

Procedures for local Radiation Safety Coordinator and Dosimeter Coordinator.Version 1: 25.10.04
Version : 2 translated

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Elaborated for NCMM:
Radiation safety coordinator: Jorun Solheim
Safety deputy: Gladys Tjørhom
HSE coordinator: Liv BjørlandApproved:
Kjetil TaskénDate : 17.02.15
Converted: 17.02.17**Instructions for the local Radiation Safety Coordinator:**

The local Radiation Safety Coordinator is appointed by the Director of NCMM, Professor Kjetil Taskén.

The Radiation Safety Coordinator is responsible for internal control tasks:

- Keeping up to date inventory lists of nuclides and activity quantities stored and in use. Personnel having delegated responsibility for the procurement of radioactive substances must report purchases to the radiation safety coordinator.
- Keeping track of completed training (3-day course) for personnel using open radioactive sources. (SAP-list).
- Ensuring that internal training is provided for personnel using open radioactive sources, also reviewing the decontamination instructions and the use of the radiation workspaces.
- Ensuring that local instructions for the use of radioactive substances and the instructions for UVC are followed.
- Ensuring that instructions are followed by regularly monitoring supervised area (isotope-lab C) . Groups using radioactivity outside the isotope-lab are responsible for checking their work areas routinely, at least every two weeks, when work is ongoing.
- Follow up reports on adverse incidents and deviations.
- Implementation of risk assessment together with the users.
- Annual report.

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Instructions for Dosimeter Coordinator:

The person in charge of dosimeters is appointed by the head of the NCMM, Professor Kjetil Tasken.

The person in charge is responsible for:

- applying for personnel who need dosimeters.
- collecting /sending dosimeters complying with subscription scheme for Statens Strålevern.
- informing personnel, radiation safety coordinator, group-leader and office administrator of any positive test results.
- The report from Statens Strålevern is archived by the office administrator under “Dose report and year”. The report must be protected under § 13 jf fvl § 13.