



KENYA NUCLEAR REGULATORY AUTHORITY

Safe, Secure and Peace in Nuclear

VISION

**Safe, Secure and Peaceful
utilization of Nuclear Technology.**

MISSION

**To provide effective regulatory
control in the utilization of
radiation and nuclear technology
for social economic development.**

CORE VALUES

Professionalism

Integrity

Consistency

Team Work

Innovation



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SERVICE CHARTER

VISION: Safe, secure and peaceful utilization of Nuclear Technology.

MISSION: To provide effective regulatory control in the utilization of radiation and Nuclear technology for social economic development.

| TALLY | SERVICE RENDERED | CLIENT REQUIREMENT | WAITING TIME |
|-------|---|--|--|
| 1 | Registration of radiation facilities and workers. | Dully filled GK LRP 2 or 4 form & support documents | 1 day |
| 2 | Licensing of radiation facilities | Dully filled GK LRP 2 form, compliance with radiation safety standards, full QA/QC report from accredited service provider | 2 days |
| 3 | Licensing of radiation workers | Dully filled GK LRP 4 form and compliance with radiation safety standards | 2 days |
| 4 | Registration of dealer and service engineers | Dully filled GK LRP 4 form & support documents | 1 day |
| 5 | Licensing of dealers and service engineers | Dully filled GK LRP 1 form & support documents | 1 day |
| 6 | Registration of service providers | Dully filled GK LRP 5 form & support documents | 1 day |
| 7 | Certification of service providers | Dully filled GK LRP 5 form & support documents | 7 days |
| 8 | Import/Export licences | Dully filled GK LRP 1 form & support documents | 1 day |
| 9 | Transit Authority | Dully filled GK LRP 1 form & support documents | 1 day |
| 10 | Licensing of radioactive device/waste disposal | Dully filled GK LRP 1 form & detailed proposal for disposal by the service provider | 7 days |
| 11 | Annual radiation survey and nuclear security assessment | To be done by the accredited service provider | Service provider to submit reports within seven days of the assessment |
| 12 | Radioanalysis of consumer products and environmental samples (radio analytical certification) | Sampling report from accredited service provider | 2 days per sample for verification purposes |
| 13 | Personal monitoring of radiation workers | Registered as a radiation worker Monitoring by accredited service provider | Submission (to KNRA) of monthly monitoring report and cumulative dose for each monitored personal by 10th of every month by service provider |
| 14 | Response to radiological emergency | Report on phone or other means | Immediately |

For further information, comments, suggestions or complaints, Please Contact:

The Director General

Kenya Nuclear Regulatory Authority (KNRA)

KASNEB Towers II, 9th Floor

Off Hospital Road

P.O. Box 19841-00202, Nairobi

Tel: +254 769 545 288

✉ info@knra.co.ke www.knra.co.ke [f knrakenya](https://www.facebook.com/knrakenya) [t knrakenya](https://www.twitter.com/knrakenya)

**We are committed to courtesy, professionalism and excellence in
service delivery**

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MAMLAKA YA UDHIBITI WA NYUKLIA KENYA (KNRA) **HATI YA HUDUMA**

MAONO : Matumizi salama na yenye amani katika nyuklia ya kiteknolojia.

UTUME : Kutoa udhibiti yenye ufanisi katika kudhibitisha matumizi ya mionzi na nyuklia ya kiteknolojia kwa maendeleo ya kijamii na kiuchumi.

| NAMBARI | HUDUMA INAYOTOLEWA | MAHITAJI YA MTEJA | MUDA WA KUSUBIRI |
|---------|---|--|---|
| 1 | Usajili ya vifaa vya nyuklia na wafanyikazi | Fomu iliyojazwa kwa usahihi ya GK LRP 2 au 4 na waraka za usaidizi | Siku moja |
| 2 | Utoaji leseni ya vifaa vya nyuklia | Fomu iliyojazwa kwa usahihi ya GK LRP 2, inayoambatana na viwango na usalama wa mionzi | Siku Mbili |
| 3 | Utoaji leseni ya wafanyikazi wa mionzi | Fomu iliyojazwa kwa usahihi ya GK LRP 4 na inafuata usalama na viwango vya mionzi | Siku Mbili |
| 4 | Usajili ya muuzaji na wahandisi wa huduma | Fomu iliyojazwa ya GK LRP 1 na waraka za usaidizi | Siku moja |
| 5 | Utoaji leseni ya wauzaji na wahandisi wa huduma | Fomu iliyojazwa kwa usahihi ya GK LRP 1 na waraka za usaidizi | Siku Moja |
| 6 | Usajili ya watoaji huduma | Fomu iliyojazwa kwa usahihi ya GK LRP 5 na waraka za usaidizi | Siku Moja |
| 7 | Vyeti vya watoaji huduma | Fomu iliyojazwa kwa usahihi ya GK LRP 5 na waraka za usaidizi | Siku Saba |
| 8 | Leseni za kuagizwa au za kusafirishwa | Fomu iliyojazwa kwa usahihi ya GK LRP 1 na waraka za usaidizi | Siku Moja |
| 9 | Mamlaka ya usafiri | Fomu iliyojazwa kwa usahihi ya GK LRP 1 na waraka za usaidizi | Siku Moja |
| 10 | Utoaji leseni ya vifaa vya mionzi au utupaji taka | Fomu iliyojazwa kwa usahihi na pendekezo wa kina wa utupaji kwa mtoaji huduma | Siku saba |
| 11 | Utafiti wa kila mwaka wa mionzi na tathmini ya usalama wa nyuklia | Inafanywa na mtoaji huduma aliyeidhinishwa | Mtoaji huduma anapaswakuwasilisha ripoti kwa muda wa siku saba ya tathmini |
| 12 | Uchambuzi mionzi ya bidhaa za mtumiaji na sampuli ya mazingira | Ripoti ya sampuli kutoka kwa mtoaji huduma aliyeidhinishwa | Siku mbili kwa kila sampuli kwa maksudi ya uthibitishaji |
| 13 | Ufuatiliaji wa kibinafsi ya wafanyikazi wa mionzi | Kusajiliwa kama mfanyikazi wa mionzi, kufuatiliwa na mtoaji huduma aliyeidhinishwa | Uwasilishaji kwa mamlaka ya udhibiti wa nyuklia Kenya (KNRA) kila mwaka ripoti ya ufuatiliaji na mkusanyiko wa kipimo wa kilamtu tarehe kumi wa kila mwaka na mtoaji huduma |
| 14 | Majibu ya dharura ya uchambuzi wa mionzi | Tuma ujumbe kupitia simu au kwa njia yoyote ile ya mawasiliano | Mara moja |

Kwa mawasiliano zaidi, maoni, mapendekezo au malalamishi, tafadhali wasiliana na:
Mkurugenzi mkuu
Mamlaka ya udhibiti wa nyuklia Kenya (KNRA)
KASNEB 11 Ghorofa ya tisa,
Sanduku la Posta 19841-00202 NAIROBI KENYA
Nambari ya simu: +254-769545288.

Barua pepe: info@knra.co.ke
Tovuti: www.knra.co.ke

**Tumejitolea kwa heshima, weledi na ubora katika
utoaji huduma
Mamlaka ya udhibiti wa nyuklia Kenya (KNRA)**



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