



Change notification after registration of sealed radiation sources

Office of Radiation Safety, Ministry of Health

Under Section 31 of the Radiation Safety Act 2016, anyone who manages or controls a radiation source must notify the Director of the Office of Radiation Safety if there is any change in the location of the source, if it is disposed of in New Zealand or removed from New Zealand.

Please complete all fields in Section 1 and 2 and **either** Section 3 **or** 4. Then sign the Declaration in Section 5 and email to: orsenquiries@health.govt.nz.

SECTION 1.

Source Licence Holder

Source Licence Number

Name of Source Licence Holder
(eg, a registered body corporate or sole trader)

Physical address of the source

Contact person's name

Contact person's phone number

Contact person's email address

i How to use this form:

- Save this form to the computer and open in Adobe Acrobat.
- All the fillable form fields will be highlighted.
- Fill each field by selecting it and typing.
- Save the form to the computer and email it to orsenquiries@health.govt.nz

All sections must be filled in unless not applicable.

Please email completed form at orsenquiries@health.govt.nz or mail to Office of Radiation Safety, Ministry of Health PO Box 5013, Wellington 6140



SECTION 2.

Source Information

Please select the radiation source type to be registered

Sealed radiation source

Device incorporating a sealed radiation source

2.1 Sealed radiation source

i Complete these details only if you selected 'Sealed radiation source'

ORS Registration number – Sealed radioactive material	Radionuclide	Serial number
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I have attached additional pages with further source details (if required).

2.2 Device incorporating a sealed radiation source

i Complete these details only if you selected 'Device incorporating a sealed radiation source'

ORS Registration number - Device	Device make	Device model	Device serial number	Intended use	Radionuclide	Radionuclide serial number
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I have attached additional pages with further source details (if required).

All sections must be filled in unless not applicable.

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SECTION 3.

New location Information

Complete this section if the location of the radiation source has changed.

Source Licence Number for the new location

Name of Source Licence Holder
(eg, a registered body corporate or sole trader)

Physical address of the source

Contact person's name

Contact person's phone number

Contact person's email address

SECTION 4.

Disposed of

Complete this section if the radiation source has been disposed of in New Zealand.

Date of disposal

Site of disposal

SECTION 5.

Exported

Complete this section if the radiation source has been exported from New Zealand.

Date of exportation

Company name of exporting agent (if used)

SECTION 6.

Declaration

I declare that the information on this form is true and correct.

All sections must be filled in unless not applicable.

Please email completed form at orsenquiries@health.govt.nz or mail to
Office of Radiation Safety, Ministry of Health PO Box 5013, Wellington 6140