

NF200

Notification Form

Declaration of undertaking

To be completed in conjunction with guidance published at www.hiqa.ie**Definition of an undertaking**

An “undertaking” means a person or body, in the course of a trade, business or other undertaking, who carries out (other than as an employee), or engages others to carry out, a medical radiological procedure or the practical aspects of a medical radiological procedure.¹

Section A. Undertaking information**A1. Undertaking details**For
official
useUndertaking **name**

Address line 1

Address line 2

County

Eircode

Undertaking **email address**Undertaking **contact number****Number** of medical radiological installations² under the undertaking's remit

¹ European Union (Basic Safety Standards For Protection Against Dangers Arising From Medical Exposure To Ionising Radiation) Regulations 2018.

² Medical radiological installation means a facility where medical radiological procedures are performed.

A2. Undertaking representative details						For official use
No.	Undertaking representative name	Undertaking representative type	Undertaking representative job title	Undertaking representative email address	Undertaking representative contact number	
1.						

A3. Information per medical radiological installation – Undertaking service type								For official use
No.	Medical radiological installation name	Medical radiological installation address (include Eircode)	Medical radiological installation service type					
			Dental	General Radiography	Radiotherapy	Nuclear Medicine	Interventional radiology/ cardiology	
1.								
2.								
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A4. Information per medical radiological installation – Designated manager(s)³							For official use
No.	Medical radiological installation name	Medical radiological installation address (include Eircode)	Designated manager name	Designated manager job title	Designated manager email address	Designated manager contact number	
1.							
2.							
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³ The Designated Manager must be engaged in and responsible for the day-to-day management of the medical radiological installation and must have the full support of the undertaking to ensure a safe and quality service is being delivered in the medical radiological installation. The named Designated Manager can be responsible for more than one medical radiological installation or service.

Section B. Undertaking business type information

B1. Undertaking business type				For official use
Undertaking business type	Partnership		Proceed to Section B2	
	Unincorporated body		Proceed to Section B3	
	Sole trader		Proceed to Section C	
	Company		Proceed to Section C	
	Body corporate		Proceed to Section C	
Company Registration Office number (if applicable)				

B2. Partnership details				For official use
If you have selected partnership as the undertaking business type, please state the names of all partners in the partnership.				
No.	Name	No.	Name	
1.		11.		
2.		12.		
3.		13.		
4.		14.		
5.		15.		
6.		16.		
7.		17.		
8.		18.		
9.		19.		
10.		20.		

B3. Unincorporated body detailsFor
official
use

If you have selected unincorporated body as the undertaking business type, please state the **name of each member of the unincorporated body**.

No.	Name	No.	Name	
1.		11.		
2.		12.		
3.		13.		
4.		14.		
5.		15.		
6.		16.		
7.		17.		
8.		18.		
9.		19.		
10.		20.		

Section C. Declaration of undertaking

C1. Declaration

For
official
use

I, the undersigned, **declare** as **the undertaking/on behalf of the undertaking** that the information I have provided in this notification form is true to the best of my knowledge and belief.

Signed by (tick as appropriate)	Sole trader		
	Partner of the partnership		
	Director of the company		
	Member of the committee of management or other controlling authority of an unincorporated body		
	Member of the board, directorate or other governance structure of the body corporate		
Name			
Job title			
Signature			
	If completing the PDF version of the notification form, type your name in the signature field		
Date			

- **Email** form to: radiationprotection@hqa.ie
- **Telephone:** 01 8286750