

Contract

in accordance with the purpose of the permit according to StrlSchV (German Safety Codes and Guides/Radiological Protection Ordinance)

on organizational and administrative action to guarantee radiation safety protection of related persons (delimitation contract)

between **Helmholtz Zentrum Berlin für Materialien und Energie**
Elektronenspeicherring BESSY II
Albert-Einstein-Straße 15
12489 Berlin-Adlershof
Germany
in the following called "HZB/BESSY II "

and

in the following called "the delegating institute "

The delegating institute is authorized to perform activities in the radiological protection areas of the BESSY II facility according to German Safety Codes and Guides/Radiological Protection Ordinance § 15 StrlSchV.

A copy of this permit is to be handed over to HZB/BESSY II. Supplements or fresh permits are to be handed over to BESSY II unsolicited.

Any arising questions on this contract will be handled by the radiation protection officer Dr. Klaus Ott on the part of HZB/BESSY II. Addressee target on the part of the delegating institute is radiation safety officer

Tel.: _____ E-Mail: _____ .

I. General Preconditions

1. Prior to commencement of work every staff member of the delegating institute must produce an officially registered radiation passport in due form. The staff members of the delegating institute must carry the stipulated official dosimeters.
2. The delegating institute will only appoint qualified and trustworthy personnel with appropriate level of professional training who are familiar with all relevant safety regulations and regulations for preventions of accidents. They also should be skilled in the German or English language to understand instructions and possible directives on the part of HZB/BESSY II.
3. BESSY II reserves the right to refuse staff members of the delegating institute in case they do not meet the provisions mentioned in subparagraph 1 or 2. A dismissal can also result from the outcome of an official safety inspection initiated by HZB/BESSY II.

II. Duty of External Company/Institute

Following tasks are within the competence of the delegating institute:

1. the delegating institute will only send employees to HZB/BESSY II who are registered radiation workers according to the delegating institutes national radiation safety laws;
2. the general instructions not related to the facility on possible dangers, their prevention and safety precautions, the instruction on the content of the radiological protection ordinance essential for the activities and the permit according to § 15 as well as the mediation of the essential general knowledge on radiation protection;
3. the delegating institute will inform HZB/BESSY II of the individual situation of each worker regarding his/her space exposition by providing his/her radiation passport;
4. the delegating institute will instruct its personnel to respect exposition guidelines provided by HZB/BESSY II, in compliance with regulations; the directive to their staff members to observe instructions of the radiation safety officer responsible at the place of employment as well as to observe in house regulations of HZB/BESSY II; if

occasion arises a required work permit must be obtained before commencement of work;

6. to keep the radiation records complete as well as documentation and keeping of personal radiation protection data. See III/5 concerning registration obligations of HZB/BESSY II.

III. Duty of HZB / BESSY II

Following tasks are in the responsibility of HZB / BESSY II:

1. The instructions on working methods and possible dangers as well as applicable radiation safety directives, requirements and instructions which are to be observed by the delegating institute concerning the BESSY II-facility according to § 38 StrlSchV;
2. The immediate realization of appropriate measurements to prevent danger to life, health and relevant material assets (§ 33 Abs. 5 StrlSchV);
3. The determination of the personal dose with official dosimeters according to § 41 (3) and (4) StrlSchV as well as documentation and keeping of measurement results (§ 42 (1) StrlSchV);
4. The control of radiation exposure at BESSY II with regard to the critical value (§§ 54, 55 StrlSchV) and medical supervision according to § 63 (1);
5. The transmission of data as well as results from investigations according to § 41 Abs. 2 StrlSchV (reason to suppose that the limits specified are exceeded) if they were found at BESSY II. If these data are not available at the time of leaving the facility, they will be given with later.
6. The information of the delegating institute on any particular occurrences concerning their staff members, especially
 - violation of radiation safety instructions, directives or facility regulations at HZB/BESSY II,
 - exceeding of dose limits according to StrlSchV

- events relevant in relation to safety technology if staff members of the delegating institute are concerned or causer.

IV. Reportable Events

1. The contracting parties will independently notify the responsible official authority of reportable events as well as each other as far as staff members of the delegating institute are concerned.
2. As a basic principle HZB/BESSY II will not expose the delegating institutes staff members to ionizing sources for other purposes than the one of their missions at HZB/BESSY II.

V. Contractual Effect

1. This contract applies to all activities which are performed by the delegating institute during contract period in the radiation protection areas of the facility BESSY II.
2. Changes or amendments must be in writing for effectiveness.
3. This contract comes into force at signing of contractual parties for an indefinite period. It may be terminated with a 14 days´ notice. Termination must be in writing.

Berlin,

- Helmholtz Zentrum Berlin -

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- delegating institute -

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