

**RM5520- SO9494 Provision of Radiation Protection Adviser
Services for the Home Office
Appendix B – Service Description**

**APPENDIX B
SERVICE DESCRIPTION**

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1. INTRODUCTION

- 1.1 The Home Office Centre for Applied Science and Technology (CAST) requires an organisation to provide the services of a Radiation Protection Adviser.

2. PURPOSE

- 2.1 This is to ensure CAST fulfils the necessary requirements of the Ionising Radiations Regulations Act 1999 and associated Approved Code of Practice L121.

3. BACKGROUND TO THE AUTHORITY

- 3.1 CAST is a unique team of scientists and engineers at the heart of the Home Office providing expert advice, innovation and frontline support. CAST is the primary science and technology interface between Home Office ministers and policy makers, frontline delivery partners, and the suppliers of science and technology. Understanding the policy and operational context of Home Office business allows CAST to operate where others cannot for reasons of impartiality, national security or market failure.
- 3.2 CAST supports the full range of Home Office interests in policing and tackling crime, counterterrorism, border security and controlling immigration. CAST's extensive in-house skills and expertise, coupled with access to industrial, academic and international networks, ensures that it is able to provide the right advice and support, irrespective of the problem.
- 3.3 CAST has a diverse work environment including offices, and a variety of technical facilities and laboratories.
- 3.4 CAST is hereafter referred to as the Authority.

4. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 4.1 The Authority has had Radiation Adviser services in place for some time but now needs to retender its requirement. The Authority seeks a new contract as an ongoing requirement for the next three years, with the possibility to extend for a further year.
- 4.2 Currently, the Authority has facilities and equipment associated with the use of radiation at its Sandridge, St Albans site (see section 7 for full address). This includes:
- 4.2.1 Security and analytical x-ray equipment installed at the Sandridge site.
 - 4.2.2 Mobile security x-ray equipment, and trace detectors incorporating Ni63 or Co57 radioactive sources used at various locations around the UK.
 - 4.2.3 'Check' sources of various radionuclide activity.
 - 4.2.4 Trial work involving the use of ionizing radiation for the evaluation of instrumentation.
 - 4.2.5 Sources requiring leakage testing (currently 63, but environmental permit enables the Authority to hold up to 150 'industrial'/'NORM' sources). It is expected such testing will be carried out during the two site visits per year, described at 5.3.2 below. (Should the Authority increase the number of sources during the life of the Contract, discussion will take place to

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determine whether costs for leakage testing should increase. Additional sources will be billed no less advantageously than the initial 63 sources).

5. SCOPE OF REQUIREMENTS

- 5.1 The successful Supplier will be expected to provide all elements of the requirement as per section (5.2 to 5.3.7).
 - 5.2 The Supplier must adhere to the appropriate health and safety related legislation and best practice including, but not limited to, subject specific legislation such as the Ionising Radiations Regulations (IRR) 1999 and associated Approved Code of Practice L121.
 - 5.3 The Supplier must undertake and fulfil duties in line with Regulation 13 of IRR and ensure that the Authority is able to consult in specific matters set out in Schedule 5. In each 12 month period the following should be undertaken:
 - 5.3.1 Acting as Radiation Waste Adviser.
 - 5.3.2 Making at least two site visits to CAST Sandridge to assess radiation protection standards and provide a report after each visit containing advice and recommendations. The report should be delivered typically within one week of the visit, if more complex within two weeks. It should be in MS Word format, provided in both paper and electronic formats.
 - 5.3.3 Providing general advice on radiological protection, legislative requirements, training requirements, including evaluation of plans for new equipment and/or facilities etc, by email or telephone within two working days of request for such advice from the Authority.
 - 5.3.4 Providing advice or assistance to restore plant/facilities in a post accident situation and on immediate restorative action to ensure the safety of personnel after an accident and, where necessary undertake chromosome aberration analysis and/or whole body monitoring for personal dose assessment at no charge.
 - 5.3.5 Carrying out leak tests on the Authority's sealed sources (the Authority currently has 63 but its environmental permit allows up to 150).
 - 5.3.6 Advising on and assisting in maintaining an 'Operational File' concerning the Authority's provisions for radiological safety.
 - 5.3.7 Providing a brief annual report summarising the work carried out.
 - 5.4 In addition to the service above the Supplier needs to clarify whether it considers the following should be included and, if so, provide costs for these services:
 - 5.4.1 Availability and cost of a dedicated emergency and incident support helpdesk, providing access to advise 365 days per year, 24 hours per day. Including the response time to attend site should this be required.
 - 5.5 The Supplier needs to provide evidence and be able to demonstrate:
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- 5.5.1 Their understanding of our sector (i.e. research and testing for law enforcement and security applications using x-ray generators, sealed gamma, alpha, beta and neutron sources and equipment incorporating sealed sources).
- 5.6 The Supplier's nominated operative(s) who will be assigned to the Authority should hold:
 - 5.6.1 Valid certificate of competence from an organisation recognised by the HSE as an Assessing Body for the certification of individuals RPAs; or
 - 5.6.2 National or Scottish Vocational Qualification (N/SVQ) level 4 in radiation protection practice issues achieved within the last five years.
- 6. SERVICE LEVELS AND PERFORMANCE**
- 6.1 The Authority will measure the quality of the Supplier's delivery by:
 - 6.1.1 Provision of a comprehensive report within two weeks of completion of the site visits.
 - 6.1.2 Ability to act on any feedback provided by the Authority.
- 7. LOCATION**
- 7.1 The location of the Services carried out will be at CAST sites as indicated in section 5. The full addresses are
 - 7.1.1 St Albans – Woodcock Hill, Sandridge, St Albans, Herts AL4 9HQ.
 - 7.1.2 Horsham – Langhurst House, Langhurstwood Road, Horsham, West Sussex RH12 4WX.
- 8. SECURITY REQUIREMENTS**
- 8.1 The appointed Supplier is required to inform the Authority at least 24 hours in advance of the individuals who will be visiting site to ensure the Authority can arrange for them to have appropriate access and escort.