How to write the Application Form for temporary entry <NewSUBARU>

**Front side**

NewSUBARU
Application form for temporary entry to radiation controlled area (site visit/tour - maintenance/other work) to the Safety Office Director, JASRI Institute

I hereby apply for permission for the personnel listed below to enter NewSUBARU’s radiation controlled area.

This form should be submitted 1 day before this entry.

**Entry/Exit Management Record (temporary entrants)**

- Approval of designated person
- Safety Technological Center Institute
- Total number of entries
- Planned date and times of entry

- Check the area of visit
  - If temporary entrants enter "A", approval of designated person is necessary.

**Back side**

Signature/seal of Section head or guide

- In case the guide belongs to JASRI / RIKEN Harima, "the section head" must be the guide's section chief.
- But if the guides are the people involved in LASTI, "the section head" must be the people involved in LASTI and the professor of Hyogo Univ.

- In case the guides are general contractors, fill in the staff name belong to RIKEN Harima, JASRI or contract Beamline concerned with the temporary entry.

- In case the guide dose not belongs to RIKEN Harima / JASRI, write down his/her "Name" and affiliation.

- The limit of hours is regulated working time+ 2 hours.

- Fill in the purpose and outline of the temporary entry.

- Please write the purpose of the visit or the contents of the work.
  
  (e.g. Observation of the examination of ○○)  
  (e.g. Site tour of ○○ academic meeting)  
  - Temporary entrants can not handle RIs or radiation related devices.  
  - If temporary entrants handle any instruments, please write the name of the instruments.

After temporary entry is finished, fill in

- the date
- the name of the educator of radiation safety
- the measurement value of dosimeter (DIS)

The times of multiple entry/exit should all be recorded

- Name
- Affiliation
- Entry time
- Exit time

**Note**

- Normally, the representative for plural entrants use one dosimeter (DIS).