Sample Form (表格樣本) IA-P2

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

請參閱夾附的「申請須知」後，填寫本表格適用部分。
Please refer to the attached "Notes for Applicants" and complete the appropriate sections.

請在適當地方加上☑ Please tick ☑ as appropriate

(Fill in either Part A1 or Part A2)
(請填寫A1部或A2部)

A. 申請人資料 Particulars of the applicant

以個人名義申請牌照，請填寫 A1 段；以公司名義申請牌照，請填寫 A2 段。
Licence in the name of a person, please complete Section A1; Licence in the name of a company, please complete Section A2.

A1

稱謂 Title ☐ 醫生 Dr ☐ 博士 Dr ☑ 先生 Mr ☐ 女士 Mrs ☐ 女士 Ms ☐ 小姐 Miss

姓名
Name *陳 Chan* (姓 Surname) *大文 Tai Man* (名 Given name)

身分證/證明文件編號.
Identity Card/Document No. *A123456(7)*

電郵
E-Mail *123@abc.com.hk*

或 or

A2

公司名稱 Name of company *ABC Company Limited ABC 公司*

商業登記編號 Business Registration No. *30098765-000-01-02-8*

稱謂 Title ☐ 醫生 Dr ☐ 博士 Dr ☑ 先生 Mr ☐ 女士 Mrs ☐ 女士 Ms ☐ 小姐 Miss

與此申請有關的獲授權人士姓名
Name of authorized person in relation to this application *安 On* (姓 Surname) *定榮 Ting Wing* (名 Given name)

身分證/證明文件編號.
Identity Card/Document No. *G123456(7)*

電郵
E-Mail *123@ghi.com.hk*

通訊地址 Correspondence address : *Information 填寫資料*

稱謂 Title ☐ 醫生 Dr ☐ 博士 Dr ☐ 先生 Mr ☑ 女士 Mrs ☐ 女士 Ms ☐ 小姐 Miss

聯絡人姓名 Name of Contact Person : *李 Lee* (姓 Surname) *好 Ho* (名 Given name)

電話號碼 Tel No. : *Information 填寫資料* 手機號碼 Mobile No.: *Information 填寫資料*

傳真號碼 Fax No. : *Information 填寫資料* 電郵 E-Mail: *Information 填寫資料*

只供輻射管理局填寫 FOR OFFICIAL USE ONLY 收件日期 Date received _____

費用 Fee _____ A _____ B _____ C _____ D _____ E _____ F _____

表格 IA-P2 (2026 年 8 月生效)
FORM IA-P2 (Effective August 2026)

輻射管理局 牌照服務 Radiation Board Licensing Service

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.
XYZ Ltd.	*ABC 9210*	*99023S*	*120-236L1*

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. *00000-0000-XX-0000*

有效期至 Valid until 1 / 7 / 2012
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 Shielding is available as follows :

	防護質料 shielding material	厚度(毫米) thickness (mm)
地板 Floor	*Concrete 混凝土*	*150 mm*
天花 Ceiling	*Concrete 混凝土*	*150 mm*
牆壁 Walls	*Brick 磚 + Lead 鉛板*	*100 mm(brick) + 1 mm(lead)*
門 Doors	*Wood 木 + Lead 鉛板*	*50 mm(wood) + 1 mm(lead)*

D. 裝置場址內備有的個人保護物品　Personal protective measures available in the premises

☑ 鉛膠保護衣　Lead rubber apron　　☐ 性腺屏蔽　Gonad shield

☑ 個人輻射劑量計　Personal radiation dosimeters

E. 使用該輻照儀器人士 (如下列空間不足填寫，請附夾資料)
Person(s) using the irradiating apparatus (please attach separate sheets if the space below is insufficient)

姓名 Name	身分證編號 Identity Card No.	《使用輻照儀器》牌照編號 "USE" licence No.
Dr. Lee Yeung	***E123456(7)***	***00000-0000-XX-0000***

☑ 本人不擬准許上述領有牌照的人士使用造影劑以拍攝人體醫學照片。
I do not intend to allow the above licensed person(s) to administer contrast media for taking of medical exposure of human bodies.

☐ 本人擬准許上述領有牌照的人士使用造影劑以拍攝人體醫學照片及已在樓宇內備妥適當的急救藥物及復甦設備。
I intend to allow the above licensed person(s) to administer contrast media for taking of medical exposure of human bodies and have made available the appropriate life saving drugs and resuscitation equipment in the premises.

F. 聲明　Declaration

本人明白上列於 E 部的使用輻照儀器人士須持有有效之《使用輻照儀器》牌照或在一位持有有效《使用輻照儀器》牌照之註冊醫生、牙醫或放射技師親自督導下，方可按法例 303B 章第 26 節規範下操作該輻照儀器。現聲明盡本人所知，本申請所載資料均真確無誤。
I understand that the person using the irradiating apparatus as listed in Section E shall be a person who is holding a valid licence to use the concerned type of irradiating apparatus or is acting under the personal supervision of a doctor or dentist or radiographer who is holding a valid licence to use the concerned type of irradiating apparatus in accordance with Regulation 26 of Cap.303B for such purposes. I declare that to the best of my knowledge the information in this application is true and accurate.

申請人/獲授權人簽名 Signature of Applicant/Authorized Person	授權　Authorization 公司印鑑 (如適用)　Company chop (if applicable)
Information 填寫資料	***Information 填寫資料***
姓名(請用正楷書寫)Name (in block letters)	日期　Date

輻射管理局 牌照服務
Radiation Board Licensing Service
ISO 9001 : 2015 證書編號 : CC 2701
ISO 9001 : 2015 Certificate No.: CC 2701

輻 射 條 例 (第 303 章)
RADIATION ORDINANCE (CAP 303)

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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	電話 : 2886 1551 傳真 : 2834 1224 電郵 : ia@erls.gov.hk 網域 : http://www.erls.gov.hk
Radiation Board Licensing Office 3/F., Sai Wan Ho Health Centre 28 Tai Hong Street, Sai Wan Ho, Hong Kong	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)

(1) 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.

(2) B 部 - 輻照儀器的技術規格
Under Section B - Technical specifications of the irradiating apparatus

(3) 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.

(4) 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)

(5) 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.