AEC

UGANDA

ATOMIC ENERGY COUNCIL

CRITERIA FOR GRANTING OR REJECTING NOTIFICATION FORMS AND APPLICATION FORMS

AEC/AUT/CR3.1,2026

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Approved by:

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1.0 INTRODUCTION

Section 31 of the Atomic Energy Act Cap. 154 (AEA) requires that no person shall acquire, own, possess, operate, import, export, hire, loan, receive, use, install, commission, decommission, transport, store, sell, distribute, dispose of, transfer, modify, upgrade, process, manufacture or undertake any practice related to the application of atomic energy and regulated by this Act unless permitted by an authorization issued by the Act.

Section 33 of the AEA requires that any person who intends to carry out any practice specified in section 31 of the AEA shall notify the Council of the intended practice. Furthermore, Regulation 9(1) (b) of the Atomic Energy Regulation (AER, 2012) requires AEC to issue authorizations and grant exemptions for the possession and use of radiation sources.

Section 36 (1) of the Atomic Energy Act Cap. 154 (AEA) requires that in granting or rejecting an application, the following shall be taken into consideration; the legal status of the applicant, the impact of the practice on the social, cultural and recreational life of the community, the need to protect the environment and to conserve natural resources, the land use and siting of the practice, the ability of the applicant to operate in a manner designed to protect the health and safety of users, workers, beneficiaries and other members of the public who would be affected by the practice; and ensure the security of radiation sources and installations, and public and private interests affected by the practice.

This criteria shall be applied in conjunction with the AEC Procedure for Review and Assessment of Notification Forms and Application Forms (AEC/AUT/PD 2.1,2026) to ensure consistency, transparency, and legal compliance in regulatory decision-making.

2.0 PURPOSE OF THE DOCUMENT

To establish clear, objective, and a legal sound criteria to guide the Atomic Energy Council (AEC) in making consistent decisions on Notification Forms and Application Forms received from facilities intending to engage in practices involving ionising radiation.

3.0 SCOPE OF THE DOCUMENT

This document applies to

a) All Notification Forms and Application Forms submitted to AEC for authorisation under Section 31 of the Atomic Energy Act, including but not limited to applications to, acquire, own, possess, or use radiation sources, import or export radiation sources, Install, commission, modify, or upgrade radiation facilities, Transport, store, sell, distribute, or dispose of radiation sources and decommission radiation installations.

b) All practices involving ionizing radiation, including medical, industrial, research, transport, and other regulated practices.

Note:

This document may not exhaustively address all possible scenarios. Reviewing officers may exercise professional judgment, consistent with regulatory requirements, to address unique or facility-specific circumstances

4.0 KEY CONSIDERATIONS IN GRANTING OR REJECTING NOTIFICATION FORMS AND APPLICATION FORMS.

All Notification Forms and Application Forms submitted to the AEC shall be evaluated based on some core regulatory assessment pillars enlisted below.

i. Administrative completeness
ii. Regulatory compliance
iii. Technical adequacy
iv. Radiation safety and security assurance .

These principles guide the reviewing officer in making objective, consistent, and technically sound decisions regarding whether an application should proceed, be deferred, or be rejected.

4.1 CRITERIA FOR GRANTING OR REJECTING NOTIFICATION FORMS AND APPLICATION FORMS.

A Notification Form or Application Form shall be granted only where all applicable requirements are satisfied.

4.1.1 Administrative Compliance

i. The reviewing officer shall verify that the correct prescribed Notification or Application Form has been used and that it corresponds to the intended type of authorisation, whether registration, license or a permit.
ii. The form must be fully completed, with all mandatory fields accurately filled and no unjustified omissions. The applicant should have indicated "Not Applicable" where a section does not apply to the practice.
iii. The submission must be duly authenticated through the signature of the legal representative or an authorised person with demonstrable authority to act on behalf of the facility. Where applicable, the form should bear an official stamp.
iv. Any form that is unsigned or signed by an unauthorised individual shall not be considered valid.
v. The reviewing officer shall also confirm that the application Form has been submitted through official AEC channels, including physical submission, official email, or an approved electronic platform, and that it has been properly registered in the records system and assigned with a unique reference number to ensure traceability.
vi. In addition, proof of payment of the prescribed authorisation fees must be provided and must correspond to the correct application type and category.
vii. Payments that are missing, incomplete, or inconsistent with the application shall render the submission non-compliant.

An application shall be classified as:

a) Complete: where all required documents are submitted and are adequate
b) Incomplete: where there is missing, inadequate, or unclear documentation

Where the application is incomplete, The applicant shall be notified in writing specifying deficiencies. The applicant shall be given fourteen (14) days to provide a response.

Failure to submit the required information within the specified timeframe shall result in rejection of the application form.

4.1.2 Completeness of Documentation

i. The reviewing officer shall verify that all mandatory documents have been submitted in accordance with the applicable practice (e.g., medical, industrial, research, transport) see table 1 below.
ii. Each submitted document shall be evaluated for validity, authenticity, and relevance. Documents must be current, officially issued or certified where applicable, and directly related to the proposed practice.
iii. Any discrepancies between the application form and the supporting documents shall be flagged for clarification.
iv. Technical documents such as safety assessment reports, facility layouts, and emergency plans must be site-specific and demonstrate a clear understanding of the operational context.
v. An application shall be considered complete only when all required documents are present and adequate.
vi. Where documentation is missing, insufficient, or unclear, the application shall be classified as incomplete, and the applicant shall be formally notified of the deficiencies and given fourteen (14) days to submit the required information. Failure to comply within this timeframe shall result in rejection of the application.

Table 1: Documents that must be provided per practice.

#	Practice	Category	Category Description (Risk Level)	Required Documents
1.	Medical (Radiotherapy, Blood irradiators with radioactive sources)	Category 1	Extremely dangerous sources (can cause severe deterministic effects or	i. An appointment letter of the Radiation Safety Officer with defined roles and responsibilities in line with Requirement 30 (1) & (4) of the Atomic Energy Regulations, 2012. ii. Comprehensive Safety Assessment Report (must include Quality control tests and radiation survey measurements).

			death if not controlled)	iii. A security Plan for physical protection for radioactive sources. iv. Copy of a valid Extract from the Register issued by Allied Health Professionals Council for radiographers. v. Copy of a valid Annual Practicing License for other practitioners issued by Uganda Medical and Dental Practitioners Council (where applicable). vi. A Quality Assurance programme for the practice. vii. Emergency Response Plan viii. Local Rules for radiation protection for the practice. ix. Facility design and layout. x. Shielding calculations report. xi. Training Certificates in radiation safety for the Radiation Workers xii. Radioactive source certificate xiii. Letter of return agreement from the manufacturer/ supplier. (for radioactive sources) xiv. Commissioning test reports xv. Acceptance test reports xvi. Photo of the X-ray tube nameplate xvii. Proof of payment of the prescribed authorisation fees.
2.	Nuclear Medicine Facility	Category 2	High risk practice.	i. An appointment letter of the Radiation Safety Officer with defined roles and responsibilities in line with Requirement 30 (1) & (4) of the Atomic Energy Regulations, 2012. ii. Safety Assessment Report for the practice. iii. Copy of a valid Extract from the Register issued by Allied Health Professionals Council for radiographers. iv. Copy of a valid Annual Practicing License for each practitioner issued by Uganda Medical and Dental Practitioners Council (where applicable). v. Copy of a valid certificate of practice for each pharmacists issued by Pharmaceutical Society of Uganda (where applicable). vi. A Quality Assurance programme for the practice. vii. Emergency Response Plan viii. Local Rules for radiation protection for the practice. ix. Training Certificates in radiation safety for the Radiation Workers x. Facility layout and design xi. Inventory of radiation sources at the facility. xii. Radioactive Waste management plan xiii. Proof of payment of the prescribed authorisation fees
3.	Medical (CT, Fluoroscopy, Interventional Radiology Simulations)	Category 2	Very dangerous sources (high risk if misused)	i. An appointment letter of the Radiation Safety Officer with defined roles and responsibilities in line with Requirement 30 (1) & (4) of the Atomic Energy Regulations, 2012. ii. Safety Assessment Report of the practice. iii. Copy of a valid Extract from the Register issued by Allied Health Professionals Council for radiographers.

				iv. Copy of a valid Annual Practicing License for other practitioners issued by Uganda Medical and Dental Practitioners Council (where applicable). v. A Quality Assurance programme for the practice. vi. Emergency Response Plan vii. Local Rules for radiation protection for the practice. viii. Facility layout and design ix. Training Certificates in radiation safety for the Radiation Workers. x. Photo of the X-ray tube nameplate xi. Proof of payment of the prescribed authorisation fees.
4.	Industrial Radiography, Well Logging	Category 2	Very dangerous sources (portable, high exposure risk)	i. An appointment letter of the Radiation Safety Officer with defined roles and responsibilities in line with Requirement 30 (1) & (4) of the Atomic Energy Regulations, 2012. ii. Safety Assessment Report for the practice. iii. A security Plan for physical protection for radioactive sources. iv. Training Certificates in radiation safety for the Radiation Workers v. A Quality Assurance programme for the practice. vi. Emergency Response Plan vii. Local Rules for radiation protection for the practice viii. Storage facility layout and plan ix. End-User Manual of the X-ray machine or radioactive source x. Inventory of radiation sources at the facility. xi. Radioactive source certificate xii. Letter of return agreement from the manufacturer/ supplier for radiation sources. xiii. Proof of payment of the prescribed authorisation fees.
5.	General Medical X-ray, Dental X-ray, Mammography X-ray, X-ray Blood irradiators	Category 3/4	Dangerous sources (can cause serious injury if not controlled)	i. An appointment letter of the Radiation Safety Officer with defined roles and responsibilities in line with Requirement 30 (1) & (4) of the Atomic Energy Regulations, 2012. ii. Safety Assessment Report iii. Copy of a valid Extract from the Register issued by Allied Health Professionals Council for radiographers iv. Copy of a valid Annual Practicing License for dental surgeons issued by Uganda Medical and Dental Practitioners Council (where applicable). v. A Quality Assurance programme for the practice. vi. Emergency Response Plan vii. Local Rules for radiation protection for the practices viii. Training Certificates in radiation safety for the Radiation Workers ix. Facility layout and design. x. Photo of the X-ray tube nameplate xi. Proof of payment of the prescribed authorisation fees

6.	Industrial Gauges, Level/Density Gauges	Category 3	Dangerous sources (moderate risk)	i. An appointment letter of the Radiation Safety Officer with defined roles and responsibilities in line with Requirement 30 (1) & (4) of the Atomic Energy Regulations, 2012. ii. Safety Assessment Report iii. Training Certificates in radiation safety for the Radiation Workers iv. A Quality Assurance programme for the practice. v. Emergency Response Plan vi. Local Rules for radiation protection for the practice. vii. Radioactive source certificate viii. Letter of return agreement from the manufacturer/ supplier. ix. Storage facility layout and plan x. End-User Manual of the radioactive source xi. Inventory of radiation sources at the facility. xii. Proof of payment of the prescribed authorisation fees
7.	Research (Sealed Sources, Tracers,)	Category 3 / 4	Moderate to low risk depending on activity	i. An appointment letter of the Radiation Safety Officer with defined roles and responsibilities in line with Requirement 30 (1) & (4) of the Atomic Energy Regulations, 2012. ii. Safety Assessment Report iii. Training Certificates in radiation safety for the Radiation Workers iv. Radioactive source certificate v. Letter of return agreement from the manufacturer/ supplier for the radioactive sources.\. vi. A Quality Assurance programme for the practice. vii. Emergency Response Plan viii. Local Rules for radiation protection for the practice. ix. Facility or Laboratory layout and design. x. Inventory of radiation sources at the facility. xi. Proof of payment of the prescribed authorisation fees
8.	Transport of Radioactive Materials	Category 1–3 (for category 4, depending on source)	Varies with source category	i. An appointment letter of the Radiation Safety Officer with defined roles and responsibilities in line with Requirement 30 (1) & (4) of the Atomic Energy Regulations, 2012. ii. Training Certificates in radiation safety for the drivers and RSO iii. Transport Security Plan (for category 1, 2 and 3 radioactive sources) iv. Package certification and Source description v. Emergency Response Plan vi. Local Rules for radiation protection vii. Photos of the vehicle to transport the radioactive sources (must include the registration numberplate). viii. Details of the driver(s) (name, telephone number) ix. Route plan to be followed during the transportation of the radioactive source. x. Proof of payment of the prescribed authorisation fees

9.	Import/Export of Sources	Category 1–5	All categories depending on source	i. Letter of return agreement (for radioactive sources) ii. Radioactive source certificate (for radioactive sources) iii. Proof of payment of the prescribed authorisation fees iv. End-User Manual of the X-ray machine (for category 1 & 2)
10	Education (Calibration sources, teaching labs)	Category 4 / 5	Very low risk sources	i. An appointment letter of the Radiation Safety Officer with defined roles and responsibilities in line with Requirement 30 (1) & (4) of the Atomic Energy Regulations, 2012. ii. A Quality Assurance programme for the practice. iii. Emergency Response Plan iv. Local Rules for radiation protection v. Training Certificates in radiation safety for the Radiation Workers vi. Inventory of radiation sources at the facility. vii. Proof of payment of the prescribed authorisation fees
11	Exempt/ Consumer Products	Category 5	Not dangerous (minimal regulatory concern)	i. Notification Form ii. Product specifications iii. Proof of payment of the prescribed authorisation fees (where applicable)

4.1.3 Technical and Regulatory Compliance

i. The assigned reviewing officer shall verify the type of practice being undertaken (such as medical, industrial, research, or transport) and determine the appropriate type of authorisation.
ii. The technical soundness of the proposed practice shall also be evaluated. This includes assessing the suitability and functionality of the proposed equipment, the feasibility of operational procedures, and the adequacy of proposed control measures.
iii. The reviewing officer shall verify that the proposed practice is justified, such that the expected benefits outweigh the radiation risks.
iv. Where minor technical issues are identified, the applicant may be requested to provide clarification or make corrections.

4.1.4 Determination of Need for Pre-Authorisation Inspection

The reviewing officer shall determine whether a pre-authorisation inspection is required. A Pre-Authorisation inspection shall be required where:

a) The facility is new and applying for the first time.
b) There is modification of a facility or equipment
c) Equipment is newly acquired and has never been inventorised or inspected.
d) Documentation raises safety concerns
e) The practice is high-risk (Category 1 or 2) and has not been inspected in the previous year.

4.1.5 Consolidation of Review Findings and Decision

The assigned reviewing officer shall:

a) Complete the relevant review checklist
b) Prepare a review report
c) Prepare a response letter indicating one of the following decisions:

(i) Approval

- All requirements satisfied
- Authorisation may proceed

(ii) Deferral (Incompleteness / Clarification)

- Missing or inadequate information identified
- Applicant given 14 days to respond

(iii) Rejection

- Notification or Application forms submitted without proof of payment shall not be processed and shall be rejected if payment is not made within the specified timeframe.
- Failure to submit mandatory documentation within fourteen (14) days from the date of dispatch of the letter of incompleteness or
- submission of technically inadequate documentation related to radiation safety that poses significant risk to workers or the public.

All decisions shall be made objectively, free from undue influence, and based solely on regulatory requirements and technical evidence.

4.1.6 Communication of Decision

All the decisions shall:

- Be communicated in writing to the applicant stating the reasons for granting or rejecting the Notification form or application form;
- Reference the applicable legal provisions specifically the Atomic Energy Act, Cap. 154 and the Atomic Energy Regulations, 2012.
- Inform the applicant of the next steps, including approval, submission of additional information, or reapplication after corrective action.

REFERENCES

i. Atomic Energy Act, Cap. 154.

ii. Atomic Energy Regulations, 2012.

iii. AEC Authorisation Procedure.

iv. AEC Guidelines for operators on how to fill application for authorisation to possess and use a source(s) for medical application.

v. AEC Guidelines for operators on how to fill a Notification Form.

vi. AEC Guidance on the contents to be filled by the applicants on import/export of radioactive materials.

vii. Procedure for review and assessment of notification forms and application forms (AEC/AUT/PD 2.1,2026)