayed.



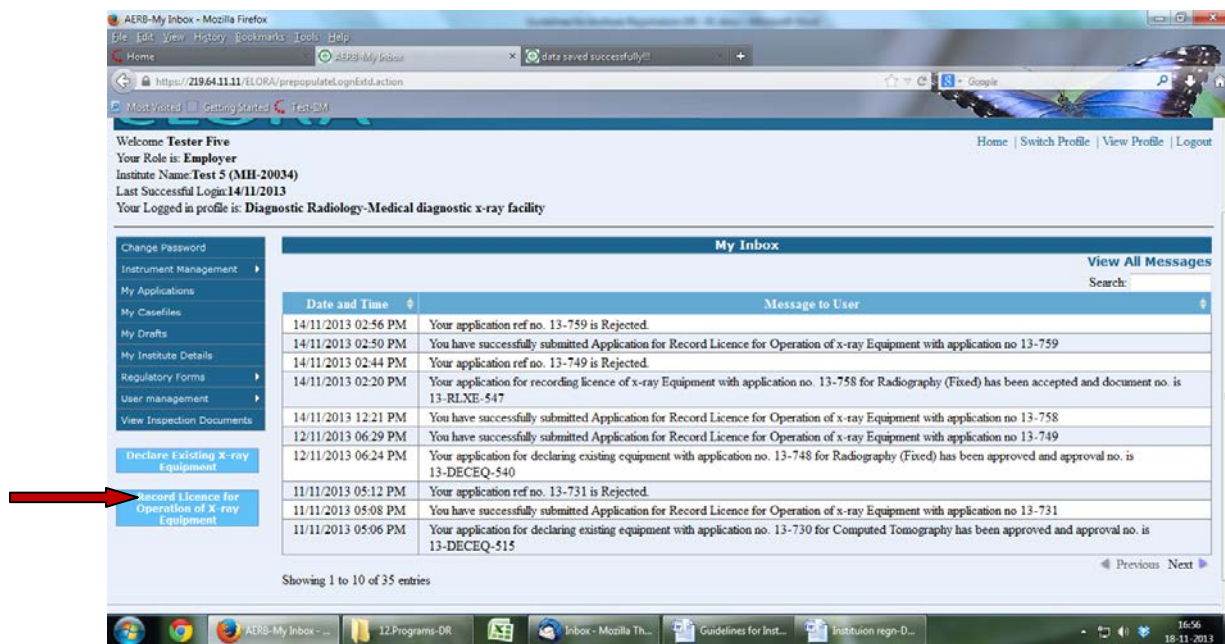
**User will receive a system generated message in their registered email id with acknowledgement letter as attachment. Acknowledgement letter can also be downloaded from 'My Applications' menu in 'Home page' of institute.**

**In case if the declared x-ray equipment is having valid licence for operation, select 'Yes' in the above screen. Form for recording licence details will be opened (Refer section of Recording Licence details).**

### Step 3 (case 1): Recording licence details of existing x-ray equipments in e-LORA

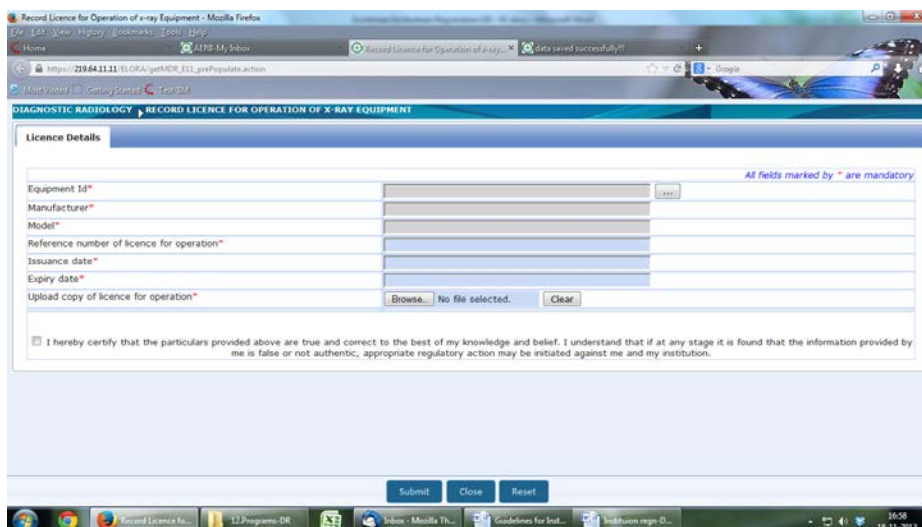
In case if the declared x-ray equipment is having valid licence for operation (Licence/Registration), the same should be recorded in eLORA.

1. The form for recording licence details can also be opened from 'Home page' as shown below;



2. Click 'Record Licence for Operation of X-ray Equipment' menu, as shown above.

A form will be opened as shown below;

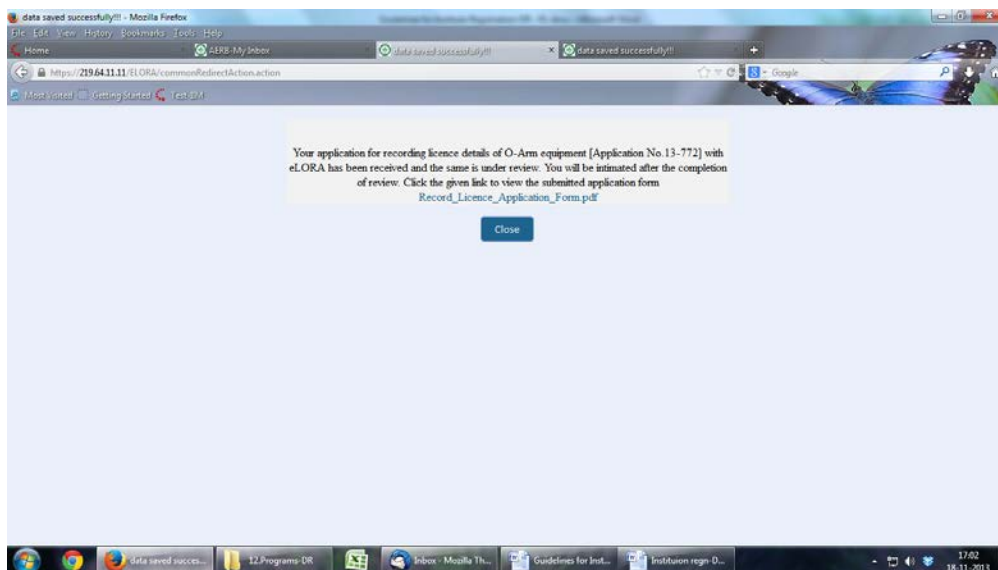


3. Provide required details and submit the form.

Following details are to be provided;

- Equipment Id (to be selected from provided List –all your declared equipments will appear here)
- Reference number of licence for operation
- Issuance date
- Expiry date
- Scanned copy of licence for operation (Licence/Registration) to be uploaded

After successful submission, a message will be displayed; the submitted application form can be downloaded from the link provided.



**After approval from AERB, user will receive a system generated message in their registered email id with acknowledgement letter as attachment. Acknowledgement letter can also be downloaded from ‘My Applications’ menu in ‘Home page’ of institute.**

### **Step 3 (case 2): Licence for operation of existing x-ray equipments in e-LORA**

The prerequisite for obtaining Licence are:

1. Availability of Qualified radiation workers (TLD cards should be available )
2. Availability of required safety tools (such as protective barrier/Protective apron)
3. Layout and shielding details (as per AERB requirements)
4. Quality Assurance test report
5. Approved RSO

**Details about submission are given below:**

#### **Add Employee: To declare qualified radiation workers**

For every X-ray equipment/installation at least one operator & one medical practitioner shall be declared through add employee.

The minimum qualification requirements for radiation workers in Diagnostic Radiology is as given follows;

<b>Role of Employee</b>	<b>Eligibility</b>
Medical Practitioner	M.B.B.S. /MD/ MS/ BDS/MDS
Operator	<ul style="list-style-type: none"> <li>• Qualified X-ray technologist</li> </ul>

	<ul style="list-style-type: none"> <li>• Medical Practitioner (as above)</li> </ul>
RSO	Medical Practitioner/ Qualified X-ray technologist with three years experience can be designated as RSO after registering as Radiation Professional (RP) in e-LORA. (specific guidelines for RP registration are available in e-LORA home page)

For adding an employee to your institution please follows the path as:

**Home page – Menu - User management - Add employee - Select type of employee from drop down – provide details as required.**

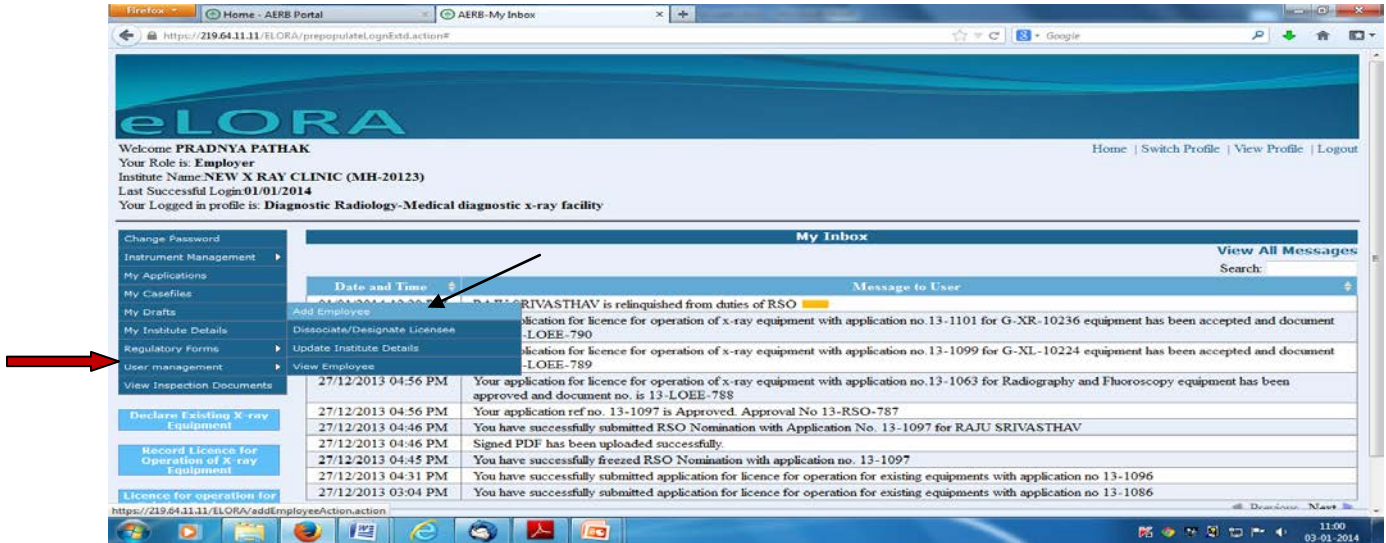
**In drop down of Type of employee, three options available as follows:**

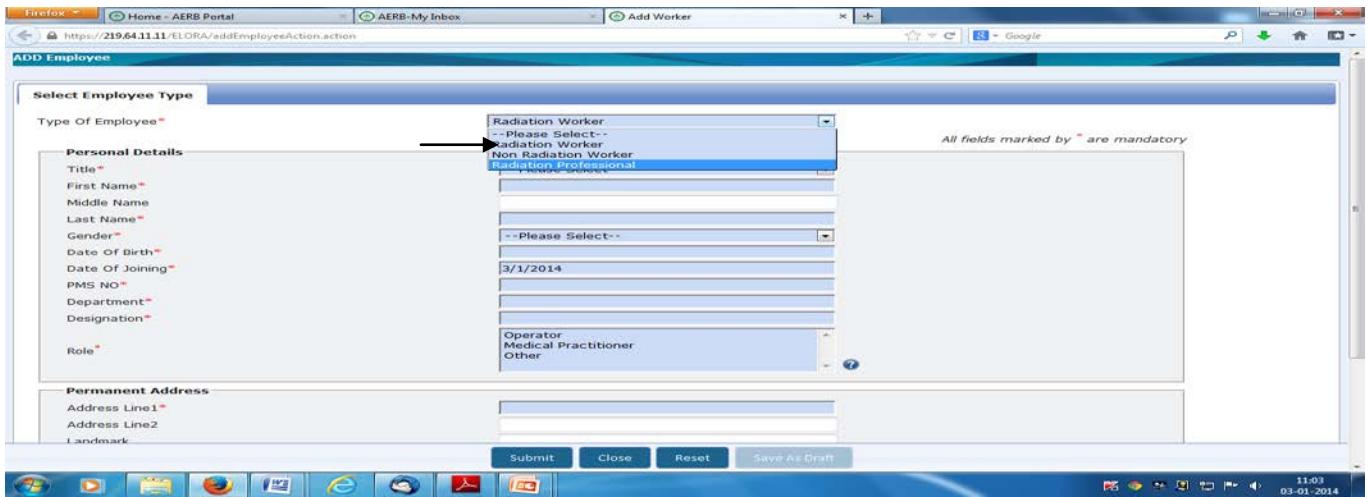
- 1. Radiation Worker**
- 2. Non Radiation Worker**
- 3. Radiation Professional**

-For Diagnostic Radiology practice, you are required to add ‘Radiation worker’ as ‘Operator’ and ‘Medical practitioner’ with eligibility as given in the table.

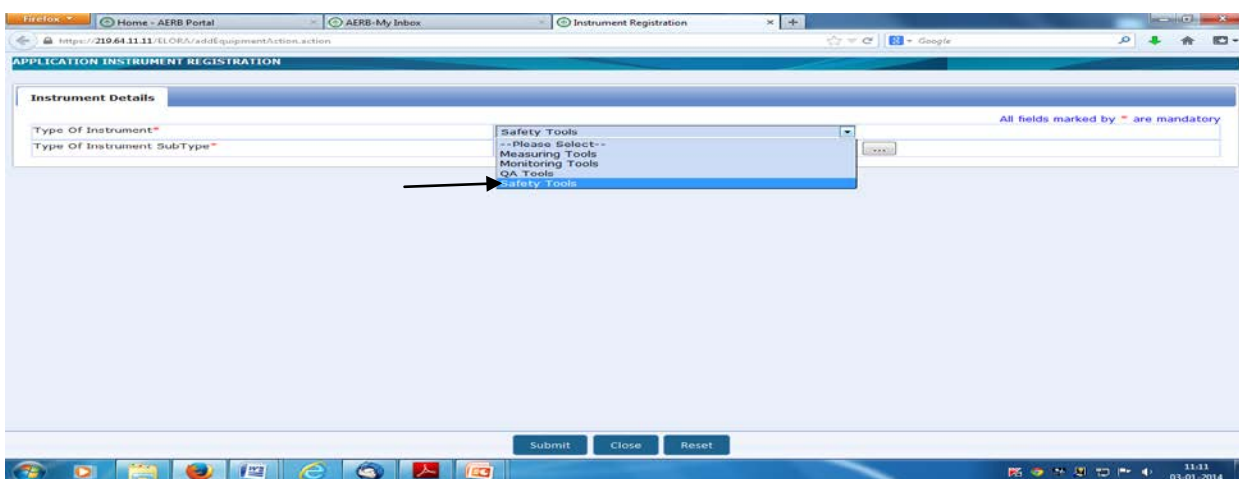
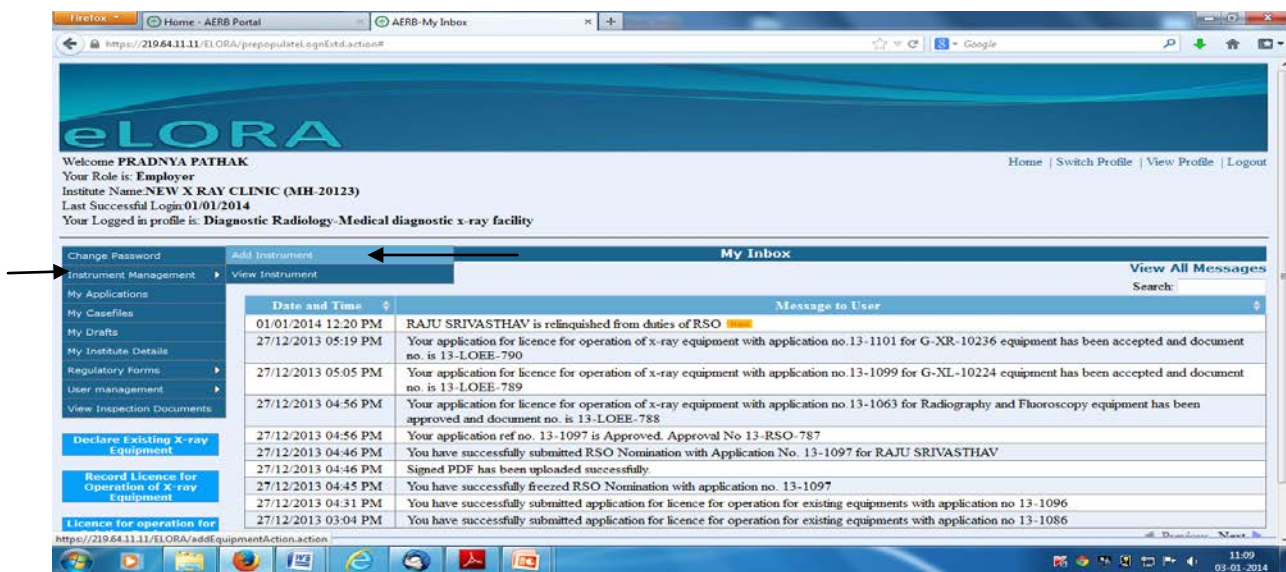
-For a person required to be designated as RSO, you are required to select a registered RP and add him by selecting ‘Radiation Professional’ (This requirement is mandatory only for Licence category x-ray equipment i.e. Computed Tomography and Interventional Radiology).

-Copy of appointment letter is required to be uploaded before submission.





## Instrument registration: To declare your safety tools



Required safety tools for different types of x-ray equipment:



<b>Type of Equipment</b>	<b>Required Safety Tools /Protective Accessories</b>
Interventional Radiology	Protective Apron Protective Rubber Flaps Ceiling suspended lead equivalent glass
Computed Tomography	Protective Apron
Radiography & Fluoroscopy	Protective Barrier With Viewing Window Protective Apron Protective Rubber Flaps
Radiography(fixed)	Protective Barrier With Viewing Window Protective Apron
Mammography OPG CBCT	Protective Barrier With Viewing Window
Radiography (Mobile) Radiography (Portable) C-arm/O-Arm Dental (Intra-oral) Dental (Hand –held)	Protective Apron

**Layout and shielding details: To provide layout and shielding details**

Prepare a copy of layout (1:50 scale) of every x-ray room, providing all the details about area, wall dimensions, wall thickness, distances of all walls from exposure area, relative positions of x-ray equipment, couch, control console/control room, protective barrier, door(s), window(s) , occupancy around the x-ray room etc. Detailed guidelines for preparing layout and shielding requirements are available on AERB website. Please refer same and make data ready for submission.

For various types of x-ray equipment, AERB has provided certain model layout plans on AERB website, If your x-ray room is as per model layout, you need not to submit all details in the application form, In case your x-ray room does not follow standard requirements, you are required to provide the details in the prescribed format in the application.

You are required to preserve the duly signed and stamped copy of x-ray room with details of shielding, at your institution same will be verified during AERB inspection.

For layout guidelines and model layout plans refer AERB website ([www.aerb.gov.in](http://www.aerb.gov.in)).

**Quality Assurance: To submit QA test results**

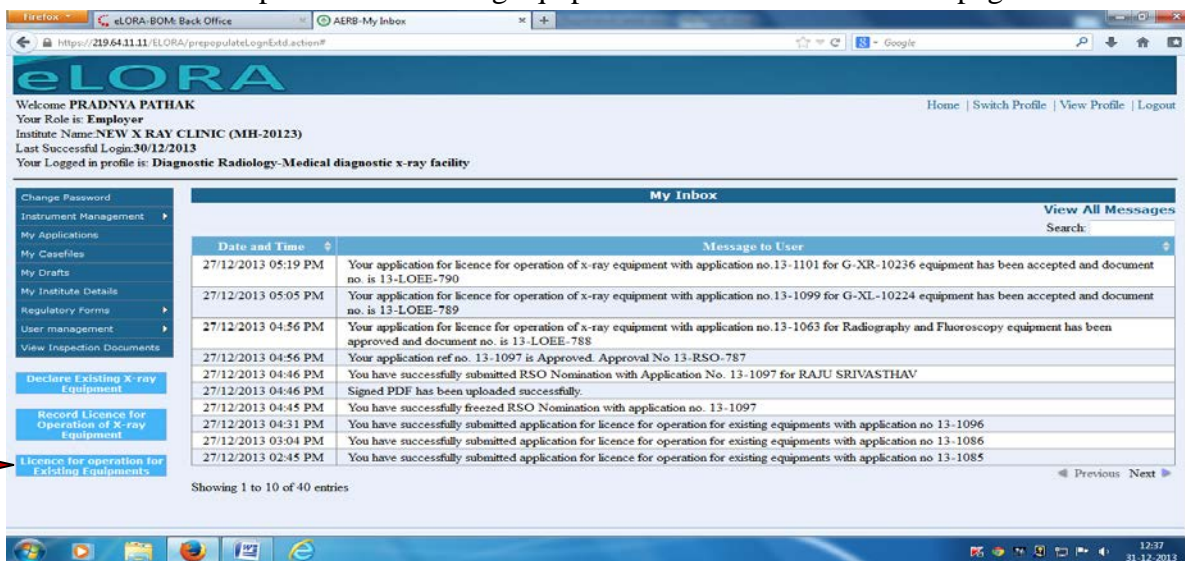
Get Quality Assurance (QA) of each x-ray equipment performed and preserve duly signed & stamped report in the prescribed format, provide test results as required in the application.

**RSO approval**

Users of Interventional radiology and computed tomography shall obtain RSO approval prior to apply for licence for operation through e-LORA. (Separate guidelines are provided for RSO approval procedure)

## Licence for operation of existing x-ray equipments in eLORA

1. The form for licence for operation of existing equipment is available in 'Home page' as shown below;



2. Click 'Licence for operation for Existing X-ray Equipments' menu. A form will be opened as shown below;

The screenshot shows the 'Application for licence for operation' form. The form is titled 'DIAGNOSTIC RADIOLOGY APPLICATION FOR LICENCE FOR OPERATION'. It has a 'General Details' tab selected. The form contains several input fields: 'Application for' (a dropdown menu with 'Licence for operation' selected), 'Equipment Id' (a text input field), 'Type of Equipment' (a dropdown menu), 'Model Name' (a text input field), and 'Serial number of equipment' (a text input field). There is a checkbox for 'I have read and agree to the Terms & Conditions.' and buttons for 'Submit', 'Reset', and 'Close' at the bottom.

### Form will have following tabs:

- Employee details – Only to display your list of employees you have added
- Safety tools details – Only display the safety tools you have registered
- General details – Details to be submitted
- Layout details – Details to be provided as applicable
- QA Details – Details to be provided as applicable

### Tab: General Details:

1. Application for: select licence for operation or Renewal of licence for operation from the drop down. The renewal of licence will be applicable only if you have recorded the previous licence.
2. Equipment Id: Choose the equipment from the declared equipment list.
3. Serial no. of equipment: Provide the serial number of the above selected equipment.
4. Whether approved RSO is available in institution: Select Yes/ No as applicable

5. If 'Yes' then give details of
  - Name of approved RSO
  - Reference number of RSO certificate
  - Expiry date
  - Upload copy of RSO approval
6. If 'NO' then select name of the person to be designated as RSO for this equipment

**Tab : Layout Details**

1. Whether layout is as per AERB model layout?: Select Yes/ No as applicable  
(Model layouts are available on AERB website [www.aerb.gov.in](http://www.aerb.gov.in))
2. If 'No' then
  - fill all the details as per your room layout plan (as explained above in **Layout and shielding details**)
  - upload copy of room layout plan (if asked)

**Radiation Survey Report:**

Get radiation survey done from supplier of equipment or Authorized agencies as per prescribed format, and provide the details in the application (wherever applicable)

**The exposure parameters to be selected for carrying out survey are given in the table:**

Type of Equipment	Applied Voltage # (kV)	Applied Current (mA)	*Exposure time (Sec)
Interventional Radiology Radiography & Fluoroscopy Radiography(fixed)	80-100	50 – 100	1.0 -2.0
OPG CBCT	60-100	8-20	1.0 -2.0
Computed Tomography	110-140	50 - 100	1.0 – 2.0
Mammography	30-35	100-200	1.0 – 2.0

\* Exposure time should not be less than 1 Sec

**Work load: work load can be calculated as per the formula given below:**

$$\text{Workload (mAmin/Wk)} = \text{No. of patients/Wk} \times \text{No. of films/patient} \times \text{mAs/film} \times 1/60$$

**Provide the values of maximum radiation level (in mR/hr) at following places:**

- Near control console (operators position)
- Outside patient entrance door
- Behind chest stand wall
- Behind window (if any)
- Patient waiting area

**Tab : QA Test Report**

1. Refer QA test report of x-ray equipment and provide required test results.
2. Attach the copy of QA test report in the prescribed format (as applicable).

**Read the terms and condition and click for submission.**

After successful submission you will receive the acknowledgement in your inbox and registered email.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX