



Licence Application Guide **Service Class II Prescribed Equipment**

RD/GD-207

June 2011



Licence Application Guide - Service Class II Prescribed Equipment
RD/GD-207

© Minister of Public Works and Government Services Canada (PWGSC) 2011
PWGSC catalogue number: CC172-70/2011E-PDF
ISBN: 978-1-100-18165-3

Published by the Canadian Nuclear Safety Commission (CNSC)

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Également publié en français sous le titre de : RD/GD-207 : Guide de présentation d'une demande de permis - Entretien d'équipement réglementé de catégorie II

Document availability

This document can be viewed on the CNSC Web site at nuclearsafety.gc.ca.

To order a printed copy of the document in English or French, please contact:

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Web site: nuclearsafety.gc.ca

Preface

In accordance with the *Nuclear Safety and Control Act* (NSCA) and regulations made under it, individuals wanting to service Class II prescribed equipment require a licence issued by the Canadian Nuclear Safety Commission (CNSC). The NSCA prohibits CNSC from issuing a licence unless it considers the applicant qualified and believes the applicant has made adequate provision for the protection of the environment, health, and safety, the maintenance of national security, and to otherwise meet the requirements of the NSCA and its regulations.

This guide provides information on completing the application form for a licence to service Class II prescribed equipment. The application form is available at nuclearsafety.gc.ca.

CNSC staff can provide additional guidance upon request; contact CNSC at cnc.information.ccsn@canada.ca.

Table of Contents

1.	Introduction.....	1
1.1	Purpose.....	1
1.2	Scope.....	1
1.3	Relevant Legislation	1
2.	Process.....	1
2.1	General.....	1
2.2	Applying for a licence.....	1
2.3	Amending a licence	2
2.4	Renewing a licence	2
2.5	Revoking a licence.....	2
2.6	Submitting an application	2
3.	Completing the application form.....	3
3.1	PART A – Applicant Information.....	3
3.2	PART B – Servicing Activities and Locations	5
3.3	PART C - Class II Prescribed Equipment and Service Types	5
3.4	PART D – Radiation Safety Program	6
3.5	PART E – Radiation Safety Policies and Procedures	8
3.6	PART F – Renewal of a licence.....	13
3.7	PART G – Servicing Procedures	14
3.8	PART H – Legal Signing Authority	14
	Glossary	16

RD/GD-207 Service Class II Prescribed Equipment

1. Introduction

1.1 Purpose

This document guides current and prospective licensees on preparing and submitting an application form for a licence to service Class II prescribed equipment in accordance with the [*Nuclear Safety and Control Act*](#) (NSCA, the Act) and the regulations made under it. The guide also includes information on the Canadian Nuclear Safety Commission's (CNSC) regulatory framework, licensing process and relevant legislation.

1.2 Scope

All licence requirements are based on the NSCA and its regulations, which are administered by CNSC. The NSCA gives CNSC authority to issue licences to applicants who, in the opinion of CNSC, are qualified and make adequate provisions for the protection of the environment, health and safety, the maintenance of national security, and who otherwise meet the requirements and other conditions of the NSCA.

An applicant must demonstrate it is capable of and committed to maintaining an effective radiation safety program. This guide will help applicants provide the information needed to determine this.

1.3 Relevant Legislation

Legislative provisions relevant to this guide are as follows:

1. [*Nuclear Safety and Control Act*](#), sections 24 and 26
2. [*General Nuclear Safety and Control Regulations*](#), section 3
3. [*Class II Nuclear Facilities and Prescribed Equipment Regulations*](#), section 7
4. [*Radiation Protection Regulations*](#), subparagraph 4(a)(iii)
5. [*Packaging and Transport of Nuclear Substances Regulations*](#)

Current CNSC legislation can be found on the CNSC Web site at nuclearsafety.gc.ca.

2. Process

2.1 General

The applicant must show that it is capable of and committed to maintaining an effective radiation safety program sufficient to support a licence.

2.2 Applying for a licence

An applicant must complete an application form for a licence to service Class II prescribed equipment when requesting or renewing a CNSC licence.

Once completed, the signed form and all supporting documentation must be submitted to CNSC.

2.3 Amending a licence

To request a licence amendment, the licensee must submit a written request to CNSC containing the following information:

- the requested changes to the licence
- the effects of the requested changes, including effects on nuclear substances, land, areas, buildings, structures, components, equipment and systems
- the proposed start and expected completion date of any change described in the application

If information previously submitted to CNSC as part of a licence application has not changed, the applicant can refer to the previously submitted application rather than resubmitting the same information. In this case, the applicant must provide enough detail for the reviewer to easily identify the information.

2.4 Renewing a licence

To request a licence renewal, the licensee must complete all relevant sections of the application form.

If information previously submitted to CNSC as part of a licence application has not changed, the applicant can refer to the previously submitted application rather than resubmitting the same information. In this situation, the applicant must provide enough detail for the reviewer to easily identify the information.

2.5 Revoking a licence

The licensee may request an existing licence be revoked by sending a written request to CNSC, who may contact the applicant if additional information is required.

2.6 Submitting an application

Before submitting an application to CNSC, the applicant must ensure:

- the application is complete and has been signed by the appropriate authority
- all supporting documents are attached, identified and cross-referenced
- payment is enclosed, as required by the [*Canadian Nuclear Safety Commission Cost Recovery Fees Regulations*](#). To arrange payment by credit card, contact the CNSC Cost Recovery Group at (613) 995-5894, or toll free at 1-888-229-2672

Provide two copies of the completed form, signed and dated, to CNSC at:

Canadian Nuclear Safety Commission
Directorate of Nuclear Substance Regulation
P.O. Box 1046, Station B
280 Slater Street
Ottawa, ON K1P 5S9

To submit the application electronically, the completed form and supporting documentation can be sent to CNSC email address found at the bottom of the application form.

The applicant should keep a copy of the completed application for their records. All information submitted is subject to the provisions of the [Access to Information Act](#) and the [Privacy Act](#).

3. Completing the application form

Applicants must complete the [Application Form for a Licence to Service Class II Prescribed Equipment](#), which can be found on the CNSC Web site at nuclearsafety.gc.ca.

For additional information, please contact CNSC:

- by telephone (toll-free): 1-888-229-2672
- by fax: 613-995-5086
- through email: cnsccinformation@nsc.gc.ca

Ensure that information provided on the form and in supporting documents is clear, precise, accurate and complete. Attachments must specify to which section of the application they pertain. Provide the document titles, as well as any cross-references.

3.1 PART A – Applicant Information

A1 Type of request

Mark the relevant box to indicate if this application is for:

- a new licence
- a licence renewal

Indicate the current licence number, if applicable.

A2 Language of licence

Choose the official language for the licence.

A3 Applicant information

Provide the name of the corporation or sole proprietor who will be the “licensee”.

Applicant - Provide the name of the person or organization applying for the licence as it appears on the proof of legal status documentation, such as proof of incorporation or sole proprietorship.

Name an individual only if that person is a sole proprietor or will be solely responsible for the licence.

Head Office Address - Provide the legal, physical address of the applicant's head office, including the street name, number, and rural route number if applicable, city, province or territory, and postal code. A post office box is not acceptable for a head office address.

Notify CNSC within 15 days of any change to this information.

Mailing Address - Provide the mailing address if different from the head office address, including the street name, number and rural route number if applicable, city, province or territory, and postal code.

If no address is provided here, the licence will be mailed to the head office address. A post office box is acceptable as a mailing address.

Notify CNSC within 15 days of any change to this information.

A4 Non-Canadian applicants

Licences may be issued to entities located outside of Canada; however, applicants must notify CNSC of an "agent for service" located in Canada. Provide the name and address of a person or company who is legally authorized to accept, on behalf of the licensee, any legal papers which may be served with respect to this licence.

Notify CNSC within 15 days of any change to this information.

A5 Proof of legal status

The Business Number (BN) identifier is assigned to each business or other entity by the Canada Revenue Agency (CRA).

Applicants must provide proof of legal status, such as a proof of incorporation or corporation number in a separate, appended document. In the space provided, indicate the title of the appended document on the form.

If the Applicant is a corporation, it needs to submit proof of incorporation and an official corporation profile report which sets out various information about the corporation, including:

- corporation's legal name
- corporation number
- date of incorporation
- registered office address

An official corporation profile report can be obtained from Industry Canada for federally incorporated companies under the *Canada Business Corporation Act*, R.S.S., c. C-44. For provincially incorporated corporations, similar corporation profile reports are available and for more information you should contact the provincial department where your corporation was registered.

If the Applicant is a Public Institution, specify the name of the enabling legislation (act) under which the institution was created.

A6 Policy on public access to information

Indicate whether any part of this application is subject to a request for exemption from CNSC policy on public access to the information.

As a government agency, CNSC is subject to the [Access to Information Act](#) (ATIA). Pursuant to subsection 4(1) of the ATIA, every Canadian citizen or permanent resident has

access to documents under the control of a government institution. Consequently, all information submitted with a licence application—subject to the exceptions listed in section 20 of the ATIA—is made available to the public, on request. Requests for exemption must be made in writing to CNSC, detailing the applicant’s basis and reasons for such an exemption.

- If information may be made public, the applicant must check the “No” box.
- If requesting that the information submitted not be disclosed, the applicant should check the “Yes” box.

A7 Contact person for billing of cost recovery fees

Provide the name of the contact person for licence fee payments. If the applicant is exempt from payment of fees under the [Cost Recovery Fees Regulations](#), the applicant does not need to complete this section.

3.2 PART B – Servicing Activities and Locations

B1 Servicing activities and locations

Indicate whether the servicing to be performed is:

- **In-house servicing** - Check this box if you are the licensed owner/operator of the Class II nuclear facility containing the prescribed equipment. Ensure that **all** locations where servicing will be performed are included. Append a separate sheet if required.
- **Manufacturer servicing** - Check this box if you are the manufacturer of the equipment to be serviced, and identify the geographical service area covered in Canada.
- **Independent service provider servicing** - Check this box if you are an independent third party service provider, and identify the geographical service area covered in Canada.

During servicing activity, nuclear energy may only be produced when a proper CNSC operating licence for the facility housing the equipment has been issued. It is the responsibility of the servicing organization to meet this regulatory requirement.

3.3 PART C - Class II Prescribed Equipment and Service Types

C1 Class II prescribed equipment and service types

Class II prescribed equipment:

Class II prescribed equipment must be certified by CNSC prior to use. Installation and servicing constitute a use of the equipment.

Provide information for each make and model of Class II prescribed equipment to be serviced.

The information to be provided includes:

- type of equipment (e.g., medical accelerator, high dose rate brachytherapy remote afterloader, calibration irradiator)
- manufacturer

- model
- CNSC certificate number for the equipment
- characteristics of the equipment, including the following as applicable:
 - any sealed source incorporated within the equipment
 - maximum activity of the source, its model and type
 - the type and energy of radiation produced by the equipment
 - the radiation dose rate produced by the equipment and the reference distance or location at which it is measured

Service type(s):

Identify the anticipated type of servicing for each make and model of Class II prescribed equipment by checking the appropriate box.

Three broad categories of servicing have been identified:

- preventive maintenance limited to:
 - basic servicing activities
 - periodic inspections
- corrective maintenance limited to:
 - basic preventive maintenance activities
 - troubleshooting
 - limited repairs or adjustments
- extensive servicing, which includes the following:
 - replacement of major components
 - equipment modifications
 - refurbishment of prescribed equipment
 - installation of new equipment
 - installation or removal of nuclear substance in Class II prescribed equipment
 - dismantling of prescribed equipment

Independent third party service providers and manufacturers typically perform extensive servicing activities on Class II prescribed equipment.

If necessary, attach separate sheets or documents for each make and model of equipment to be serviced. Ensure that all required information is provided for each device.

3.4 PART D – Radiation Safety Program

In this section, information is requested about various aspects of the applicant’s radiation safety program, including the organizational management structure, as well as details about the workers who implement and supervise the program and who use nuclear substances and Class II prescribed equipment.

The radiation safety program components described in this guide do not prevent applicants from proposing alternatives, but any proposed program should appropriately reflect the complexities and hazards of the activities described in an application. In addition, since the licensee is ultimately responsible for radiation safety related to activities authorized by the licence, an effective radiation safety program must have the support, commitment and participation of the applicant's management and staff.

D1 Radiation Safety Officer

The Radiation Safety Officer (RSO) is the person responsible for the management and control of licensed activity and nuclear substances, and is the person CNSC will contact about radiation safety and regulatory compliance matters. The RSO must be familiar with the facility operations described in this application and the use of any nuclear substance in conjunction with the facility.

On the application form, provide the name of the person to be designated the RSO. **New RSOs for Class II facilities are subject to certification by CNSC.**

- If the designated RSO has already been certified by CNSC, provide their CNSC certificate number.
- If this person has not been certified as the RSO for this facility, please contact CNSC for more information regarding the certification process.

The regulations include provisions for designating an alternate RSO for periods when the named RSO is away from the facility. If the RSO will be absent for an extended period (greater than 60 calendar days), the applicant must designate a new RSO for the duration of the absence and apply for the new RSO to be certified.

The applicant must notify CNSC within 15 days of a change in RSO or the RSO's job description.

D2 RSO acknowledgement

Provide a copy of the RSO's signed consent.

Once the applicant authority has designated an RSO, the RSO must sign the application form to acknowledge his/her willingness to be the RSO and accept the responsibilities outlined in the job description.

D3 Radiation Safety Officer – job description

Append or refer to the job description of the RSO, which should include the time and resources allotted for the RSO to carry out their duties. The applicant should authorize the RSO, in writing, to supervise and administer the radiation safety program to ensure that work is conducted in a manner that complies with all regulatory requirements.

D4 Organizational management structure

Provide a detailed description of the management and organizational structure relating to radiation safety, including:

- positions and titles of persons responsible for the management and control of nuclear substances and prescribed equipment during the activity to be licensed
- functions, responsibilities and authority of each position named above

- an organization chart that shows the lines of reporting, communications and responsibilities for radiation protection

D5 Terms of reference for the Radiation Safety Committee – if applicable

If applicable, append a copy of the Radiation Safety Committee (RSC) or Health and Safety Subcommittee Terms of Reference or mandate for radiation safety. RSCs are formed to monitor, advise on or oversee radiation safety matters. The primary role of the RSC is to advise RSOs and management on the quality and effectiveness of radiation safety policies and programs, and on the safety of employee work practices. Members of the RSC are usually selected or appointed because of their expertise or job-related interests in radiation safety.

3.5 PART E – Radiation Safety Policies and Procedures

In this part of the application, provide the information supplied to workers regarding the applicant’s radiation safety program.

Radiation safety programs should be documented, and should have detailed policies and procedures that are prepared under the RSO’s supervision and approved by senior management. It is recommended that policies and procedures be incorporated into an official radiation safety manual that is readily available to workers.

E1 As low as reasonably achievable (ALARA)

Append or refer to the policy that ensures radiation exposure is as low as reasonably achievable (ALARA).

More information on the ALARA policy can be found in CNSC Regulatory Guide G-129, Rev. 1, [*Keeping Radiation Exposures and Does “As Low As Reasonably Achievable \(ALARA\)”*](#) and section 4 of the *Radiation Protection Regulations*.

E2 Qualifications and duties of workers

Provide a list of all job categories for workers who will be performing servicing activities encompassed by the licence. Include a brief description of the proposed roles, responsibilities and duties for each category, as well as the qualifications and experience required for personnel to conduct them. Also provide an overview of any additional in-house training programs proposed for each category of worker.

Workers should be individually authorized for servicing of Class II prescribed equipment upon successful completion of an appropriate training program. Following a significant change in procedures, workers should be retrained; periodic refresher training is also advisable.

E3 Worker radiation safety training

Describe in detail the proposed radiation safety training program for workers. The applicant should not assume that radiation safety training obtained elsewhere is adequate for their operations. Applicants should provide site- and task-specific radiation safety training for all new employees, and should tailor training to the educational background and practical needs of those attending. The applicant must maintain a record of worker training.

Before being assigned a significant change in task, workers should be retrained, and all workers should receive periodic refresher training at appropriate intervals (CNSC

recommends every two years). Auxiliary personnel, such as clerical, janitorial and security staff should also be given instruction in radiation safety basics.

Staff who will be involved in packaging, sending or receiving shipments of nuclear substances must be trained in the relevant requirements of Transport Canada's [Transportation of Dangerous Goods \(TDG\) Regulations](#) and must possess a valid TDG certificate.

E4 Nuclear energy workers designation policy

Append or refer to the policies and procedures used to designate nuclear energy workers (NEW). The [Radiation Protection Regulations](#) require that NEWs be informed of their status, the risks associated with radiation to which they may be exposed, applicable effective dose limits, typical dose levels received, and their obligations. Include the information provided to each female NEW regarding her rights and obligations if pregnant. Licensees must obtain written acknowledgement from each worker that this information has been received.

Procedures must clearly state which positions/categories of staff members are to be declared NEWs, who is responsible for ensuring they are notified, the method of notification, and who is responsible for retaining the list of NEWs.

E5 Personal dose monitoring

Append the procedure for monitoring radiation exposure in accordance with the [Radiation Protection Regulations](#) and CNSC Regulatory Guide *G-91, Ascertaining and Recording Radiation Doses to Individuals*.

E6 Action levels

Action levels are designed to alert licensees before regulatory limits are reached. When an action level has been reached, licensees must investigate, take corrective action and notify CNSC within the time period specified in the licence.

An action level should be proposed as part of the licence application **only** if it is to be part of the overall radiation management program; the action levels will then be referred to in the licence. If action levels are not part of the radiation protection program, explain why they are not necessary. In addition, the applicant must append the policies and procedures that will be used should an action level be reached or exceeded.

E7 Radiation detection instruments

Append a list of all radiation detection instruments to be used with Class II prescribed equipment or nuclear substances, including their intended use. This list should include information on:

- the manufacturer
- the model
- the serial number
- the type of detector
- the energy range
- the sensitivity of each instrument

A calibrated radiation dose rate survey meter must be available at all times, and its suitability should be verified prior to use. For example, many photon survey meters have

been found to respond inaccurately when subjected to the pulsed, high energy radiation fields produced by typical medical linear accelerators.

Also include the policies or procedures for the use and calibration of these instruments. If a commercial calibration service is used, please provide the name and contact information of the company performing the calibration.

Before using any portable survey meter, the user should confirm that it has been calibrated within the last 12 months and verify that the instrument is functioning properly by performing:

- battery check
- high voltage check (if applicable)
- source response check
- any other pre-operation test specified in the operating manual

E8 Packaging and transporting nuclear substances – if applicable

If servicing work involves the packaging or shipping of nuclear substances, such as replacement sources for Class II prescribed equipment, the radiation safety training program shall include the relevant requirements of Transport Canada's [*Transportation of Dangerous Goods Regulations*](#) and the CNSC's [*Packaging and Transport of Nuclear Substances Regulations*](#).

Append a copy of the procedures for packaging and transporting nuclear substances during servicing activities.

E9 Leak testing of sealed sources – if applicable

If the proposed servicing activities involve leak testing of sealed radioactive sources, describe the procedures to be followed, including the proposed instructions for the leak-test sampling and analysis (measurement), as well as copies of the forms for recording leak-testing activities. Additionally, include the proposed actions to be taken if a sealed source is found to be leaking.

E10 Management of radioactive and other hazardous wastes – if applicable

Radioactive waste:

Append a list of any radioactive waste or activated component to be handled, transferred or disposed of as a result of servicing, including the following:

- isotope name of the nuclear substance(s)
- description of the activated component
- activity (in becquerels)
- weight and/or volume
- physical or chemical form of the nuclear substance

Append a copy of the procedures for handling, transferring and disposing of radioactive waste or activated component. CNSC or an officer designated by CNSC may authorize any or all of the following methods for the disposal of radioactive waste:

- storing for radioactive decay
- returning to the supplier

- sending to a facility possessing an appropriate CNSC licence

If the applicant proposes a method other than those listed above, a detailed explanation and justification must be provided in the application.

Non-radioactive hazardous material:

Append a list of any non-radioactive hazardous material to be handled during servicing, including the following:

- name of the substance
- quantity
- physical or chemical form
- country of origin
- nature of the hazard presented by the material

Append a copy of the procedures for handling and disposing of any hazardous and mixed hazardous waste (waste consisting of radioactive materials with additional hazards) associated with servicing.

E11 Emergency procedures

Prompt and proper action is a prime consideration for limiting damage that may result from an accident. A radiological emergency may involve exposure to radiation, contamination with nuclear substances, or both. Servicing procedures must include plans for dealing with possible incidents and accidents.

Append or refer to the methods, procedures and equipment that will be used during and following an accident resulting from servicing Class II prescribed equipment.

In particular, include the proposed instructions for dealing with incidents, such as:

- accidental exposure to radiation
- detection of a potentially leaking sealed source
- contamination of workers or equipment by nuclear substances
- stuck source emergencies during routine operations and source changes
- lost or misplaced sources
- theft of sources
- fires involving nuclear substances
- any other foreseeable radiological emergency related to servicing

Procedures should include provisions for:

- limiting the radiation dose to involved personnel
- limiting the spread of contamination
- controlling entry to the scene of the accident
- evacuating the immediate area of the incident
- identifying and isolating persons who may have received significant exposures
- detecting and estimating quantities of nuclear substances involved

- decontaminating the site, equipment, workers and other persons
- monitoring any potential releases from the site
- seeking assistance from manufacturers or radiation safety consultants
- recording all details of the event chronologically
- notifying CNSC
- following up

The procedures should list any emergency equipment that must be on hand when performing servicing work and the contact information for personnel who are to be notified in the event of an emergency.

E12 Reporting requirements

Append a copy of the policies and procedures for ensuring CNSC is notified of any reportable occurrences within the required time period. The policies and procedures shall include a list of events that would prompt such a report to CNSC and the information required in the report in accordance with section 29 of the [General Nuclear Safety and Control Regulations](#).

E13 Record keeping requirements

Append or refer to the policies and procedures that ensure all required records are kept and will be available for inspection. Records must be retained for the time periods specified in the regulations and cannot be disposed of without first notifying CNSC.

A record control procedure must include provisions for:

- ensuring that records are stored in a defined, easily accessible location
- defining how each record will be stored (i.e., electronically vs. on paper)
- ensuring records are legible and readily identifiable
- identifying records that must be periodically reviewed to ensure completeness, consistency and accuracy, with the focus on records that are filled regularly and/or by several staff members
- specifying the frequency of review
- identifying the title of the person responsible for reviewing records
- keeping a record of reviews
- reporting inaccuracies and deficiencies in records to CNSC within 21 days of becoming aware of the inaccuracy

The record control procedure must apply to the following records:

- training received by each worker, including the date and subject of the training
- dosimetry results
- inspections, verifications, servicing and tests of Class II prescribed equipment; records of servicing and tests must include a description of the actions performed and their results, as well as the date on which they were performed

- modifications, repairs, maintenance and return to operational use of prescribed equipment
- transfers of prescribed equipment, including the date of transfer, the licence number of the organization to whom the equipment was transferred, and the model and serial number of the equipment
- transfers of nuclear substances, including the date of transfer, the licence number of the organization to whom the nuclear substances were transferred, and the isotope, activity and physical or chemical form of the substances
- reports submitted to CNSC
- correspondence with CNSC

3.6 PART F – Renewal of a licence

This section outlines the information the applicant must submit to renew an existing Class II servicing licence. Most of the information required essentially updates key elements of the information submitted in a previous licence application or an annual compliance report (ACR).

F1 Radiation dose summary

Append a report summarizing the most recent annual radiation dosimetry results for all monitored workers. Where groups of monitored workers have significantly different exposures, the summaries should group similar job types, types of exposure, nuclear substances handled, or work location. Provide the name of the dosimetry service used.

For the summary, report the number of people who receive an annual dose in each of the following ranges:

- < 0.2 mSv
- > 0.2 but ≤ 0.5 mSv
- > 0.5 but ≤ 1.0 mSv
- > 1.0 but ≤ 5.0 mSv
- > 5.0 but ≤ 20.0 mSv
- > 20.0 mSv

Separately, list the names of any monitored workers whose recorded doses exceed any limit specified in section 13 of the [Radiation Protection Regulations](#).

F2 Installation and disposal of nuclear substances

Append a list of all nuclear substances installed or disposed of by any means—including transfer to another licensee—during the servicing activities of the previous licensing period.

Records of the installation or disposal of nuclear substances or prescribed equipment must include the following:

- name, quantity and form of each nuclear substance
- date of transfer or disposal
- recipient's name, address and licence number

- sealed source model and serial number
- Class II prescribed equipment model and serial number

F3 Radiation incidents

Append a report describing any occurrence or incident within the current licensing period that required investigation and, if needed, the remedial actions taken to prevent recurrence. If an incident has been previously reported to CNSC, reference the date and the names of the sender and recipient.

F4 Servicing operations

Append a report summarizing the number and types of servicing operations performed on Class II prescribed equipment during the current licensing period.

3.7 PART G – Servicing Procedures

G1 Description of servicing

For each make and model of the Class II prescribed equipment listed in C1, provide the servicing methods or procedures, emphasizing procedures related to ensuring safety when servicing the equipment.

G2 Post-servicing verification

Append the quality assurance procedures (tests, measurements, verifications, analyses and reviews) that will be followed to ensure that equipment is safe to use after servicing is complete. The procedures require a documented, independent review and sign-off to attest that the equipment was correctly repaired and is safe to use before being released for use after servicing.

3.8 PART H – Legal Signing Authority

H1 Signing authority

An authorized representative must sign the application. “Signing Authority” refers to the person who has prepared the application and has been delegated the authority to apply for this specific licence on behalf of the applicant or licensee. This person certifies that the information submitted is true and correct to the best of his or her knowledge. The Signing Authority receives all correspondence from CNSC and will be the CNSC’s contact for all matters associated with the licence.

Because the Signing Authority is the only person who can request changes to a licence, it is recommended that the Radiation Safety Officer (Section D1) be designated the Signing Authority.

H2 Applicant authority

This box is to be completed and signed by the Applicant or their authorized representative. The signatory must have the authority to:

- sign the licence application and certify that the person identified as the Signing Authority has the power to prepare and submit the application
- designate a Signing Authority

- certify that all statements and representations made in the application and supporting documents are true and correct to the best of the signatory's knowledge, and that the applicant is bound to them

Provide the title and signature of the Applicant Authority, and the date the application was signed.

Glossary

Action level

A specific dose of radiation or other parameter that, if reached, may indicate a loss of control on the part of the licensee's radiation protection program, requiring a specific action be taken.

ALARA

As low as reasonably achievable, with economic and social factors taken into account. A concept in which optimized protective measures result in doses that are considered to be as low as reasonably achievable.

Class II prescribed equipment

As defined in the [Class II Nuclear Facilities and Prescribed Equipment Regulations](#), Class II prescribed equipment includes:

- an irradiator that uses more than 10^{15} Bq of a nuclear substance
- an irradiator that requires shielding which is not part of the irradiator, and that is designed to deliver a dose of radiation at rates exceeding 1 cGy/min at a distances of 1 meter
- a radioactive source teletherapy machine
- a particle accelerator capable of producing nuclear energy that has a beam energy of less than 50 MeV for beams of particles with a mass equal to or less than 4 atomic mass units
- a particle accelerator that is capable of producing nuclear energy and has a beam energy of no more than 15 MeV per atomic mass unit for beams of particles with a mass greater than 4 atomic mass units
- a brachytherapy remote afterloader

Dosimetry period – one-year

As defined in Section 1 of the [Radiation Protection Regulations](#), the period of one calendar year beginning on January 1 of the year following the year in which the CNSC regulations come into force, and every period of one calendar year thereafter.

Dosimetry period – five-year

As defined in Section 1 of the [Radiation Protection Regulations](#), the period of five calendar years beginning on January 1 of the year following the year in which the CNSC regulations come into force, and every period of five calendar years thereafter.

Leak test

An indirect form of contamination monitoring that involves swiping a suspect surface and measuring the nuclear substances collected on the wipe sample.

Licensed activity

An activity described in paragraph 26(a), (c) or (e) of the Act that a licence authorizes the licensee to carry on in relation to a Class II nuclear facility or Class II prescribed equipment.

For the purpose of this regulatory guide, an activity in relation to a nuclear facility, nuclear substance or Class II prescribed equipment that a licence authorizes the licensee to conduct, such as the following:

- possess, transfer, import, export, use or abandon a nuclear facility, nuclear substance, prescribed equipment or prescribed information
- mine, produce, refine, convert, enrich, process, reprocess, package, transport, manage, store or dispose of a nuclear substance
- produce or service prescribed equipment

Nuclear energy worker (NEW)

A person who is required, in the course of their business or occupation in connection with a nuclear substance or nuclear facility, to perform duties in such circumstances that there is a reasonable probability that the person may receive a dose of radiation that is greater than the prescribed limit for the general public.

Possess

To have the care and control of a nuclear substance or prescribed equipment.

Prescribed equipment

See Class II prescribed equipment.

Radiation survey meter

A calibrated instrument capable of measuring radiation dose rates.

Sealed source

A radioactive nuclear substance in a sealed capsule or in a cover to which the substance is bonded, where the capsule or cover is strong enough to prevent contact with, or the dispersion of, the substance under the conditions for which the capsule or cover is designed.

Store

To lay away for future purposes.

Transfer

To change the possession of a nuclear substance or prescribed equipment from one person to another.

Unsealed source

A source other than a sealed source.

Worker

A person who performs work that is referred to in a licence. Workers might not be employees and may include contractors, students, visitors or others.