

GUIDANCE NOTES FOR RADIATION CONTROLLED AREA HANDOVER FORM

With work involving ionising radiation, compliance with the Ionising Radiations Regulations 2017 (IRR17) is required to ensure the safety of all who may be affected by the work. There must be co-operation between employers and employer's procedures must be followed. These notes give guidance on what to do when a representative from a company or service provider (*e.g.* engineer, surveyor, technician, *etc.*) comes to do work.

For the purpose of this guidance, "work" includes installation, survey, routine service, repair, adjustment, part replacement. The procedure should cover who is authorised to do what and the action that is to be taken. For example:

- Handing controlled area over to the service provider – who is authorised to carry out the hand over and what to do
- Accepting the controlled area back from the service provider – who is authorised to do this and what to do
- Returning the controlled area back to use – who is authorised to return the area back to use and what to do

Usually, the "Controlled Area" is temporarily handed over to the company representative, who is suitably trained and will carry out work under their employer's Local Rules. The employer who designates the area is responsible for compliance with IRR17.

A sign should be displayed at the entrance to the controlled area to indicate who now has control of the controlled area, along with the appropriate Local Rules. If a member of University staff needs to enter the controlled area during this time, they would then have to do so under the conditions of the company/service provider's Local Rules and must therefore be aware of these Local Rules.

The "Radiation Controlled Area Handover" form is part of the handover procedure. The form is divided into three parts:

Part 1: University handover of Controlled Radiation Area to Company Representative

To be completed by the person who passes the controlled area to the company representative or service provider representative (engineer, surveyor, technician, *etc.*). This should be the Local Radiation Protection Supervisor, or their Deputy. Any known hazard for both the equipment and the environment must be made known to the representative (*e.g.* equipment contamination, other persons working nearby, *etc.*). Both parties must sign Part 1, filling in the date and time as well. By signing, the company representative or service provider representative accepts responsibility for the controlled area and agrees that they will work in compliance with their employer's procedures and Local Rules.

Part 2: Company Representative returning Controlled Radiation Area to University

To be completed by the company representative, or service provider representative, who has carried out work in the controlled radiation area and the LRPS or their Deputy. The company representative or service provider representative will complete the following:

- Indicate the category of work carried out and include any details for this work. It is permissible to tick more than one category if appropriate.
- Both parties sign and date the handover form.

Part 3: University Staff – Returning controlled area to use

This section is to be completed by the mem who is authorised to sign for the return of the controlled radiation area. The completed handover form should be filed together with any visit/service report on work carried out.