



Personal Dosimetry Service

DOSE RECORD KEEPING SERVICE

TERMINATION OF DOSE RECORD KEEPING

This form is for employers to use to ask us to terminate radiation Dose Record Keeping for an employee. For radiation workers who are classified persons, this is in accordance with regulation 22(3)(d) of the Ionising Radiations Regulations 2017.

INSTRUCTIONS

References to regulations below mean the Ionising Radiations Regulations 2017 (IRR17). For CLASSIFIED persons (see regulation 21), employers must be aware of the provisions of regulation 22. Our procedures are similar for classified and unclassified persons; employers of unclassified persons should proceed as below.

What you need to do

1. For *classified* employees who are *remaining* with your company, note the content of reg. 21(3), which requires that the employee should no longer be employed in a capacity which could give rise to significant exposure during the remainder of the year.
2. Fill in the details below of the worker whose records you want to terminate.
3. We can accept termination requests other than on this form, but they must be in writing and give the details required in the table below.
4. Find out whether there are any outstanding dosimeters on issue to the employee(s) you list and make every effort to return them. If you cannot, please supply an ESTIMATED DOSE (for classified persons, see reg. 23).
5. If the employee(s) have been issued with Radiation Passbooks under IRR17, they may retain them for use in their next employment.
6. Email your termination requests to doserecords@ukhsa.gov.uk

What we will do

1. Note that we cannot normally accept requests for retrospective terminations where the termination date is more than one month ago. In these cases, we will treat the date on which we received the request as the date of termination.
2. If we are issuing named dosimeters to the employees listed, we will stop doing so (you will get a numbered dosimeter instead, in each case). **We will not reduce your dosimeter order unless you request that specifically.** *Note that the issue process has to start in good time to produce and deliver the dosimeters, so this will take at least two weeks to take effect.*
3. For each employee listed, we will produce a "Termination Record", giving details of cumulative dose totals, and send two copies to you, the employer. **You should give one copy to the employee when they leave your employment.**
4. For classified employees, we will send a copy of the termination record to the Health & Safety Executive's Central Index of Dose Information, as required by reg. 22(3)(d).
5. We will continue to keep the dose record information securely for 30 years from the date of termination.
6. We will normally continue to issue you with the same number of dosimeters after this person's record has been terminated. This allows you to have a spare for issuing to new staff etc, but we can reduce the quantity of dosimeters you receive, if you wish.

Please indicate your preference LEAVE MY ORDER THE SAME / REDUCE MY ORDER*

**Delete whichever is inapplicable.*

EMPLOYER DETAILS

Name of employer: _____ Customer Ref.no. _____

Employer's address: _____

Telephone number: _____

EMPLOYEE DETAILS

SURNAME	FORENAME(S)	NATIONAL INSURANCE NUMBER	DATE OF TERMINATION	RADIATION PASSBOOK NUMBER

Signed (for employer – person with authority) _____

Contact Name (please print) _____ Date: _____