

FANR Guide: Applying for a Regulated Materials Licence

Please make sure your account is **Registered and Activated** before applying for a **New License** in FANR e-Licensing System, (<https://elicense.fanr.gov.ae/>).

How to Apply:

Step 1. Log in your account, go to [FANR Application] tab and choose from the drop-down list [New License].



Step 2. A message will appear in the page asking (*Do you already have a valid license?*), click on:

- **No, if you are a new applicant and skip to Step 5.**
- **Yes**, if you are an existing licensee and continue to Step 3 for Data Migration.

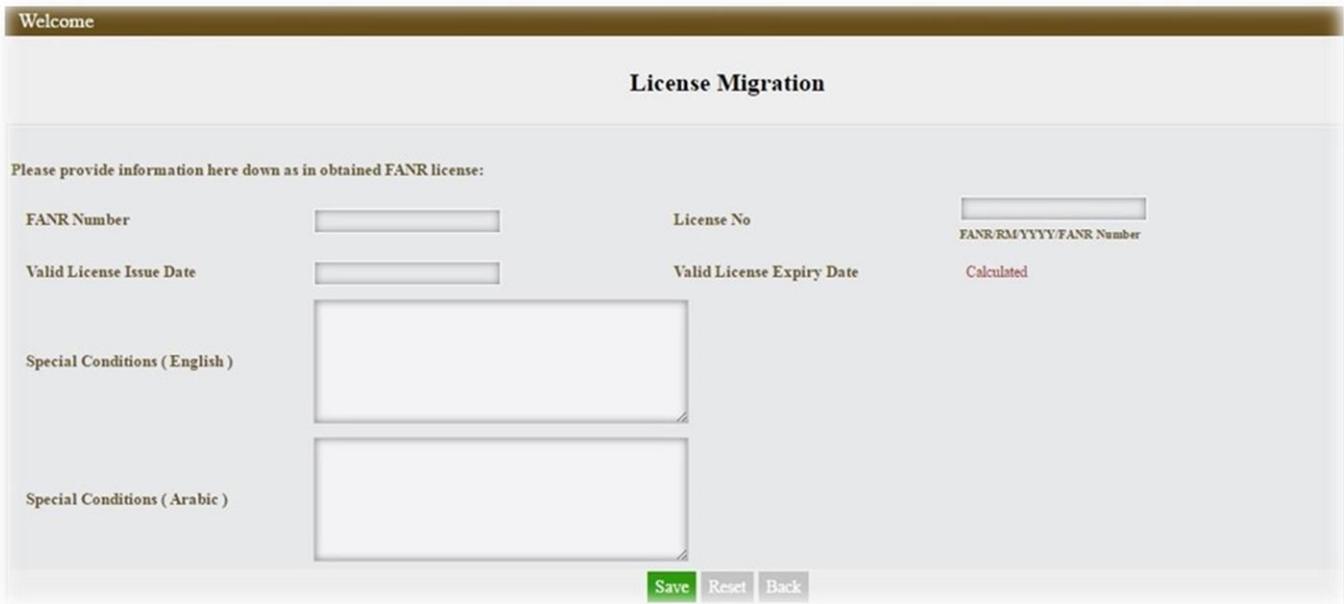
Note: For Data Migration be sure to **only include information of the original inventory as in the obtained Licence***



Step 3. A second message will show up as a pop up, confirm by clicking on OK.



Step 4. Start your **License Data Migration** by entering your FANR number (which is a unique ID of your facility, assigned by FANR), License No (FANR/RM/20XX/XXXX), Issue Date and any Special Conditions (if applicable), then click on **Save**.



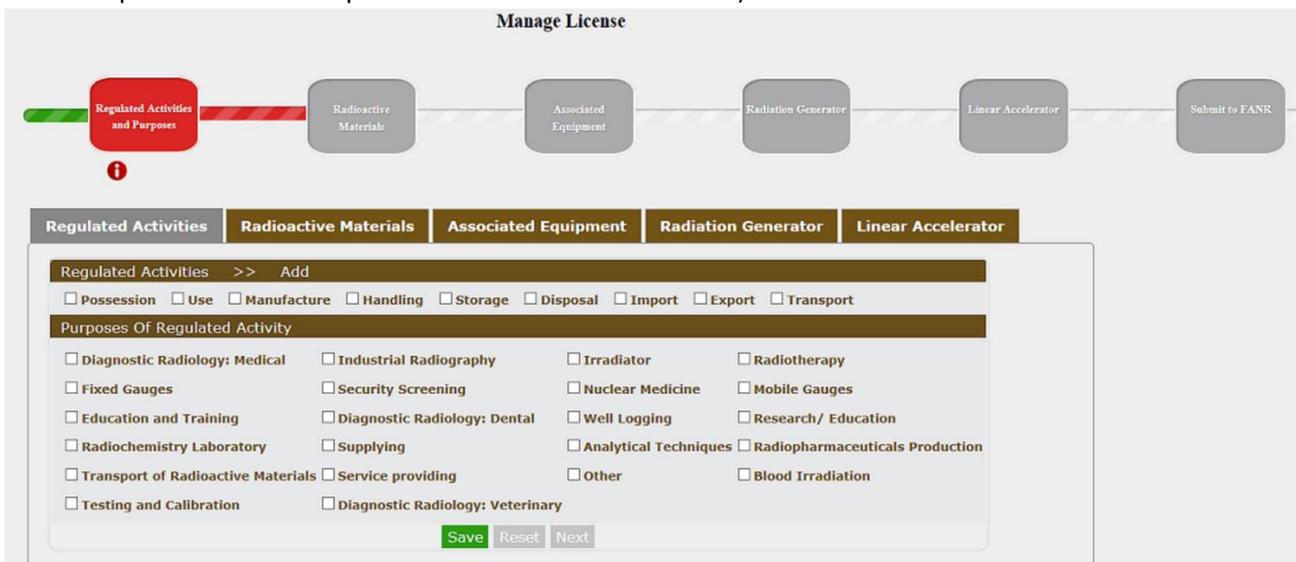
The screenshot shows a web form titled "License Migration" with a "Welcome" header. The form contains the following fields:

- FANR Number:** A text input field.
- License No:** A text input field with a placeholder "FANR/RM/YYYY/FANR Number".
- Valid License Issue Date:** A date picker field.
- Valid License Expiry Date:** A date picker field with the text "Calculated" next to it.
- Special Conditions (English):** A large text area.
- Special Conditions (Arabic):** A large text area.

At the bottom of the form, there are three buttons: "Save" (green), "Reset", and "Back".

Step 5. In this page you will provide information about the Regulated Activities and Purpose, and the inventory you would like to be authorized for (In the case of Data Migration please make sure you input inventory information as on the license). In the First box, you will have to choose the Regulated Activities that suits your practice, for example:

- Possession and Use: for all practices that are involved directly in operating the radiation sources (Supplier companies and service providers should not choose Use).



The screenshot shows a "Manage License" form with a progress bar at the top containing the following steps: "Regulated Activities and Purposes" (highlighted in red), "Radioactive Materials", "Associated Equipment", "Radiation Generator", "Linear Accelerator", and "Submit to FANR".

The "Regulated Activities" section is expanded, showing a list of activities with checkboxes:

- Possession Use Manufacture Handling Storage Disposal Import Export Transport

Below this is a section for "Purposes Of Regulated Activity" with a grid of checkboxes:

- Diagnostic Radiology: Medical Industrial Radiography Irradiator Radiotherapy
- Fixed Gauges Security Screening Nuclear Medicine Mobile Gauges
- Education and Training Diagnostic Radiology: Dental Well Logging Research/ Education
- Radiochemistry Laboratory Supplying Analytical Techniques Radiopharmaceuticals Production
- Transport of Radioactive Materials Service providing Other Blood Irradiation
- Testing and Calibration Diagnostic Radiology: Veterinary

At the bottom of the form, there are three buttons: "Save" (green), "Reset", and "Next".

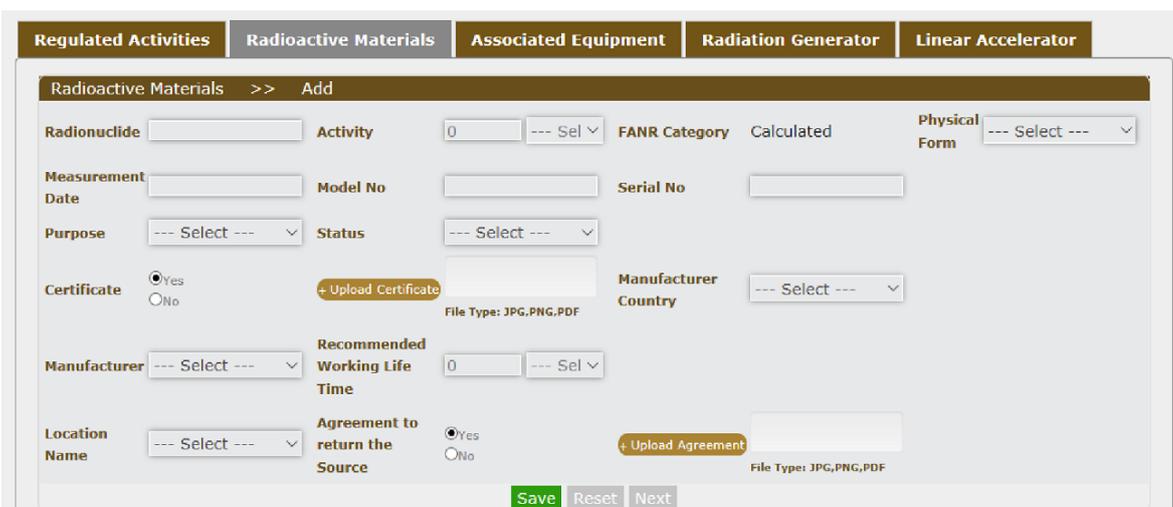
- Manufacturer: for assembling radiation sources or production of isotopes.
- Handling: for supplier companies or service providers that are not using sources.
- Storage: for practices that requires storage for radioactive material.
- Disposal: for practices utilizing liquid radioactive material having Discharge.
- Import and Export: for practices that are dealing with the import/export process.
- Transport: for radioactive materials transport service providers.
 - Note: you can tick more than one Regulated Activity, giving that it's applicable for your practice.

Step 6. Choose the Purpose of Regulated Activity that you want to be licensed for, then click on **Save** and move to the next available tab or box. The licence issued by FANR will restrict the applicant to conduct the Regulated Activities for the checked purpose.

- The number of purposes chosen will play a factor in FANR licence fees calculation**.
- The applicant will be required to demonstrate appropriate expertise in management of safety for the checked purpose.
- It is important to understand that certain purposes are linked to different inventory options, as the choice you make here will limit the type of inventory you can apply for. For example: Dental and Medical will only give you access to the [Radiation Generator] tab. Whereas, Industrial Radiography and Well Logging will also open the [Radioactive Materials] and [Associated Equipment] tabs. Ticking Radiotherapy for example will include option for [Linear Accelerator]. The image in next page is an example of how the purposes selection affected the inventory option.



Step 7. Move to the next tab or box [Radioactive Materials] and provide the information of each radioactive source that you would like to include in your inventory, and click on Save.

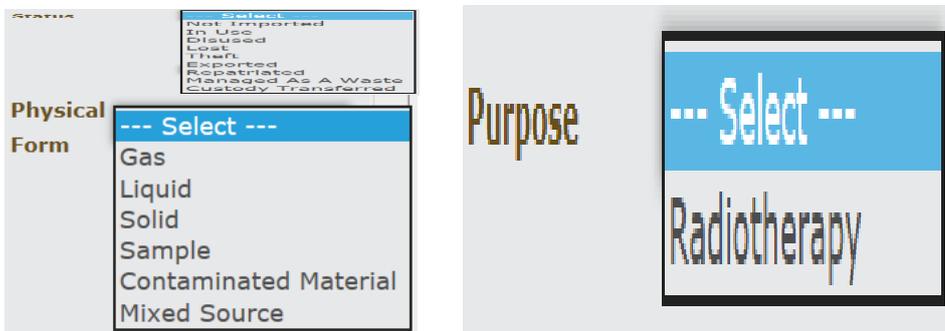


- Radionuclide: full name of the scientific name of the radioactive source.
- Activity and FANR Category: The category is calculated automatically based on the IAEA categorization of radioactive source (No. RS-G-1.9), sources with Category 1, 2 or 3 are subjected to FANR Regulation 23 Security of Radioactive Sources.
 - Note: For the said Categories, applicant may contact FANR’s Radioactive Source Section in Nuclear Security Department for more information.

- Note: FANR must be notified in advance of transfers of Regulated Material using the Transportation tab on the menu bar.

Transport

- Physical Form, Purpose and Status: Selection drop-down menu shown in next page.
 - Note: Upon entering the inventory item information, only the appropriate purpose appears, thus linking the inventory item to the chosen purpose.
 - Note: Licensee are requested to keep their inventory information current using statuses after obtaining a License. Licensee is free to replace inventory items having status Lost, Theft, Repatriated, or Custody Transferred.



- Below is an example of one radioactive source entry.

Radioactive Materials >> Add

Radionuclide: Caesium-137 Activity: 60 MBq FANR Category: 5 Physical Form: Solid

Measurement Date: 29/05/2017 Model No: czm1 Serial No: czm2

Purpose: Radiotherapy Status: In Use

Certificate: Yes No + Upload Certificate: test.pdf Manufacturer: --- Select --- Country: --- Select ---

Manufacturer: ARI Recommended Working Life Time: 10 Day

Location Name: --- Select --- Agreement to return the Source: Yes No + Upload Agreement: test.pdf

File Type: JPG,PNG,PDF

Save Reset Next

Show 10 entries Search:

RAN Number	Status	Radionuclide	Activity	Physical Form	View	Edit	Delete / Cancel
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

- Click on **Save**, after entering all mandatory fields. The information will be generated and displayed in a table as shown below. **Repeat** this step for all the other inventory items you wish to include in your authorized inventory.
 - Note: In the cases where you want to link item to different purposes, click on **edit** in the table shown below, and detach the inventory item by changing the item purpose. Removing or unticking a purpose, cannot be done until all inventory items connected to it are cleared out.

Step 8. Proceed to the next tab [Associated Equipment] to include information of items that are associated with the

RAN Number	Status	Radionuclide	Activity	Physical Form	View	Edit	Delete / Cancel
SS_101_czm2	In Use	Caesium-137	60.00 MBq	Solid			

Showing 1 to 1 of 1 entries Previous **1** Next

Radioactive Materials listed in the previous tab.

- Equipment name and Manufacturer:
 - Note: If in doubt of the correct name or name is not available, contact the Licensing Team for guidance.
- Shielding Material: Select from the drop-down menu the applicable shielding type.

Regulated Activities | Radioactive Materials | **Associated Equipment** | Radiation Generator | Linear Accelerator

Associated Equipment >> Add

Equipment Name	--- Select ---	Model No	<input type="text"/>	Serial No	<input type="text"/>
Purpose	--- Select ---	Shielding Material	--- Select ---	Max Activity	0 --- Sel
Status	--- Select ---	Manufacturer	--- Select ---	Manufacturer Country	--- Select ---
Certificate	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ Upload Certificate		File Type: JPG,PNG,PDF	
Location Name	--- Select ---	Reference to Radionuclide	--- Select ---		

Save Reset Next

- Note: If applicant intends to use nuclear material (Depleted Uranium) for shielding or inventory item is listed as a dual-use item, applicant needs to contact FANR Safeguards department to assure compliance with requirements set forth in FANR Regulation 9 ([link](#)) and/or Regulation 10 ([link](#)).
- Reference to Radionuclide: This links each associated equipment with the corresponding Radioactive Material provided in the previous tab. You can associate more than one radioactive material to the same associated equipment item.
- Click on **Save**, after entering all mandatory fields. The information will be generated and displayed in a table as shown below. **Repeat** this step for all the other inventory items you wish to include in your authorized inventory.

RAN Number	Status	Equipment Name	Serial No	Model No	View	Edit	Delete / Cancel
AE_101_czm4	Disused	Container without depleted U	czm4	czm3			

Showing 1 to 1 of 1 entries Previous **1** Next

Step 9. Proceed to the next tab [Radiation Generator] and provide information of the equipment you wish to obtain a FANR licence for.

- Equipment name and Manufacturer:
 - Note: If in doubt of the correct name or name is not available, contact the Licensing Team for guidance.

Regulated Activities | Radioactive Materials | Associated Equipment | **Radiation Generator** | Linear Accelerator

Radiation Generator >> Add

Equipment Name	--- Select ---	Model No	<input type="text"/>	Unit Serial No	<input type="text"/>
Max kV	0	Number Of Tubes	0	Max mA	0
Purpose	--- Select ---	Radiation Generator Type	--- Select ---	Manufacturer	--- Select ---
Status	--- Select ---	Manufacturer	--- Select ---	Manufacturer Country	--- Select ---
Certificate	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ Upload Certificate		File Type: JPG,PNG,PDF	
Location Name	--- Select ---	Unit Location Designation	<input type="text"/>		

Save Reset Next

- Status of Equipment:
 - Note: Disused radiation generator means that the equipment has been dismantled or is operable but stored and not in-use/energized.
 - Note: Custody Transferred is a process of shifting an inventory item from one FANR licensee to another through the e-Licensing System.

Status

- Select ---
- Not Imported
- In Use
- Disused
- Lost
- Theft
- Exported
- Repatriated
- Managed As A Waste
- Custody Transferred

- Radiation Generator Type: fix installation or mobile X-Ray unit.
- Certificate: Acceptance test or Quality Control test.
- Click on **Save**, after entering all mandatory fields. The information will be generated and displayed in a table as shown below. **Repeat** this step for all other inventory items you wish to include in your authorized inventory.

RAN Number	Status	Equipment Name	Model No	Number Of Tubes	View	Edit	Delete / Cancel
RG_101_ct1	In Use	CT scanner	ct2	2			

Showing 1 to 1 of 1 entries

Previous 1 Next

Step 10. Proceed to the next tab [Linear Accelerator] to provide information if applicable, otherwise proceed to the next step.

Regulated Activities | Radioactive Materials | Associated Equipment | Radiation Generator | **Linear Accelerator**

Linear Accelerator >> Add

Purpose	--- Select ---	Status	--- Select ---	Manufacturer Country	--- Select ---
Model No	<input type="text"/>	Serial No	<input type="text"/>	Manufacturer	--- Select ---
Manufacturing Year	<input type="text"/>	Certificate	<input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="+ Upload Certificate"/>	<input type="text"/>
Installation Year	<input type="text"/>	Nominal Photon Energies	MeV	Nominal Electron Energies	MeV
Beam Collimation	<input type="text"/>	Unit Location Designation	<input type="text"/>		

- Click on **Save**, after entering all mandatory fields. The information will be generated and displayed in a table as shown below. **Repeat** this step for all the other inventory items you wish to include in your authorized inventory.

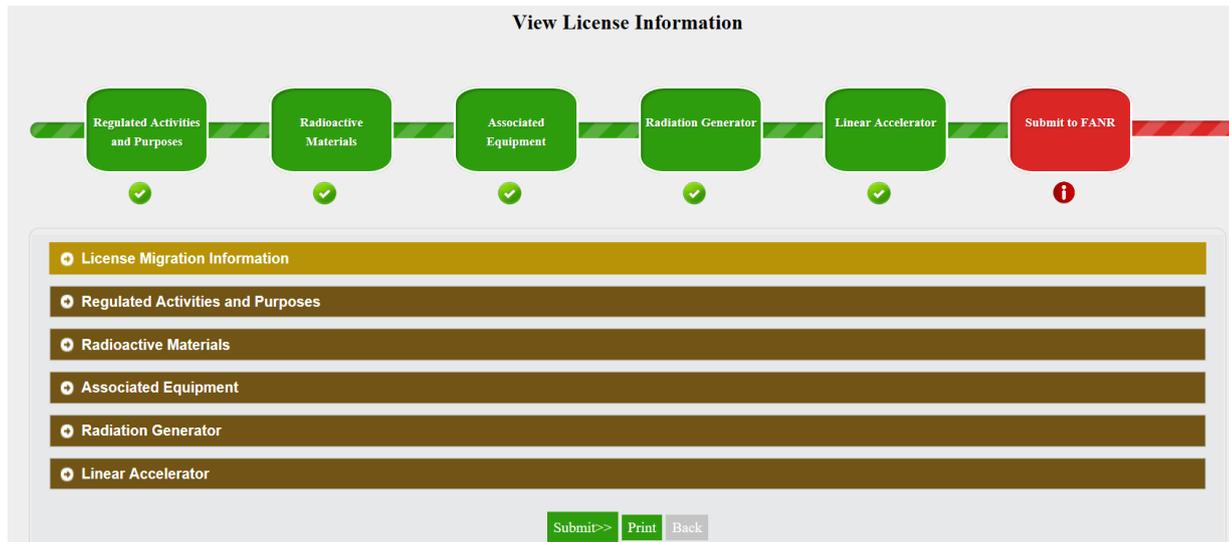
RAN Number	Status	Purpose	Manufacturing Year	Manufacturer	View	Edit	Delete / Cancel
LA_101_linac2	In Use	Radiotherapy	2016	Varian/USA			

Showing 1 to 1 of 1 entries

Previous 1 Next

Step 11. Review your application and **submit** it to FANR, then click on **OK** to confirm the submission of the application.

- Note: You will receive a web-page text that your submission was successful and shortly after you will receive an automatic confirmation e-mail from FANR for the process completion.



- FANR's Licensing Team (LT) will evaluate your application for administrative information, and if needed they will return back the application to you for correction or cancelation***. Once this section is finalized, FANR's Radiation Source Manager will assign an assessor to review the technical information in your application.

Step 12. You will receive a notification by email to fill in Section D. (Radiation Protection and Safety Programme) and it will include the contact of your application assessor.

- Note: License application can be subject to limited or full licensing process. If assigned licensing process is full, before submitting protection and safety program applicant first must obtain approval for safety assessment (Section D1.1 only) based on the set dose constrains for workers and public, and facility's floor layouts. As a second step, applicant must upload protection and safety program and provide information to Section D. Before recommending application for issuing the license, applicant may also be subject to pre-licensing inspection during full licensing process.

Step 13. Login to the e-Licensing System and follow the link under Licence tab on the dashboard, or go to [Profile] tab and choose Section D. from the drop down list.

- In this section, the applicant needs to provide a demonstration that the conduct of the Regulated Activities using the Regulated Material proposed in the application can be undertaken safely.
- This information will be subject to review and assessment by FANR and will be the principal basis for FANR's decision to issue a licence, to impose conditions with the licence, or to reject the application.



Step 14. Provide answers in the comments fields, **save** the work done in each chapter and **attach** the required documents.

- The information supplied in this section will be assessed by FANR against the requirements set out in FANR Regulation 24 “Basic Safety Standards for Facilities and Activities involving Ionizing Radiation” ([link](#)), assessor will review and request additional information to address the requirements.
 - Note: Full detail of requirements for radiation protection and guidance on how to fill section D. can be found in FANR website in the [Additional Resources] section ([link](#)).
 - Note: Fill in all the relevant comments boxes of Section D with either a reference of the page number of the Signed Radiation Protection and Safety Program or the assigned personnel responsible to manage the said requirement.
- Requested documents: upload the Safety Assessment, Floor Layout and Signed Radiation Protection and Safety Programme.
 - Below is an example of how to fill in Section D.

Section D. Radiation Protection and Safety Program

D.1 Radiation Protection Arrangements

D1.1	Safety Assessment	Comment	No	Yes
1	Safety Assessment provided for each type of radiation source from the inventory	SAFETY MANUAL MAIN OBJECTIVES	<input type="radio"/>	<input checked="" type="radio"/>
2	Safety Assessment is documented	Radiation Safety Program Document	<input type="radio"/>	<input checked="" type="radio"/>
3	Safety Assessment is independently reviewed by the management	SAFETY & CONTROL RADIATION SOURCES	<input type="radio"/>	<input checked="" type="radio"/>
4	Consideration of the dose rates from shielded radioactive sources and radiation generators	CHIROPRACTIC QC report Leakage Test for X-ray tube	<input type="radio"/>	<input checked="" type="radio"/>
5	Consideration of the dose rates from unshielded radioactive sources and radiation generators	CHIROPRACTIC QC report Leakage Test for X-ray tube	<input type="radio"/>	<input checked="" type="radio"/>
6	Potential exposures of occupationally exposed workers	CHIROPRACTIC QC report	<input type="radio"/>	<input checked="" type="radio"/>
7	Potential exposures of other workers	CHIROPRACTIC QC report	<input type="radio"/>	<input checked="" type="radio"/>
8	Potential exposure of the public	CHIROPRACTIC QC report	<input type="radio"/>	<input checked="" type="radio"/>
9	Considerations for 04.-08. for normal use	EMERGENCY PLAN AND ACTIONS	<input type="radio"/>	<input checked="" type="radio"/>
10	**Considerations for 04.-08. for reasonably foreseeable incidents	EMERGENCY PLAN AND ACTIONS	<input type="radio"/>	<input checked="" type="radio"/>
11	Limits and technical conditions for operation of radiation sources and associated equipment	SAFETY & CONTROL RADIATION SOURCE	<input type="radio"/>	<input checked="" type="radio"/>

Step 15. Review all information, click **Submit** and then **Confirm** the submission.

Section D. Radiation Protection and Safety Program

Please fill the following checklist and required attachments , and Don't forget submitting the form to FANR team !

The uploaded attachments saved successfully!

- D.1 Radiation Protection Arrangements ✓
- D.2 Radiation Safety Policies ✓
- D.3 Facilities and Equipment ✓
- D.4 Programme to Ensure Control of Radiation Sources ✓
- D.5 Arrangement for Transportation ✓
- D.6 Management of Disused Radiation Sources ✓
- D.7 Quality Assurance ✓
- D.8 Additional important information ✓

Safety assessment View
Floor Layout View

+ Signed Protection and Safety program TEST.pdf
File Type: Image,PDF Image,PDF

Submit >> Export to PDF

Step 16. Assessor review the technical information and forwarded the application to the Radiation Source Manager for a **final review** and send it to FANR's Director General for Licence **approval**.

Step 17. Visit FANR offices to **Pay** the Licence fees and **collect** a hard copy of the licence.

- Once Licence is approved, FANR Licensing Team will email you the license fees invoice. Payment methods are e-Dirham and credit card.

*Amendment/renewal/surrender of a License can **only** be granted after you complete your New License/Data Migration process.

**FANR licence fees is imposed based on the UAE Cabinet Resolution No (8) of 2014 ([link](#)).

*** Application cancelation, can be done by clicking on the paper icon in the far right of the Manage Licences as shown in the photo below, this process requires FANR's Licensing Team approval.

Manage Licenses											
License Description	Apply Date	Status	Granting Date	Expiry Date	Messages	Details	Edit	Data Migration	Submit	Print	Cancel Application
License to conduct a Regulated Activity Using Regulated Material	09/08/2017	Need FANR Approval (Amendment)	20/06/2016	20/06/2019	Messages						Cancel

For any queries please contact FANR Licensing Team on:

Email: fanr.licensing@fanr.gov.ae

Asif: 02 6516 771

Yousif: 02 6516 750

Abdulrahman: 02 6516 545

For website assistance please contact e-Support Team on:

Email: e-support@fanr.gov.ae