



## Registration of Ionizing Radiation User

This registration is made in accordance with the Radiation Ordinance (Cap. 303) and its subsidiary regulations.

<b>Name in English (surname first):</b>		<b>Name in Chinese:</b>	
<b>Gender:</b>	<b>Age:</b>	<b>Department:</b>	
<b>Staff / Student No.:</b>		<b>Position / Program studying:</b>	
<b>Contact Phone No.:</b>		<b>Name of Supervisor:</b>	
<b>Email Address:</b>			
<b>Residential Address:</b>			

### Irradiating Apparatus to be Used: Closed-beam X-ray machine

Location	Name of Apparatus	Apparatus's Licence No.	User's Licence No. (for open-beam X-ray user only)
BC710 (MRC)	Bruker D8 Advance XRD Bruker D8 Advance XRD Rigaku SmartLab 9KW XRD	00306-0021-TN-0001 00306-0022-TN-0001 00306-0031-TP-0001	

### Requirement(s) for Radiation User (\*Please check requirement(s) applicable to your registration.)

*Requirement(s)	Yes	N.A.	To be completed by HSEO
<b>Radiation safety training</b> (compulsory for all radiation users)	√		<input type="checkbox"/> obtained <input type="checkbox"/> N.A. approved by Hd(HSE)
<b>Medical examination</b> (for users of unsealed sources, or other users as required by HSEO)			<input type="checkbox"/> obtained <input type="checkbox"/> N.A.
<b>TLD badge for personal monitoring</b> (for users of unsealed sources, open-beam X-ray machine, or other users as required by HSEO)			<input type="checkbox"/> obtained <input type="checkbox"/> N.A.
<b>User licence</b> (for users of open-beam X-ray machine only)			<input type="checkbox"/> obtained <input type="checkbox"/> N.A.

- Upon completing this application form, send it to the HSEO Office either by hands, or through internal mail system.
- After verifying the submitted information and updating the records, HSEO will email the completed registration form with Hd(HSE)'s signature back to the user with the email account stated above.
- Users are not allowed to work with radioactive substance(s) (both sealed and unsealed source(s)) or irradiating apparatus unless s/he has received a copy of this registration form with Hd(HSE)'s signature.
- Registered user should keep a copy of the completed form until s/he ceases to work with radioactive substance(s) or irradiating apparatus.

**Signed by Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

When a registered user ceases to work with radioactive substance(s) or irradiating apparatus, s/he is required to complete the following information, and return this form to HSEO for cancellation of registration.

**Date of termination of radiation work:** \_\_\_\_\_ **Signed by Applicant:** \_\_\_\_\_