

# Procedure for Approval of a Professional Affiliate

By definition a Professional Affiliate (PA) is a membership organisation, active in the field of radiation protection, who has become affiliated to the Radiation Protection Council.

The RPC recognises that such PAs may be established both nationally and internationally.

To support these organisations and enable them to hold a watching brief over the activities that the RPC are pursuing, set out in the following paragraphs is the approvals approach that the RPC will follow when a request to become a PA is received.

Any organisation wishing to apply to be a PA through the RPC must be able to demonstrate, as a minimum, the following: -

1. It has been established for at least five years or is the result of an amalgamation of bodies where one of these bodies has been in existence for at least five years.
2. Is financially stable and viable with evidence to support this claim;
3. Has prescribed standards of conduct for its members that are acceptable to the RPC.
4. It is not a trade association and is not, as far as reasonably demonstrated to the RPC, engaged (under a principal part of its activities) in such activities carried on by a trade union or employers' organisation.
5. It has learned society activities of a nature and scale as to keep its members abreast of advances in radiation protection and its allied fields.
6. It has undertaken that it will not seek to change its governing document(s), or any related requirements in matters that align to qualification, registration or any other relevant matters required of it by the RPC without notifying the RPC.

7. The organisation is established and stable within the UK or can provide sufficient evidence of such stability if they operate outside the UK;
8. They have a set of strategic objectives, a vision statement and supporting Business Plan which have been approved by its governing body or council;
9. They have articulated disciplinary procedures, including complaints and appeals procedures;
10. They have procedures for assessing CPD;
11. At least one objective of the organisation is aligned to the promotion of Radiation Protection or its allied fields;
12. Its membership comprises of groups of professionals;

A nominated representative of each PA shall be entitled to attend RPC meetings but they will not have any entitlement to vote on any points of discussion, nor shall their attendance contribute to the quorum required for RPC meetings.

PAs shall pay the RPC an annual fee, as set out by the RPC.

In support of applications as a PA the RPC requires the following operational documents or equivalent to ensure that the points set out are being applied and as such are compliant: -

1. Code of Professional Conduct
2. Disciplinary Procedure
3. Appeals and Complaints procedure
4. Procedure for Assessing CPD

## Appendix A: Application to be a Professional Affiliate with the Radiation Protection Council

Please complete the form below and send with appropriate documentation to:

**RPC Administrative Office**  
**DS009, Dartington Hall**  
**DARTINGTON**  
**Devon, TQ9 6EN**

**Tel :**  
**Fax :**  
**email : [admin@ukrpc.org.uk](mailto:admin@ukrpc.org.uk)**

Organisation:		
Full name of Correspondent:	Title:	Position within the Organisation:
Business address:		Tel. No:
		Email:
Address for correspondence:		Tel. No.
		Email:
Brief description of Organisation including members' activity related to radiation protection:		
Please confirm attachment of the following documentation:		
Code of Professional Conduct		
Disciplinary Procedure		
Appeals & Complaints Procedure		
Procedure for assessing CPD		
Enclose a fee of £XXX		