

For New Application for Radioactive Material License

1. Appropriate and completed license application form with supporting documents (signed by the head of the company/institution or designated representative and duly notarized). Refer to the list of the Code of PNRI Regulations (CPR) at the last fold of this leaflet. Application forms and CPRs are downloadable at www.pnri.dost.gov.ph or you may get the forms from the Licensing Review, and Evaluation Section (LRES), Nuclear Regulatory Division (NRD):
2. Security Plan/Measures;
3. Copy of SEC registration; and
4. Payment of application and license fees.

For Renewal of Radioactive Material License without amendment

1. Completed appropriate application form or letter of request (Refer to applicable regulations);
2. Annual report (for medical practice additional report on accomplished activities of the MIC or RSC that includes review of the occupational dose records of personnel (as applicable);
3. Compliance with license specific conditions (as applicable);
4. Payment of license renewal fee;
5. For license renewal application filed less than thirty (30) days prior to expiration date and application for renewal of expired license, please refer to CPR Part 22 for additional payment of surcharge fees;
6. Annual report on the use of radioactive material.

For Amendment of Radioactive Material License

1. Completed appropriate application form or letter of request indicating the items in the application form to be amended;
2. Supporting documents for each item to be amended;
3. Additional or revised radiation safety procedure or program, as required;
4. Payment of license amendment fee:

Examples of amendments/ changes	Supporting documents to be submitted
Additional radioactive material; corresponding change in radiation safety program (as applicable)	Specifications of the source (activity or activity concentration, chemical & physical form/ initial leak test certificate (applicable to sealed sources); Updated radiation safety program
Change of Radiation Safety Officer or Assistant RSO	Official appointment/designation signed by the management with the designee's conforme; copies of proofs of training and experience, refer to practice specific CPR for the requirements to be complied with.
Additional personnel, e.g. authorized users, technologists, operators, radiographer	Proof of training/experience; refer to practice specific CPR for the requirements to be complied with.

Important Reminders:

- For regulatory fees & charges, please refer to CPR Part 22.
- CPRs and application forms are downloadable from PNRI website: www.pnri.dost.gov.ph.
- All license applications that are sent by mail must be addressed to:

**Office of the Chief
Nuclear Regulatory Division
Commonwealth Ave., Diliman, Quezon City**

- Handcarried applications must be filed with the Office of NRD Chief.

For further inquiries, contact :



(+632) 8920-8810 or 8929-6011 to 19 loc. 256

or

Email to : nrd-lre@pnri.dost.gov.ph

Code of PNRI Regulations (CPRs):

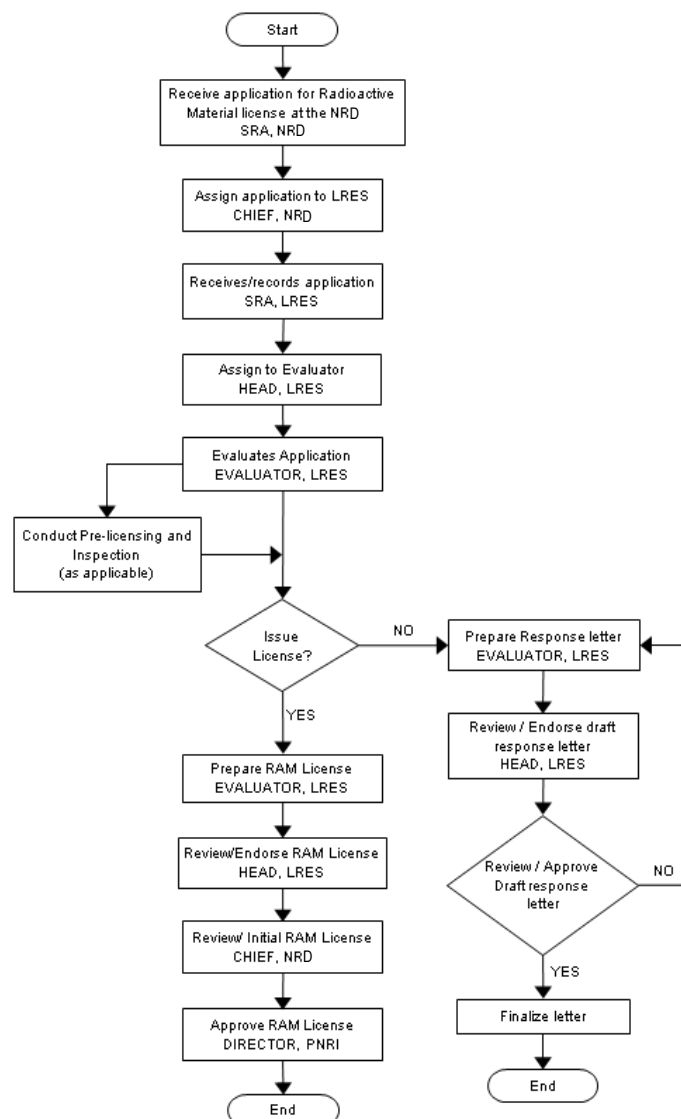
The following Parts of the CPR are **common** to all applicants/ licensees:

- CPR Part 2 — Licensing of Radioactive Material
- CPR Part 3 — Standards for Protection Against Radiation
- CPR Part 4 — Rules and Regulations on the Safe Transport of Radioactive Materials in the Philippines
- CPR Part 22 — Fees and Charges for Radioactive Material Licenses and Other Regulatory Services
- CPR Part 26 — Security of Radioactive Sources

The following Parts of the CPRs are **practice specific**:

TYPE	PART	TITLE
Medical	12	Licenses for Medical Use of Sealed Radio-active Sources in Teletherapy
	13	Licenses for Medical Use of Radiopharma-ceuticals
	14	Licenses for Medical Use of Sealed Radio-active Sources in Brachytherapy
Industrial	11	Licenses for Industrial Radiography and Radiation Safety Requirements for Radio-graphic Operations
	15	Licenses for Large Irradiators
	16	Licenses for the Use of sealed Sources Contained in industrial Devices
Commer-cial	20	Licenses to Manufacture and Dispense Radiopharmaceuticals
Facility	21	Licensing and Safety Requirements of Par-ticle Accelerator Facilities for the Produc-tion of Radioisotopes

FLOWCHART ON THE PROCESSING AND ISSUANCE OF PNRI RADIOACTIVE MATERIAL LICENSE



Applications and requests are acted upon within fifteen (15) days upon receipt.

Obtaining a
PNRI Radio-
active Material
(RAM) License:

***WHAT YOU
NEED TO
SUBMIT?***