



The UK Health Security Agency's (UKHSA) Personal Dosimetry Service (PDS) provides a full Dose Record Keeping (DRK) service which is approved under Regulation 36 of the Ionising Radiations Regulations 2017 (IRR17) by the Health and Safety Executive (HSE).

Service specification

The service complies with all necessary legal requirements and securely retains records for classified workers for 30 years from when the record was made or until the worker's 75th birthday. PDS can also supply a DRK service for customers that use dosimetry/dosemeters from another Approved Dosimetry Service (ADS).

A Radiation Dose Record contains all the dose assessments for an individual whilst working for a particular employer. When the individual leaves, the record will be closed and, if required, a new one will be opened with their new employer. Therefore, as a result of this, an individual may have several dose records although usually there will only be one 'open' dose record at any one time.

When opening a new dose record, we seek the most up-to-date dose information from our own histories, other dosimetry services or, in the case of classified persons, from the HSE's Central Index of Dose Information (CIDI).

Dosimetry Online Service (DOL)

Our secure online system can be used to:

- view results online
- make any changes to existing orders
- request new dosimeters, passbooks, reports, registrations, terminations and amendments

Please contact: doserecords@UKHSA.gov.uk to set up this service free-of-charge.

Registering a worker for Dose Record Keeping

Registrations for workers can be made via our PDS secure online portal or, for multiple registrations, a CSV file template can be requested. Dose history from previous employers (if any) must be submitted by email at the time of registration. A registration report will then be issued for your reference which can be used to check the details have been entered correctly.

Terminating Dose Record Keeping for workers

A completed Termination Form 122, or equivalent spreadsheet, is required to terminate DRK for an employee. If terminating DRK for multiple employees, a list will be accepted in CSV format. Two copies of a Termination Report are issued to the employer two weeks after the termination date (to allow recent doses to be added to the record); one copy for the employer and one for the employee as per IRR17 regulation 21(3).

Reports available

	Registration	Termination	Dose assessment	Dose entry	Passbook report	Quarterly report	Annual summary	CSV and data files	Monthly summary (CSV)
Classified worker	●	●		●	●	●	●	●	●
Unclassified worker	●	●		●		●	●	●	●
Basic record keeping worker				●		●	●	●	●
Non-record keeping worker			●				●	●	●

The Dose Record Keeping service is just one of the approved dosimetry services offered by the UK Health Security Agency and is a fully automated system. Dose Record Keeping, like our processing laboratory, is based at our centre in Oxfordshire.

For further information or to place an order please contact:

Tel: +44 (0)1235 825240

Email: doserecords@phe.gov.uk or doserecords@ukhsa.gov.uk

www.ukhsa-protectionservices.org.uk/pds

Overview of Dose Record Keeping service by worker type

Record type	Description
Classified workers	<p>Generally, this type of record is for those working in controlled environments e.g. power stations.</p> <ul style="list-style-type: none"> • the worker must be registered by an ADS • any person who is likely to receive an effective dose greater than 6 mSv/year or an equivalent dose exceeding 3/10 of any relevant dose limit must be registered as a classified worker • workers must be aged 18 years or over and be proven medically fit • a medical examination must be undertaken by an appointed doctor/EMA (Employment Medical Adviser) and reviewed annually, the employee must be certified in the health record as fit to work with ionising radiation (a list of medical practitioners can be obtained from the local HSE Office) • classified persons must remain so until the end of the calendar year except on medical grounds or when changing employment, unless their work is changing (so that their exposure is negligible) • the employee may require a radiation passbook issued by the ADS (unless they already have one) if they are expected to work in another employer's controlled area (the worker retains their own passbook when moving between employers) • for classified workers, it is a legal requirement for the employer to carry out an investigation to establish the correct dose and keep a report for 2 years
Unclassified workers	<p>This type of record is for workers who are not classified but where the employer chooses the same level of record-keeping service as their Classified workers (above).</p> <ul style="list-style-type: none"> • this is offered to provide reassurance and for quality assurance purposes • records are kept in the same way as for classified persons, with only minor differences • doses are not reported to CIDI
Basic record keeping	<p>This service is for workers/employers who wish to keep a lifetime history of doses with minimal reports.</p> <ul style="list-style-type: none"> • they are similar to the Unclassified workers category (above) • records are kept for a shorter period (a minimum of 2 years) based on employer request • Termination or Registration Reports are <i>not</i> issued
Non-record keeping	<p>This service is for workers who require dose assessments with minimal data stored.</p> <ul style="list-style-type: none"> • for workers who are unlikely to receive any significant doses, for example, dentists, vets and hospital workers • records are retained by the employer and an Annual Dose Summary is issued for each year of dose assessments, but no lifetime dose is stored