

Guide

for filling the Outside Worker's Radiation Passbook

➤ **Definitions**

- **Employer** – a legal person whose employee operates in another company in a supervised or controlled area. The obligations of the employer also apply to a self-employed person who operates in another company in a supervised or controlled area.
- **Undertaking** – a natural or legal person who is responsible for radiation practice in the supervised or controlled area and with whom an outside worker performs the work activities.
- **Outside worker** - means any exposed worker who is not employed by the person responsible for the supervised and controlled areas, but performs activities in those areas, including, apprentices and students.

➤ **Obligations of the employer**

- Arranges for the entry of the current year's personal doses on the passbook of the outside worker, if the dose monitoring data of the outside worker for the current year have not been entered in the national dose register (part B of the passbook).
- Arranges for the results of the last medical surveillance of the outside worker to be entered on the passbook (part C of the passbook). If the undertaking organizes medical surveillance for an outside worker, the undertaking may also enter the results of the medical surveillance on the passbook themselves. The period of validity of the results of the medical surveillance shall be until the date of the next medical surveillance unless otherwise specified in the decision of medical surveillance. If restrictions on radiation work have been established in the medical surveillance decision, the content of the restrictions must be written down on the passbook.
- In co-operation with the undertaking, arranges for the entry of personal doses received by an outside worker in the course of radiation practice on the passbook (part D of the passbook). If radiation works are performed at several undertakings during one radiation work (for which the passbook was issued), the data of different undertakings must be entered in separate tables in part D of the passbook (if necessary, copy part D and attach it as an additional sheet to the passbook).
- Informs the Environmental Board if the outside worker does not start the work at the undertaking on the basis of the already issued passbook.
- Arranges for the return of the passbook to the Environmental Board after the termination of the activities of the outside worker for entering the data in the national dose register.

➤ **Obligations of the undertaking**

- Arranges for the results of the last medical surveillance of the outside worker to be entered on the passbook (part C of the passbook) if the medical surveillance of the

outside worker has been organized by the undertaking. The period of validity of the results of the medical surveillance shall be until the date of the next medical surveillance unless otherwise specified in the decision of the medical surveillance. If restrictions on radiation work have been established in the medical surveillance decision, the content of the restrictions must be written down on the passbook.

- In co-operation with the employer, arranges for the entry of personal doses received by an outside worker in the course of radiation practice to the passbook (part D of the passbook). If radiation works are performed at several undertakings during one radiation work (for which the passbook was issued), the data of different undertakings must be entered in separate tables in part D of the passbook (if necessary, copy part D and attach it as an additional sheet to the passbook).
- In agreement with the employer, after the termination of the radiation work of the outside worker, forwards the passbook to the Environmental Board. In the absence of such an agreement, the passbook shall be handed over to the employer or outside worker.

➤ **Obligations of the outside worker**

- In agreement with the employer, after the termination of the radiation work of the outside worker, forwards the passbook to the Environmental Board.