



Lanka Atomic Energy Act No. 40 of 2014
SRI LANKA ATOMIC ENERGY REGULATORY COUNCIL



Application for Approval of Institute Involved in Issuing Certification on Calibration of Radiation Measuring Equipment

(This form can be used for new facility which requires approval for the first time)

Maximum validity period of the approval–Five years

1. General Information: *(provision of the all information requested below is compulsory)*

Name of Institute:	
Address:	
Website (if applicable):	
Business Registration Number (if applicable only for private entities). <i>Please attach a copy of registration:</i>	
Name with initials of the Applicant	
Designation of the Applicant	
Telephone Number:	
Email Address:	
Details of the Head of Institute	
Name with initials	
Designation	
Telephone No./Fax No.	
E-mail address	

2. Qualifications and Experience

2.1. Person/s who is issued the certificate (Technical manager/Quality manager) *(if space is not adequate, use additional papers with same format to provide all information)*

Name	Educational Qualification	Experience with duration

2.2. Technical Staff: *(if space is not adequate, use additional papers with same format to provide all information)*

Name	Educational Qualification	Experience with duration

3. Technical Competence *(Please check the following documents are attached/submitted)*

Quality Manual (Outlines the lab's quality system and policies)	<input type="checkbox"/>
Quality Procedures (Describes how quality objectives are implemented)	<input type="checkbox"/>
Standard Operating Procedures (SOPs) (Details step-by-step calibration and testing methods)	<input type="checkbox"/>
Calibration Certificates (Proves traceability to national/international standards)	<input type="checkbox"/>
Internal Audit Records (Shows ongoing compliance and self-assessment)	<input type="checkbox"/>
Environmental Control Logs (Confirms stable conditions during calibration)	<input type="checkbox"/>
List of Equipment Used (Include make, model, and purpose)	<input type="checkbox"/>
Equipment Maintenance Logs (Ensures instruments are regularly checked and maintained)	<input type="checkbox"/>
Traceability Documentation (Links measurements to SI units)	<input type="checkbox"/>
Accreditation (Required by bodies like SLSI, or ISO certifiers)	<input type="checkbox"/>
Room Plan Approvals (Especially for radiation-emitting equipment like X-ray machines)	<input type="checkbox"/>

4. Declaration

I/we hereby declare that the all the information submitted is correct to the best of my /our knowledge and belief. In case, it is found, at any stage, that the information provided by me /us is false and/or not authentic, then I/we hereby accept that appropriate regulatory actions may be initiated against me/us and my/our institution, in accordance with the provisions of the Atomic Energy Act No. 40 of 2014. and rules and regulations made there under.

Signature of the applicant
(If not the Head)

Signature of Head of the institution and seal

Date:-----

Date:-----