

Norms on Radiological Safety Procedures for the Acceptance of External Undertakings

of 16/12/2002

Published in the Official Journal, Part I no. 50bis of 29/01/2003

CHAPTER I

General Provisions

Application field

Art. 1. – These norms are issued under Law [no. 111/1996](#) on the safe deployment of nuclear activities, republished, with subsequent modifications and completions, and they have as object the procedures for the acceptance of the external undertakings, in compliance with the requirements of the Norms on Radiological Safety concerning the operational radiation protection of external workers.

Art. 2. – These norms do not exclude the obtainment of other authorizations stipulated by the regulations in force.

Definitions

Art. 3. – With the purpose of applying these norms, beside the terms and expressions defined in Law [no. 111/1996](#) republished, with subsequent modifications and completions, in the Fundamental Norms on Radiological Safety approved by the Order of the President of the National Commission for Nuclear Activities Control, [no. 14/2000](#) and published in the Official Journal of Romania, Part I no. 764bis of 29 August 2000, in the Norms on Radiological Safety regarding the operational radiation protection of external workers, approved by the Order of the President of the National Commission for Nuclear Activities Control, **no. 353/2001** and published in the Official Journal of Romania, Part I no 764bis of 30 November 2001, and in the Norms of Radiological Safety – Authorization Procedures, approved by the Order of the President of the National Commission for Nuclear Activities Control, **no. 366/2001** and published in the Official Journal of Romania, part 1, no. 764bis of 30 November 2001, the following terms and expressions are defined:

- a) Acceptance – the process of CNCAN's acknowledgement of the declaration of the activities that the external undertaking is to carry out in the controlled area of an operating undertaking. As a consequence of the acceptance, CNCAN issues a certificate of acceptance. In case that the external undertaking develops an activity that requires authorization/registration in compliance with the provisions of Law [no. 111/1996](#) republished, with its subsequent modifications and completions, the certificate of acceptance shall be issued only after the obtainment of the authorization, respectively of the certificate of registration.
- b) CNCAN – The National Commission for Nuclear Activities Control
- c) Individual radiological monitoring document – hereafter called record – the document described in art. 4, paragraph (4) of the Norms on Radiological Safety regarding the operational radiation protection of external workers, by means of which the external undertaking ensures the registration of the results of the external workers' dosimetry surveillance.
- d) Individual monitoring – the individual measurement of the external irradiation and of the internal radio-contamination of the external workers exposed to the danger of irradiation, as well as the interpretation of the measurement results for the evaluation of the individual dose; it includes additionally the registration of the dose evaluation.
- e) The radiological monitoring of the work environment – control of the factors that affect the exposure to radiation of the work places, with the purpose of checking the exposure, preventing the avoidable exposure or establishing the necessities for the individual monitoring; it includes additionally the registration of the measurement result.

CHAPTER II

Acceptance

General provisions regarding acceptance

- Art. 4. - (1)** The external undertakings may carry out activities in the controlled area of operating undertakings only if they have obtained in advance the certificate of acceptance.
- (2) In case of activities stipulated under paragraph (1) only the external workers that have the record completed and updated and are found medically fit.
- (3) In case of undertakings that have the headquarters abroad, if the legislation of the country where there is the headquarters stipulates that specific documents of radiological safety shall be filled in, then the external undertaking is responsible for the filling in of such documents, complying with the provisions of the respective country. In this case the issue of the records specified under paragraph (2) is no longer necessary.
- (4) Under exceptional circumstances that imply urgent interventions in the controlled area of operating undertakings, as exception from the provisions of paragraph (1) and or (2), the external undertaking that holds or not a certificate of acceptance, may carry out its activities by using workers that do not have a record, under the following conditions:
- a) the external workers have been found medically fit of the work in the respective radiological area
 - b) the external undertaking declared to the operating undertaking that the respective personnel did not exceed the annual dose limits;
 - c) the external undertaking notified CNCAN and it undertook to submit the file of acceptance within 15 days at the latest since the date of the beginning of the activity.

Art. 5. – The acceptance may be requested only for the activities carried out by the workers of the external undertaking, hereafter called external workers, in operating unities authorized by CNCAN, in compliance with the provisions of Law [no. 111/1996](#) republished, with subsequent modifications and completions.

Art. 6. – The technical documentation on the basis of which the acceptance of the external undertaking has been performed is an integral part of the certificate of acceptance; its unilateral change by the applicant is forbidden and it leads to the cancellation of the certificate of acceptance.

Art. 7. – The certificate of acceptance shall comprise at least the following information:

- a) an identification number given by CNCAN
- b) the owner's official name, the address of the registered headquarters, the number of registration with the Register of Commerce;
- c) the identification of the activities that the external workers are to develop in the controlled area of the operating undertaking;
- d) in case of authorized/registered undertakings, the identification number and the validity period of the authorization/ certificate of registration
- e) the identification of the administrative section, installation, production space, and of the place where the stated activities are being developed;
- f) limits and conditions
- g) validity period
- h) the signature of the President of CNCAN and the CNCAN stamp

Art. 8. – The certificate of acceptance can be issued provided that the external undertaking meets the requirements incumbent on it in compliance with the previous chapter referring to the obligations of the external undertaking stipulated in the Norms on Radiological Safety regarding the operational radiation protection of external workers.

Art. 9. - (1) The operating undertaking shall issue the permits to exert nuclear activities for the external workers, which shall cover the activities carried out by them in the controlled area of the respective undertaking.

(2) The external undertaking shall ensure that its workers that carry put activities in the controlled area of an operating undertaking, possess valid exerting permits for the related activities.

Art. 10. – The registration of the results of the external workers' individual monitoring shall be performed in compliance with the provisions of the annexes to the Norms on Radiological Safety regarding the operational radiation protection of external workers.

Art. 11. – The registered / authorized external undertaking shall keep separate records of the external workers' individual monitoring, in compliance with the applicable provisions of the Norms on individual dosimetry issued by CNCAN.

The request for the certificate of acceptance

Art. 12. – The certificate of acceptance shall be requested on the basis of certain documents that shall comprise the request and the technical documentation.

Art. 13. – The file of acceptance shall meet the following requirements:

- a) shall have numbered pages and shall include contents
- b) all the documents of the acceptance file shall be legible, typed or printed; the documents sent by fax shall not be accepted.
- c) the documents of acceptance shall be submitted in a file that should be stapled

Art. 14. – The information contained in the file of acceptance is confidential. The representatives of CNCAN are compelled to observe the confidentiality of the received information, including the secret nature of certain information in case that it has been classified as such by the applicant of the petition.

Request

Art. 15. – The request for acceptance shall be drawn up in compliance with the annexes of these norms

The technical documentation for the acceptance

Art. 16. - The technical documentation for the acceptance shall comprise

- a) The statement of the legal representative of the external undertaking from which it shall result that the applicant of the acceptance fulfils all the provisions of these norms.
- b) The list of activities that the workers of the external undertaking shall execute in the controlled area of the operating undertaking
- c) Copies of the contracts concluded by the external undertaking with the suppliers of the services necessary to the fulfilment of the provisions of the norms
- d) The contract template of the contract concluded between the external undertaking and the operating undertaking
- e) The list of the external workers for which the record is requested as well as their personal data: name, sex, personal numerical code, birth date and place.
- f) The medical note from which it shall result that the external workers are able to work in the radiation field.
- g) The records for paying the tax and tariff related to the acceptance, in compliance with the Regulation on taxes and tariffs for the authorization and control of the nuclear activities.
- h) The records for paying the tax and tariffs related to the issuing of the record, in compliance with the Regulation on taxes and tariffs for the authorization and control of the nuclear activities
- i) The first name and the last name of the persons responsible for the radiological surveillance of the external workers
- j) The documents regarding the record system of the doses, that shall prove in case of the external workers, the compliance with the provisions on recording and reporting of the results of the individual monitoring to radiation exposure of the Fundamental Norms on Radiological Safety.

Art. 17. – Additionally to the requirements of art. 16, in case of the registered / authorized external undertakings, the acceptance documentation shall also comprise the copy of the authorization / certificate of registration.

Art. 18. – The subsequent request of the external undertaking addressed to CNCAN in order to issue additional records does not imply new acceptance; in such case, a simple petition and the payment of the tax and tariffs related to the issuing of records are enough.

- Art. 19.** - (1) The files that are incomplete in terms of art. 16 and 17 shall not fall within the evaluation process.
- (2) CNCAN shall notify the external undertaking as soon as possible, but not later than 30 days since the date of the file receipt on the necessary completions, by means of an address. If these completions are not received within 30 days since the notification date, CNCAN shall reject the file without any further notification and the applicant will neither be able to refer to it afterwards, nor use parts of it, nor claim the repayment of the paid up taxes and tariffs.
- (3) The complete files in terms of art. 16 or 17 shall enter the evaluation process, and meanwhile CNCAN may request clarifications, evidence to support the information, expertises, the correction of certain parts of the file, the direct participation of the person representing the file, may perform controls and may establish deadlines for the execution of the requested corrections. The failure to observe these deadlines without the preliminary consent of CNCAN leads to the rejection of the request for acceptance.
- (4) The incomplete or rejected files shall not be returned.
- (5) The applicant of the request may contend by means of properly grounded arguments, of a memoir addressed to the President of CNCAN, within two months since the date the address for the notification of the acceptance rejection has been received.

The issuing of the record

- Art. 20.** - (1) The record shall be issued to the external undertaking by CNCAN after the acceptance, under the terms and conditions stipulated by the Norms on radiological safety regarding the operational radiation protection of external workers.
- (2) The data contained in part II and III of the record shall be filled in by the person responsible for the dosimetry surveillance of the external workers, when issuing the record and in the presence of the CNCAN representative.

Validity period of the certificate of acceptance

Art. 21. – The certificate of acceptance shall be valid during the period of carrying out the works declared by the applicant, but no longer than the validity period of the authorization / certificate of registration, respectively no longer than 5 years, in case of external undertakings that require no authorization / certification of registration.

Art. 22. - (1) The prolongation of the validity of the certificate of acceptance shall be requested at least 30 days before the expiry of the record.

(2) The prolongation of the validity of the acceptance record shall be requested by submitting to CNCAN the file stipulated under art. 16 and 17.

Art. 23. – In case of expiry of the certificate of acceptance, the external undertaking shall no longer perform activities in the controlled area of the operating undertaking until the obtainment of a new certificate of acceptance.

CHAPTER III

Individual Monitoring

Art. 24- The individual monitoring of the exposure to radiation of the external workers that perform activities in the controlled area of an operating undertaking shall be performed by means of a dosimetry body authorized by CNCAN, in compliance with the provisions applicable to the Fundamental Norms on Radiological Safety.

Art. 25. – In order to fill in the National Register of Doses and Ionising Radiation Sources, the external undertaking shall submit to CNCAN annual reports of the external workers' individual monitoring by the end of March of the following year, and any time specially authorized, accidental or emergency exposures occur, in compliance with the applicable provisions of the Fundamental Norms on Radiological Safety and of the Norms on Individual Dosimetry.

CHAPTER IV

Transitional and Final Provisions

Art. 26. - In case that the external undertaking wants to use external workers that carry out their activity for another employer that use them as occupational exposed workers, it shall meet additionally the following requirements:

- a) Ensuring the worker's individual monitoring, separately, only for the activities carried out by the operational undertakings by means of the external undertaking.
- b) Ensuring that the sum of the doses that the external worker received from all the activities carried out within one year, regardless of the employer, shall not exceed the limits stipulated by the Fundamental Norms on Radiological Safety.
- c) Checking and ensuring the monthly registration in the record, by all the undertakings, including the other employers, of the results of the individual monitoring.

Art. 27. – The provisions of these norms complete the Norms on Radiological Safety regarding the operational radiation protection of external workers.

Art. 28. – The annex is an integral part of these norms.

**Request Template for the Acceptance of the Activities Carried Out by
the Workers of the External Undertaking in the Controlled
Area of Operating Undertakings**

Header of the applicant:

Name of the legally constituted person:

.....

Registered office:

.....

Normative act on the basis of which it has been legally constituted:

.....

Telephone: Fax:

Registration number/Date:

To

the National Commission for Nuclear Activities Control
14 Bd. Libertății, Bucharest, sector 5, P.O. Box 42-4

1. We request the acceptance of the declaration that the external undertaking that is to perform activities in controlled areas of the operating undertakings:

1.1. Name of the external undertaking:

.....

- Registered office: city:, district/county:

.....,

street:, no.:, tel.:, fax:

.....

- Normative act on the basis of which it has been legally constituted:

- The person empowered to represent the external undertaking in relation with the operating undertaking:

Name:, Title:

1.2. Operating undertakings where works are to be carried out in the controlled areas:

-

-

-

1.3. Activities that the applicant external undertaking is to carry out in the controlled areas of the operating undertakings

-

-

-

1.4. Type of exposure: internal [], external [], both []

1.5. Number of external workers employed to perform works in the controlled area of the operating undertakings, for whom the records are requested:

.....

1.6. Name of the person(s) responsible for the radiological surveillance of the external workers:

Name:, Title:, means to contact him/her:

telephone:, fax:

2. The documentation for the acceptance of the declaration of the external undertaking in compliance with art. 16-17 of the Norms on Radiological Safety - Procedures for the Acceptance of the External Undertakings:

-
-
-
-

3. In case of any change to the documentation for the acceptance of the declaration we undertake to notify CNCAN in advance:

The person empowered to represent the legally constituted person:

Name:
Title:
Signature:
Stamp: