**FORM FOR NOTIFICATION OF PRACTICES UNDER ARTICLE 13 OF THE LAW**

**092019**

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| **REPUBLIC OF CYPRUS**  **MINISTRY OF LABOUR AND**  **SOCIAL INSURANCE** | **DEPARTMENT**  **OF LABOUR INSPECTION** |

**RADIATION INSPECTION AND CONTROL SERVICE**

**ΤΗΕ PROTECTION AGAINST IONISING RADIATION**

**AND NUCLEAR AND RADIOLOGICAL SAFETY**

**AND SECURITY LAW OF 2018**

1. *Guidance on completing the notification form and attaching the necessary supporting documents can be found in* [*the Protection against Ionising Radiation and Nuclear and Radiological Safety and Security (Specifications for practices, procedures and requirements of regulatory control relating to the notification or the granting of authorisation through registration or licensing) Notification of 2019 (R.A.A. 153/2019)*](http://www.mlsi.gov.cy/mlsi/dli/dliup.nsf/All/7F5A27D7F219AE45C22583F9003091CF/$file/RAA_153_2019.pdf)*, as follows:*

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| * ***Notification of practices:*** | *Part IV, p. 1068-1069*  *First Schedule, p. 1072* |
| * ***Exemption from notification requirement:*** | *Part V, p. 1069* |

*The notification can also be found on the Department of Labour Inspection website (pathway: Legislation > The Protection against Ionising Radiation and Nuclear and Radiological Safety and Security legislation > Regulations)*

1. *The duly signed notification form must be submitted to the Radiation Inspection and Control Service (Control Service) of the Department of Labour Inspection at the address given on the last page of the form together with the fee provided for in the* [*Protection against Ionising Radiation and Nuclear and Radiological Safety and Security (Prescribed Fees) Notification of 2014 (R.A.A. 523/2014)*](http://www.mlsi.gov.cy/mlsi/dli/dliup.nsf/all/5D72F3609811CA06C22583FA001F480D/$file/KDP_523_2014.pdf?openelement). *The notification can also be found on the Department of Labour Inspection website (pathway: Legislation > The Protection against Ionising Radiation and Nuclear and Radiological Safety and Security legislation > Regulations).*
2. *Other useful references:*

* [*The Protection against Ionising Radiation and Nuclear and Radiological Safety and Security Law of 2018 (Law 164(I)/2018)*](http://www.mlsi.gov.cy/mlsi/dli/dliup.nsf/all/4155482043318AA9C2257E29001F7E86/$file/Law_164(I)%202018_unofficial_English_translation.pdf?openelement) *(referred to in the form as “the Law”)*
* [*The Protection against Ionising Radiation and Nuclear and Radiological Safety and Security (Basic Safety Standards for the Protection against the Dangers Arising from Exposure to Ionising Radiation) Regulations of 2018 (R.A.A. 374/2018)*](http://www.mlsi.gov.cy/mlsi/dli/dliup.nsf/all/8CDB9F5E47C2DCEDC22584B70034DAF5/$file/RAA_374_2018_EN_Unofficial_translation.pdf?openelement) *(referred to in the form as “the Regulations”).*

*These legislative acts can also be found on the Department of Labour Inspection website (pathway: Legislation > The Protection against Ionising Radiation and Nuclear and Radiological Safety and Security legislation > Laws or Regulations respectively).*

**General information**

**PARTICULARS OF THE UNDERTAKING1**

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| **INDIVIDUAL (full name):** | | | |
| Identity card number |  | Expiry date |  |
| Passport number |  | Expiry date |  |
| Country of issue |  | | |

LEGAL ENTITY [[1]](#footnote-1):

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| **LEGAL ENTITY2 (registered name):** | | | | | | | |
| Registration number | |  | |  |  | | |
| Type of company | |  | |  |  | | |
| Country of registration | |  | |  | |  | |
| CONTACT ADDRESS: | | | | | | | |
| P.O. Box |  | | Post code of P.O. Box | |  | |  |
| Street |  | | No | |  | |  |
| Post code of street |  | | Town/Village | |  | |  |
| District |  | | Country | |  | |  |

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| **CONTACT DETAILS:** | | | | |
| Telephone |  | | Fax |  |
| Email address | |  | | |
| Website | |  | | |

**PREMISES ON WHICH THE PRACTICE(S) ARE CARRIED OUT**

(If different from the above) [[2]](#footnote-2)3.

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| **ADDRESS OF THE PREMISES ON WHICH THE PRACTICES ARE CARRIED OUT:** | | | |
| Street |  | No |  |
| Post code |  | Town/Village |  |
| District |  | Country |  |

## **CONDUCT OF THE PRACTICE(S)**

Enter the starting date of the practice(s) (if applicable).

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Clarify if the notification concerns a practice or practices already in existence when the Law entered into force.

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Clarify if the notification is a repeat notification to the Control Service following a fundamental change in the conduct of the practice or the scheme applicable to the business, the facility or the source or any other circumstance that fundamentally changes the information provided to the Control Service in the previous notification. This information includes cases in which the business intends to stop a practice or to cease trading altogether.

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## **OTHER INFORMATION**

Enter any other information you consider may be helpful to the Control Service.

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1. **Select the practice(s) covered by this notification to the Control Service**

☐ Practices in workplaces where the average annual radon concentration continues to exceed the national reference level of 300 Bq m-3 as an annual average, as defined in the Regulations, despite the action taken in accordance with the principle of optimisation referred to in Article 10(2) of the Law and described in the Regulations

☐ Existing exposure situations which are of concern from a radiation protection point of view, for which legal responsibility can be assigned in accordance with Article 57(3) of the Law and which are managed as planned exposure situations

☐ Practices identified in accordance with Article 19 of the Law which, notwithstanding the exemption criteria laid down in Article 16 of the Law, may lead to the presence of naturally-occurring radionuclides in water liable to affect the quality of drinking water or other exposure pathways, so as to be of concern from a radiation protection point of view

☐ Practices involving naturally-occurring radioactive materials, the activity concentration of which is up to 10 times greater than the values laid down in the Law (Third Schedule, Part II, Section B)

☐ Human activities involving radioactively contaminated materials which do not fall under authorised releases or materials cleared in accordance with Article 18 of the Law which must therefore be managed as planned exposure situations

☐ (a) recycling of residues from industries processing naturally-occurring radioactive material into building materials

☐ (b) disposal, recycling or reuse of naturally-occurring radioactive materials arising from any activity that falls under the provisions of Article 19 of the Law

☐ Transport of:

☐ (a) excepted packages of radioactive material (UN 2908, UN 2909, UN 2910, UN 2911 and UN 3507)

☐ (b) low specific activity radioactive material (LSA‑I, LSA‑II and LSA‑III) which are not fissile or which are fissile-excepted (UN 2912, UN 3321 and UN 3322).

☐ (c) surface contaminated objects where the radioactive material is not fissile or is fissile-excepted (SCO‑I, SCO‑2) (UN 2913)

as defined:

(a) with regard to the definition and description of radioactive materials: by the International Atomic Energy Agency in the Standard Series “IAEA Safety Standards for protecting people and the environment, Specific Safety Requirements No SSR‑6 (Rev. 1): Regulations for the Safe Transport of Radioactive Material (2018 Edition)”;

(b) with regard to categorisation of the materials or packages containing radioactive materials: by the UN in the ‘Recommendations on the Transport of Dangerous Goods, Model Regulations, Volume I, Nineteenth revised edition, United Nations, New York and Geneva, 2015’,

or the amended or new versions thereof.

**You must fill in Parts II to VII below, as applicable, depending on the practice(s) which you selected in Part I for notification.**

1. **You must submit information and supporting documents, as applicable, on the following in order to notify practices in workplaces where the average annual radon concentration continues to exceed the national reference level of 300 Bq m-3 as an annual average, as defined in the Regulations, despite the action taken in accordance with the principle of optimisation referred to in Article 10(2) of the Law and described in the Regulations:**
2. A description of the workplaces in which radon concentrations exceed the national reference level, the number of workers in those workplaces, the type of activities and the period of time during which workers are present in those workplaces and an assessment of the occupational exposure.

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1. The radiological concentrations of radon in the workplaces.

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1. The action already taken to reduce radon concentrations, the methodology for determining those concentrations and the radiological concentrations of radon following the action.

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1. The measures which the undertaking plans to take to further optimise radiation protection in workplaces (e.g. by providing information for workers, restricting the time workers are present in those workplaces, examining corrective action or planning remediation measures to further limit radon concentrations, etc.).

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1. **You must submit information and supporting documents, as applicable, on the following in order to notify existing exposure situations which are of concern from a radiation protection point of view, for which legal responsibility can be assigned in accordance with Article 57(3) of the Law and which are managed as planned exposure situations**
2. A description of the premises for which the undertaking is responsible and the situation which is of concern from a radiation protection point of view.

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1. The number of workers and members of the public in those premises and an assessment of the occupational and public exposure.

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1. The action already taken to reduce exposure levels in those premises.

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1. The action which the undertaking intends to take to further reduce exposure.

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1. A description of the procedures applied to manage radioactive materials, including naturally-occurring radioactive materials.

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1. **You must submit information and supporting documents, as applicable, on the following in order to notify practices identified in accordance with Article 19 of the Law which, notwithstanding the exemption criteria laid down in Article 16 of the Law, may lead to the presence of naturally-occurring radionuclides in water liable to affect the quality of drinking water or other exposure pathways, so as to be of concern from a radiation protection point of view:**
2. The procedures for managing naturally-occurring radioactive materials.

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1. Measurements of the concentrations of radionuclides in the water and a study into whether the quality of drinking water or other exposure pathways has been or is likely to be affected, such that the exposure cannot be disregarded from a radiation protection point of view.

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1. The action which the undertaking intends to take to further optimise the quality of the water.

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1. **You must submit information and supporting documents, as applicable, on the following in order to notify practices involving naturally-occurring radioactive materials, the activity concentration of which is up to 10 times greater than the values laid down in the Law (Third Schedule, Part II, Section B):**
2. A description of the activities and the premises for which the undertaking is responsible which contain naturally-occurring radioactive materials, the working conditions and times of the workers on those premises and the conditions that may affect members of the public.

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1. An assessment of the occupational and public exposures under the working conditions described in point (1), taking account of all exposure pathways and including exposure to radon and a description of the action taken to reduce that exposure.

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1. The training in and information on radiation protection given to the undertaking’s staff involved.

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1. If the practice may lead to the presence of naturally-occurring radionuclides in the water:

(a) measurements of the concentrations of radionuclides in the water and a study into whether the quality of drinking water or other exposure pathways has been or is likely to be affected, such that the exposure cannot be disregarded from a radiation protection point of view;

(b) the action which the undertaking intends to take to further optimise the quality of the water.

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1. **You must submit information and supporting documents, as applicable, on the following in order to notify human activities involving radioactively contaminated materials which do not fall under authorised releases or materials cleared in accordance with Article 18 of the Law and must therefore be managed as planned exposure situations: (a) recycling of residues from industries processing naturally-occurring radioactive material into building materials; (b) disposal, recycling or reuse of naturally-occurring radioactive materials arising from any activity that falls under the provisions of Article 19 of the Law:**
2. A report on the activity concentrations of the naturally-occurring radioactive materials.

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1. An assessment of the occupational exposure of workers in the undertaking and of the public exposure from the practices applied.

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1. The action which the undertaking intends to take to reduce those exposures.

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1. For activities involved in recycling residues from industries processing naturally-occurring radioactive material into building materials (point (a) in the heading), a calculation of the activity concentration of specific radionuclides (i.e. the activity concentration index for the gamma radiation emitted by building materials) referred to in Regulation 64 and described in the Tenth Schedule of the Regulations.

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1. For activities involved in disposal, recycling or reuse of naturally-occurring radioactive materials arising from any activity that falls under the provisions of Article 19 of the Law (point (b) in the heading), a description of the procedures for further management of the naturally-occurring radioactive materials and documents substantiating the clearance criteria in the Third Schedule in the Law.

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1. **You must submit information and supporting documents, as applicable, on the following, in order to notify transport of: (A) excepted packages of radioactive material (UN 2908, UN 2909, UN 2910, UN 2911 and UN 3507); (b) low specific activity radioactive material (LSA‑I, LSA‑II and LSA‑III) which are not fissile or which are fissile-excepted (UN 2912, UN 3321 and UN 3322); (c) surface contaminated objects where the radioactive material is not fissile or is fissile-excepted (SCO‑I, SCO‑2) (UN 2913):**
2. A description of the radioactive materials to be transported and of the transport package and documents substantiating the conformity of the transport package design and labelling based on the International Atomic Energy Agency Standards Series No SSR‑6 (Rev. 1).

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1. The reason for transporting the radioactive materials.

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1. The particulars (name, address, telephone number and email address) of the consignor and the consignee, including any intervening consignees or intermediaries.

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1. The dates on which and the method and the means by which the radioactive materials are to be transported.

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**Personal Data Processing**

The Radiation Inspection and Control Service (Control Service) of the Department of Labour Inspection retains and processes the personal data declared in the notification (in electronic or other format and within the meaning of Regulation (EU) 2016/679 and Law 125(I)/2018 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data) for the purposes of Law 164(I)/2018.

Data are processed in order to evaluate the information provided in the notification and apply the provisions of Law 164(Ι)/2018. In order to evaluate the information provided in the notification, the Control Service may request additional information on the notifying undertaking and/or other persons employed by it and named in the notification form from other competent authorities/services/bodies/persons. Thus, some of the personal data contained in the records held by the Control Service may be disclosed to third parties, especially the government services involved, professional education and training centres and further and higher education institutions in Cyprus or abroad and/or to other services. The provisions of laws requiring personal data processing may be activated as and when deemed necessary.

The information provided in the notification concerning the notifying undertaking and/or other persons employed by it and named in the notification will be held on file for the period laid down in the State Archives Law and processed by the Control Service.

You are further advised that you have the right to lodge an application with the Control Service for access to and/or rectification and/or erasure of your personal data and/or limitation on processing of your data and/or the right to object to processing. If you object to processing, the contents of the notification will not be evaluated. You also have the right to file a complaint with the Commissioner for the Protection of Personal Data.

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| I hereby declare that the information given in this notification is true | |
| Signature |  |
| Full name |  |
| Position in the undertaking |  |
| Date |  |

The completed and signed notification must be handed in at the following address:

Radiation Inspection and Control Service

Department of Labour Inspection

12, Apellis Street

1080 Nicosia

or sent by post to the following address:

Radiation Inspection and Control Service

Department of Labour Inspection

P. O. Box 24855

1304 Nicosia

If you require additional information or clarification, please contact the Control Service on telephone no (+357) 22 405623.

1. 1 Article 2 of the Law defines “undertaking” as any natural person or legal entity with legal responsibility under national legislation for a facility or for carrying out a practice or for a radiation source, including cases where the owner or holder of a source of radiation does not conduct related human activities.

   2 Provide the registration certificate issued by the Department of the Registrar of Companies and Official Receiver if the legal entity is registered in Cyprus or an equivalent certificate issued by the legal entity's country of registration. [↑](#footnote-ref-1)
2. 3 Attach an appropriate authorisation certificate or, if none exists, the planning consent or building consent issued by the competent planning/building authority. [↑](#footnote-ref-2)