

NIGERIAN NUCLEAR REGULATORY AUTHORITY

NNRA REQUIREMENTS FOR AUTHORIZATION OF DIAGNOSTIC RADIOLOGY PRACTICE

a) Administrative Requirements

- i. Completion and submission of the attached Authorization Application Form. The Form and the Guide for filling the Form could also be downloaded from the NNRA website at www.nnra.gov.ng.
- ii. Provision of a certified copies of Memorandum and Article of Association, Certificate of Incorporation from CAC and Particulars of your First Directors (Form C02 & C05)
- iii. Enlisting the services of an NNRA accredited Radiation Safety Adviser (RSA) to assist you in attaining the requirements
Contractual agreement with the NNRA accredited Dosimetry Service Provider for personnel monitoring;
- iv. Payment of applicable authorization fees in accordance with Section 47 (1c) of Nuclear Safety and Radiation Protection Act 19 of 1995.

b) Personnel/Training

- i. Radiographer with evidence of training on specific x-ray machine in your facility.
- ii. Evidence of designation of a Radiation Safety officer (RSO) indicating his job description and authority to stop unsafe practice.
- iii. Copies of CVs, academic and professional qualifications of staff and letters of their appointments.

c) Equipment

- i. Acceptance test/ Commissioning test
- ii. Maintenance and repair programme
- iii. Quality control test
- iv. Calibration certificates.

d) Facility

- i. Detailed diagram of the layout of the diagnostic room
- ii. Detailed shielding assessment of the diagnostic room by qualified medical physicist and demarcation of the control and supervised areas.
- iii. Details of overall safety systems including design features, Defense in depth and prevention of unauthorized access to equipment when activated

e) Radiation Protection Programme (Practice specific)

- i. Organizational structure showing clear line of authority
- ii. Description of policies for assigning monitoring badges to workers, review of individual doses including reference levels and actions to be taken when values are exceeded
- iii. Area Classification, Workplace and Personnel Monitoring Policies and Programs including procedures and reference levels.
- iv. Emergency contact numbers and that of NNRA contact numbers should be included in your emergency programme
- v. Establishment of local rules in written form which should describe that the use of x-ray machine will be carried out in compliance with the requirements of Nuclear Safety and Radiation Protection Act and other extant Regulations. The rules should include the following:
 - a. a description of controlled and supervised areas ;
 - b. control of access to designated areas;
 - c. requirements for individual and area monitoring;
 - d. name of the Radiation Safety Officer;
 - e. policy on female worker
 - f. use of safety gadgets(lead apron, lead goggles etc)

f) Fees

For diagnostic radiology practice, the required authorization fee is as indicated below:

a. Conventional, Mamo, Fluoro, and mobile x-ray machines

- Registration of Premises Certificate ₱250, 000.00 once unless facility is modified
- Licence to operate conventional x-ray unit ₱250, 000.00 biennium per machine
- Licence to operate mammography machine ₱500, 000.00 biennium per machine
- Licence to operate Fluoroscopy machine ₱500, 000.00 biennium per machine
- Licence to operate mobile x-ray machine ₱500, 000.00 biennium per machine
- Licence to Import x-ray machine ₱500, 000.00 per machine

b. CT Scanner

- Registration of Premises Certificate ₱1,000, 000.00 once unless facility is modified
- Commissioning licence ₱500, 000.00 once
- Licence to import ₱2,000, 000.00 per machine
- Licence to operate ₱500, 000.00 biennium per unit

g) Inspection

Furthermore, upon receipt of your completed application form, applicable fees and documents reflecting the requirements listed above, a date shall be fixed for inspection of your facility. The authorizations shall be issued upon a satisfactory report of the inspection exercise.