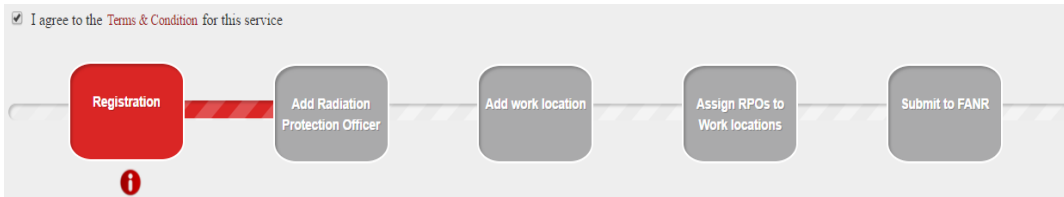


FANR e-Licensing

Registration and Account Activation User Guide

Step 1. Access FANR e-Licensing System [here](#).



Start the registration process by clicking on **Register Here**. You will need to accept the **Terms & Conditions** (as shown in the image above) on the next page to allow you to begin registration.

Step 2. Fill in the information as shown in the image below.

Organization Information

Legal Name of Organization:

Organization Sector: Government Private

Organization Type: Main Branch

Emirate: City: Area:

GPS Latitude: GPS Longitude:

P.O. Box: Website: Email:

Telephone: +971 Fax: +971

Street:

Required Documents

+ Establishing Legislation & Decree File Type: JPG,PNG,PDF

Responsible Person Information

Person Full Name:

Nationality: Position: Telephone: +971

Mobile: +971 Fax: +971 Email:

+ Passport Copy File Type: JPG,PNG,PDF

+ Residence Visa File Type: JPG,PNG,PDF

+ Power Of Attorney File Type: JPG,PNG,PDF

Contact Person Information

Same as Responsible Person Information

Person Full Name:

Nationality: Position: Telephone: +971

Mobile: +971 Fax: +971 Email:

+ Passport Copy File Type: JPG,PNG,PDF

+ Residence Visa File Type: JPG,PNG,PDF

Login Information

User ID:

Password: Security Code:

Confirm Password:

- Under the **Required Documents** section, please submit the following:
 - For government entities – the establishing legislation for your entity

- For private companies – the trade licence, proof of membership of Chamber of Commerce or copy of Health Authority licence

Under the **Responsible Person** section, please submit copies of your valid passport and residence visa; the residence visa should be under the organisation you have entered under the **Organisation Information** section.

The **Responsible Person** must be either the owner or the legal partner of the facility unless the said person assigns another with a Power of Attorney.

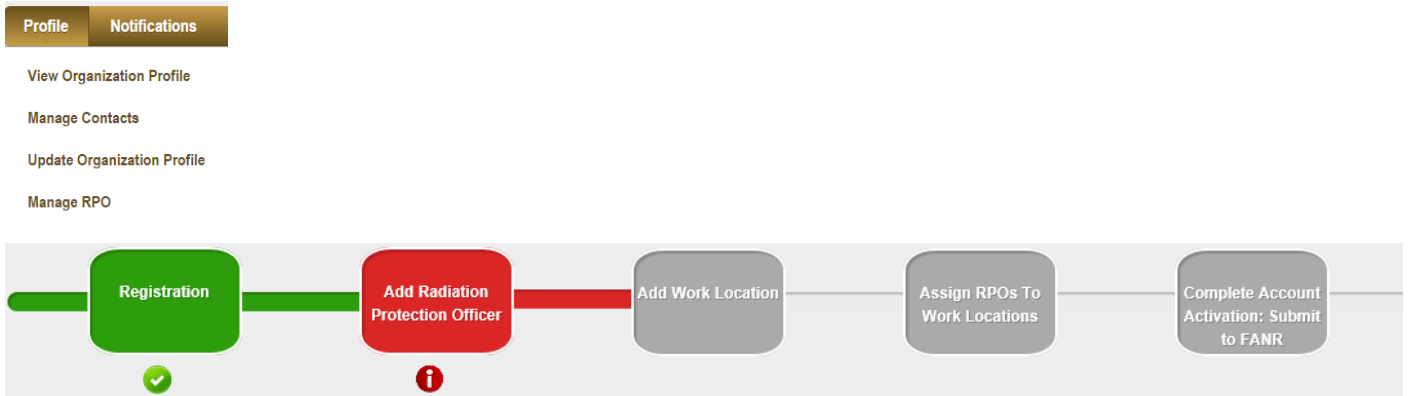
The **Contact Person** is a person who is familiar with the FANR Licence application and is authorised by the **Responsible Person** to liaise with FANR about the application and to supply authoritative information in support of the application.

Emirati citizens are not required to submit their passport details.

NB: The e-Licensing system only accepts files that have been uploaded in the JPG, PNG and PDF formats.

Step 3. Click on **Create** at the bottom of the registration page. If all mandatory fields have been filled in and required documents are uploaded, you will receive a notification saying that your account was registered successfully. You will receive an email with the user ID and password for you to log into the FANR e-Licensing system.

Step 4. Once you have logged into the system, proceed to the next page by clicking on the box **Add Radiation Protection Officer** or by using the drop-down menu under the **Profile** tab.



Step 5. Fill in the fields related to **Radiation Protection Officer** and upload the required documents:

- Valid passport copy and residence visa
- **Designation Attachments:** A formal designation letter signed by the **Responsible Person** and addressed to the **Radiation Protection Officer** detailing the radiation protection responsibilities and duties
- **Experience Attachments:** A certificate showing recent experience or a CV of the **Radiation Protection Officer**
- **Qualifications and training:** A certificate in radiation safety training, or the booking confirmation of upcoming training, or a commitment letter signed by the **Responsible Person** to provide the **Radiation Protection Officer** with radiation safety training within three months of registration in the e-Licensing system.

NB: The **Radiation Protection Officer** (also referred to as 'RPO' in the e-Licensing system) is a person who is authorised to oversee the radiation protection arrangements associated with the regulated material (e.g. radioactive sources or radiation generators), and has been adequately educated and trained in radiation and radiation safety.

Manage Radiation Protection Officer

Person Full Name: First name, Middle name, Last name

Fax: +971 area-code xx xxx xx, Mobile: +971 5 xx xxx xx, Email: [input]

Nationality: --- Select ---, Position: [input], Telephone: +971 area-code xx xxx xx

Required Documents

+ Passport Copy (File Type: Image,PDF)

+ Residence Visa (File Type: Image,PDF)

+ Designation Attachments (File Type: Image,PDF)


+ Experience Attachments (File Type: Image,PDF)





+ Qualification & Training (File Type: Image,PDF)

Save, Reset, Back

Step 6. Click on **Save**. The information entered here will be tabulated at the bottom of the page.
NB: You can enter details for more than one RPO.





Step 7. Go to the next section entitled **Add Work Location** and click on **Add**. Then provide detailed information of the radiation sources location as well information about the **Responsible Person** and **Contact Person**, which can be chosen from the existing names. Alternatively, enter new names if those personnel are not based at the main location. For location type, choose between Work Location, Storage Facility and Department. For **Period of Use**, choose between **Permanent** and **Temporary**.

Step 8. Click on **Save** and move to the next box entitled **Assign RPOs to Work Locations**. In order to assign a RPO, click on the plus sign as shown here  to take you to another page.

Registration  Add Radiation Protection Officer  Add Work Location  Assign RPOs To Work Locations  Complete Account Activation: Submit to FANR

Manage Locations

Show 10 entries Search: [input]

Location Name	Received Location Type	Responsible Person Full Name	Contact Person Full Name	View	Add Radiation Protection Officer	Edit	Delete / Cancel
FANR	Work Location	Ali K Alremeithi	Ali K Alremeithi				

Showing 1 to 1 of 1 entries Previous 1 Next

Add

Step 9. Choose from the existing RPO or add a new RPO to assign to each registered location and then click on **Save**.

Add Location RPOs

Choose One Of The Following:

One of The Existing RPOs In Organization

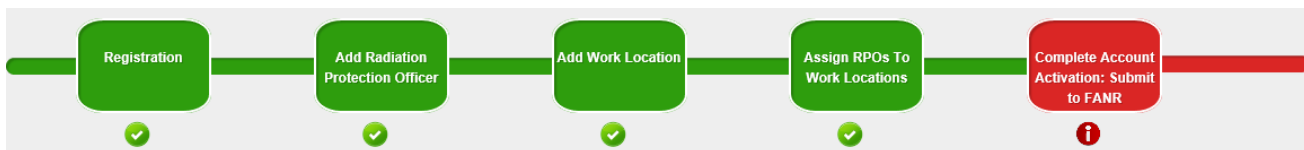
Add New

Choose RPO

--- Select ---

Save Back

Step 10. Click on the **Complete Account Activation: Submit to FANR** box, review all the information and click on **Submit** at the bottom of the page.



Organization Information

Responsible Person Information

Contact Person Information

Required Documents

Radiation Protection Officer Information

Locations of Radiation Sources

Show 10 entries

Search:

Location Name	Received Location Type	Responsible Person Full Name	Contact Person Full Name	RPOs	View
FANR	Work Location	Ali K Alremeithi	Ali K Alremeithi	Ali K Alremeithi	

Previous 1 Next

Submit>> Cancel

The FANR Licensing Team in the Radiation Safety Department will verify the information provided and activate your account within two working days. Once your account is activated, you will be able to access licensing, inspection, and inventory management features of the system.



- Under the **Profile** tab: view and update the organisation profile
- Under the **FANR Applications** tab: manage applications, and apply for a new Licence or exemption

Once your Licence or exemption has been approved, other options will be included in this drop-down list such as **Amendment**, **Surrender Licence** and **Renewal** three months prior to the Licence expiry date.

- Under the **Inspection** tab: you will find Inspections Notifications and Reports
- Under the **Dose Records** tab: you will find **Dose information**, **Dosimetry Report** and **Workers Information** available six months after the Licence applicant has been granted a FANR Licence
- Under the **Inventory Lists** tab: you will find information about your current inventory of **Radiation Sources**
- Under the **Notifications** tab: you will find notifications for regular submission of dose records and inventory lists as well Licence renewal notifications