Matters Requiring Consultation with an RPA (via the Safety Office)

The table below identifies those matters likely to be encountered at the University upon which the RPA must be consulted, either according to the Ionising Radiations Regulations 1999 themselves or the Approved Code of Practice. There are other situations, described in the main document, where the University also requires that the RPA be consulted. In the absence of the RPA the University Radiation Protection Officer is likely to be able to provide information on these subjects. Note that the advice given in this and the subsidiary documents *Working Safely with Unsealed Radioactive Sources (HSD010R), Working Safely with Sealed Radioactive Sources (HSD066R) and Working Safely with Radiation Generators (HSD017R)* has been endorsed by the RPA and provides generic advice for many situations, therefore consultation on a case-by-case basis *may* not be essential in all situations. However, if in doubt departments should always arrange for work to be discussed with the RPA, and it is stressed that the advice of the RPA should be sought *before* committing the department to the work or to significant expenditure on new facilities.

Aspect of the work	**Comments (always consult the RPA in these situations)**
Prior examination of plans for new installations and physical control measures	• Design of special radiochemical laboratories or "hot labs" (particularly those that will be designated as controlled areas). • Any new or significantly modified equipment utilising a radiation generator (including x-ray sets) • Installed equipment incorporating sealed sources if it incorporates shielding, interlocks, shutters, etc. • Any equipment used for medical exposure of persons
Risk assessments	All new risk assessments unless these fall within existing models approved by the RPA, and only then if all the listed precautions in an existing assessment will be applied.
Contingency plans	• Contingency plans for any controlled area • Any contingency plan requiring special measures such as evacuation of a building
Critical examinations by those installing equipment producing ionising radiations	This should be addressed during the discussions carried out at the planning stage. Note that the installer may have their own RPA, but the University RPA must be consulted about the critical examination.
Periodic examination and testing of physical control measures and checking of systems of work	• At the planning stage for new installations • All written procedures for controlled areas • Any permit to work type documents used for safety critical operations

Aspect of the work	Comments (always consult the RPA in these situations)
Decisions on designation of Controlled and Supervised areas	• Any approaches differing from the guidance in this and subsidiary documents • All new controlled and supervised areas (including transient/short-term designation) • Any designation of areas outside of University premises • Any new radiation generator (even if to confirm no designation necessary)
Specification and application of protection measures for Controlled and Supervised areas	Any approaches differing from or not covered in the guidance in this document and *Working Safely with Unsealed Radioactive Sources (HSD010R), Working Safely with Sealed Radioactive Sources (HSD066R) and Working Safely with Radiation Generators (HSD017R)*
Decisions on personal dosimetry	• Work where extremity dosemeters is appropriate (see subsidiary guidance) • Any special investigations (e.g. after accidents) • Any proposals to assess intakes of radionuclides
Periodic testing of radiation monitoring instruments	The Safety Office consults the University RPA on the choice of test supplier. The RPA should be consulted about the use of any equipment not described in the University-wide guidance.
Dose investigations, suspected over-exposures, lost or damaged sources, significant spills and any contamination of persons	In most situations the Department will first notify the Safety Office (University Radiation Protection Officer) who will ensure that the RPA is involved.
Quality Assurance for equipment used in connection with medical exposure	Only when this is under the control of the University as opposed to under the control of the NHS or other host medical establishment.