Flow Chart for obtaining Ionizing Radiation Users Licences (L5, L6 and R1 Licences)

1. An L5 licence is required for staff who are responsible for the safe use of irradiating apparatus (e.g. irradiators, x-ray producing machines).
2. An L6 licence is required for staff who are responsible for the safe use of radioactive materials (e.g. radioisotopes).
3. R1 registration is required for staff using ionising radiation irradiating apparatus and/or radioactive materials under the supervision of the L5 and/or L6 licensee respectively.

Complete IVLE Safety training (OSHRAD03 and/or OSHRAD04)
Instructions on how to complete IVLE training can be found here.

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Fill in Authorization Form for Occupational Health Services and obtain approval. Bring the form to the clinic on the day of the medical check.

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Make an appointment with NUS Occupational Health Clinic to complete the medical certificate for ionising radiation worker.
For Queries/Appointments, contact:
Ms Goh Sha Wee: goh.shawee@nus.edu.sg DID: 6601 1781
Nurse Kim: nursekim@nus.edu.sg DID: 6516 7333

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Submit online application for licence on LicenceOne.
A step-by-step guide on user licence application / first time online renewal can be found here.

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Inform department representative (staff managing ionising radiation licences and TLDs). Department must request for Radiation Dose Monitoring Service (TLD) from NEA.

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NEA RPNSD will notify applicant if a licence qualifying test is required.

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Schedule and complete qualifying test at RPSND
Study material in the IVLE Safety training (OSHRAD03 and/or OSHRAD04)
can be used to prepare for the test

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Licence will be sent to applicant via email that was indicated in the LicenceOne application.

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Provide licence information to Safety Coordinator / Safety Lead to update into PI or Department WSHIR and to department representative (staff managing ionising radiation licences and TLDs)

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Department obtains TLD from NEA and issues TLD to licensee

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Start radiation work