

Title	Ionising Radiations Regulations 1999: Notification of offshore site radiography work		
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1.0 Introduction

1.1 The Ionising Radiations Regulations 1999 (IRR99) require employers who undertake site radiography to notify the Health and Safety Executive (HSE) before carrying out the work. [Annex 1](#) to this Notice describes the notification requirements and indicates how they can be complied with for offshore site radiography, including repeat notifications, and notification of unforeseen and emergency work.

1.2 Radiographers are required to notify HSE, at least seven days beforehand, of every site radiography job they undertake. This is intended to help contractors in planning and controlling their radiography work, and to help HSE plan inspection activities. Details of notification requirements can be found at <http://www.hse.gov.uk/radiation/ionising/notification.htm>. To avoid the need for repeat notifications where work continues over a period with no significant change HSE may, subject to certain conditions, accept one notification for a series of radiography operations, covering a period not exceeding one month.

1.3 HSE may also accept a one-off reduction in notice requirements for genuinely unforeseen work and emergency work, which it is not reasonably practicable to delay (see [Annex 1, paragraphs 8-10](#)). It is the duty of the radiography contractor to notify, not the installation operator or other client company. Installation operators need to be aware of, and be sensitive to, how these requirements affect the radiography services that they employ. Co-operation and good liaison between client and contractor is therefore essential in planning radiography to ensure that the latter has sufficient warning of impending work to fulfil the requirement to notify.

This guidance is issued by the Offshore Safety Directive Regulator (OSDR). Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

Annex 1 – Notification requirements for offshore site radiography work

Introduction

1. The Ionising Radiations Regulations 1999 (IRR99) require employers undertaking site radiography to notify HSE before carrying out the work. This annex describes the requirements and indicates how they can be complied with for offshore site radiography.
2. The term 'site radiography' means any radiography of inanimate objects other than that which is carried out in an enclosure or cabinet.

Background

3. The notification requirements are in two parts.

Initial notification

4. Under IRR99 regulation 6(2) employers must notify HSE 28 days before they undertake work with ionising radiations for the first time. The requirement is subject to certain exceptions which will not normally apply to offshore radiography.

To notify HSE of your intention to start work use form [IRR6 - Notification of ionising radiation activities](#) for which you will need to provide the following information:

- your name and address
- a contact telephone or fax number
- your email address (if you are notifying online)
- the address of the premises from where the work activity is to be carried out and a telephone / fax number or email address at the premises
- the nature of the business and which one of the following categories your use of ionising radiation falls into:
 - sealed source
 - unsealed radioactive substance
 - electrical equipment (for example, X-ray equipment)
 - an atmosphere containing the short-lived daughters of radon-222
- whether any source is to be used at premises other than the address provided
- dates of notification (when the information is sent) and the intended commencement of the work activity

5. Existing radiography contractors should have submitted this notification to the HSE office before they started work with ionising radiation. New or re-formed companies will need to notify before they start radiography work. Companies who have already notified HSE with respect to onshore radiography need not re-notify for offshore work.

Notification of site radiography

6. Using their powers under regulation 6(3) and 6(4) of IRR99, HSE has served a notice on individual radiography companies to require notification of every site radiography job they undertake, at least seven days beforehand. This is intended as an aid to contractors in planning and controlling their site radiography work. It also helps HSE to plan inspection activities.

Notification procedure

7. You need to notify HSE of site radiography (notification of intention to carry out site radiography), through HSE's Ionising Radiations Notification Web Community (IRNWC). To do this you will need to register to join the IRNWC, please read [registration guidance](#) . If you have already done so, go to

IRNWC. If you have any problems accessing these sites please telephone 0203 028 3051 or 0203 028 3435.

Waivers for Unforeseen/Emergency work

8. If you have not allowed seven days between notifying the work and it commencing you will need to apply for a waiver. Considering a waiver request is a job undertaken by a specifically trained HSE Inspector and will only be granted if there is a genuine emergency.

Waivers requested during office working hours

9. If you request a waiver during office working hours (i.e. 9am – 5pm, Monday to Friday), please complete the Site Radiography Notification form via Web Communities Website (State you have not given 7 days notification for the work but are applying for a waiver where prompted in the drop down menu).

In addition to this an email request must also be sent to siteradwaivers@hse.gov.uk with a brief outline of the reason for the waiver request. If you need further assistance during office working hours please call:

0203 028 3051

0203 028 3435

Waivers requested out of office working hours

10. If you ask for a waiver for emergency work out of office hours and public holidays, there will be no appropriate HSE staff on duty to consider the request. In these circumstances, and ONLY in these circumstances, you may commence work as long as you:

[a] can satisfy the requirements listed below * and

[b] ensure HSE is notified that the work has been carried out by completing the Site Radiography Notification Form via the Web Communities Website and sending an accompanying email to siteradwaivers@hse.gov.uk

* The work may only be carried out provided you liaise fully with your client and relevant authorities in control of the site regarding your arrival, the assessment of non-radiological risks present on site, the radiological risks associated with the proposed work, and restriction of access to your controlled area(s). Any further work not included in this notification will be subject to the usual 7 day notification requirement.

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