

هيئة الرقابة النووية والإشعاعية
Nuclear and Radiological Regulatory Commission

National Registry System

User Guide

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Heuristic

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INTRODUCTION

The Nuclear and Radiological Regulatory Commission (NRRC) is pleased to present the User Guide for the National Nuclear Registry System . This guide serves as a comprehensive reference to help licensed entities and registered facilities maximize the benefits of the National Nuclear Registry System and use it efficiently and effectively.

The system covers all aspects related to the management of all types of radioactive sources (sealed, unsealed, and short-lived), associated equipment, radiation-generating devices, and personnel working in licensed facilities specialized in nuclear and radiological activities.

This guide aims to clarify the main functions of the system and the services provided through it, to ensure optimal use and to achieve the highest levels of regulatory compliance, safety, and security

Target Audience

This guide targets all facilities licensed by the Nuclear and Radiological Regulatory Commission and registered in the National Nuclear Registry System in the Kingdom of Saudi Arabia. If your facility is classified among these entities, this guide is your primary reference for understanding how to use the National Nuclear Registry System, ensuring full compliance with approved regulations and standards.

START

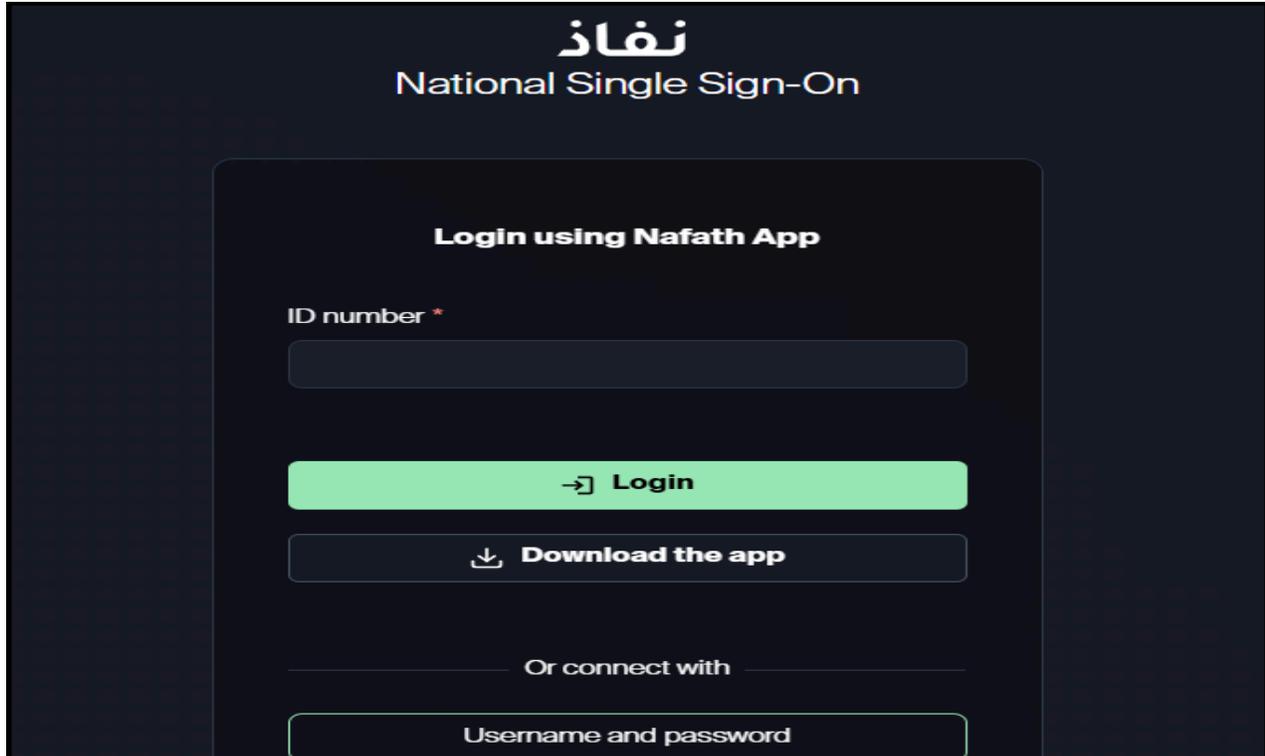
Log in to the system

1. Open a web browser on your device.
2. Access the National Nuclear Registry System via the Nuclear and Radiological Regulatory Authority website
3. The address of the National Nuclear Registry System can be obtained by clicking on the link: [here](#)

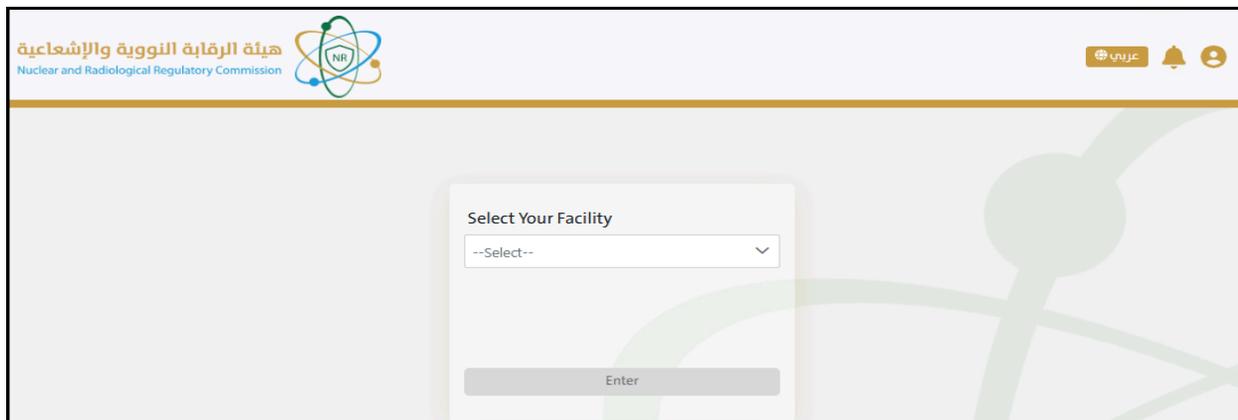


Log in via the Nafath platform

4. Click on the “Nafath Login” button to go to the Unified Access Portal and complete the verification procedures.

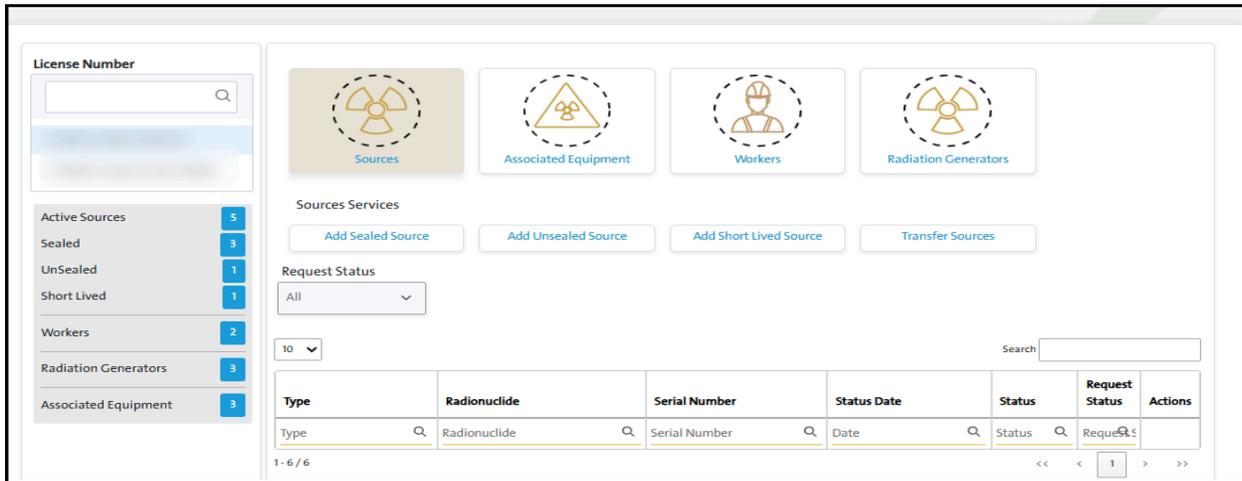


5. Enter your national ID number or residence number, then click the “Sign in” button.
6. After logging in, you will be directed to the National Registry system to select your facility.
 - From the drop-down menu, select the facility whose records you want to manage.
 - You can navigate between your registered facilities by refreshing the page.



Landing Page Overview

After selecting a facility, you will be directed to the system's landing page, which displays a comprehensive overview of the system's functions, available services, and the latest activities and statistics related to the facility.



The screenshot shows the landing page interface. On the left is a sidebar with a 'License Number' search field and a list of statistics: Active Sources (5), Sealed (3), UnSealed (1), Short Lived (1), Workers (2), Radiation Generators (3), and Associated Equipment (3). The main area features four icons: Sources, Associated Equipment, Workers, and Radiation Generators. Below these are 'Sources Services' buttons: Add Sealed Source, Add Unsealed Source, Add Short Lived Source, and Transfer Sources. A 'Request Status' dropdown is set to 'All'. A table below has columns: Type, Radionuclide, Serial Number, Status Date, Status, Request Status, and Actions. The table shows one row with search icons in the first three columns. A search bar is on the right, and pagination shows '1' of 6 items.

(The above data is for display and clarification purposes)

Change Language:

Click on the language icon to change the display language to Arabic by clicking on the option shown.

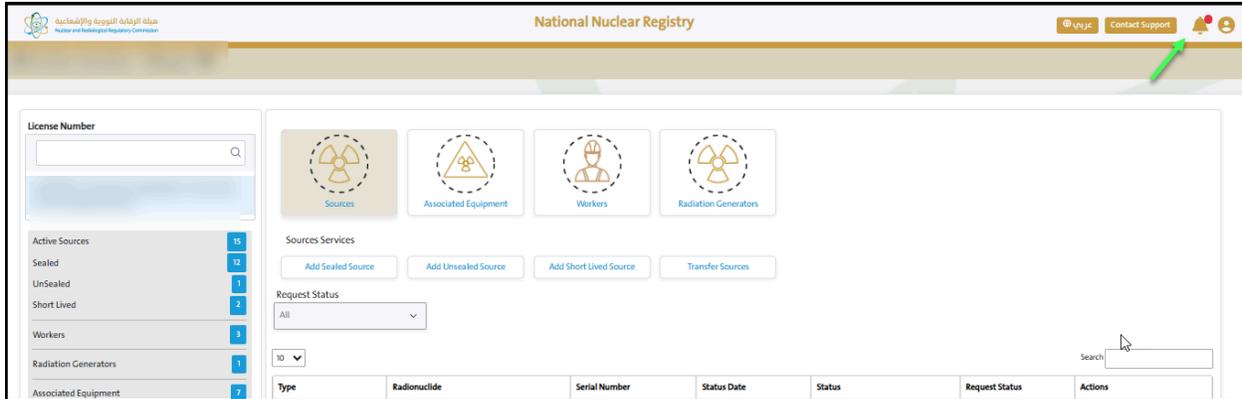


This screenshot is identical to the previous one but includes a green arrow pointing to the language icon in the top right corner of the page header, which is labeled 'العربية' (Arabic). Other icons for 'Contact Support', a notification bell, and a user profile are also visible in the header.

(The above data is for display and clarification purposes)

Notifications:

To view your notifications, click the Notifications icon at the top of the page, where the latest alerts and messages associated with your account or facility will be displayed.



The screenshot shows the National Nuclear Registry dashboard. In the top right corner, there is a notification bell icon with a red dot, which is highlighted by a green arrow. The dashboard includes a search bar for License Number, a sidebar with counts for various source types, and a main area with icons for Sources, Associated Equipment, Workers, and Radiation Generators. Below these are buttons for adding and transferring sources, and a table with columns for Type, Radionuclide, Serial Number, Status Date, Status, Request Status, and Actions.

(The above data is for display and clarification purposes)

Profile

Click on the profile icon to view your account name, access technical support options, and log out of the system.

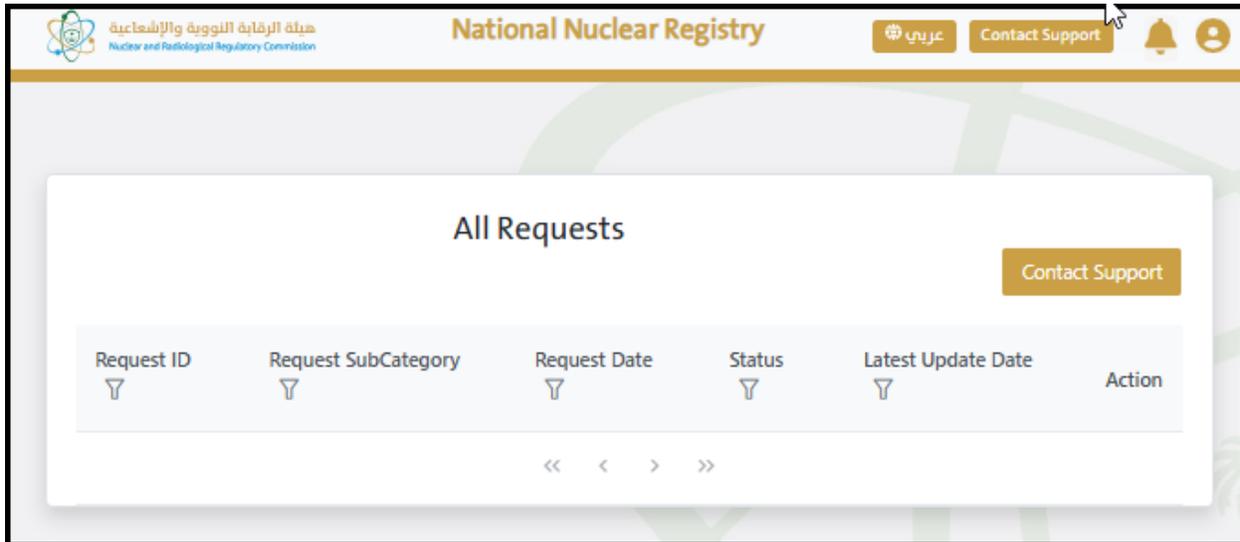


This screenshot is identical to the one above, showing the National Nuclear Registry dashboard. The profile icon, represented by a person silhouette, is located in the top right corner next to the notification bell and is highlighted with a green arrow.

(The above data is for display and clarification purposes)

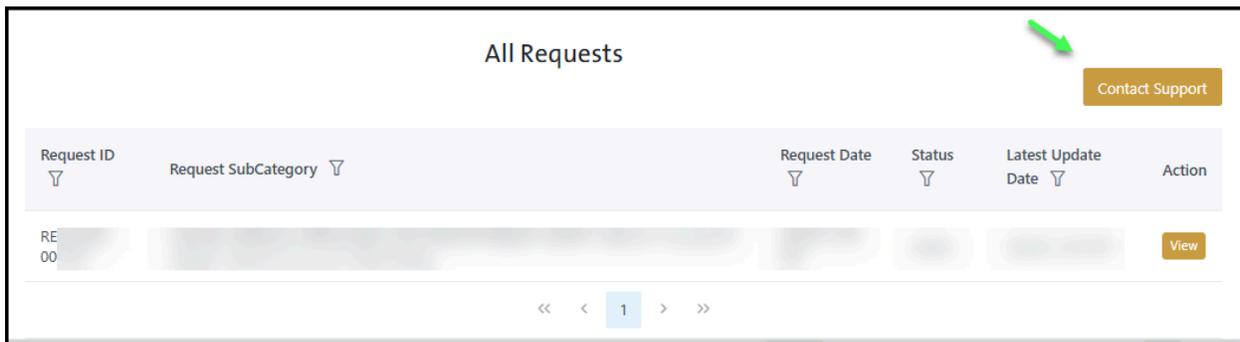
Contact Support

Click on the technical support icon to contact the support team and submit inquiries or reports related to using the system.



(The above data is for display and clarification purposes)

- i. Click the "Contact Support" button to open a direct communication channel with the technical support team.



(The above data is for display and clarification purposes)

- ii. Fill in the required fields, including the subcategory, subject, description, and attachments relevant to the inquiry (if any).
- iii. After completing the information, click "Submit" to forward the request to the relevant authority.
- iv. You will be responded to as soon as possible by our support team.



The screenshot shows a web form for submitting a request. The form is divided into several sections:

- Request:** A dropdown menu with the selected option "الاستفسارات".
- Category:** A dropdown menu with the selected option "سارات المتعلقة بالسجلات الوطنية".
- SubCategory:** A dropdown menu with the selected option "--Select--".
- Subject:** A text input field with the placeholder "Enter subject".
- Description:** A larger text input field with the placeholder "Enter description".
- Attachments:** A file upload section with a "Choose Files" button and the text "No file chosen". Below it, it states "Max Files: 5. Allowed Types: JPG, JPEG, PNG, PDF, DOC, DOCX."

At the bottom right of the form is a "submit" button. In the background, a table is partially visible with columns for "Request ID", "Request", "Update", and "Action". One row shows "REQ-2025-001957" and "Inquiry".

(The above data is for display and clarification purposes)

Sources

The main screen displays details of sealed, unsealed, and short-lived radioactive sources within licensed facilities, based on the selected license.

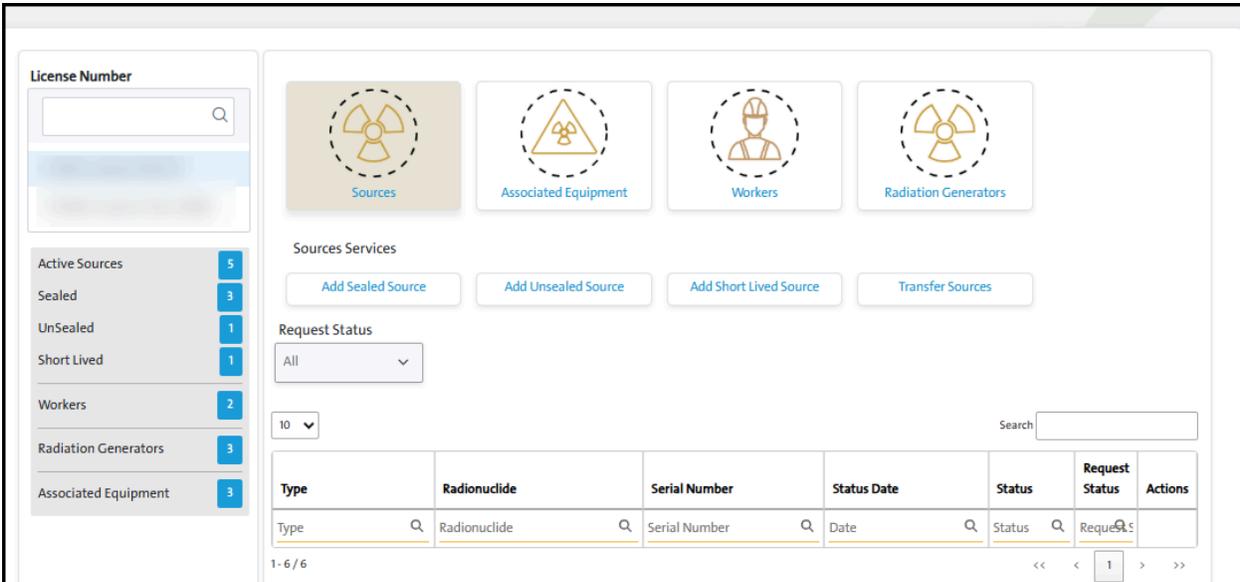
The displayed data includes source information such as source type, current radioactivity, and serial number.

This screen allows the user to view the inventory of sources registered with the facility by the selected license, in addition to the source status (draft, submitted, accepted, correction required). Licenses can also be navigated through the Change License option, indicated by the arrow in the image below.

You can also navigate to:

- The Transfer of Ownership screen using the Source Transfer option.
- The Sealed Radioactive Source Registration screen.
- The Unsealed Radioactive Source Registration screen.
- The Short-Lived Radioactive Source Registration screen.

❖ The contents of each screen will be explained separately in this document.



The screenshot displays the 'Sources' screen in the National Registry System. On the left, there is a sidebar with a search bar for 'License Number' and a list of source status counts: Active Sources (5), Sealed (3), UnSealed (1), Short Lived (1), Workers (2), Radiation Generators (3), and Associated Equipment (3). The main area features four navigation icons: Sources, Associated Equipment, Workers, and Radiation Generators. Below these are 'Sources Services' buttons: Add Sealed Source, Add Unsealed Source, Add Short Lived Source, and Transfer Sources. A 'Request Status' dropdown menu is set to 'All'. A table below shows a list of sources with columns for Type, Radionuclide, Serial Number, Status Date, Status, Request Status, and Actions. The table is currently empty. At the bottom, there is a pagination indicator '1 - 6 / 6' and navigation arrows.

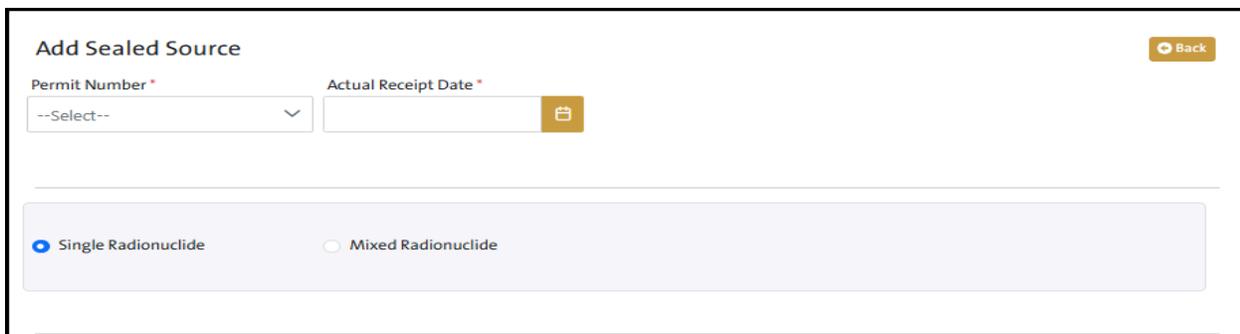
(The above data is for display and clarification purposes)

Adding sources to facilities

Add a sealed source

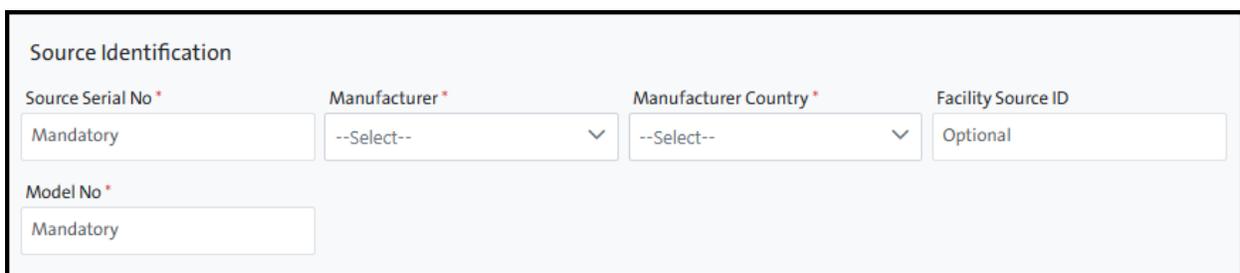
To complete the process of registering a sealed radioactive source in the system, please follow the following steps:

- a. Select the Permit number from the drop-down list.
- b. Enter the actual receipt date.
- c. Determine if it contains one or more Radionuclides.



(The above data is for display and clarification purposes)

- d. Enter the following source information:
 - i. Select the source serial number from the drop-down list
 - ii. Select the manufacturer from the drop-down list
 - iii. Select the country of manufacture from the drop-down list
 - iv. Enter the source facility number
 - v. Enter the model number



e. Enter Characteristics:

- i. Select the source status from the drop-down menu.
- ii. Select the physical status from the drop-down menu.
- iii. Select the associated equipment from the drop-down menu. menu.

Characteristics

Source Status *	Physical Form *	Associated Equipment *
--Select--	--Select--	--Select--

Note: The facility must have pre-registered and linked equipment to appear among the available options in the system.

One or more sources may be linked to associated equipment, depending on its type.

f. Enter Radionuclide data: :

- i. Select the Radionuclide from the drop-down list.
- ii. Enter the initial activity value.
- iii. Select the activity unit from the drop-down list.
- iv. Enter the initial activity date.

Radionuclides

Radionuclide *	Initial Activity *	Unit *	Initial Activity Date *
--Select--	Mandatory	--Select--	<input type="text"/>

Additional information: Some types of resources, such as uranium, thorium, and plutonium, require the entry of additional data, which are:

- i. Select an item from the drop-down list
- ii. Enter an item's mass
- iii. Select an item's mass unit from the drop-down list

Radionuclides

Radionuclide *	Element *	Element Mass *	Element Mass Unit *
Th-226 × ▾	--Select-- ▾	Mandatory	--Select-- ▾
Initial Activity *	Unit *	Initial Activity Date *	
Mandatory	--Select-- ▾	<input type="text"/> 	

(The above data is for display and clarification purposes)

g. Attachments

i. Source Certificate From Manufacturer

- If the certificate is not available, activate the option, then attach a copy of the source's ID card.
- If the ID card is also not available, activate the option, then download the storage report form.

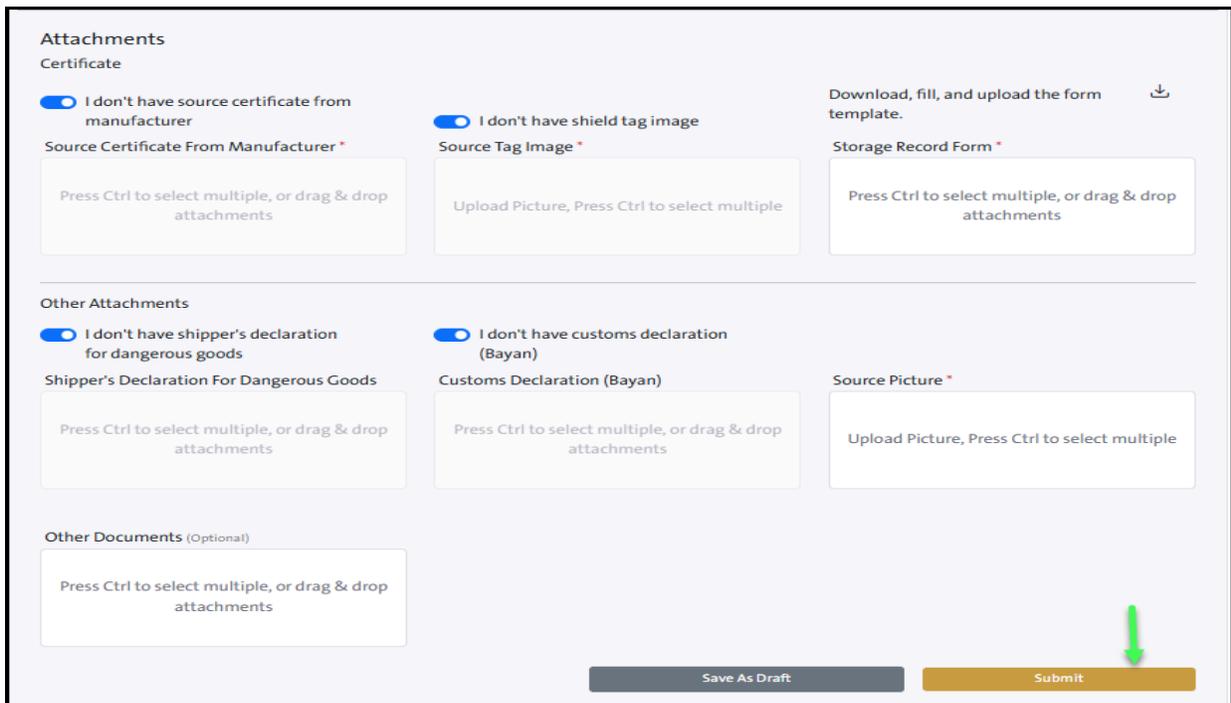
ii. Shipper's Declaration For Dangerous Goods

- If the declaration is not available, activate the option, then attach the customs declaration.
- If the customs declaration is not available, activate the option, then attach a copy of the source.

iii. Other documents (optional)

h. Save

- Click the "Save" or "Save as Draft" button.
- Choosing "Save" will send the request to the Nuclear and Radiological Regulatory commission for review.
- If the data is incomplete or needs to be reviewed later, you can use the "Save as Draft" option to avoid losing the entered information.



Attachments

Certificate

I don't have source certificate from manufacturer

Source Certificate From Manufacturer *

Press Ctrl to select multiple, or drag & drop attachments

I don't have shield tag image

Source Tag Image *

Upload Picture, Press Ctrl to select multiple

Download, fill, and upload the form template. 

Storage Record Form *

Press Ctrl to select multiple, or drag & drop attachments

Other Attachments

I don't have shipper's declaration for dangerous goods

Shipper's Declaration For Dangerous Goods

Press Ctrl to select multiple, or drag & drop attachments

I don't have customs declaration (Bayan)

Customs Declaration (Bayan)

Press Ctrl to select multiple, or drag & drop attachments

Source Picture *

Upload Picture, Press Ctrl to select multiple

Other Documents (Optional)

Press Ctrl to select multiple, or drag & drop attachments

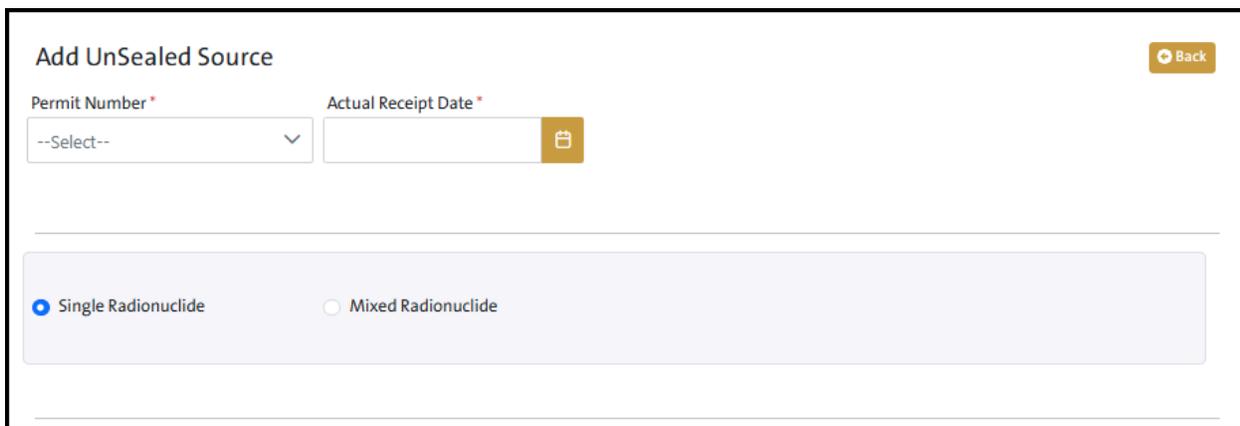
Save As Draft **Submit**

(The above data is for display and clarification purposes)

Add unsealed radioactive source

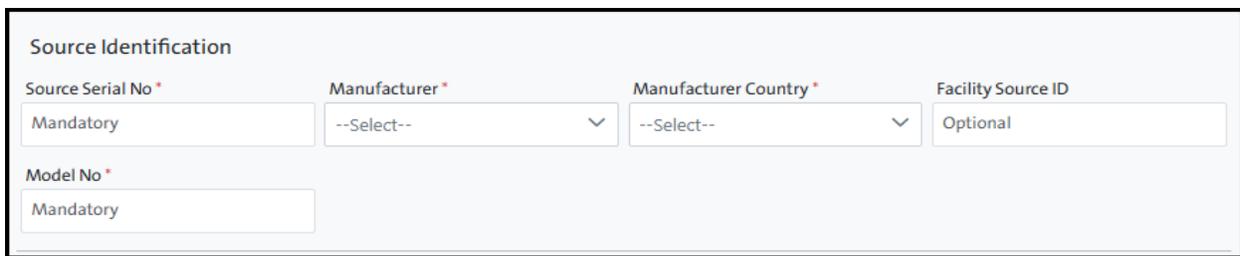
To complete the process of registering an unsealed radioactive source in the system, please follow the following steps:

1. Adding an unsealed radioactive source:
 - a. Select the Permit number from the drop-down list.
 - b. Enter the actual receipt date.
 - c. Indicate if it contains one or more Radionuclides.



(The above data is for display and clarification purposes)

- d. Enter the following source information:
 - i. Serial number (the same number cannot be repeated for more than one source).
 - ii. Factory name from the drop-down list.
 - iii. Country of manufacture from the drop-down list.
 - iv. Facility source number (optional).
 - v. Model number.



e. Characteristics

- i. Select the source status from the drop-down list
- ii. Select the physical form from the drop-down list
- iii. Enter the quantity
- iv. Select the unit from the drop-down list
- v. Select the associated equipment from the drop-down list

Characteristics

Source Status *	Physical Form *	Associated Equipment *
--Select--	--Select--	--Select--

Note: The facility must have pre-registered and linked equipment to appear among the available options in the system. One or more sources may be linked to Associated equipment, depending on its type.

f. Enter Radionuclide data

- i. Select the Radionuclide from the drop-down list
- ii. Enter the initial activity value
- iii. Select the activity unit from the drop-down list
- iv. Enter the initial activity date

Radionuclides

Radionuclide *	Initial Activity *	Unit *	Initial Activity Date *
--Select--	Mandatory	--Select--	<input type="text"/>

**Note: Some sources, such as uranium, thorium, and plutonium, require additional information:

- i. Select the element from the drop-down list.
- ii. Enter the mass of the element.
- iii. Select the element's mass unit from the drop-down list.

Radionuclides

Radionuclide *	Element *	Element Mass *	Element Mass Unit *
Th-226 × ▾	--Select-- ▾	Mandatory	--Select-- ▾
Initial Activity *	Unit *	Initial Activity Date *	
Mandatory	--Select-- ▾	<input type="text"/>	

(The above data is for display and clarification purposes)

g. Attachments

i. Source Certificate From Manufacturer

- If the certificate is not available, activate the option, then attach a copy of the source's ID card.
- If the ID card is also not available, activate the option, then download the storage report form.

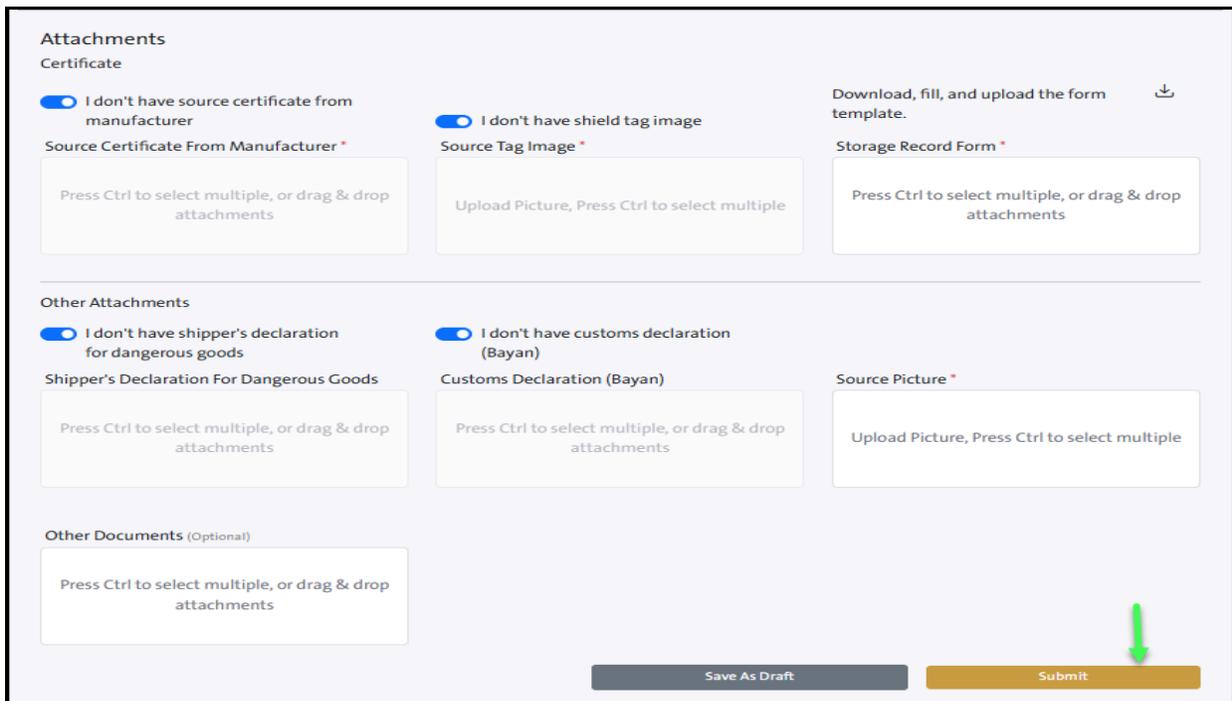
ii. Shipper's Declaration For Dangerous Goods

- If the declaration is not available, activate the option, then attach the customs declaration.
- If the customs declaration is not available, activate the option, then attach a copy of the source.

iii. Other documents (optional)

h. Save

- Click the "Save" or "Save as Draft" button.
- Choosing "Save" will send the request to the Nuclear and Radiological Regulatory commission for review.
- If the data is incomplete or needs to be reviewed later, you can use the "Save as Draft" option to avoid losing the entered information.



Attachments

Certificate

I don't have source certificate from manufacturer

Source Certificate From Manufacturer *

Press Ctrl to select multiple, or drag & drop attachments

I don't have shield tag image

Source Tag Image *

Upload Picture, Press Ctrl to select multiple

Download, fill, and upload the form template. 

Storage Record Form *

Press Ctrl to select multiple, or drag & drop attachments

Other Attachments

I don't have shipper's declaration for dangerous goods

Shipper's Declaration For Dangerous Goods

Press Ctrl to select multiple, or drag & drop attachments

I don't have customs declaration (Bayan)

Customs Declaration (Bayan)

Press Ctrl to select multiple, or drag & drop attachments

Source Picture *

Upload Picture, Press Ctrl to select multiple

Other Documents (Optional)

Press Ctrl to select multiple, or drag & drop attachments

Save As Draft **Submit**

(The above data is for display and clarification purposes)

Add short-lived radioactive source

To complete the process of registering a short-lived radioactive source in the system, please follow these steps:

1. Add a short-lived radioactive source:
 - a. Select the Permit number from the drop-down list.

Add New Short Lived Unsealed Source Back

Permit Number *

--Select--

(The above data is for display and clarification purposes)

- i. Serial number (the same number cannot be repeated for more than one source).
 - ii. Factory name from the drop-down list
 - iii. Country of manufacturer from the drop-down list.

Source Identification

Source Serial No *	Manufacturer *	Manufacturer Country *
Mandatory	--Select--	--Select--

- i. Select the physical form from the drop-down menu.
 - ii. Enter the quantity (last three months).
 - iii. Select the unit from the drop-down menu.
 - iv. Select the associated equipment from the drop-down menu.

Characteristics

Physical Form *	Quantity * (last 3 months)	Unit *	Associated Equipment *
--Select--		--Select--	--Select--

Note: The facility must have pre-registered and linked equipment to appear among the available options in the system. One or more sources may be linked to a single piece of equipment, depending on its type.

d. Enter Radionuclide data:

- i. Select the Radionuclide from the drop-down list.
- ii. Enter the source activity.
- iii. Select the unit from the drop-down list.

Radionuclides

Radionuclide *	Source Activity *	Unit *
--Select--	Mandatory	--Select--

e. Attachments

i. Source Certificate From Manufacturer

- If the certificate is not available, activate the option, then attach a copy of the source's ID card.
- If the ID card is also not available, activate the option, then download the storage report form..

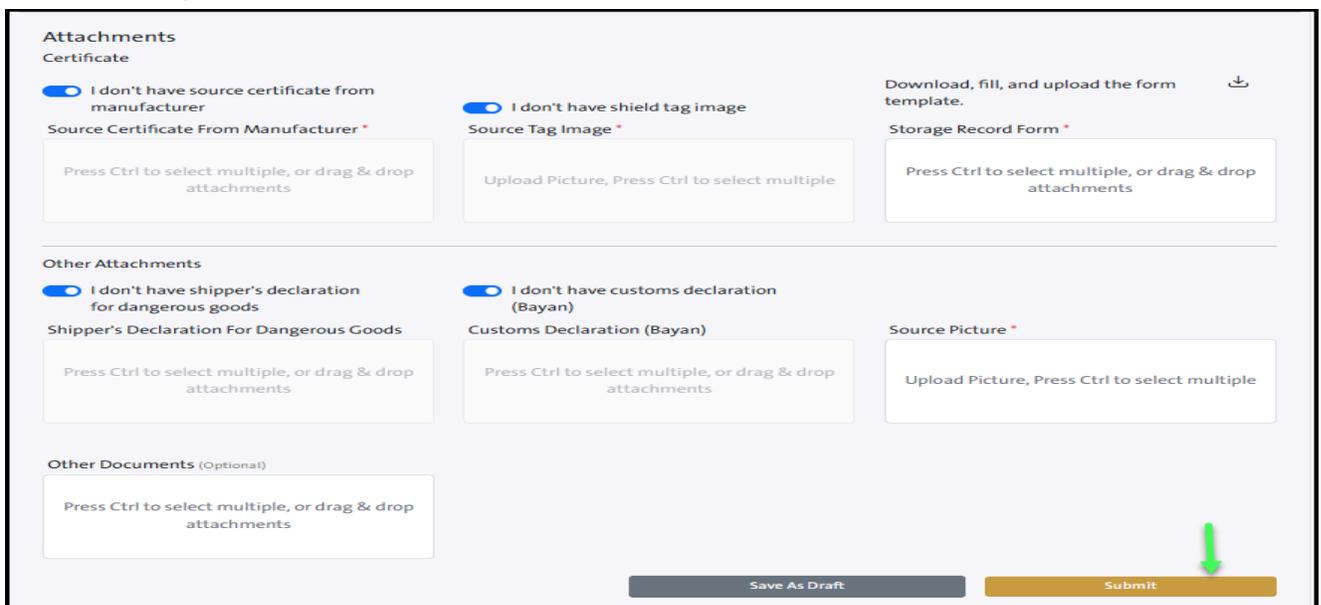
ii. Shipper's Declaration For Dangerous Goods

- If the declaration is not available, activate the option, then attach the customs declaration.
- If the customs declaration is not available, activate the option, then attach a copy of the source.

iii. Other documents (optional)

f. Save

- Click the "Save" or "Save as Draft" button.
- Choosing "Save" will send the request to the Nuclear and Radiological Regulatory commission for review.
- If the data is incomplete or needs to be reviewed later, you can use the "Save as Draft" option to avoid losing the entered information.



Attachments

Certificate

I don't have source certificate from manufacturer

Source Certificate From Manufacturer *

Press Ctrl to select multiple, or drag & drop attachments

I don't have shield tag image

Source Tag Image *

Upload Picture, Press Ctrl to select multiple

Download, fill, and upload the form template. 

Storage Record Form *

Press Ctrl to select multiple, or drag & drop attachments

Other Attachments

I don't have shipper's declaration for dangerous goods

Shipper's Declaration For Dangerous Goods

Press Ctrl to select multiple, or drag & drop attachments

I don't have customs declaration (Bayan)

Customs Declaration (Bayan)

Press Ctrl to select multiple, or drag & drop attachments

Source Picture *

Upload Picture, Press Ctrl to select multiple

Other Documents (Optional)

Press Ctrl to select multiple, or drag & drop attachments

Save As Draft **Submit** 

(The above data is for display and clarification purposes)

Review the status of sources

All sources registered with the facility are displayed in the Sources list on the home page, visible only to the authorized user. The list includes the current status of all radioactive sources, with the ability to use the search fields at the bottom of the page to facilitate access to a specific source:

1. Submitted: This status appears after entering the required information and submitting the request . It remains pending until a response is received from the relevant authority.
2. accepted: This means that the request has been fully reviewed and accepted.
3. Correction Required: This status appears if there is incorrect or incomplete information. You may request that it be amended and resubmitted.
4. Draft: This status indicates that the request is not yet complete and can be saved for later use or for making edits before submission.

** Note: In the draft status, no action is taken until the information is completed and the request is submitted.

Type	Radionuclide	Serial Number	Status Date	Status	Request Status	Actions
Sealed	---			In Use	Draft	  
Unsealed	Isotope: Be-7 Activity: 1.15E+12 Bq			Lost	Accepted	 
Sealed	---			In Use	Correction Required	
Short Lived	Isotope: Ac-227 Activity: 3.00E+0 Bq			---	Accepted	 
Sealed	Isotope: U-235 Activity: 5.00E+0 Bq			In Use	Submitted	 
Sealed	---			In Use	Correction Required	
Type	Radionuclide	Serial Number	Date	Status	Request Status	

(The above data is for display and clarification purposes)

Edit the source

To modify source data, please follow these steps, noting the following:

- The request cannot be modified if its status is " Submitted."
- Some fields can only be modified in the following two cases:
 - "accepted"
 - "Correction Required"

Type	Radionuclide	Serial Number	Status Date	Status	Request Status	Actions
Sealed	---			In Use	Correction Required	 

(The above data is for display and clarification purposes)

- a. Click the "Edit" icon to open the editing page and make the required changes to the source data.

Date	User Name	Comment	Action
30/04/2025	NRRC	تغيير	Change Request Status To Correction Required

The correction should be based on NRRC feedback.

Edit Source

Permit Number *  

Actual Receipt Date * 



(The above data is for display and clarification purposes)

- b. Modify the source data based on the commission employee's comments. You can also review the request history using the designated icon.

Date	User Name	Comment	Action
17/05/2025	NRRC	Please, update source profile, you need to register your associated equipment to link it with the source.	Change Request Status To Correction Required

History

Edit Source

Created By: [Redacted] Created On: 26/Jan/2025, 12:14

Permit Number * [Redacted] x v Actual Receipt Date * [Redacted]

Single Radionuclide
 Mixed Radionuclide

Source Identification

Source Serial No * [Redacted] Manufacturer * [Redacted] x v Manufacturer Country * USA x v Facility Source ID [Redacted]

Model No * AMN.CYI

Characteristics

Source Status * In Use x v Physical Form * Solid x v Associated Equipment * N/A x v

If a correction is required, the application data must be modified based on the comments of the

(The above data is for display and clarification purposes)

- c. After clicking the "Save" button, the request will be sent back to the Nuclear and Radiological Regulatory commission for review and approval.
- d. The request status will change to " Submitted," and the data cannot be modified afterward unless action is taken by a commission employee.

Type	Radionuclide	Serial Number	Status Date	Status	Request Status	Actions
Sealed	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Submitted	[Edit] [Print]

(The above data is for display and clarification purposes)

Copy source data

When you click the copy icon, a new source will be created based on the basic data of the original source.

The remaining fields must be completed before saving and submitting the request as a new one. The copy will remain in "Draft" status until it is saved and submitted. You can also delete the copied source if you no longer wish to complete the request.

Type	Radionuclide	Serial Number	Status Date	Status	Request Status	Actions
Sealed	---			In Use	Draft	  
Sealed	Isotope: Be-7 Activity: 1.15E+12 Bq			Lost	Accepted	 

(The above data is for display and clarification purposes)

Associated equipment.

The main screen displays details of the equipment associated with radiation use within licensed facilities, based on the specific license.

The displayed data includes information such as: device type, intended use, serial number, and manufacturer name.

This module enables the user to view all associated equipment registered with the facility according to the specific license, as well as the equipment status, such as:

- Draft
- submitted
- accepted
- Correction required

You can also switch between licenses to view different equipment data using the Change License option, shown by the arrow in the image below.

This screen allows you to perform several actions, including:

- Add new associated equipment
- Move associated equipment
- Review the status of equipment registered on the license

Associated Equipment Back

Add Associated Equipment

Transfer Associated Equipment

Request Status: All

10 Search

Serial Number	Model Number	Equipment Type	Status Date	Status	Request Status	Actions
SN				Stuck in Well	Draft	  
		Conventional		Stuck in Well	Accepted	 

Serial Number Model Number Equipment Type Status Date Status Request Status

1-4 / 4 << < 1 > >>

(The above data is for display and clarification purposes)

Add associated equipment

To add associated equipment, click the “Add Associated Equipment” button, then fill in the following information:

- a. Select the Permit number from the drop-down list.



- b. Determine whether the equipment contains depleted uranium.

If it does, please enter the following information:

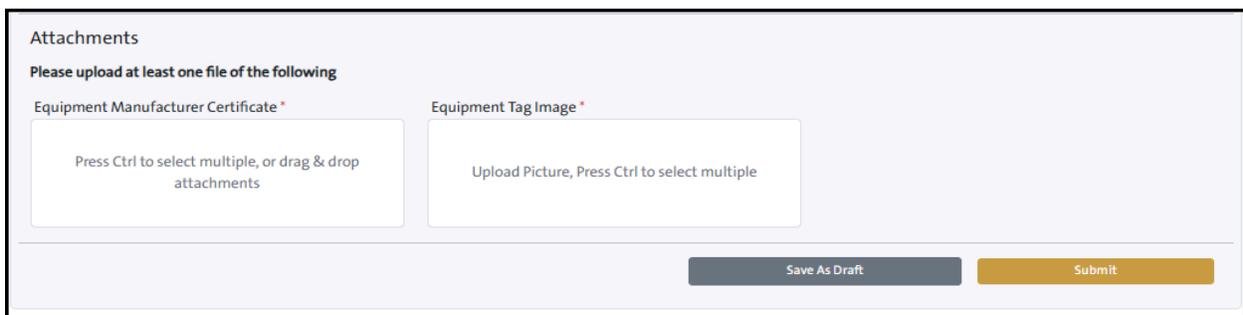
- i. Enter the mass of uranium.
- ii. Select the mass unit from the drop-down list.
- iii. Enter the concentration.



- c. Attachments :

- i. Equipment Manufacturer Certificate.
- ii. Equipment Tag Image.

- d. Click the “Save” or “Save as Draft” button to save the entered data.



(The above data is for display and clarification purposes)

Review the status of associated equipment

On the Associated Equipment page, all equipment registered on the facility is displayed to the authorized user.

The status of each piece of equipment is displayed directly, with the ability to use the search fields at the bottom of the page to quickly and accurately locate the required equipment.

Equipment statuses are displayed as follows:

1. Submitted: This status appears after entering the required information and submitting the request . It remains pending until a response is received from the relevant authority.
2. accepted: This means that the request has been reviewed and accepted.
3. Correction Required: This status appears when incorrect information is discovered and the user requests correction.
4. Draft: This means that a copy of the request has been saved without submitting it. No action will be taken on it unless the information is completed and it is submitted as a new request .

Associated Equipment Back

Add Associated Equipment

Transfer Associated Equipment

Request Status: All

10 Search

Serial Number	Model Number	Equipment Type	Status Date	Status	Request Status	Actions
				Stuck in Well	Draft	
				Stuck in Well	Accepted	
				In Use	Accepted	
				In Use	Accepted	

Serial Number Model Number Equipment Type Status Date Status Request Status

1-4 / 4 << < 1 > >>

(The above data is for display and clarification purposes)

Edit associated equipment

To modify the associated equipment data, please follow these steps:

- No modifications can be made to the request if its status is " Submitted."
- Modifications are only permitted if the request status is "accepted" or "Correction Required." Some fields can be modified as needed.

You can also make the required modifications based on the commission employee's comments appearing within the request .

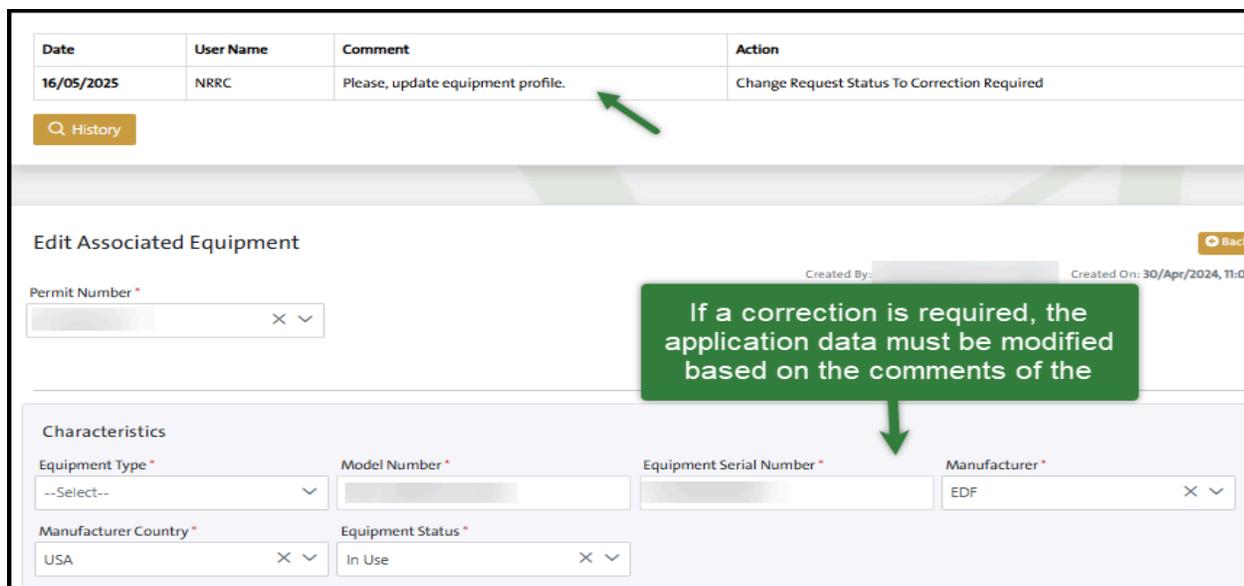
- Click the "Edit" icon to open the editing page and make the desired changes..



Type	Radionuclide	Serial Number	Status Date	Status	Request Status	Actions
				---	Correction Required	

(The above data is for display and clarification purposes)

- Review the request record and Edit some of the information that may be modified based on the comments recorded by NRRC .



Date	User Name	Comment	Action
16/05/2025	NRRC	Please, update equipment profile.	Change Request Status To Correction Required

History

Edit Associated Equipment

Permit Number *

Characteristics

Equipment Type * --Select--

Model Number * [Input Field]

Equipment Serial Number * [Input Field]

Manufacturer * EDF

Manufacturer Country * USA

Equipment Status * In Use

If a correction is required, the application data must be modified based on the comments of the

(The above data is for display and clarification purposes)

Characteristics

Equipment Type *	Model Number *	Equipment Serial Number *	Manufacturer *
Associated Equipment Test 02 Max. ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
Manufacturer Country *	Equipment Status *	<input type="button" value="Edit"/>	
<input type="text"/>	<input type="text"/>		

Depleted Uranium

Contains Depleted Uranium

Depleted Uranium Mass *	Mass Unit *	Enrichment *
7	kg ▾	2

Edit to the request status Accepted

(The above data is for display and clarification purposes)

- c. After clicking the "Save" button, the request will be sent back to the Nuclear and Radiological Regulatory commission for review and approval.

The request status will change to " Submitted," and data at this stage cannot be modified until action is taken by the relevant employee.

Request Status

All ▾

10 ▾ Search

Type	Radionuclide	Serial Number	Status Date	Status	Request Status	Actions
					Submitted	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

(The above data is for display and clarification purposes)

Copy the associated equipment data

When you click the copy icon, a new piece of equipment will be created based on the basic data of the original piece of equipment.

The remaining fields must be completed before submitting the request.

The new request will be in "Draft" status until it is saved and submitted as a new request.

You can also delete the copied piece of equipment if you no longer wish to complete the request.

Serial Number	Model Number	Equipment Type	Status Date	Status	Request Status	Actions
		2D Mamography Machine - Conventional	2025-04-30	Stuck in Well	Draft	  
		2D Mamography Machine - Conventional	2025-04-22	Stuck in Well	Accepted	 

(The above data is for display and clarification purposes)

Radiation Generators

The main screen displays details of the radioactive generators used within licensed facilities, based on the selected license.

The displayed data includes information such as: device type, serial number, and manufacturer name.

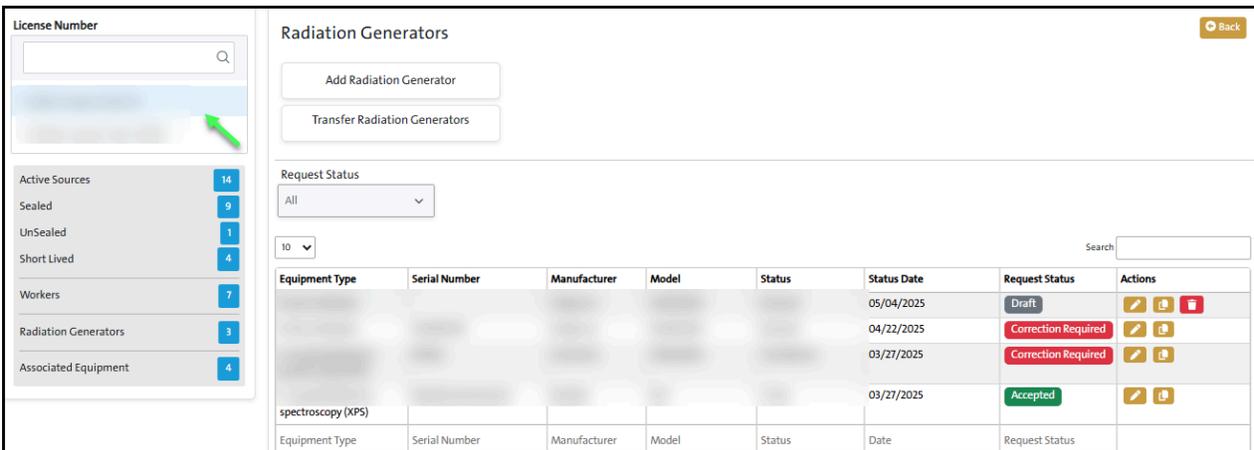
This module enables the user to view all generators registered with the facility according to the selected license, as well as the status of each generator, such as:

- Draft
- submitted
- accepted
- Correction required

The user can also navigate between licenses to view generator data based on the selected license, using the Change License option shown by the arrow in the image below.

This screen allows you to perform several actions, including:

- Add a new radioactive generator
- Move a radioactive generator
- Review the status of generators registered on the license



License Number

Active Sources: 14
Sealed: 9
UnSealed: 1
Short Lived: 4
Workers: 7
Radiation Generators: 3
Associated Equipment: 4

Radiation Generators

Add Radiation Generator
Transfer Radiation Generators

Request Status: All

10

Equipment Type	Serial Number	Manufacturer	Model	Status	Status Date	Request Status	Actions
					05/04/2025	Draft	[Edit] [Delete]
					04/22/2025	Correction Required	[Edit] [Delete]
					03/27/2025	Correction Required	[Edit] [Delete]
spectroscopy (XPS)					03/27/2025	Accepted	[Edit] [Delete]
Equipment Type	Serial Number	Manufacturer	Model	Status	Date	Request Status	

(The above data is for display and clarification purposes)

Add a new Radiation Generator

To add a new radiation generator to the facility, follow these steps:

- a. Click Add New **“Radiation Generator”**.

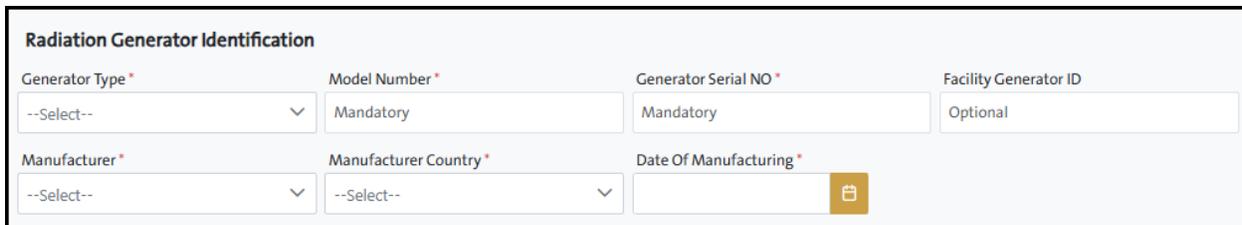


(The above data is for display and clarification purposes)

- b. Select the Permit number from the drop-down list.



- c. Enter the Radiation Generator Identification :
 - i. Select the generator type from the drop-down list.
 - ii. Enter the model number.
 - iii. Enter the generator serial number.
 - iv. Enter the generator number at the facility (optional).
 - v. Select the factory from the drop-down list.
 - vi. Select the country of manufacture from the drop-down list.
 - vii. Enter the manufacturing date.



d. Characteristics:

- i. Select the generator status from the drop-down menu.
- ii. Enter the maximum power (Kev).
- iii. Enter the maximum current (mA).

Characteristics

Generator Status *	Maximum Energy (keV) *	Maximum Current (mA) *
<input type="text" value="--Select--"/>	<input type="text" value="Mandatory"/>	<input type="text" value="Mandatory"/>

e. Determine whether it has an attached X-ray tube or not. If it does, add the following:

- i. Enter the X-ray tube number.
- ii. Enter the maximum voltage value (kVp).
- iii. Enter the maximum current value (mA).

Associated X-Ray Tube

Radiation Generator Contains X-Ray Tube

X-Ray Tube Serial No *	Maximum Voltage (kVp) *	Maximum Current (mA) *
<input type="text" value="Mandatory"/>	<input type="text" value="Mandatory"/>	<input type="text" value="Mandatory"/>

(The above data is for display and clarification purposes)

f. Determine whether it contains Associated Depleted Uranium or not. If it does, add the following:

- i. Enter the mass of depleted uranium (kg).

Associated Depleted Uranium

Radiation Generator Contains Depleted Uranium

Depleted Uranium Mass (kg) *

(The above data is for display and clarification purposes)

g. Attachments:

i. Attach the manufacturer's certificate for the radioactive generator.

- If the certificate is not available, activate the option, then attach a copy of the identification card.
- If the identification card is also not available, activate the option, then upload the storage report form.

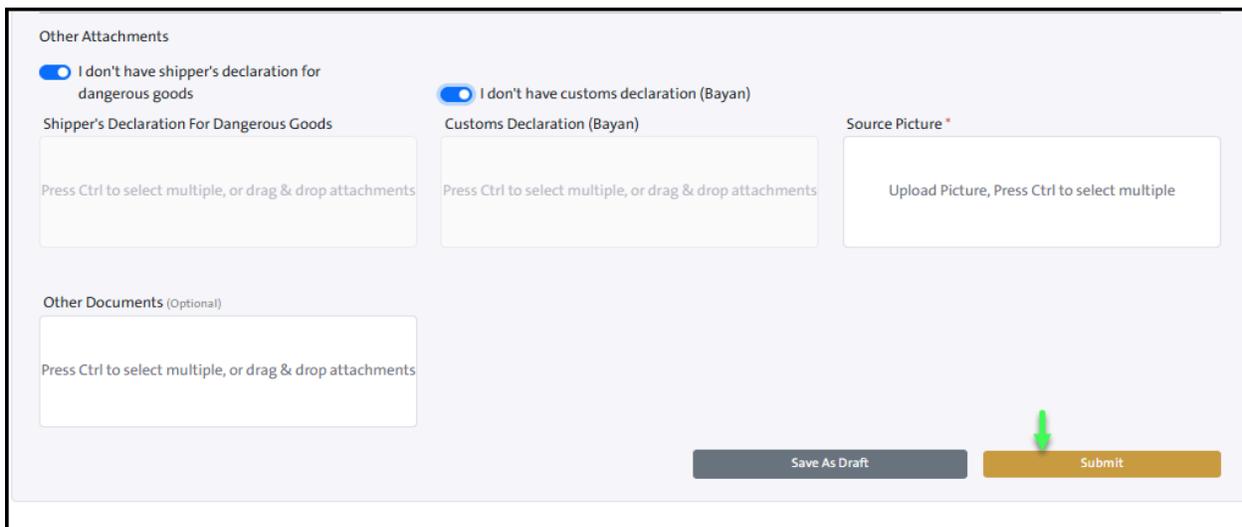
ii. Attach the carrier's declaration for dangerous goods.

- If the declaration is not available, activate the option, then attach the customs declaration.
- If the customs declaration is not available, activate the option, then attach a copy of the radioactive generator.

iii. Attach other documents (optional)

h. Save

- Click the "Save" or "Save as Draft" button.
- Choosing "Save" will send the request to the Nuclear and Radiological Regulatory commission for review.
- If the data is incomplete or needs to be reviewed later, the "Save as Draft" option can be used to avoid losing the entered information.



Other Attachments

I don't have shipper's declaration for dangerous goods

I don't have customs declaration (Bayan)

Source Picture *

Shipper's Declaration For Dangerous Goods
Press Ctrl to select multiple, or drag & drop attachments

Customs Declaration (Bayan)
Press Ctrl to select multiple, or drag & drop attachments

Upload Picture, Press Ctrl to select multiple

Other Documents (Optional)
Press Ctrl to select multiple, or drag & drop attachments

Save As Draft Submit

(The above data is for display and clarification purposes)

Review the status of radiation generators

On the Radioactive Generators page, all generators registered at the facility are displayed to the authorized user.

The status of each generator is displayed directly, with the ability to use the search fields at the bottom of the page to facilitate access to the required generators.

Generator statuses are displayed as follows:

1. Submitted: This status appears after entering the required information and submitting the request . It remains pending until a response is received from the relevant authority.
2. accepted: This means that the request has been reviewed and accepted.
3. Correction Required: This status appears when incorrect information is discovered, and the user requests correction.
4. Draft: This means that a copy of the request has been saved without submitting it. No action will be taken unless the information is completed and it is submitted as a new request .

Radiation Generators Back

Add Radiation Generator

Transfer Radiation Generators

Request Status: All

10 Search

Equipment Type	Serial Number	Manufacturer	Model	Status	Status Date	Request Status	Actions
X-ray photoelectron spectroscopy (XPS)				Exported	05/01/2025	Draft	   
Thorium Blanket				Disused	04/22/2025	Submitted	 
X-ray photoelectron spectroscopy (XPS)				Exported	04/10/2025	Submitted	 
X-ray photoelectron spectroscopy (XPS)				Transferred	03/27/2025	Accepted	  
Equipment Type	Serial Number	Manufacturer	Model	Status	Date	Request Status	

(The above data is for display and clarification purposes)

Edit of radiation generators

To modify the data for radiation generators, please follow these steps:

- No modifications can be made to the request if its status is " Submitted."
- Modifications are only permitted if the request status is "accepted" or "Correction Required." Some fields can be modified as needed.

You can also make the required modifications based on the comments of the commission employee appearing within the request .

a. Click on the "Edit" icon to open the editing page and make the required changes..

Equipment Type	Serial Number	Manufacturer	Model	Status	Status Date	Request Status	Actions
X-ray photoelectron spectroscopy (XPS)				Exported	04/10/2025	Submitted	 
X-ray photoelectron spectroscopy (XPS)				Transferred	03/27/2025	Accepted	  
Equipment Type	Serial Number	Manufacturer	Model	Status	Date	Request Status	

(The above data is for display and clarification purposes)

- b. Modify the generator's data based on the commission employee's feedback. You can also review the request history using the designated icon.

Date	User Name	Comment	Action
21/02/2024	NRRC	Please modify the basic radiation generator data.	Change Request Status To Correction Required

🔍 History

Add New Radiation Generator

Created By: [Redacted] Created On: 20/Feb/2024, 13:18 Back

Permit Number *
[Redacted] × ▾

Radiation Generator Identification

Generator Type *
[Redacted] × ▾

Model Number *
[Redacted]

Generator Serial NO *
[Redacted]

Facility Generator ID
Optional
[Redacted]

Manufacturer *
Siemens × ▾

Manufacturer Country *
USA × ▾

Date Of Manufacturing *
04/02/2024 📅

Characteristics

Generator Status *
In Use × ▾

Maximum Energy (keV) *
12

Maximum Current (mA) *
12

If a correction is required, the application data must be modified based on the comments of the

(The above data is for display and clarification purposes)

Add New Radiation Generator

Created By: [Redacted] JR Created On: 27/Mar/2025, 14:05 Back

Permit Number *
[Redacted] × ▾

Radiation Generator Identification

Generator Type *
X-ray photoelectron spectroscopy × ▾

Model Number *
[Redacted]

Generator Serial NO *
[Redacted]

Facility Generator ID
[Redacted]

Manufacturer *
[Redacted] × ▾

Manufacturer Country *
[Redacted] × ▾

Date Of Manufacturing *
26/03/2025 📅

Edit to the request status
Correction is required

(The above data is for display and clarification purposes)

- c. After clicking the "Save" button, the request will be sent back to the Nuclear and Radiological Regulatory Commission for review and approval. The request status will change to "Submitted," and data at this stage cannot be modified until action is taken by the relevant employee.

Equipment Type	Serial Number	Manufacturer	Model	Status	Status Date	Request Status	Actions
Thorium Blanket				Disused	04/22/2025	Submitted	 

(The above data is for display and clarification purposes)

Copy of Radiation Generator

When you click the copy icon, a new radioactive generator will be created based on the basic data of the original radioactive generator.

The remaining fields must be completed before saving and submitting the request as a new one. The copy will remain in "Draft" status until it is saved and submitted. You can also delete the copied generator if you no longer wish to complete the request ..

Radiation Generators Back

Add Radiation Generator

Transfer Radiation Generators

Request Status: All

10

Search

Equipment Type	Serial Number	Manufacturer	Model	Status	Status Date	Request Status	Actions
Thorium Blanket				Disused	05/04/2025	Draft	   
Thorium Blanket				Disused	04/22/2025	Submitted	 

(The above data is for display and clarification purposes)

After adding or transferring radioactive sources, associated equipment, or radiation generators, they will be registered in the system and their status will appear as " Submitted."

The status will subsequently change based on the action taken by the relevant NRC employee.

You can also view statistics for radioactive sources, employees, radiation generators, and associated equipment registered on the license through the designated section on the right side of the screen.

Transfer Ownership

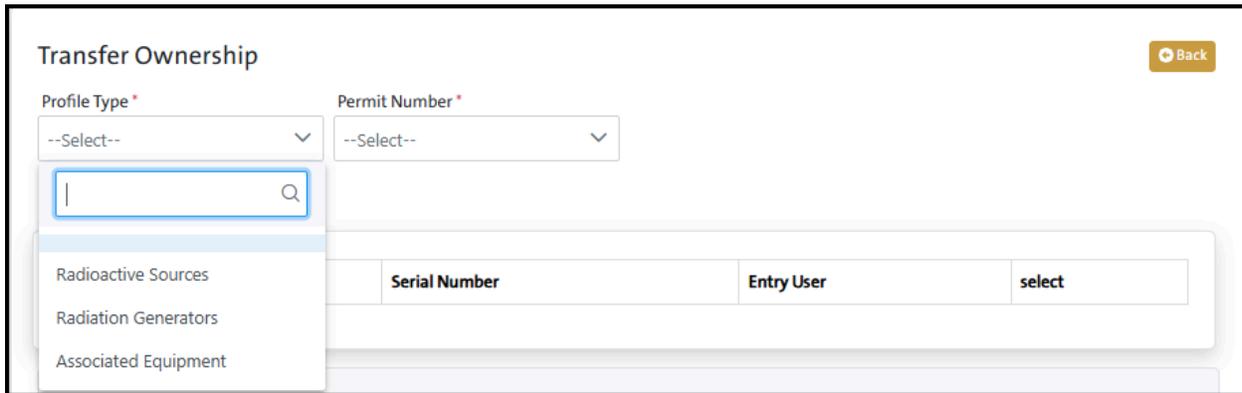
The Transfer of ownership screen regulates the transfer of ownership of radioactive sources, radiation generators, or associated equipment from one facility to another.

This module aims to ensure that the transfer process is conducted in accordance with accepted regulatory controls and ensures continued traceability of the source or device.

It should be noted that no transfer process can be completed until the request is accepted by the competent authority.

To learn about the transfer of ownership mechanism, please follow the steps below:

- a. Click the Transport icon from the Radioactive Sources, Associated Equipment, or Radiation Generators screen.
- b. Select the type from the drop-down list:
 - Radioactive sources.
 - Radiation generators.
 - Associated equipment.
- c. Choose the Permit number.



Transfer Ownership Back

Profile Type * Permit Number *

--Select-- --Select--

Q

Serial Number	Entry User	select

(The above data is for display and clarification purposes)

- When selecting the type and Permit number, the facility from which the transfer will be made will appear.

a. Select the facility and confirm the displayed data.

From Facility	Serial Number	Entry User	select
			<input type="radio"/>
			<input checked="" type="radio"/>

(The above data is for display and clarification purposes)

d. Enter the actual transfer date.

To Facility	Actual Transferred Date *
	mm/dd/yyyy 

(The above data is for display and clarification purposes)

e. Enter the Justification.

f. Add attachments.

g. Click "Submit".

Justification *

Attachments *

Press Ctrl to select multiple, or drag & drop attachments

(The above data is for display and clarification purposes)

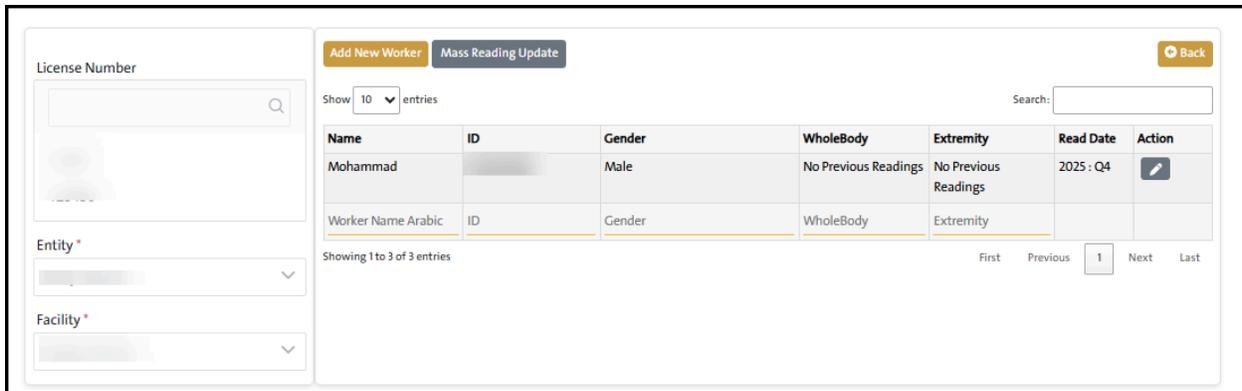
**Important note: After transferring ownership of sealed sources, they need to be linked to related equipment of the receiving facility. This is to separate the sources from the equipment of the old facility, as the system automatically detaches the source from the related equipment. You can also transfer the related equipment of the old facility in a separate transfer process and link it to the source in the new facility.

Radiation Worker Data Management Guide

This guide aims to clarify the procedures and requirements related to managing data on facilities and workers in the radiation field, within the framework of the National Radiation Registry System. This includes recording worker information and tracking their radiation readings, as essential elements for ensuring compliance with radiation safety requirements and regulatory controls issued by the Authority.

The guide includes a simplified explanation of the mechanism for adding new workers to the system, clarifying the basic data required for each worker, and the periodic steps required to record radiation readings, which are carried out regularly every quarter.

The guide also outlines the worker data screen, which includes the license number and related information, as well as the data of the workers registered within the facility. It also includes the mechanism for adding a new worker, recording their radiation readings, methods for disclosing them, and taking the necessary actions based on those readings.



License Number

Entity *

Facility *

Add New Worker Mass Reading Update Back

Show 10 entries Search:

Name	ID	Gender	WholeBody	Extremity	Read Date	Action
Mohammad		Male	No Previous Readings	No Previous Readings	2025 : Q4	
Worker Name Arabic	ID	Gender	WholeBody	Extremity		

Showing 1 to 3 of 3 entries First Previous 1 Next Last

(The above data is for display and clarification purposes)

Add a new worker

To learn how to add a new worker, follow the steps below:

- a. Click the **"Add New Worker"** icon.
- b. The entity, facility, license, and practice data will be automatically retrieved from the system.
- c. Enter the following worker information:
 - i. Enter the worker's name in Arabic.
 - ii. Enter the worker's name in English.
 - iii. Select gender from the drop-down list.
 - iv. Enter date of birth.
 - v. Enter phone number (beginning with 966).
 - vi. Select job from the drop-down list.
 - vii. Enter national ID number.
 - viii. Select nationality from the drop-down list.
 - ix. Select status (Employment Status) from the drop-down list.
 - x. Enter passport number.
 - xi. Click **"Save"** or **"ResetForm"**

Add New Worker Back

Entity * Facility * License * Practise *

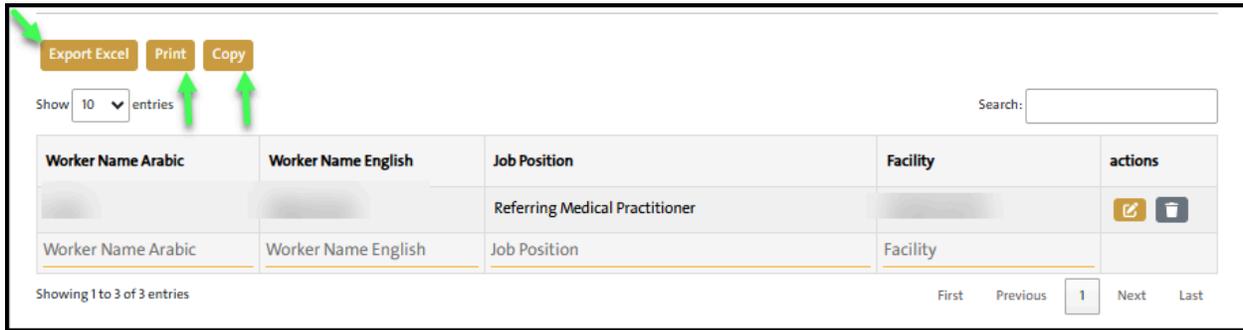
Workers Information

Worker Name Arabic *	Worker Name English *	Gender	Birth Date *
Mandatory	Mandatory	--Select--	mm/dd/yyyy
Mobile No *	Job Position	Nationality Id	Nationality
Mobile No	--Select--	Mandatory	--Select--
Employment Status	Passport No		
--Select--	Mandatory		

Reset Form Submit

(The above data is for display and clarification purposes)

You can also Export Excel , print and copy data of registered workers as shown.



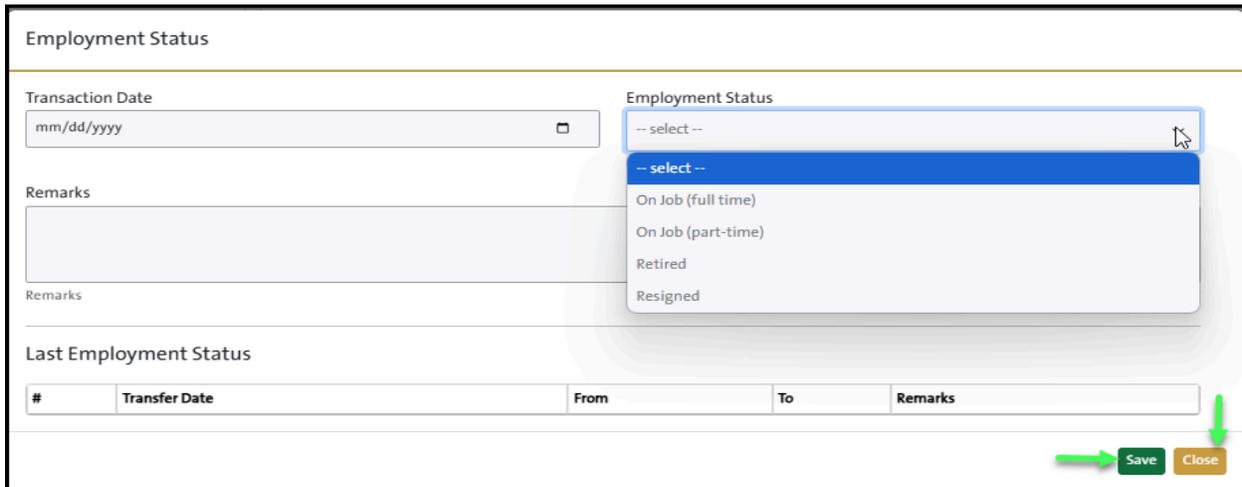
The screenshot displays a web interface for the National Registry System. At the top left, there are three buttons: 'Export Excel', 'Print', and 'Copy', each with a green arrow pointing to it. Below these buttons is a 'Show 10 entries' dropdown menu and a search box. The main content is a table with the following columns: 'Worker Name Arabic', 'Worker Name English', 'Job Position', 'Facility', and 'actions'. The first row shows a worker with the job position 'Referring Medical Practitioner'. The 'actions' column contains two icons: a document with a pencil and a trash can. Below the table, there is a pagination control showing 'Showing 1 to 3 of 3 entries' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

(The above data is for display and clarification purposes)

Edit worker data

To Edit the worker's data, follow the following steps :

- d. Click the "Edit" icon next to the field for the worker whose data you want to modify.
- e. Make the desired modification to the data.
- f. To modify the status, follow these steps:
 - i. Click the "Edit" icon next to the status field.
 - ii. Enter the transaction date.
 - iii. Select the new status from the drop-down menu.
 - iv. Add notes, if any.
 - v. Click "Save" to update the status or "Exit" to cancel.



Employment Status

Transaction Date
mm/dd/yyyy

Remarks

Remarks

Employment Status
-- select --
On Job (full time)
On Job (part-time)
Retired
Resigned

Last Employment Status

#	Transfer Date	From	To	Remarks
---	---------------	------	----	---------

Save Close

(The above data is for display and clarification purposes)

Extracting Worker data

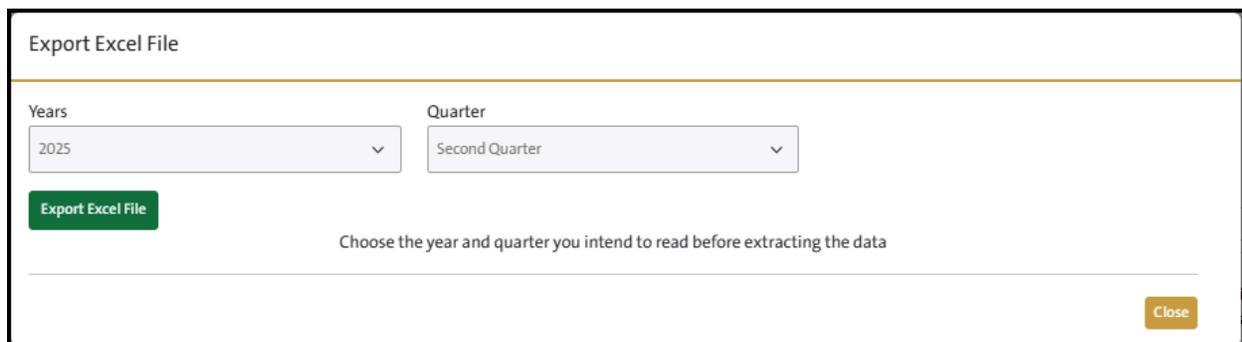
To extract data on employees in the facility for a specific year and quarter in one batch, follow the following steps:

g. Click the "Extract Excel File" option.



(The above data is for display and clarification purposes)

- h. Select the year from the drop-down menu.
- i. Select the quarter from the drop-down menu.
- j. Click the "Export Excel File" option..



(The above data is for display and clarification purposes)

Instructions for uploading an Excel file for readings:

When extracting the Excel file, previously recorded employee data will be displayed, if available. If data for the selected quarter is not available, new readings can be entered and uploaded in batches after selecting the year and quarter.

Please note that the system does not support uploading more than one quarter in the same file; it only reads data associated with the selected quarter, as shown in the image below.

1	Worker Id	Name	Birth Date	Gender	Job Position	Iqame Id	Employment Status	WholeBody Q1	Extremity Q1	WholeBody Q2	Extremity Q2	WholeBody Q3	Extremity Q3	WholeBody Q4	Extremity Q4	This Year
2	10			ذكر	Referring Mec		في الوظيفة (بدوام كامل)	100	100			12	12	0	0	
3	1020			ذكر	RSO		في الوظيفة (بدوام جزئي)	200	200	11	11	13	13	14	14	
4	1021			ذكر	RSO		في الوظيفة (بدوام كامل)									
5	1024			ذكر	مليب أشعة		في الوظيفة (بدوام جزئي)									

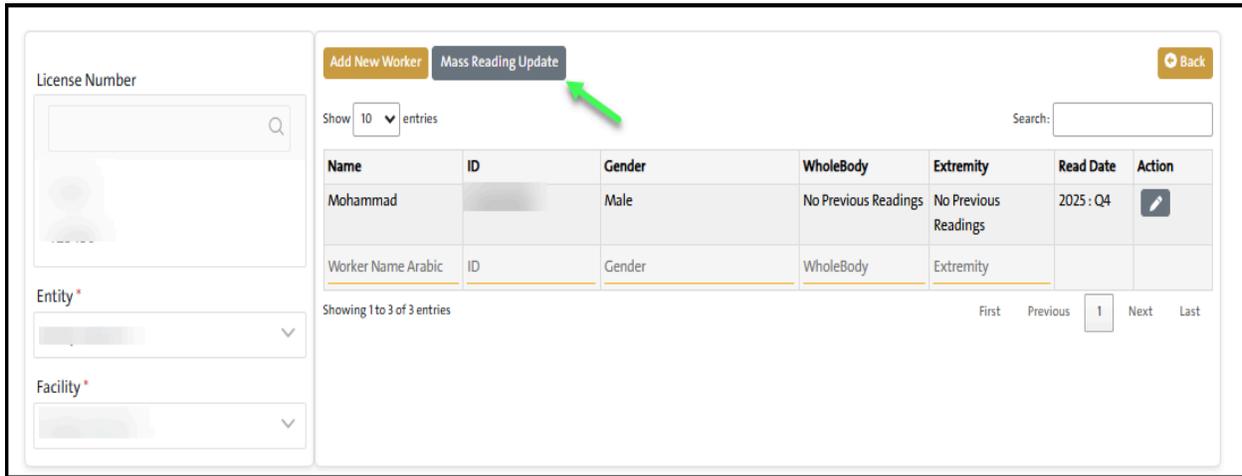
(The above data is for display and clarification purposes)

Recording readings

This module allows for the recurring entry of individual dose readings, either manually or by uploading a file, linking each reading to the worker, the department, and the specified quadrant. To record a reading for a worker, follow these steps:

To record a worker's reading, follow these steps:

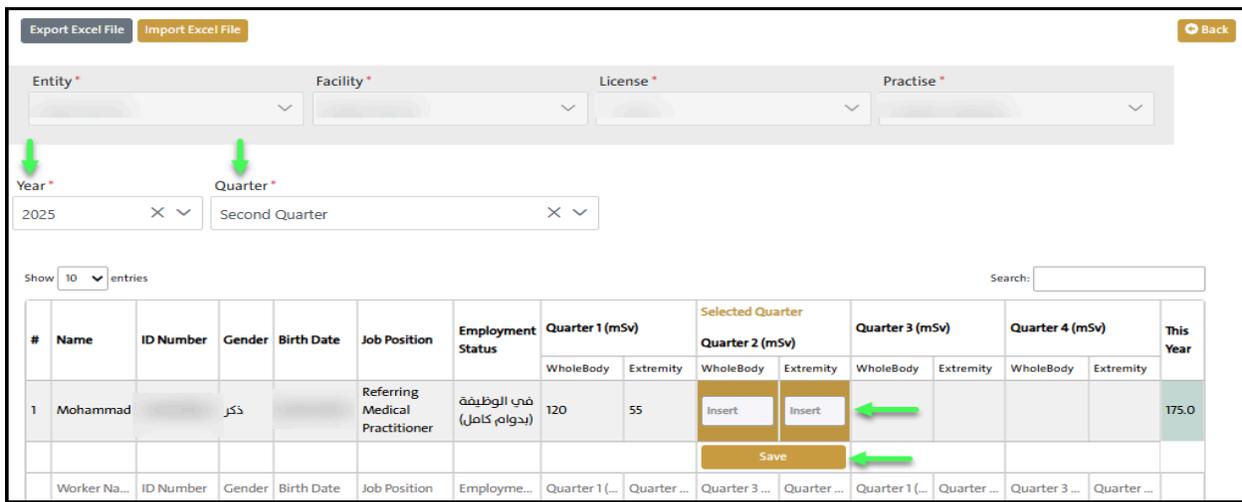
1. Click on the **"Mass Readings Update"** icon.



The screenshot shows a web application interface for recording readings. On the left, there are input fields for 'License Number', 'Entity', and 'Facility'. The main area contains a table with columns: Name, ID, Gender, WholeBody, Extremity, Read Date, and Action. A green arrow points to the 'Mass Reading Update' button at the top of the table. Below the table, there is a pagination control showing 'Showing 1 to 3 of 3 entries' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

Name	ID	Gender	WholeBody	Extremity	Read Date	Action
Mohammad		Male	No Previous Readings	No Previous Readings	2025 : Q4	
Worker Name Arabic	ID	Gender	WholeBody	Extremity		

2. Select the year from the drop-down menu.
3. Select the quarter from the drop-down menu; the option to add to the selected quarter will be available.
4. Enter the whole-body value (mSv).
5. Enter the shallow dose value (mSv).
6. Click "Save" to add the values. .

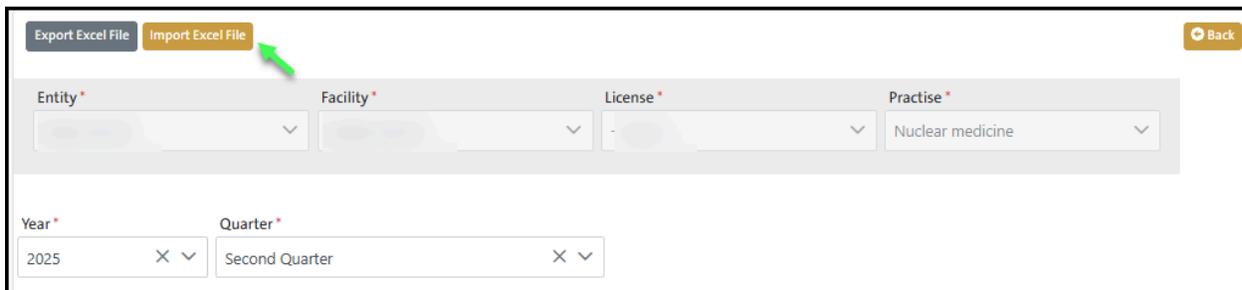


#	Name	ID Number	Gender	Birth Date	Job Position	Employment Status	Quarter 1 (mSv)		Selected Quarter Quarter 2 (mSv)		Quarter 3 (mSv)		Quarter 4 (mSv)		This Year
							WholeBody	Extremity	WholeBody	Extremity	WholeBody	Extremity	WholeBody	Extremity	
1	Mohammad		ذكر		Referring Medical Practitioner	فني الوظيفة (بدوام كامل)	120	55	Insert	Insert					175.0
									Save						

(The above data is for display and clarification purposes)

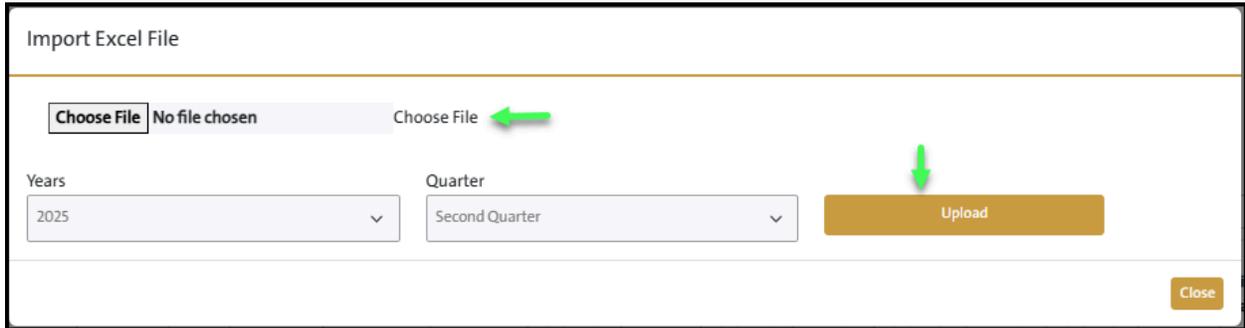
You can also import an Excel file to record and update employee readings by following these steps:

- a. Click on the "Import Excel File" icon.



(The above data is for display and clarification purposes)

- b. Upload the Excel file containing the readings.
- c. Select the year from the drop-down menu.
- d. Select the quarter from the drop-down menu.
- e. Click "**Upload**" and then "**Save.**" .



Import Excel File

Choose File No file chosen Choose File

Years 2025 Quarter Second Quarter Upload Close

(The above data is for display and clarification purposes)

Appendix A:

This appendix provides a clear and comprehensive definition of the basic terms used in this guide, which relate to the nuclear and radiation fields in the Kingdom of Saudi Arabia. It aims to standardize concepts and terminology among all relevant parties and facilitate the understanding of the requirements and obligations stipulated in the regulations and procedures.

1. Facility: Any site or facility that possesses or uses radioactive or nuclear sources, whether industrial, medical, or research.
2. Radioactive source: Radioactive material enclosed in an envelope or device designed to prevent the release of radiation under normal conditions.
3. Associated equipment: Devices or systems that contain radioactive sources or produce radiation as part of their operation (such as medical x-ray machines).
4. Radiation generators: Equipment that produces ionizing radiation when operated (such as linear accelerators and x-ray machines).
5. Authority holder: The person or entity legally authorized to manage the radioactive source or facility.
6. Authorized person: The person authorized by the authority holder to exercise specific powers related to radiation safety.
7. National Nuclear Registry: The electronic system in which all facilities and entities operating in the nuclear and radiological fields in the Kingdom are registered.
8. Kingdom: The Kingdom of Saudi Arabia.
9. Authority: The Nuclear and Radiological Regulatory Commission.
10. Radiation Protection Officer: The officially qualified and appointed person to ensure the implementation of radiation safety requirements at the facility.
11. License: The official document issued by the Commission permitting the practice of radioactive or nuclear activity under specific conditions.
12. Permission: The official permission from the Commission to import, export, or transport radioactive sources.
13. Personnel: All individuals working at the facility who may be exposed to radiation during their duties.
14. Personnel Readings: Recorded data measuring the radiation doses received by employees over a specific period of time.

15. Practice: Any activity involving handling or exposure to radiation sources.
16. Short-lived Source: A radioactive source with a short half-life.
17. Transfer of Possession: The process of transferring possession or responsibility for a radioactive source from one entity to another in accordance with the Commission's procedures.

(Please refer to the Authority's official regulations for any additional details or updates to the definitions, and you can browse the [glossary of terms](#).)