March 23, 2018

CITIZEN'S CHARTER

ATOMIC ENERGY REGULATORY BOARD

GOVERNMENT OF INDIA

Citizen's Charter

www.aerb.gov.in

Atomic Energy Regulatory Board

Niyamak Bhavan,
Anushaktinagar, Mumbai – 400 094

India

About AERB

Atomic Energy Regulatory Board (AERB) was established in November 1983 by the President of India in exercise of the powers under Section 27 of the Atomic Energy Act, 1962 (Act no. 33 of 1962), to carry out regulatory and safety functions envisaged under Sections 16 (Control of Radioactive Substances), 17 (Special Provisions to Safety) and 23 (Administration of the Factories Act, 1948) of the Atomic Energy Act 1962.

The Board comprises of six members of which two are whole time members including a Chairman. The other whole time member is the Executive Director of the Secretariat who is an ex-officio member of the Board. The other four members are eminent experts from various disciplines relevant to the mandate of the Board. The Board is assisted by a non-member Secretary who is an employee of the Secretariat. Chairman, AERB has the powers of the Competent Authority for enforcing the Atomic Energy (Radiation Protection) Rule, 2004, Atomic Energy (Safe Disposal of Radioactive Wastes) Rules, 1987 and the Atomic Energy (Factories) Rules, 1996. Chairman AERB, functions as the executive head of the AERB secretariat.

The Board approves the policies governing nuclear and radiation safety in the country and industrial safety in units of DAE. The Board oversees that the organisation while conducting its activities adheres to the stated vision, mission and specified mandate of AERB in an independent unbiased manner. The Board adjudicates the appeals against the regulatory decisions of the Secretariat.

The Board is assisted by Secretariat for execution of its mandate. Chairman of the Board is vested with the executive functions of the Secretariat. The Secretariat of AERB has its Offices at Mumbai (Head Quarters) Regulatory Regional Centres at Chennai (Southern Regional Regulatory Centre), Kolkata (Eastern Regional Regulatory Centre) and New Delhi (Northern Regional Regulatory Centre) and a Safety Research Institute (SRI) at Kalpakkam.

AERB has its Headquarters at Niyamak Bhawan, Anushaktinagar in Mumbai, with its technical divisions and staff, who carry out the day to day activities related to safety reviews, inspections and regulation of the facilities and activities coming under its regulatory purview.

AERB is an ISO: 9001: 2008 certified organisation. The certification covers the core regulatory processes, viz. development of regulatory documents, issuance of regulatory consents and regulatory inspections.

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VISION:

To be a knowledge organization of high international standard with state of the art scientific capabilities and maintain high level of professionalism, credibility, transparency and accountability in the domain of its regulatory responsibilities.

MISSION:

To ensure the use of ionising radiation and nuclear energy in India does not cause undue risk to the health of people and the environment.

Functions of AERB:

Develop Safety Policies	-in nuclear, radiation and industrial safety areas for facilities under its purview
Develop Regulatory Safety Documents	-Safety Codes, Standards, Guidelines, Guides, manuals etc. for different types of nuclear and radiation facilities.
Ensure compliance	-of safety codes and standards by DAE (excluding BARC facilities) and non-DAE installations through a system of review and assessment, licensing, regulatory inspection and enforcement
Advise AEC/DAE	-on technical matters that may specifically be referred to it
Safety review and Assessment	-for siting, construction, commissioning, operation and decommissioning of units under its purview including modifications in design/operation involving changes in the technical specification
Grant License/Consent	-after an appropriate safety review and assessment, for establishment of nuclear and radiation facilities, under its purview
Prescribe limits	-acceptance limits of radiation exposure to occupational workers and members of the public and acceptable limits of environmental releases of radioactive substances
Review operational experience	-in the light of radiological and other safety criteria recommended by the ICRP, IAEA and such other international bodies and adopted to suit Indian conditions
Review emergency preparedness plans	-for nuclear and radiation facilities and during transport of large radioactive sources, irradiated fuel and fissile material.
Training, qualifications and licensing of personnel	-Review the training program, qualifications and licensing policies for personnel of nuclear and radiation facilities and prescribe the syllabi for training of personnel in safety aspects at all levels.
Public Information	-on major issues of safety significance.
Promote Safety Research	-Promote research and development efforts in the areas of safety
International & National Coordination	-Maintain liaison with statutory bodies and other agencies in the country as well as abroad regarding safety matters.
Review Nuclear Security Aspects	Review the safety related nuclear security aspects in nuclear facilities under its purview.

Notify 'Nuclear incident' under Civil Liability for Nuclear Damage Act	Notify to the public, the 'nuclear incident', occurring in the nuclear installation in India
Enforce Rules under Atomic Energy Act and Factories Act	Enforce rules and regulations promulgated under the Atomic Energy Act 1962 for radiation safety in the country (excluding BARC facilities).
Enforce Rules under Factories Act	Enforce rules and regulations promulgated under the Factories Act, 1948 for industrial safety in the units under the control of DAE (excluding mines and BARC facilities)
Submission of Annual Report	Send reports periodically to Chairman, AEC on safety status and submit an Annual Report of its activities.

AERB is also mandated to honour the national and international obligations and maintain high level of transparency and accountability in its functioning by fulfilling its citizen centric administration mandate.

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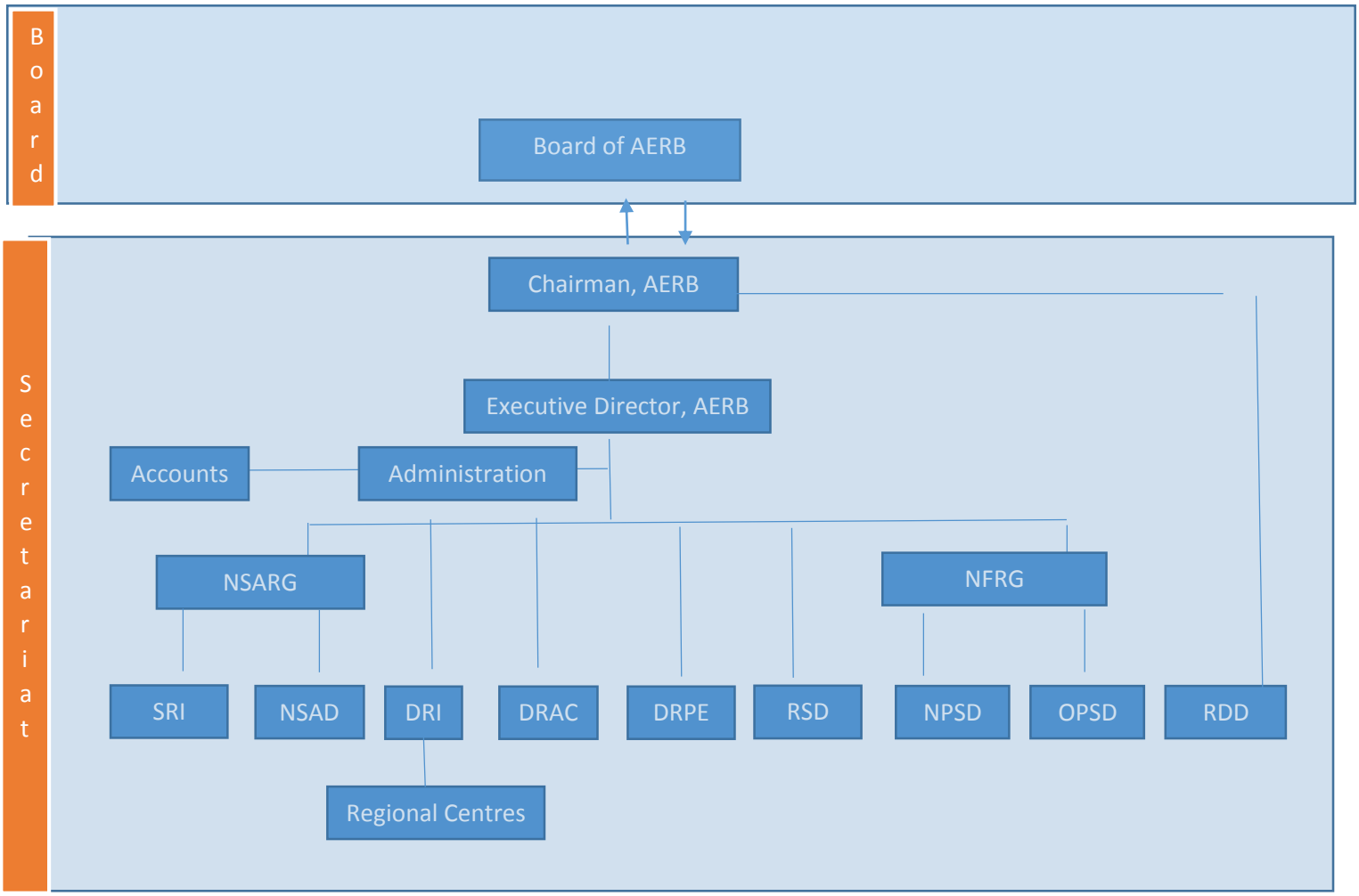
Structure of AERB

The structure of AERB is broadly divided into Board and its Secretariat. The board comprises of six members and a non-member secretary. The secretariat of AERB comprises of two groups, three directorates and two technical divisions to fulfil the functions of AERB and are supported by Accounts & Administration divisions. The organizational structure and responsibilities are based on the original mandate and subsequent evolutions. The organization structure of AERB is available in the web site of AERB (https://aerb.gov.in/index.php/english/about-us/organisation-chart) also.



AERB is also supported by its advisory committees in its regulatory functions. The advisory committee's viz. Safety Review Committee for Operating Plants (SARCOP) and Safety Review Committee for Application of Radiation (SARCAR) are the two apex level committees for safety review of nuclear and radiation facilities under the purview of AERB.

The Advisory Committee for Nuclear and Radiation Safety (ACNRS) advises AERB on generic safety issues affecting the safety of nuclear and radiation facilities. It is also mandated to review the draft regulatory / safety documents like safety codes, standards,

guides and manuals pertaining to siting, design, construction, operation, quality assurance and decommissioning of Nuclear and Radiation Facilities and transportation of radioactive materials that are issued by AERB. The Advisory Committee on Occupational Health (ACOH) advises AERB on the matters of occupational health and human & organisational factors in the nuclear facilities. The Committee also recommends on requirements for the nuclear facilities, with respect to infrastructure for the occupational health activities including medical officers as well as appropriate facilities. The Advisory Committee for Industrial and Fire Safety (ACIFS) advises AERB on generic industrial and fire safety issues and recommends measures on industrial safety aspects for prevention of accidents at all nuclear facilities including the projects under construction. The Advisory Committee for Security (ACS) advices on generic security issues concerning nuclear safety aspects of nuclear power plants.

AERB obtains technical support for its regulatory activities from the national laboratories, and industrial and academic institutions in the country, including the Bhabha Atomic Research Centre (BARC) and the Indira Gandhi Centre for Atomic Research (IGCAR).

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Conduct of Regulatory Activities:

All the regulatory activities by AERB related to nuclear and radiation facilities shall be in accordance with the “Policies Governing Nuclear and Radiation Safety” (issued by AERB in July 2014), the AERB Safety Codes and the Safety Directives issued by AERB. These are accessible to all the interested parties including general public and other stakeholders of AERB on the website of AERB (www.aerb.gov.in).

AERB follows multi-tier safety reviews and assessment of the facilities and activities coming under its regulatory purview. The safety issues are given consideration in safety committees at multiple levels depending on their safety significance. This system works on the principle of "management by exception" following a graded approach. Safety issues of greater significance are given consideration at higher levels for resolution. The outcome of the safety reviews and assessments are taken into account by AERB, for regulatory decision-making, after ensuring that they are in line with the safety goals, principles and requirements laid down.

AERB is committed to implement regulation of nuclear and radiation safety, based on established requirements, guidance and procedures, in accordance with the applicable Rules. AERB’s regulatory requirements and guidance shall be established based on the scientific principles of the issues and in line with the prevailing international benchmarks, including the safety standards of International Atomic Energy Agency (IAEA). AERB shall take account of the views of the relevant stakeholders in establishing regulatory requirements and guidance. AERB is also committed to consider the views of the general public in finalising the regulatory requirement documents. In areas where AERB has not specified its own requirements, the regulatory decisions shall be based on the relevant international standards, including the IAEA Standards. AERB is committed to continue to follow the multi-tier reviews in the safety reviews and assessments for ensuring thoroughness, consistence and predictability in the regulatory decisions, including consenting decisions. In its regulatory and safety reviews, AERB will give due consideration for the views of the relevant stakeholders. AERB is committed to maintain a high level of transparency with respect to the important regulatory decisions and their bases as well as on keeping the public informed on important safety issues, respecting the requirements of the law.

Appeals against the decisions of AERB shall be with the Atomic Energy Commission whose decision shall be final.

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Major Regulatory Activities of AERB:

S.No	Functions	Process	AERB's Commitment
1	Development of Regulatory / Safety Requirement and Guidance Documents:	Regulatory safety documents specifying the regulatory requirements and providing guidance as to how to comply with the requirements are issued as per AERB's Integrated Management System. In addition, orders, notifications or directives, as applicable, are issued from time to time as necessary.	• The regulatory requirements, orders, notifications, and directives shall be in accordance with the prevailing laws. • Shall develop and issue the regulatory safety documents for regulation of all type of facilities / aspects, in accordance with its own assessment of the need and prioritisation. • The regulatory requirements and guidance shall take account of the scientific principles of the issues and the current international benchmarks, including the safety standards of International Atomic Energy Agency (IAEA). • Views of the relevant stakeholders should be given due consideration in establishing regulatory requirements and guidance. • Consider the views of the general public in finalising the regulatory requirement documents. • In areas where AERB has not specified its own requirements, it would follow the relevant international standards, including the IAEA Standards. • All current regulatory safety documents, orders, notifications and directives issued by AERB are available in the website of AERB (www.aerb.gov.in).
2	Issue / Renewal of Consents	On receipt of application, complete in all respects, consent is issued based on • Appropriate safety review and assessment of the demonstration of compliance to the applicable regulatory requirements and resolution of issues.	• For nuclear and radiation facilities, the regulatory / safety assessments should follow multi-tier reviews, as per the established procedures, in accordance with the integrated management system of AERB. • The lead time for submission of the applications and the specified information in support of the applications should be

		• For radiation facilities, AERB has commissioned an e-Licensing of Radiation Applications (eLORA), a web based system to enable easy submission of applications.	in general, guided by the periods specified in the relevant guides on consenting process for the facility. • For nuclear facilities, the lead time for submission of the applications / supporting information, the schedule for the reviews and assessments and the stages of consideration of different stages of regulatory consents could also be mutually agreed between the applicant in question and AERB. • The maximum timeframe for completing the reviews and assessments for consenting decisions for different types of radiation facilities should be as mentioned in relevant guide on consenting process. AERB shall however endeavour to complete the reviews and assessments and regulatory decisions as per the timeframes indicated in the Annexure, subject to submission of applications complete in all respects. • In case of the reviews and assessments to confirm compliance with the specified requirements, AERB may issue the regulatory consent for the activity, specifying necessary conditions. In case the outcome is not satisfactory, AERB may consider issuing the consent specifying additional conditions, which shall be binding on the applicant or seek additional information. In case the outcome of the reviews and assessments do not demonstrate compliance to the requirement, AERB also reserve the right to deny consent. Such denial of consent would be resorted only in case of substantive issues of safety implications and not merely on procedural issues.
3	Regulatory Inspection	Inspections (either announced or unannounced) are conducted as per AERB's Guide on Regulatory Inspection of Nuclear and Radiation Facilities and the Manuals on Regulatory Inspections.	• Planned routine regulatory inspection of the facilities and activities are carried out by AERB, as per the approved annual inspection programme, prepared on the basis of the periodicity mentioned in the respective AERB Safety Manuals on Regulatory Inspection of Nuclear Power Plants and Research reactors, Fuel Cycle Facilities and Radiation Facilities.

			• In addition to the planned inspections, AERB will undertake special inspections (announced and/or unannounced), on a case by case basis, depending on the assessment by AERB of the status of the facility and the specific situation under consideration.
4	Public Information	Public and stakeholders are periodically informed on nuclear and radiation safety aspects through annual reports, newsletters, annual bulletins, awareness programmes, participation in science and technology exhibitions, press releases, press conferences, website, RTI and Parliament responses.	To provide information to the public on the following, not inconsistent with the legal requirements. This include the following: • Information on safety status of the facilities and important safety issues and regulatory actions. • Important regulatory decisions such as issuance of consents, enforcement actions, including their bases. • Information regarding nuclear / radiation safety issues that may be of concern to public, in the assessment of AERB. • Information under the Right to Information Act, 2005. • Response to Parliament Questions posed to AERB. For providing information to public, AERB will make use of the currently established avenues of (a) website of AERB, (b) Annual Reports and (c) press releases, among others. Choice of the specific method for providing information by AERB would depend on the specific case under consideration such as urgency, target audience, etc.
85	Notification of Nuclear Incidents	Notification of 'nuclear incident' under the Civil Liability of Nuclear Damage Act, 2010 shall be in accordance with the Directive issued by AERB available on AERB's website.	• To notify any 'Nuclear Incident' under the Civil Liability of Nuclear Damage Act, 2010, within 15 days, subject to the incident being classified as 'Nuclear incident' as per the criteria specified (AERB Safety Directive – 01/2013).

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Stakeholders and Interested Parties of AERB:

Stakeholders for AERB include all those who have a specific interest in the regulatory decisions like,

- The general public particularly those who live near nuclear facilities and occupational workers who work in nuclear and radiation facilities;
- Those who govern at the national, regional or local level;
- Those who benefit from the use of radiological material and nuclear installations;
- Those who might be adversely affected in any way by materials or facilities,
- Authorities who are directly involved in preparing for, or making decisions on, licenses for nuclear projects.
- Stakeholders also include the media who convey information to others, and the nongovernmental organizations that represent the views of many individuals.

Other stakeholders and interested parties include organizations and individuals who have legitimate interests in the impacts (including economic) of such projects, those who own or run the facilities, and those who manufacture the components or the fuel and those who regulate the output or use of the facility.

AERB considers that all members of society should have easy access to objective, unbiased information so that they can reach at an informed opinion on regulatory issues. Interactions with stakeholders and interested parties help AERB to make an informed, balanced nuclear safety decisions, while building trust.

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REDRESSAL OF PUBLIC GRIEVANCES:

The grievances can be lodged with the Public Grievance Officer.

Public Grievance Officer:

Dr. A. U. Sonawane
Head, Directorate of Regulatory Affairs & Communications,
Niyamak Bhavan, Anushaktinagar,
Mumbai-400094
Email: grievance@aerb.gov.in

Telephone no. 022-25550155

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RIGHT TO INFORMATION

AERB RTI Authorities:-

Appellate Authority:

Dr. L. R. Bishnoi
Head, Nuclear Projects Safety Division,
Niyamak Bhavan, Anushaktinagar,
Mumbai-400094
Email: appellateauthority.rti@aerb.gov.in

Telephone no. 022-25576255

Nodal Officer:

Shri S. Harikumar
Head, FBR & Fast Reactor Fuel Cycle Projects Section,
NPSD, AERB, Niyamak Bhavan, Anushaktinagar,
Mumbai-400094
Email: harikumar@aerb.gov.in

Tel- 022 - 25990571

Transparency Officer:

Shri Hemant Kulkarni
SO/G, NPSD, AERB
Niyamak Bhavan, Anushaktinagar,
Mumbai-400094
Email: hemantk@aerb.gov.in

Tel- 022 - 25990572

Central Public Information Officer (CPIO):

Dr. Pankaj Tandon
SO/G, RSD, AERB
Niyamak Bhavan, Anushaktinagar,
Mumbai-400094
Email: cpio@aerb.gov.in

Phone: 022-25990659

Central Assistant Public Information Officer (CAPIO):

Assistant Personnel Officer (G),
AERB Niyamak Bhavan,
Anushaktinagar,
Mumbai-400094
Email: capio@aerb.gov.in

Phone: 022-25990203

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VIGILANCE OFFICER

In respect of complaints involving vigilance angle, the communication can be sent to Vigilance Officer, AERB.

Vigilance Officer:

Dr. L. R. Bishnoi
Head, Nuclear Projects Safety Division, AERB
Niyamak Bhavan, Anushaktinagar,
Mumbai-400094
Email: vigilance@aerb.gov.in

Tel: 022-25990455

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Annexure

Processing Time of Applications for Issuance of Consents for Radiation Facilities / Practices

(processed through e-LORA)

1. **Radiotherapy**
2. **Gamma Radiation Processing Facility**
3. **Industrial/Research Accelerator Facility**
4. **Medical Cyclotron**
5. **Industrial Radiography**
6. **Diagnostic Radiology**
7. **Gamma Irradiation Chamber**
8. **Well Logging**
9. **Nucleonic Gauge**
10. **Nuclear Medicine**
11. **Transport of Radioactive Material**
12. **Consumer Practice and Scanning Facility**
13. **Research - Unsealed and Sealed Source**
14. **Radio Immuno Assay**
15. **Calibration Laboratories**
16. **Generic Processes**

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Radiotherapy

Consenting Stage	Processing Time (Days)
Site and Layout Approval	40
Procurement of Source	30
Procurement of Equipment	30
Source Receipt Intimation	20
Equipment Receipt Intimation	20
Source Supervision Authorisation	25
Source Transfer Operation	20
Commissioning Approval	30
Survey Report	25
Licence for Operation	40
Renewal of Licence for Operation	30
Decommissioning and Disposal	30
Intimation of Decommissioning	20
Authorisation as Supplier	20
Equipment Type Approval / Type Registration/NOC	60
Source Type Approval / Type Registration	45
Conversion of NOC to Type Approval	30
Renewal of Type Approval	30
QA/QC Approval	30

Gamma Radiation Processing Facility

Consenting Stage	Processing Time (Days)
Site Approval	90
Design and Construction Approval	60
Source Procurement and Loading	60
Licence for Operation	60
Renewal of Licence for Operation	30
Design Modification	60
Source Replenishment/Rearrangement /Source Unloading for Disposal	25
Source Receipt Intimation	20
Resumption of Routine operation	20
Decommissioning	60
Authorisation as Supplier	25
Source Type Approval / Type Registration	30
Renewal of Type Approval	30

Industrial/Research Accelerator Facility

Consenting Stage	Processing Time (Days)
Site Approval	90
Design and Construction Approval	60
Equipment Procurement	60
Licence for Operation	60
Renewal of Licence for Operation	30
Design Modification	30
Trial Run Operation	30
Equipment Receipt Intimation	20
Resumption of Routine Operation	20
Decommissioning	30

Medical Cyclotron

Consenting Stage	Processing Time (Days)
Site Approval	60
Layout Approval	60
Design and Construction Approval	60
Equipment Procurement	90
Permission for Trial Run Operation	60
Modification in Design	40
Resumption of Routine Operation	25
Licence for Operation	60
Renewal of Licence for Operation	45

Industrial Radiography

Consenting Stage	Processing Time (Days)
Recording of Name of Site/Contract Awarding Party	25
Layout Approval of Enclosure	30
Approval of Source Storage Facility	25
Procurement of Radiography Device	20
Procurement of Source	20
Movement Permission	20
Equipment Receipt Intimation	20
Permission to use of Radiography Enclosure	20
Renewal And Re-Approval Of Source Storage Facility and Radiography Enclosures	20
Extension of Source Movement Approval	20
Licence for Operation	30
Renewal of Licence for Operation	25
Decommissioning of Radiation Equipment	20
Authorisation as supplier	20
Equipment Type Approval / Type Registration/NOC	60
Source Type Approval / Type Registration	60
Conversion of NOC to Type Approval	30
Renewal of Equipment Type Approval	30
Bulk Procurement	25

Diagnostic Radiology

Consenting Stage	Processing Time (Days)
Procurement of X-Ray Equipment	30
Record Licence For Operation of X-Ray Equipment	20
Procurement Of Pre-Owned X-Ray Equipment	30
Licence for Operation of X-Ray Equipment	30
Authorization For Supplying X-Ray Equipment	40
Authorization For Supplying X-Ray Tubes	40
Application For Authorisation As Service Agency	45
Licence For Commercial Production of X-Ray Equipment	40
Licence For Commercial Production of X-Ray Tubes	40
Modification of Authorization	30
Registration of X-Ray Tube	30
Registration of X-Ray Tube Insert	30
NOC to Import X-Ray Equipment	40
Type Approval of X-Ray Equipment	60

Gamma Irradiation Chamber

Consenting Stage	Processing Time (Days)
Layout Approval	25
Procurement of GIC	20
Equipment Receipt Intimation	20
Source Receipt Intimation	20
Licence for Operation	30
Renewal of Licence for Operation	25
Source Replenishment/Replacement	20
Intimation of Source Replenishment/Replacement	20
Decommissioning	20
Authorisation of supplier	20
Equipment Type Approval / Type Registration/NOC	60
Source Type Approval / Type Registration	45
Conversion of NOC to Type Approval	30
Renewal of Type Approval	30

Well Logging

Consenting Stage	Processing Time (Days)
Recording of Site Name	20
Layout Approval of Source Storage Facility	20
Permission to Use Source Storage Facility	25
Procurement of Source	25
Source Receipt Intimation	20
Licence for Operation	30
Renewal of Licence for Operation	25
Movement Permission	20
Renewal and Re-Approval	20
Authorisation of supplier	30
Source Type Approval/Type Registration	45
Renewal of Type Approval	30

Nucleonic Gauge

Consenting Stage	Processing Time (Days)
Recording of Site Name	20
Procurement of Equipment	25
Equipment Receipt Intimation	20
Procurement of Source	25
Source Receipt Intimation	20
Installation Report	20
Licence for Operation	30
Renewal of Licence for Operation	25
Movement/Relocation Permission	20
Extension of Movement Approval	20
Decommissioning	20
Authorisation as Supplier	30
Equipment Type Approval / Type Registration/NOC	60
Source Type Approval / Type Registration	45
Conversion of NOC to Type Approval	30
Renewal of Type Approval	30
Bulk Procurement	25

Nuclear Medicine

Consenting Stage	Processing Time (Days)
Site and Layout Approval	30
Permission for Procurement of Equipment	25
Source Procurement	25
QA/QC Report	25
Radiation Survey Report	25
Decommissioning	25
Licence for Operation	30
Renewal of Licence for Operation	30
Authorisation as Supplier	25
Source Type Registration	25

Transport of Radioactive Material

Consenting Stage	Processing Time (Days)
Transport/Export/Disposal of Radioactive Source (other than Category-1)	20
Transport/Export/Disposal of Radioactive Source (Category-1)	30
Transfer of Radioactive Source for Disposal in DAE Disposal Facility	60
Intimation of Export/Transport/Disposal of Radioactive Source	20
Export of Empty Container	20
Approval of Special Arrangement for Transport of Radioactive Material	60
Package Design Approval	90
Renewal of Package Design Approval	90
Registration of Type A Package	60
Approval of Design of Special Form Radioactive Material	90
Import of Radioactive Material in Large Activity/Quantity	20
Approval of Shipment of Radioactive Material(s) in India (DAE Facilities)	60
Transport/Export/Import/Disposal of Radioactive Materials (DAE Facilities)	30

Consumer Products and Scanning Facility

Consenting Stage	Processing Time (Days)
Procurement of Source	25
Procurement of Equipment	25
Equipment Receipt Intimation	25
Source Receipt Intimation	25
Licence for Operation	30
Decommissioning	25
Authorisation of supplier	30
Equipment Type Approval / Type Registration/NOC	60
Source Type Approval / Type Registration	60
Conversion of NOC to Type Approval	25
Renewal of Type Approval	30
Bulk Procurement	25

Research-Unsealed and Sealed Source

Consenting Stage	Processing Time (Days)
Site and Layout Approval (SLA)	30
Licence for operation	25
Source Procurement	25
Closure of Facility	25

Radio Immuno Assay

Consenting Stage	Processing Time (Days)
Site and Layout Approval	30
Registration for Operation	25
Source Procurement	25
Decommissioning	25

Calibration Laboratories

Consenting Stage	Processing Time (Days)
Site and Layout	30
Source Procurement	25
Commissioning Permission	30
Licence for Operation	60
Renewal of Licence	25

Generic Processes

Consenting Stage	Processing Time (Days)
Radiation Professional Registration	20
Radiation Professional Updation	20
Institute Registration	20
Employer Change	20
RSO Approval	30
Review of Excessive Exposure cases	60
Inspection report Compliance Verification	20
Resolution of NC Response	20