|  |  |
| --- | --- |
| Notification to the Director for Radiation Safety | June 2024 |

# Ionising Radiation Incident Report Form for all incidents except for those involving patient exposures

## Source owner/employer and source licence holder details

|  |  |  |  |
| --- | --- | --- | --- |
| Owner’s/employer’s name: |  | | |
| Owner’s/employer’s address: |  | | |
| Name and designation of person completing form: | |  | |
| phone: |  | e-mail: |  |
| Source licence holder name: |  | Source licence no: |  |

## Details of incident (if necessary use the rear of the report form)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date and time of incident: |  | | | | |
| Did anyone receive an increased radiation dose because of this incident (include an estimate of the radiation dose)? | | | | |  |
| Details of radiation sources involved (eg, irradiating apparatus, radioactive source): | | | | |  |
| Are any sources not under control? | |  | If yes, are any sources lost or stolen? | |  |
| Are any sources damaged? | |  | | | |
| Physical location of incident (if different from above): | | | |  | |
| Description: |  | | | | |
| Actions taken immediately: |  | | | | |

## Incident assessment (if necessary use the rear of the report form)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Main cause: | |  | equipment failure | | |  | human error | |
|  | training related |  | inadequate procedures | | |  | process related | |
|  | other (specify) |  | | | | | | |
| Could the incident have been more serious? | | | |  | | | | |
| Assessment of radiation doses to persons involved (include calculations): | | | | | | | |  |
| What steps have been taken to prevent a recurrence? | | | | | | | |  |
| Is an internal investigation taking place?  (a copy of any report should be forwarded to ORS) | | | | |  | | | |
| Name and signature of person completing form: | | | | |  | | | |
| Date form completed: | | | | |  | | | |

## Please return to:

Office of Radiation Safety email: [orsenquiries@health.govt.nz](mailto:orsenquiries@health.govt.nz)

HP 9074  
June 2024