

ANNEX IV

APPLICATION FORM FOR IMPORT LICENCES
FOR RADIOACTIVE SUBSTANCES

Template No.

Reception date

Name of Competent Institution

Address, telephone #., Fax. #.

Applicant Control
No.

LICENSE, PERMIT
APPLICATION DECLARATION

Application No.

JOB OPERATOR

NAME, SURNAME

PHONE

POSITION

APPLICANT

NAME OF ENTERPRISE OR INSTITUTION

ADDRESS

REGISTRATION No.

PHONE

FAX

LICENSE/PERMIT HOLDER

NAME, SURNAME

PHONE

POSITION

JOB OPERATOR'S SUBSTITUTE

NAME, SURNAME

PHONE

POSITION

ACTIVITIES DUE TO WHICH THE PERMIT/LICENSE IS APPLIED FOR

SHORT DESCRIPTION OF ACTIVITIES

NORMATIVE DOCUMENT (METHODS, INSTRUCTIONS, REGULATIONS) THAT
STIPULATES THE AFORESAID ACTIVITIES

RADIOACTIVE SUBSTANCES/IONIZING RADIATION SOURCES

REMARKS ON COPIES OF SUBMITTED DOCUMENTS

Plans of Work Zone

①

Training Certificate

②

Radiation control plan

③

List of personnel

Inventory of RS/IRS

Contract with state enterprise

"Radons"

④

⑤

⑥

Insurance policies of personnel

Insurance policy against civil liability

⑦

⑧

Signature of authorized person

Name, Surname, Position of Authorized Person

Date

(place for seal)

Instructions for filling out LICENSE/PERMIT APPLICATION DECLARATION

The form is filled out on a computer/typewriter.

1. The row "Applicant Control No." shall be filled out by declaration applicant, but "Application No." by Competent Institution.
2. The row "Short description of Activities" shall enlist the core activities referred to Chapter 4 of the present Regulations.
3. The row "Normative Document ..." shall enlist the approved by the enterprise METHODS, INSTRUCTIONS, REGULATIONS that stipulate the aforesaid activities,
4. The row "Radioactive substances/ionizing radiation sources" shall provide information on all radioactive substances, radioactivity thereof exceeding the values indicated in Annex 2. It shall also provide information on all ionizing radiation sources whose ionizing radiation energy exceeds 5KeV, as well as provide information on cathode ray tubes intended for the display of visual images, which cause, at any point situated at a distance of 0.1m from the accessible surface of the apparatus, a dose rate exceeding $1 \text{ mSv} \times \text{h}^{-1}$.
5. Remarks shall be made on copies of submitted documents by crossing the respective numbers.
6. Work Zone Plan shall contain information on buildings, rooms, working places, security alarm systems, ventilation system, and sewage system.
7. Training Certificate shall include information radiation safety instructions/measures and system of personnel training, including data on professional qualification of personnel.
8. Radiation control plan shall provide information on measurements, volume thereof, controlling places and measuring equipment used, including individual dosimetry.
9. The list of personnel shall provide information on employees according to their occupation groups, educational background and medical examinations.
10. If a license is applied to for import, a copy of Purchase Contract is required, if the said contract stipulates the consignment of used radiation sources back to the country of origin. If this is verified, The specific Customs Duty shall not be imposed.
11. If a license is applied to for export, an Official Notice by the Competent Authority is required to verify that the Consignee of the respective country is authorized to perform activities with radioactive substances, the export thereof planned by Latvian Consignor.