

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**.

Welcome

License Migration


Please provide information here down as in obtained FANR license:

| | | | |
|------------------------------|----------------------|---------------------------|--------------------------|
| FANR Number | <input type="text"/> | License No | <input type="text"/> |
| | | | FANR/RM/YYYY/FANR Number |
| Valid License Issue Date | <input type="text"/> | Valid License Expiry Date | Calculated |
| Special Conditions (English) | <input type="text"/> | | |
| Special Conditions (Arabic) | <input type="text"/> | | |

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).

Manage License

 Regulated Activities and Purposes | Radioactive Materials | Associated Equipment | Radiation Generator | Linear Accelerator | Submit to FANR

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

Regulated Activities >> Add

☐ Possession ☐ Use ☐ Manufacture ☐ Handling ☐ Storage ☐ Disposal ☐ Import ☐ Export ☐ Transport

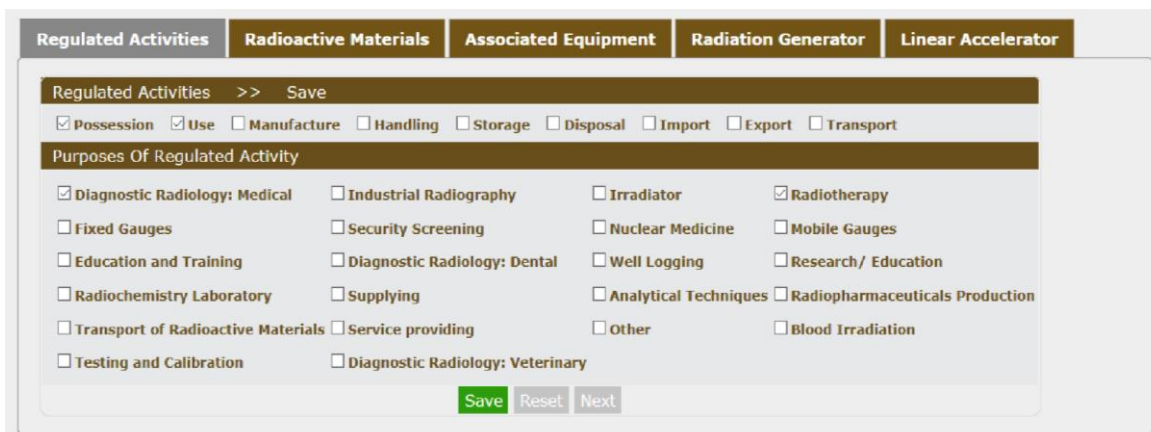
Purposes Of Regulated Activity

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

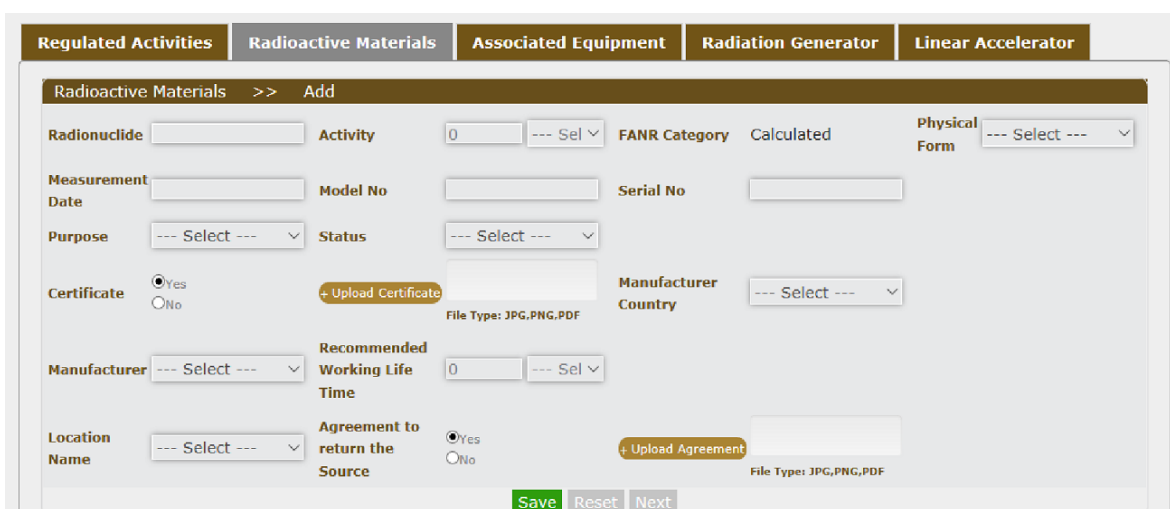
- Manufacturer: for assembling radiation sources or production of isotopes.
- Handling: for supplier companies or service providers that are not using sources.
- Storage: for practices that requires storage for radioactive material.
- Disposal: for practices utilizing liquid radioactive material having 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.

Physical Form

--- Select ---

- Gas
- Liquid
- Solid
- Sample
- Contaminated Material
- Mixed Source

Purpose

--- Select ---

Radiotherapy

- 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 test.pdf File Type: JPG,PNG,PDF

Manufacturer: ARI Recommended Working Life Time: 10 Day

Location Name: --- Select --- Agreement to return the Source: ☒ Yes ☐ No test.pdf File Type: JPG,PNG,PDF

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

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: Serial No: Max Activity: 0 --- Sel

Purpose: --- Select --- Shielding Material: --- Select --- Manufacturer: --- Select --- Manufacturer Country: --- Select ---

Status: --- Select --- Certificate: ☒ Yes ☐ No File Type: JPG,PNG,PDF

Location Name: --- Select --- Reference to Radionuclide: --- Select ---

- 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

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: Unit Serial No: Number Of Tubes: 0 Max kV: 0 Max mA: 0 Purpose: --- Select --- Radiation Generator Type: --- Select --- Status: --- Select --- Manufacturer: --- Select --- Manufacturer Country: --- Select ---

Certificate: ☒ Yes ☐ No File Type: JPG,PNG,PDF

Location Name: --- Select --- Unit Location Designation:

- 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: [] Serial No: [] Manufacturer: --- Select ---

Manufacturing Year: [] Certificate: ☒ Yes ☐ No **+ Upload Certificate**

Installation Year: [] Nominal Photon Energies: MeV [] Nominal Electron Energies: MeV []

Beam Collimation: [] Unit Location Designation: []

Save **Reset** **Next**

File Type: JPG,PNG,PDF

- 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.

View License Information

Regulated Activities and Purposes

Radioactive Materials

Associated Equipment

Radiation Generator

Linear Accelerator

Submit to FANR

✓
✓
✓
✓
✓
!

License Migration Information

Regulated Activities and Purposes

Radioactive Materials

Associated Equipment

Radiation Generator

Linear Accelerator

Submit>>
Print
Back

- 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 | | | | | | | | | | | |
|--|------------|--------------------------------|---------------|-------------|----------|---------|------|----------------|--------|-------|--------------------|
| Search: <input type="text"/> | | | | | | | | | | | |
| 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 | | | | | | |

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