# Radiation workers training record (Form 3)

This form, together with a *Radiation Workers Training Record (Form 3)* must be completed by the department and approved by the University Ionising Radiation Protection Officer (UIRPO) BEFORE work starts. No work can begin until suitable training has been given.

This form should be completed in conjunction with the *Radiation Workers Registration Form* (Form1). Copies of relevant certificates should be provided with the form.

**Data Protection Act 2018**

The University of Essex is registered under the terms of the Data Protection Act 2018 to enable it to hold and process personal data for the purposes of ensuring and monitoring health and safety at the University. The data supplied on this form will be kept secure and accurate and will only be disclosed to people who need to know in accordance with the University’s registration under the Act.

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| **Radiation Workers Name (Print):** |  | | |
| **Supervisor’s name:** |  | | |
| **Applicable Scheme numbers:** |  | | |
| **Competence requirement[[1]](#footnote-1):** | | **How was training / development provided or evidenced? (Include confirmation of completion of formal assessments)**  **Date provided: (dd/mm/yyyy)** | |
| 1. Safe handling of isotopes covered by the scheme[[2]](#footnote-2) | |  | |
| 1. Understanding of main UK legal requirements (IRR17, EPR16) [[3]](#footnote-3) | |  | |
| 1. Experimental protocols | |  | |
| 1. Departmental procedures for the handling, storage, use and recording of radioisotopes, including completion of the Radio-isotope Room Assessment quiz | |  | |
| 1. Understanding of the University’s *Local rules for use of ionising radiation* and *the Emergency and Contingency plan.* | |  |  |
| 1. Competence check by Departmental Ionising Radiation Protection Supervisor (DIRPS) | |  |  |

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| **Worker declaration:**  I confirm that the personal data supplied by me on this form is accurate to the best of my knowledge and I agree to the University of Essex processing the data for the purposes of ensuring and monitoring health and safety. *(See data protection statement below).*  I also confirm that I have understood the requirements of the local rules and will abide by them. |  |
| **Worker’s signature:** |  |
| **Date: (dd/mm/yyyy)** |  |
| **DIRPS Declaration**  ***DIRPS to delete as appropriate:***  I am satisfied that the radiation worker has demonstrated competency required to work with radiation in accordance with the above scheme.  ***OR*** (for visiting academics or workers with overseas certificate of competence)  The radiation worker has demonstrated competency in items 3-6 and will be directly supervised by a radiation worker who is working on the same Scheme of Work, until able to attend UK course covering safe handling of isotopes and legal requirements. |  |
| **DIRPS’ signature:** |  |
| **Date: (dd/mm/yyyy)** |  |

**Copies of completed form to be forwarded to the UIRPO along with the Radiation Workers Registration Form (form 1) or Visiting Workers Registration Form (form 2)and copies of relevant certificates**

1. See *Local rules for use of ionising radiation, section 3(b): Radiation workers* [↑](#footnote-ref-1)
2. Covered in training provided by RPA [↑](#footnote-ref-2)
3. Covered in training provided by RPA [↑](#footnote-ref-3)