

LEM/SS/1

27/8/12

CHECKLIST FOR CLASS A LICENSE: RADIOACTIVE MATERIAL (CATEGORY 1); EXAMPLE IRRADIATION

No.	Subject	Type Of License Application		
		New	Amendment	Renewal
A. Organization and Management				
1.	Complete the application form, LPTA/BP/1 (Radioactive Materials) online	/	/	/
2.	The application fee is RM 15.00 for each application	/	/	/
3.	The Person Responsible for License. [please attach Form 49 certified by the Companies Commission of Malaysia (SSM) Should the person not a member of the Board Of Directors, the letter of appointment should be signed by one of the members of Board of Directors of the Company [obtainable in the AELB website at www.aelb.gov.my]	/		
4.	Copy of company registration certificate certified by SSM (Form 9)	/		
5.	Approved certificate of a registered medical practitioner (Obtainable in the AELB website at www.aelb.gov.my) exempted for tendering activities	/		
B. Radiation Employee: Please refer to the checklist of recognition radiation operator)				
1.	For the recognition as the Radiation Protection Officer /Supervisor (RPO/RPS) please submit; a) A copy of the certificate/RPO examination pass result slip from AELB or agency recognized by AELB b) A certified copy of Radiation Protection Course organized by agencies recognized by AELB (within the last 3 years) c) A copy of Certificate of Attendance of cell irradiation operating course certified by the manufacturer d) The Irradiation Employee Biodata Form (LPTA/BPS Sem 1) (obtainable in the AELB website at www.aelb.gov.my) e) A copy of identification card. For the non-citizen, please attach a copy of the work permit (Immigration) together with the valid passport. f) A copy of medical check-up confirmation letter (LPTA/BM/5 Seksyen A) not exceeding 6 months after the date of check-up g) RM 5.00 fee along with the passport size photo for the irradiation employment card (compulsory for all RPO/RPS)	/		
2.	For the recognition as the Operator, please submit: i. Item B1 (c to f)	/		
3.	The operator of the irradiation should not be working for any company. If still working for another company, the termination matters should obtain prior approval from the Enforcement Division	/		

C. Radiation Protection Program				
1.	Providing the Radiation Protection Program that contains at least similar format LEM/TEK/45 according to their activities [please refer to the AELB website at www.aelb.gov.my]	/		
2.	Providing Security Plan	/		
D. Radiation Detector Device				
1.	A copy of calibrated radiation detector device certificate that has been calibrated by the agency recognized by AELB	/		
2.	Letter of purchase of the irradiating detector tools if still has not any. Please make sure that the irradiating detector tools are according to the type of radiation used	/	/	/
E. Radioactive Materials				
1.	A copy of capsule stability test certificate from the supplier (<i>special form certificate</i> *). For sealed source only	/	/	
2.	Catalogue of packaging of radioactive material/transportation. Eg. fixed storage containers and locked	/	/	
3.	Letter of Undertaking from the radioactive materials suppliers expressing their willingness to receive back the radioactive materials after it is no longer used by the licensee or the licensee is bankrupt Note: For sealed source only	/	/	
4.	Certificate of compliance for packaging of radioactive material for transportation - Type B	/		
F. Radiation Room				
1.	The application for the permission to build should be submitted together with the application license. (Please refer to the check-list of the permission to build the irradiation room in the AELB website at www.aelb.gov.my)	/	/	
G. Technical Information (Supplementary Information for Item H1)				
1.	Radiation cell design (model / type, radionuclides, maximum activity etc.)	/	/	
2.	Design of cell radiation facility	/	/	
3.	Safety control system	/	/	
4.	Warning System	/	/	
5.	Commissioning/Maintenance	/	/	
6.	Safety Operation	/	/	
7.	Emergency Response Plan	/	/	
8.	Decommissioning	/	/	
9.	Additional information required by AELB	/	/	

CHECKLIST FOR CLASS E LICENSE: (IMPORT/EXPORT)

No.	Subject	Type Of License Application		
		New	Amendment	Renew
A.	Organization and Management			
1.	Complete the application form LPTA/BP/6 (Import/Export) online	/	/	/
2.	The application fee is RM 15.00 for each application	/	/	/
3.	The Person Responsible for License. [please attach Form 49 certified by the Companies Commission of Malaysia (SSM) Should the person not a member of the Board Of Directors, the letter of appointment should be signed by one of the members of Board of Directors of the Company [obtainable in the AELB website at www.aelb.gov.my]	/		
4.	Copy of company registration certificate certified by SSM	/		
5.	Approved certificate of a registered medical practitioner (Obtainable in the AELB website at www.aelb.gov.my)	/		
B.	Radiation Employee: Please refer to the check list of recognition radiation operator)			
1.	For the recognition as the Radiation Protection Officer (RPO) /Supervisor (RPS) please submit: <ul style="list-style-type: none"> a) A copy of the certificate/RPO examination pass result slip from AELB or agency recognized by AELB b) A certified copy of Radiation Protection Course organized by agencies recognized by AELB (within the last 3 years) c) The Irradiation Employee Biodata Form (LPTA/BPS Sem 1) (obtainable in the AELB website at www.aelb.gov.my) d) A copy of identification card. For the non-citizen, please attach a copy of the work permit (Immigration) together with a valid passport. e) A copy of medical check-up confirmation letter (LPTA/BM/5 Seksyen A) not exceeding than 6 months after the date of check-up f) RM 5.00 fee along with the passport size photo for the radiation employment card (compulsory for all the RPO/RPS and 	/		

	Industrial Radiography Operator)			
2.	For the recognition as the Operator, please submit subject B1 (c to f)	/		
3.	The operator of the irradiation should not be working for any company. If still working for another company, the termination matters should obtain prior approval from the Enforcement Division	/		
C.	Radiation Protection Program			
1.	Providing the Radiation Protection Program that contains at least similar format LEM/TEK/45 according to their activities [please refer to the AELB website at www.aelb.gov.my]	/		
D.	Radiation Apparatus (Not applicable if already have a Class C License)			
1.	A copy of the certificate indicating the radiating apparatus in compliance with the standard related to radiation safety accepted by AELB (e.g., IEC 601-1, JIS Z 4606)	/	/	
E.	Radioactive Materials (Not applicable if already have a Class A License)			
1.	A copy of capsule stability test certificate from the supplier (special form certificate*). Note : For sealed source only	/	/	
2.	Catalogue of for packaging of radioactive material/transportation. Eg. fixed storage containers and locked	/	/	
3.	Certificate of compliance for packaging of radioactive material for transportation - Type B (for category 1 and 2 only)	/	/	