

線上認證流程說明



Emergency Contact: Dial 119

Radiation worker registration

HOME

Registration procedure for radiation worker

Change procedure for radiation worker

Stop procedure for radiation worker

Radiation training

Notification procedure of your visit to Harima Campus

Order Procedure for radioactive material

Use planning procedure for radioactive material

Various procedures

Application forms

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Link

HSC Internal Website

We have two registration procedures: "PDF file/paper" and "electronic approval by using RIKEN Harima web system".

Please read the following instructions before choosing your submission method.

"PDF file/paper" submission

- If you would like to submit your application in PDF or paper format, please select this option.
- You don't need to register your personal page.
- After completing the data input, output the form as a PDF file and submit it to your affiliated institution (with your seal or signature).
- Submit the prepared application form

"RIKEN Harima web system" submission

- If you would like to submit your application via the web system, please select this option.
First, create a personal page.
Next, input data and save the data with "Temporary registration".
Confirm the input data and click "Submission" for approval request.
Approval requests will be sent by e-mail to the director of the affiliated institution, the representative of the affiliated institution, and the radiation protection supervisor.
After all the electronic approvals are completed, the application will be submitted.
You can check the approval status from your personal page.

Choose your submission method

under adjustment

Click here via the Web system



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To submit the application via the Web System

1. The link to the dedicated website for procedures for approval/authorization/certification will be sent to the laboratory head, the head of the affiliated organization and the radiation protection supervisor by email.
2. On the linked website, the laboratory head may approve, the head of the affiliated organization may authorize and the radiation protection supervisor may certify the registration (all of the process is completed on the Web System).
 - * The status of approval/authorization/certification will be displayed on the personal page.
 - * If information on the application needs to be corrected, withdraw the application and apply again.
 - * Please note that once approval/authorization/certification of the laboratory head, the head of the affiliated organization and the radiation protection supervisor is completed, the applicant cannot withdraw the application.
3. The application will be received by the Radiation Control Office at RIKEN Harima after being checked by personnel in charge of admission. The acceptance notice will be sent to the applicant by email.
4. After the application is received, the applicant is requested to take the e-learning training course on radiation safety. The information of the training course will be sent by email.

- * The progress of the training course will be displayed on the personal page.
- * If you are under non-RIKEN Harima management, for example a SPring-8/SACLA user, a visiting scientist, or a visiting vendor/supplier, you need to obtain approval/authorization/certification of the laboratory head, the head of the affiliated organization and the radiation protection supervisor at least 10 days before your arrival.
- * If you are under RIKEN Harima management, it will take about two weeks to complete the registration process after submission of the application.

Personal page login



已有此輻安系統 [back](#)
帳密者，請登入

New registration



首次使用此輻安系統
請先註冊

SPring-8 輻射工作人員註冊(原表格5-1)流程

Radiation worker registration

Registration change of radiation worker

Registration withdraw of radiation worker

Login ID

E-mail

Name

Kana

Edit

Change password

[List of submitted applications]

Status	Category of application	Receipt No.	Type of applicant	Date of application	Approval of the supervisor	Authorization of the affiliated organization	Certificate of radiation protection supervisor	Confirmed by the person in charge	Confirmed by JASRI	Confirmed by SACLA	Accepted
No data											

[Training course attendance records (e-learning)]

Receipt No.	Status	Language	Titles	Last date of taking the training	Result
No data					

SPring-8 輻射工作人員註冊(原表格5-1)流程



Registration of Radiation Worker

The following procedures are required to register a radiation worker at RIKEN Harima Branch (hereafter referred to as RIKEN Harima).

- (1) Select the type of registration for the worker on the registration screen and move to the application entry screen.
- (2) Complete the application form and apply.
 - *Make sure that you provide the correct email addresses because the link to the dedicated website for approval/authorization/certification procedures will be sent to the supervisor, the head of the affiliated organization and the radiation protection supervisor by email.
 - *For the email address of the head of the affiliated organization, enter the email address of the administrative staff (department) who is in charge of authorization procedures under the head of the organization.
 - *For the email address of the radiation protection supervisor, enter their email address or the email address of the administrative staff (department) who is in charge of radiation management under the radiation protection supervisor.

[To submit the application via the Web System]

[Worker who is to be under radiation management by RIKEN Harima.]

RIKEN Employee

RIKEN employee affiliated with RIKEN Harima

Under RIKEN radiation management but mainly employed at non-RIKEN institution

Worker who is mainly employed in an external institution and is to be under radiation management by RIKEN.

[Worker who is to be under radiation management outside RIKEN Harima.]

SPring-8/SACLA user

SPring-8/SACLA user (Public Beamline user and Contract Beamline user) (Including employee of other RIKEN branches as Public Beamline user)

RIKEN Employee(non-Harima), RIKEN Visiting Scientist, RIKEN Student Trainee

RIKEN Employee(non-Harima), RIKEN Visiting Scientist, RIKEN Student Trainee

External user

Visiting researcher who utilizes RIKEN facilities

JASRI

JASRI Employee

Contract Beamline user

Contract Beamline user who is a full-time stationed worker at Harima Campus (Limited to those who have submitted a list of full-time stationed workers)

Other external company

Visiting supplier/vendor as a full-time stationed worker(Work limited to within Harima Campus.) Visiting supplier/vendor

[Worker who is to be under radiation management by RIKEN Harima. · Remote experiment only.]

Remote experiment user

Worker who operates devices remotely. (No visit to SPring-8/SACLA)

[To submit the application via the Web System]

- (1) The link to the dedicated website for procedures for approval/authorization/certification will be sent to the laboratory head, the head of the affiliated organization and the radiation protection supervisor by email.

SPring-8 輻射工作人員註冊(原表格5-1)流程

[Affiliated organization]

由NSRRC認證者請將NSRRC列為第二單位

Name of organization:

Department:

Position:

Address: Address Line1

Address Line2

City

State/Province

Zip/Postal

Country

Phone:

Title of the supervisor:

Name of the supervisor:

Email of the supervisor:

An email with the approval page URL will be sent.

Email of the supervisor (to Confirm):

由NSRRC認證者請填email為

radapv@nsrrc.org.tw

SPring-8 輻射工作人員註冊(原表格5-1)流程

[Space for approval and authorization]

The approval period: From: 2022 ▼ yyyy [] ▼ mm [] ▼ dd

To: 2023 ▼ yyyy 3 ▼ mm 31 ▼ dd (Do not exceed the fiscal year)

Note: If you have other plan of experiments within this fiscal year, please put the end of the fiscal year (Japanese FY ends on March 31).

Note: The approval period is a term that is permitted by a representative of your organization/company with regards to your radiation work at SPring-8/SACLA. Since you are not able to work at SPring-8/SACLA outside of the approval period, make sure to retain spare days for the term beforehand. (allow the time period for ranging such as frontloading and extending).

Health check (the result of the latest): Normal
 Not normal (Attach the copy of health check results)

Dose amount of radiation exposure (the result of the last fiscal year): Less than 1mSv
 More than or equal to 1mSv ([] mSv)

Approving and authorizing organization: If your affiliated organization is the same, place a check-mark here.

Name NSRRC

Address Line1 101 Hsin-Ann Road, Hsinchu Science Park

Address Line2

City Hsinchu

State/Province

Zip/Postal 30076

Country Taiwan

Title of the representative for the organization above: Director

Name of the representative for the organization above: Chia-Hung HSU

Email of the head of the affiliated organization: radapv @ nsrrc.org.tw

An email with the page of URL for authorization will be sent.

When you are not affiliated to the organization, enter the email address of the administrative staff (department) who is in charge of authorization procedures under the head of the organization.

Email of the head of the affiliated organization (to Confirm): radapv @ nsrrc.org.tw

ation:(to Confirm):

由NSRRC認證者請填email為

radapv@nsrrc.org.tw

SPring-8 輻射工作人員註冊(原表格5-1)流程

Organization/company of the radiation protection supervisor: If your affiliated organization is the same, place a check-mark here.

Name

Address Line1

Address Line2

City

State/Province

Zip/Postal

Country

Title of radiation protection supervisor:

Name of radiation protection supervisor:

Phone of radiation protection supervisor:

For the phone number of the radiation protection supervisor, enter their phone number or the phone number of the administrative staff (department) who is in charge of radiation management under the radiation protection supervisor.

Email of the radiation protection supervisor:

An email with the page of URL for certification will be sent.

For the email of the radiation protection supervisor, enter their email address or the email address of the administrative staff (department) who is in charge of radiation management under the radiation protection supervisor.

Email of the radiation protection supervisor (to Confirm):

由NSRRC認證者請填email為

radapv@nsrrc.org.tw

SPring-8 輻射工作人員註冊(原表格5-1)流程

[Personal information]

Consent of radiation work: I accept

I will take the classes at the request of the laws and the RIKEN rules, and understand the contents of them. I hereby agree to do the radiation work under the condition provided by them, and promise to keep them.

Category of EEA: Applicable Not applicable

Note:

1. If you meet any of the following conditions, please select "Applicable". If you do not meet any of

them, please select "Not applicable".

a) Are a national of an EEA country

b) Live in the EEA

c) Affiliated with an organization or company located in the EEA

2. The EEA (European Economic Area) is composed of 28 countries of the EU, Norway, Iceland, and Liechtenstein.

3. If you fall under the category of EEA, you need to submit a written consent form according to the

General Data Protection Regulation (GDPR) when applying for registration as a radiation worker.

Confirm

To confirmation page

Back

檢查頁面如有漏填資料，請按Back。
確認資料都已詳實填寫，
移到頁面最下方按Temporary registration。

* Please note that some parts of the information you have registered (RIKEN ID, name, affiliation, position/status, and contact info) will be provided to SPring-8 Users Community (SPRUC) since all SPring-8 users are supposed to automatically join SPRUC. So we kindly ask for your understanding.

Inquiries regarding this matter:
RIKEN SPring-8 Center (RSC) rikenbl@spring8.or.jp

Click "Temporary registration", if there are no mistakes in the application form contents.
Click "Back" to revise the contents, if there are mistakes.
Even if you click "temporary registration", an approval/approval email will not be sent.
After temporary registration, click "Submit" on the next screen to apply.

Temporary registra

To confirmation page

Back

SPring-8 輻射工作人員註冊(原表格5-1)流程

Submission
(Approval Request)

Withdrawal

Edit application

PDF output

attaching file

Radiation Worker Approval Application Form (Worker who is to be under radiation management outside RIKEN Harima.)

按Submission採用線上認證
將以電子郵件方式
進行輻射工作人員註冊表之認證。

SPring-8 輻射工作人員註冊(原表格5-1)流程

Check page before submission

Note: After confirming the following, please check the box and click "Submit".

- I have obtained the approval of the laboratory head to submit this application.
- I have obtained the consent of the consent of the head of the affiliated organization and the radiation protection supervisor for the use of electronic approval.
- I have confirmed that the information entered (especially the e-mail address) is correct.

Submission

Back

敬請事先連絡您所填寫郵件地址之主管，當您按下Submission後，系統將依序寄3信至您所填寫之郵件地址。第1、2封請主管點開網址後選[Approve]及[Authorize]，核可後系統才會寄送第3封，請主管點開網址後選[Certify]，即完成認證。

由NSRRC認證者，不論是用戶或中心同仁，一律請通知用戶行政與推廣室進行認證。

以上流程敬請於抵達SP8前10天完成。(不再需要列印及郵寄正本)