

# Information Sheet

## Information about the Process for Ensuring Radiation Sources and Premises comply with Standards

A significant objective of the Radiation Safety Act 1999 is to protect persons and the environment from the risks associated with exposure to radiation.

One of the requirements put in place to achieve this has been to place obligations on persons in possession of radiation sources to ensure that radiation sources and the premises within which they are used or stored comply with radiation safety standards before their first use and periodically thereafter. To verify that equipment and premises meet the relevant standard, these compliance checks are conducted by an accredited person.

The extant radiation safety standards may be downloaded from the following internet site: [www.health.qld.gov.au/radiationhealth](http://www.health.qld.gov.au/radiationhealth).

### What is an Accredited Person?

An accredited person is the holder of an Accreditation Certificate issued under the Radiation Safety Act 1999.

To be eligible for certification as an accredited person, a person must be an individual who has the expert skills, knowledge and experience to assess whether the premises in which a radiation source is used or where radioactive substances are stored, or whether a radiation source itself, complies with the relevant radiation safety standard made by the Minister under the *Radiation Safety Act 1999*.

Assessment Reports and Certificates of Compliance may only be issued by persons who have been granted an appropriate Accreditation Certificate. An accredited person's Accreditation Certificate specifies the types of radiation sources or premises for which the accredited person is authorised to issue a Certificate of Compliance. Accreditation Certificates are granted by the Director-General of the Department of Health (*chief executive*).

### What is a Certificate of Compliance?

A Certificate of Compliance is the document in an approved form sought by a possession licensee who seeks the services of an accredited person. This is the document that provides the initial and subsequently periodic verification that standards are being met. Only an accredited person may issue Certificates of Compliance. Depending upon their specific circumstances, possession licensees are obliged to seek Certificates of Compliance for some or all of the following:

- radiation sources in their possession
- premises where radiation sources are used;
- premises where radioactive substances are stored.

Certification of compliance with the relevant standard is required before initial use of a source or premises, and periodically thereafter at intervals specified in section 9 of the Radiation Safety Regulation 2010.

## What is an Assessment Report?

Prior to issuing a Certificate of Compliance, an accredited person must assess the equipment or premises. This assessment is formalised by the accredited person completing an Assessment Report.

An Assessment Report is an approved form which must be used by accredited persons to report on whether or not the source or premises assessed complies with elements of the relevant radiation safety standard. If the source or premises does not comply, the report is used to detail what must be done for the source or premises to achieve compliance.

A copy of each Assessment Report written by an accredited person must be provided to the chief executive.

## Decision on whether to issue a Certificate of Compliance

The role of an accredited person is to decide whether or not a radiation source, or the premises in which a source is used or where radioactive substances are stored, meets the applicable radiation safety standard made by the Minister under the Radiation Safety Act 1999.

To do this, an accredited person must follow the specified process, time frames and documentation requirements for the certification of the radiation source or premises. The process is set out in section 20 of the Radiation Safety Act 1999 and outlined below:

1. If an accredited person accepts a request from a possession licensee for a Certificate of Compliance, the accredited person is required to assess whether the subject radiation source or premises complies with the relevant radiation safety standard.
2. The accredited person must complete an Assessment Report and state whether or not the radiation source or premises complies with the relevant radiation safety standard. The Assessment Report must be provided promptly to the possession licensee.
3. If the Assessment Report states that the source or premises complies with the relevant radiation safety standard, the accredited person must issue a Certificate of Compliance. If the source or premises is found not to comply, the accredited person must state on the Assessment Report what is required to be done for the source or premises to comply.
4. If the Assessment Report states requirements to achieve compliance, it may be revised within 30 days of the initial assessment. If within the 30 day period all the requirements are rectified, the accredited person may complete the 'final' section of the Assessment Report and issue a Certificate of Compliance.
5. If none or only some of the requirements in an Assessment Report have been satisfactorily dealt with within the 30 day period, the accredited person may revise the relevant parts of the 'final' section of the Assessment Report to indicate which requirements have been met. The accredited person must then promptly provide the revised Assessment Report to the possession licensee and a copy to the chief executive.

## Register

A list of accredited persons may be obtained by contacting Radiation Health.

## Enquiries

For further information, please contact the Radiation Health, Health Protection Unit of the Department of Health. The contact details for Radiation Health are:

**Office** Radiation Health  
Health Protection Unit  
15 Butterfield Street  
HERSTON QLD 4006

**Postal** Radiation Health  
Health Protection Unit  
PO Box 2368  
FORTITUDE VALLEY BC QLD 4006

**Phone** 07 3328 9987  
**Fax** 07 3328 9622

**Web** [www.health.qld.gov.au/radiationhealth](http://www.health.qld.gov.au/radiationhealth)  
**Email** [radiation\\_health@health.qld.gov.au](mailto:radiation_health@health.qld.gov.au)