

Radiation Board

COLLECTION OF PERSONAL DATA

INTRODUCTION

1. This document briefly describes your rights and the means to request access to and correction of your personal data held by the Radiation Board.

PURPOSE

2. The Radiation Board uses the personal data provided by the clients for the processing of licences and permits prescribed by the Radiation Ordinance, Cap 303 (the Ordinance) and other related activities. The provision of personal data is obligatory under the Ordinance. The personal data provided will be used by us for the below listed purposes. If the necessary information are lacking, we may not be able to provide the required services.

- (a) Proof of eligibility;
- (b) Processing of applications/permits;
- (c) Assessment of fitness for employment in radiation work;
- (d) Compilation of statistics and processing complaints or enquiries;
- (e) Preparation of general demand note;
- (f) Collection of licence fees or service charges;
- (g) Enforcement of the regulatory requirements of the Ordinance; and
- (h) Information on licences, including licence number, name of licensee, purpose of the licence and address of licensed premises, will be made available on the Electronic Radiation Licensing and Services website (<http://www.erls.gov.hk>) for public verification of the validity of a licence

HANDLING OF PERSONAL DATA

3. The personal data you provide are mainly used by us for the above purposes but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in paragraph 2 above, if required. Besides, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

ACCESS TO PERSONAL DATA

4. In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, (Chapter 486 of the Laws of Hong Kong), you have the right to request access to and correction of the personal data supplied in your application.

ENQUIRIES

5. Enquiries concerning the personal data provided, including the access and corrections, should be addressed to:

Executive Officer (RHD) / Senior Clerical Officer (RHD)
Radiation Board Licensing Office
3/F Sai Wan Ho Health Centre,
28 Tai Hong Street, Hong Kong
Fax: 2834 1224
e-mail Address: enquiry@erls.gov.hk

RADIATION ORDINANCE

(Chapter 303)

APPLICATION FOR IRRADIATING APPARATUS LICENCE

I
(Name of full)

of
(Address in full)

hereby make application for a licence (a)

irradiating apparatus as described hereunder, at (b)

2. Description of type or types of irradiating apparatus for which licence is required :

.....
.....
.....

3. My qualifications are as follows (c)

.....

Date this day of 20

.....
Signature of Applicant.

- (a) State purpose for which licence is required, *i.e.* to possess, sell, manufacture, operate, etc.
- (b) State address at which such irradiating apparatus will be situated.
- (c) This paragraph need only be completed in the case of an application to operate irradiating apparatus.

新申領管有一具處於可運作狀態的輻照儀器的牌照
First Application for a Licence to Possess
an Irradiating Apparatus in a Functional State

Please refer to the attached "Notes for Applicants" and complete the appropriate sections.

A. 申請人資料 Particulars of the applicant

Licence in the name of a person, please complete Section A1; Licence in the name of a company, please complete Section A2.

E-Mail

E-Mail

E-Mail:

F

B. 輻照儀器資料 Details of the irradiating apparatus

製造商 Manufacturer	型號 Model No.	控制臺/機身編號 Control Panel/ Machine Serial No.	X 射線球管編號 X-ray Tube Head Serial No.

此輻照儀器原記錄於 This irradiating apparatus is presently covered by

輻照儀器牌照編號

Irradiating Apparatus
Licence No. _____

有效期至
Valid until

/ /
日 D 月 M 年 Y

現申請管有該輻照儀器，以便

I hereby apply to possess the irradiating apparatus

☐ 從準備狀態轉為可運作狀態。
From preparatory state to functional state.

☐ 從原址作內部遷置。
After a relocation within the original premises.

☐ 從貯存狀態轉為可運作狀態。
From storage state to functional state.

☐ 從原有持牌人接管該儀器(請夾附轉讓表格 IA-TRAN)，本人確定該裝置場址的原有布置，包括輻照儀器位置和所有防護物料都維持不變。
Upon a transfer of the irradiating apparatus from the present licensee (please attach Transfer Form IA-TRAN). I hereby confirm that there has been no change in the premises, including the material protection and location of the irradiating apparatus.

C. 固定輻照儀器的輻射防護 Radiation shielding of static irradiating apparatus

(i) ☐ 輻照儀器乃置於防護罩內。防護罩屬儀器的組件。在正常操作情況下，距儀器表面 5 厘米任何一點的罩外輻射水平不超過每小時 5 微希沃特。
The irradiating apparatus is contained in a shielded enclosure which forms an integral part of the apparatus and under normal operating condition the radiation level outside the shielded enclosure does not exceed 5 microsievert per hour at a distance of 5 cm from any readily accessible point on the surface of the apparatus.

請到 F 部繼續填寫 Please continue from Section F

或 or

(ii) ☐

防護資料		防護質料 shielding material	厚度(毫米) thickness (mm)
地板	Floor		
天花	Ceiling		
牆壁	Walls		
門	Doors		

輻射條例(第303章)
RADIATION ORDINANCE (CAP 303)
新申領管有一具處於可運作狀態的輻照儀器的牌照
First Application for a Licence to Possess
an Irradiating Apparatus in a Functional State

申請須知
Notes for Applicants

1. 申請 Application

請注意，每具輻照儀器均須個別領有牌照。

Please note that each irradiating apparatus shall be covered by a separate licence.

申請人可填寫表格 DH1271(S) 和 IA-P2 申請持有輻照儀器。

You should complete Form DH1271(S) and IA-P2 form for each irradiating apparatus.

2. 輻照防護物料 Material protection of radiation

根據輻射(管制輻照儀器)規例第17條第(1)款規定，在連續使用輻照儀器房間外的輻射劑量率，不得超過每小時3微戈瑞。

Regulation 17(1) of the Radiation (Control of Irradiating Apparatus) Regulations requires that the radiation dose rate outside the room where the irradiating apparatus is to be used continuously shall not exceed 3 micrograys per hour.

3. 遞交申請書 Submission of application

填寫的申請表格須送回： This application should be submitted to:

香港西灣河太康街28號西灣河健康中心3字樓
輻射管理局牌照事務處

Radiation Board Licensing Office
3/F., Sai Wan Ho Health Centre
28 Tai Hong Street, Sai Wan Ho, Hong Kong

電話：2886 1551

傳真：2834 1224

電郵：ia@erls.gov.hk

網域：<http://www.erls.gov.hk>

Tel. : 2886 1551

Fax : 2834 1224

E-mail : ia@erls.gov.hk

Domain : <http://www.erls.gov.hk>

申請費用為\$1,150。當輻射管理局收到有關申請後，會向申請人發出一般繳款單，申請人請依照一般繳款單內所列的繳款辦法繳付所需費用。

假如申請最終被否決，已繳交的款項將盡快全數退還。

The application fee is \$1,150. After receiving the application, the Radiation Board will issue a General Demand Note to the applicant. The applicant could make payment according to the payment instructions stated in the General Demand Note.

Should the application be unsuccessful, the paid amount will be refunded to the applicant as soon as possible.

4. 按情況需要連同申請書一併遞交的文件 Documents to be submitted with the application (if applicable)

(i) 輻射管理局允許申請人持有擬安裝及使輻照儀器處於可運作狀態之輻照儀器牌照正本。

The original copy of the licence permitting you to possess the irradiating apparatus, for installation and testing purposes or otherwise, while your application for possessing the apparatus in a functional state is being considered by the Radiation Board.

(ii) A1 段 - 申請人的身分證/證明文件副本和45x60(毫米)近照兩張。

Section A1 - Copy of Identity Card/Document of the applicant and 2 recent photographs of size 45 x 60(mm).

A2 段 - 商業登記證和獲授權人士身分證/證明文件的副本。

Section A2 - Copy of the Business Registration Certificate and Copy of Identity Card/Document of the authorized person.

(iii) B 部 - 輻照儀器的技術規格

Under Section B - Technical specifications of the irradiating apparatus

(iv) C(ii) 部 - 顯示防護物料、輻照儀器位置，主輻射束方向及毗鄰地方用途的樓面布置圖。

Under Section C (ii) - A floor plan of the premises showing the material protection, location of the irradiating apparatus, directions of the primary radiation beams and utilization of the adjacent areas.

(v) 輻照儀器擁有權的證明文件(例如：發票副本、轉讓輻照儀器的證明書)

Documentary evidence to show the ownership of the irradiating apparatus (e.g. invoice copy, proof of transfer of irradiating apparatus)

(vi) 選擇表格(如適用) Option form (if applicable)

注意 Remarks :

- (i) 在使用可產生輻射影響人體的輻照儀器前，申請人須確保使用者必須持有有效的《使用輻照儀器》牌照，或使用者必須在一位持有有效《使用輻照儀器》牌照之註冊醫生、牙醫或放射技師在治療檢查現場親自督導下，方可進行。
Before the use of the irradiating apparatus to produce radiation affecting human body, you should ensure that users of this irradiating apparatus should hold a valid 'use' licence or the users are working under the personal supervision of a registered doctor or dentist or radiographer holding valid "use" licence who must be present on the premises in which the treatment/examination is taking place at the time it takes place.
- (ii) 表格中所列的所有有關牌照必須於呈交本申請書時仍為有效。有關牌照持有人請於牌照屆滿前八個星期把填妥之申請書及所需文件交到輻射管理局。否則，本局有可能在牌照屆滿前未能完成處理有關牌照的續牌申請。逾期管有輻照儀器乃違反輻射條例第 7(1)條的罪行，一經定罪，可處第5級罰款及監禁 2 年。
Any current licence mentioned in this application must remain valid on the date of submission of this application. The Licensee shall submit the duly completed application form together with the required documents to the Radiation Board 8 weeks before expiry of the licence. Otherwise, the Board may not be able to complete processing of the licence renewal application before its expiry. Possessing an irradiating apparatus without a valid licence is an offence to section 7(1) of the Radiation Ordinance, and shall be liable to a fine at level 5 and to imprisonment for 2 years.
- (iii) 如申請牌照的輻照儀器能夠發出較高水平的輻射，例如用於放射治療的輻照儀器或用於製造放射性同位素的迴旋加速器等，請委任至少一位適當人士作為輻射防護顧問，為安全使用輻照儀器提供意見，並請提供該人員的相關資歷予輻射管理局，作考慮牌照申請之用。
If the irradiating apparatus under licence application could emit higher levels of radiation, for example, those apparatuses used for radiotherapy, cyclotrons used for producing radioisotopes and etc, please appoint at least one suitable person as radiation protection advisor for advising on the safe use of the irradiating apparatuses. Please also provide the relevant qualifications of the appointed person(s) to the Radiation Board for consideration of the licence application.