

**Radiation Safety Act (WA)
Notification of Sale, Transfer, Installation or Disposal**

Equipment

Make	Model	Serial No	Output	Purpose

Transferred from: (Seller)

Lic. / Reg. No				
Name				
Address				
			Post Code	
Contact	Phone		Fax	
Comments (Location)				
Signature			Date	

Transferred to: (Purchaser)

Lic. / Reg. No				
Name				
Address				
			Post Code	
Contact	Phone		Fax	
Comments (Location)				
Signature			Date	

Installation

Lic. / Reg. No				
Name				
Address				
			Post Code	
Contact	Phone		Fax	
Comments (Location)				
Signature			Date	

Confirmation (Radiological Council use only)

Receipt of the above information is confirmed.				
Name				
Signature			Date	

Send to the Radiological Council by fax (08 9381 1423) or post (The Secretary, Radiological Council, Locked Bag 2006, Nedlands WA 6009).

Notification Form

The purpose of this form is to provide the information necessary to track radiation producing equipment from its entry into Western Australia to its exit from the state or destruction. Please be sure to provide a **source** (i.e. where the equipment is coming from) and a **destination** (i.e. where the equipment is going to) when completing the details. The form should be used to notify us whenever equipment is moved from one location to another, even if there is no change of ownership.

Instructions

1. Please fill in the required details then send the form to the Radiological Council by fax (**08 9381 1423**) or post (The Secretary, Radiological Council, Locked Bag 2006, Nedlands WA 6009).
2. **Equipment:** For x-ray machines, the serial number should be taken from the generator. If this cannot be located then use the control unit serial number. The "Output" column is used to record maximum kVp and maximum mA at this voltage for x-ray machines, or mW and wavelength for lasers and transilluminators. The "Purpose" column is used to indicate the intended use of the equipment (e.g. CT; intra-oral, panoramic or cephalometric dental; fixed, C-arm or mobile fluoroscopic; entertainment or medical laser; fixed or mobile radiographic; industrial radiography; trans-illuminator; XRD; XRF).
3. **Buying or selling:** Complete both the seller and purchaser sections. Licence numbers **must** be supplied for both parties. (See the notes, below. A registration number is sufficient for a dentist.) It is important to record the equipment's former location in the "Seller" section and its new location in the "Purchaser" section. (The "Comments" should be used for this purpose if the seller and purchaser addresses do not coincide with the equipment locations. There is no need to record a former location for new equipment shipped straight from the factory.)
4. **Installation:** Record the installer's name, address and other details in the corresponding section. The "Comments" should be used to record the location where the equipment is being installed. Please also provide as much as possible of the seller and purchaser information in the corresponding sections.
5. **Disposal:** Details of the person giving up the equipment for disposal are recorded in the "Seller" section, while details of the person to whom the equipment is being transferred are recorded in the "Purchaser" section. The equipment will be added to the second person's registration unless it is sent out of the state or is rendered inoperable by, for example, irreversible destruction of a critical component. If the equipment is sent out of the state, please record the name and address of the person to whom it is being sent in the "Purchaser" section. If the equipment is rendered inoperable, please write "Destroyed" and record the method by which this has been achieved in the "Comments" of the "Purchaser" section.

Notes

1. The Radiation Safety Act 1975 requires anyone who sells radiation producing equipment (e.g. x-ray machines, class 3B or class 4 lasers, transilluminators) to **immediately** notify the Radiological Council in writing. The same applies to anyone who buys such equipment from a source outside the state.
2. It is an offence to sell radiation producing equipment to a person who does not hold a licence or exemption granted under the Act. The Act's definition of "sell" is quite broad, and includes loaning or giving.
3. When faxing a notification form, it is only necessary to send the side which contains information on the equipment etc.
4. You may copy this form. It is best to retain the double-sided format so that the instructions can be consulted whenever necessary. An electronic version is available from the Radiological Council (08 9346 2260).