



REQUEST FOR PROCUREMENT/LOAN/TRANSFER/USE OF SEALED SOURCE(S)

Responsibility for ensuring this pro forma is completed and is signed off with those detailed lies with the Responsible Division Head/Group Leader requesting sealed source(s).

Reference should be made to STFC SHE Code 14, [Management of Radioactive Sealed Sources](#). The RPA should check compliance with EA permits, countersign the completed pro forma and send copies to applicants, procurement and the Logistics Officer.

Justification for procurement/loan/transfer/use of sealed source(s)

(Responsible Division Head/Group Leader)

Experiment Title:	
Method use to limit activity:	
Optimisation of use: (e.g. use source from central store)	
Best practical method compared to:	

Details of source(s) to be procured/loaned/transferred/used

(Responsible Division Head/Group Leader)

Serial number	
Nuclides	
Activities at date of calibration	
Unshielded dose rate, close up ($\mu\text{Sv/h}$)	
If Nuclear Material (U, Pu, Th, D ₂ O) net mass (g)	
If Nuclear Material state area safeguards code	
Special Form source (e.g. encapsulated)	Yes/No
HASS source (e.g. high activity)	Yes/No
“Certificate of Assurance” created/signed by DIUS for proposed HASS source(s)?	Yes/No
Construction/housing drawing attached	Yes/No
Photograph of sources	Yes/No
Unique ID of sources	
Unique ID of container or housing	
Date of calibration	
Leak Test results certificate attached	Yes/No
Manufacturer	
Supplier	
History of sources (e.g. previous owner or use)	
Use of sources/conditions (e.g. calibration, vacuum, pressure, high/low temperature, corrosives)	
Ownership/loan of sources (Department..to..Department and duration)	

Intended location of source(s) and areas of use (*Responsible Division Head/Group Leader*)

Building	
Room	
Store	
Housing / Beamline	

Access control/security of source(s) in storage and use (Type C security applies) (*RPA*)

Door (e.g. combination locks)	
Store (e.g. safe)	
Other (e.g. CCTV)	

Prior risk assessment for procurement/loan/transfer/use of source obtained?

(*Responsible Division Head/Group Leader*)

(Refer to standard risk assessment form)

Yes/No

Local Rules / Working Procedures covering source storage and use written/available?

(*RPS*)

Yes/No

Logistics Officer notified and arrangements made for acceptance of sources?

(*RPS*)

Yes/No

Arrangements for disposal agreed with Radioactive Waste Manager?

(*Responsible Division Head/Group Leader*)

Yes/No

Approval

Designation	Name (print)	Signature	Date
Department Head			
Division Head/Group Leader			
RPS or Authorised User			
Radioactive Waste Manager			
Logistics Officer			
RPA			