

# Client Procedure to obtain Entry Exit Permit Monthly Tracking Report for Radioactive Substances

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## 1. PURPOSE:

The Import, export, use, storage and monitoring of radioactive sources are broadly governed at state level by Federal Authority for Nuclear Regulation (FANR).

Accordingly, an Entry Permit (S1) or Exit Permit (S2) is required to be obtained from Trakhees to transport radioactive source into or from Trakhees jurisdictional areas by the respective clients.

Import, Export, Use, Storage and Transportation of Radioactive sources without necessary approval/permits from the authorities is a serious offence and may be liable for penalties/ sanctions as per applicable rules. Trakhees' clients shall be fully responsible for the Import, Export, Use, Storage, Transportation and Safe Operations & Handling of Radioactive source at their facilities.

## 2. SCOPE:

These permits are applicable for all radiography activities within Trakhees' jurisdiction.

The scope is in line with the UAE Federal Law No. (1) of 2002; to control and to monitor the Import, Export, Use, Storage, Transportation, Operations, Handling, proper documentation, packaging of radioactive sources, and by receiving Monthly Tracking Reports from clients on radioactive sources in order to maintain proper documentation & details on radioactive movements and inventory details.

## 3. DEFINITIONS:

ID – Inspection Department of Trakhees

JAFZA – Jebel Ali Free Zone Authority

NOC – No Objection Certificate

FANR – Federal Authority for Nuclear Regulation

## 4. PROCEDURE

- 4.1 **Submission:** Source Entry (S1) or Exit (S2) application shall be submitted through Trakhees Online System 02 days before the proposed entry the submission should contain the following required copies of the documents:



- a. DED Trade License copy
- b. FANR License copy
- c. FANR Approvals/ Import
- d. Vehicle Approval
- e. Source Certificate
- f. Classified Person Certificate
- g. Radiation Protection Officer (Certification)
- h. Risk Assessment
- i. Method Statement
- j. Emergency Response Plan

4.2 **Inspection/Approval:** Trakhees, (on a case-to-case basis) may inspect and check the packaging container/box, transporting vehicle and radiation emission level from the source, and on satisfactory compliance of all requirements, where documents/assessments are in order, the “Radioactive Source Entry or Exit Permit” for bringing in or taking out the radioactive source from TRAKHEES jurisdiction.

Accordingly, the permit will be issued, not later than 02 days from the date of submission through client’s registered email, or can be downloaded in the Trakhees Online account.

4.3 **Payment:** A fee of AED 300/- (plus AED 20 as Knowledge & Innovation Fee) for each Radioactive source shall be paid by cash to Cashier or Bank Transfer or e-payment during submission of application and prior to issuance of the Entry or Exit Permit.

*(For details refer section 6 below)*

4.4 **Monitoring of Radioactive Source:** Upon approval of S1 or S2 Permit, the client shall be responsible for the Transport, Storage, Use and Handling of radioactive source to ensure that all Local, Federal & relevant International requirements are complied with effectively, and to prevent exposures from radiation. Officer may also visit to the client’s facility randomly to ensure safe operations, storage, handling and tracking of radioactive sources are followed by qualified and trained employees.

4.5 **Reporting to TRAKHEES:** The client shall prepare a Quarterly Tracking Report comprising of all radioactive source movement details with inventory status on the prescribed Tracking Report



Form (CIO-F10c) with necessary supporting documents (wherever applicable) and forward it to Trakhees on or before the below dates of the year:

- 5<sup>th</sup> of March,
- 5<sup>th</sup> of June,
- 5<sup>th</sup> of September
- 5<sup>th</sup> of December.

(For public holidays or weekends if falls on reporting date, the client shall forward the same on next working day)

## 5 SERVICE COMPLETION:

#	Service Description	Working days (WD)
5.1	Issue of Entry Exit Permit for (each) Radioactive Source (valid for each source)	2 WD

## 6 SERVICE FEES:

Fee for review shall be paid prior to the submission of application, clients is required to top-up their pre-paid account to enable submission to proceed in Online System

#	Type of Service	Service Code	Amount
5.1	Entry Exit Permit for (each) Radioactive Source	HZZI008	300/-*

\* All applications are required to pay the Knowledge Dirham and Innovation fees at a total amount of AED 20/- for each Radiography Permit, which is issued for a month.

## 7 RELATED FORMS / ATTACHMENTS

7.1 Monthly Tracking Report Form for Radioactive sources

CIO-F10c



## 8 APPLICABLE REGULATIONS / REFERENCES:

- 8.1 Trakhees Industrial Operations Regulations:
  - a. Regulation IO 10
  - b. Regulation IO 4.19
- 8.2 Federal Authority for Nuclear Regulations - (FANR) Rules & Regulations ([www.fanr.gov.ae](http://www.fanr.gov.ae))

## 9 CONTACTS:

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### Federal Authority for Nuclear Regulations (FANR) - Contact Details:

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