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RN-GLN- XCH-001

Afterloader Source Exchange Guidelines for Authority Holders

Background

1. The main purpose of the afterloader exchange form (RN-FRM-XCH-001) is to reduce and simplify the paperwork required to regulate the many transactions involved in the ongoing exchange of sources for afterloaders.
2. The intending user (Authority Holder) acquires an initial authority to possess and use an afterloader source by submitting a completed RN787 form to Radiation Control.
3. Thereafter, users receive updated authorities each time they return the completed source exchange form (with required supporting documents). *This means that the user does not need to fill in an RN787 for each new source, or an RN525 to dispose of the spent (depleted) source.*
4. On receipt of the exchange form (and supporting documents), Radiation Control sends the user:
 - (a) an updated authority to possess, use, convey and cause to convey the particular sources, and
 - (b) an updated exchange form.
5. The exchange form authorises the user to order and receive the next replacement source. It must be signed by both the user and the source handler (representing the distributor).
6. Each afterloader will have its own exchange form, which will reflect the details of the current source (called the "old" source, because it will be old/depleted by the time of the next exchange).
7. Distributors may apply for bulk import and export authorities to cover all the Ir-192 afterloader sources they expect to import and/or export in a year. These authorities are renewable annually.

Overview of source exchange admin procedure

8. The user and Distributor will generally agree on a series of approximate source change dates for the year. The Distributor arranges for delivery of each new source to the user and sets a date for the source change to be done by a qualified source handler.
9. A week or two *before* the source change, the user should ensure that the correct form is on file. The number printed next to *Old:* must be the serial number of the source currently in the unit. *Do not recycle exchange forms*, as this causes administrative chaos. If none of the office-bearers (RPO, ARPO, MP and AMP) have received an updated form, contact Radiation Control as soon as possible.

10. The user (Authority Holder) must check, correct/complete and sign Section A of the form, then pass the form to the Source handler to complete and sign Section B at the time of the source change.
11. Once the sources have been exchanged, the source handler completes Section B of the exchange form and gives it back to the user, who returns the form to Radiation Control together with
 - (a) the new source calibration certificate, and
 - (b) proof of delivery of the new source to the user. This document must
 - (i) be signed by the recipient and (ii) indicate the source type (Ir-192 or Co-60) and serial number. **If this information is not already printed on the delivery note, the person who unpacked the source can add it by hand, along with their name and signature.**

*Please write your **file number** on all attachments before scanning/ faxing, for identification at the shared printer/copier/fax at Radiation Control. Thank you!*

12. On receipt of the correctly completed source exchange form and attachments, Radiation Control adds the new source to the Authority Holder's file and issues:
 - (a) an updated source exchange form, ready to be used for the next exchange, and
 - (b) an updated authority. (The spent source remains on the authority for the time being.)
13. Once the spent source has been exported, the Distributor forwards a copy of the customs clearance note (customs release notification) to Radiation Control. This may be done as part of the Distributor's monthly report. A letter of destruction is also acceptable.

The customs clearance note (or other proof of export) must:

- (a) be clearly marked with the Distributor's and the user's file numbers. (This information can simply be handwritten near the top before scanning or faxing.)
 - (b) include the serial number of the source concerned. **If the serial number is not printed on the proof of export, the distributor/exporter can add it by hand, along with their name and signature.**
14. Radiation Control then removes the spent source from the user's source list and sends the user an updated authority.

Please note that all radionuclide-related forms submitted to Radiation Control should go to the single point of contact: radionuclides@health.gov.za. (This address is given on all current forms.)
Please do not cc to other members of staff unless specifically requested to do so.

Please state your file number (see below) in the subject line of every email. Thank you!

Clarification of the format of file and authority numbers, e.g. M/0123/4/14/3210

For medical authorities, the file number is M/ followed by a 4-digit number, sometimes followed by another slash (/) and one or two more digits, e.g. M/0123/4 in the above example.

Distributors' authority numbers have /IE at the end if they are for import or export, e.g. 9876/0/IE.

An authority number is a six-digit number of the form 14/1234, where the first two digits refer to the year of issue and the last four are a sequence number, starting with 0001 at the beginning of the year and running through to several thousand by year-end. This number lets you determine easily which is the latest version of your authority.

This means that **your file number stays the same** until you request cancellation of your authority (using form RN528), but **your authority number changes** every time your authority is amended.

