



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



FDA ADVISORY
No. **2020-1929**

19 OCT 2020

TO : ALL RRD STAKEHOLDERS AND THE GENERAL PUBLIC

SUBJECT : Online Cascading and Pilot Implementation of the FDA RRD Portal for the Issuance of License to Operate (LTO) and Certificate of Facility Registration (CFR) of Radiation Facilities

The Food and Drug Administration through Center for Device Regulation, Radiation Health and Research sought to re-engineer and streamline its authorization processes to establish a more efficient way in government service delivery. As part of these efforts, the FDA through Department of Health (DOH) Administrative Order (AO) No. 2020-0035 or the “Rules and Regulations on the Licensing and Registration of Radiation Facilities Involved in the Use of Radiation Devices and Issuance of Other Related Authorization” adopted a new online authorization process for radiation facilities under its jurisdiction through the FDA RRD Portal.

The FDA invites radiation facilities to participate in the online cascading and pilot implementation of the RRD Portal for the issuance of License to Operate (LTO) and Certificate of Facility Registration (CFR) for Radiation Facilities.

Online Cascading	October 28, 2020
Participants	Only 300 participants on a first come first served basis via Zoom will be accommodated. Strictly one (1) participant per company/facility. You may register, through this link https://forms.gle/NdWvigqdZ7N2hJNU9
PILOT IMPLEMENTATION OF FDA RRD PORTAL	
Target Participants/ Start of Pilot Implementation	National Capital Region - November 9, 2020 Nationwide - December 9, 2020
Type of Application	Initial and Renewal Application of License to Operate (LTO) and Certificate of Facility Registration (CFR) for Radiation Facilities
Fees to be Paid	Based on the Current Schedule of Fees and Charges (AO No. 29 s. 2000, FDA Circular No. 2011-003, 2011-004)
Requirements	In accordance with Annex C and D of AO 2020-0035
Validity of Authorization	In accordance with Section VI of AO 2020-0035 Initial LTO and CFR authorizations shall have three (3) years validity Renewal LTO and CFR authorizations shall have five (5) years validity

All processes shall be done in accordance to the general and specific guidelines of DOH AO No. 2020-0035.

The detailed step-by-step procedure shall follow the illustrative guide shown in Annex A-C of this Advisory.


ROLANDO ENRIQUE D. DOMINGO, MD
Director General



Annex A

Procedure for the Use of RRD Portal for User Account Registration

Login Screen



Figure 1. RRD Portal Login Page.

STEP 1: Go to <https://rrdportal.fda.gov.ph>.

STEP 2: Click the “Create User Account” button found below the login credential fields.

REQUEST/APPLICATION PAGE

FDA
Food and Drug Administration
REPUBLIC OF THE PHILIPPINES

Request for FDA CDRRHR-RRD User Account

PRIVACY NOTICE

We value your privacy and we uphold your rights under the Data Privacy Act of 2012. By voluntarily submitting this form, you are hereby allowing the Food and Drug Administration (FDA) to collect, use, process, consolidate, share, store, and retain your personal data. FDA will use your personal data to process this form along with related activities.

IMPORTANT NOTES ON SECURING AN FDA CDRRHR-RRD USER ACCOUNT:

1. Applicants for an FDA CDRRHR-RRD User Account shall either be the OWNER OR AUTHORIZED PERSON of the facility/company. He/She shall be held responsible for the use of the portal. ONLY ONE USER ACCOUNT PER FACILITY/COMPANY SHALL BE APPROVED.
2. Secure the required duly filled supporting documents. Templates of the required documents are available for download below. (NOTE: Affidavit of Undertaking shall only be required to user accounts for CSE applications).
3. Applicants for user accounts who are OWNERS under Single Proprietorship or One-person Corporation, the LETTER OF INTENT shall be required. Otherwise, an AUTHORIZATION LETTER signed by the Owner/CEO or President/Head of the facility/company is required.
4. Ensure that the email address to be registered for the user account is valid and active. All notification emails from the portal shall be sent to the registered email address.
5. For future variation in the user account, send us an email through this address: cddrhr.rrd@fda.gov.ph with email subject: VARIATION IN USER ACCOUNT.

TEMPLATES OF REQUIRED DOCUMENT/S FOR THE CREATION OF RRD PORTAL USER ACCOUNT:

- [CLICK TO DOWNLOAD THE AUTHORIZATION FORM.](#)
- [CLICK TO DOWNLOAD THE SWORN UNDERTAKING FORM.](#)
- [CLICK TO DOWNLOAD THE LETTER OF INTENT.](#)

Figure 2a. Upper section of the FDA CDRRHR-RRD user account registration page

STEP 3: Ensure that the Privacy Notice and important notes on securing a user account are read and understood.

STEP 4: All templates of the required document/s can be found and downloaded on this section of the page. The applicants shall download and use the respective template/s when requesting an FDA CDRRHR-RRD User Account. These are to be duly filled and notarized.

The screenshot shows a web form for creating a user account. At the top, there are three radio button options under 'Authorization Type *': 'Certificate of Safety Evaluation', 'Clearance for Custom Release', and 'License to Operate/ Certificate of Facility Registration / Pre-Operational Permit'. Below these are input fields for 'First Name *', 'Last Name *', 'Region *' (a dropdown menu), and 'City *' (a dropdown menu). Further down are fields for 'eMail Address of the Authorized Representative *', 'Position in the Company *', 'Phone Number *', 'Mobile Number *', and 'Company Name *'. A note next to the 'Company Name' field states: 'For CSE/RRR: Company Name of the Authorized Contractor'. At the bottom left, there is a file upload section labeled 'Authorization Letter/Letter of Intent *' with a green 'Choose Files' button. At the bottom right, there is explanatory text: 'LETTER OF INTENT: for applicants who are OWNERS of the facility/company (under single proprietorship or one-person corporation). AUTHORIZATION LETTER: for applicants who are being authorized by the owners/board of directors, head of the facility/corporation/company.'. A 'Submit' button is located at the bottom center. A red circle with the number '5' is positioned in the top right corner of the form area, and a blue circle with the number '6' is positioned over the 'Submit' button.

STEP 5:

Select the type of authorization and fill in the FDA CDRRHR-RRD user account registration information in all the required fields. Depending on the authorization type, upload the required document/s for the creation of the user account.

STEP 6: Review all provided information. To officially submit the request for a RRD Portal User Account, click the "Submit" button.

CONFIRMATION PAGE

THANK YOU!!

Your RRDPortal account has been submitted and subject for approval!!
You will receive an email within 24 to 48 hours upon verification of your account.

Click [here](#) to go back to rrdportal to proceed

Annex B

Procedure for the Use of RRD Portal for License to Operate (LTO) Application

Login Screen



Figure 1. RRD Portal Login Page.

STEP 1: Log in to RRD PORTAL: <https://rrdportal.fda.gov.ph> using the credentials sent to the email address used for the creation of user account.

Home Page

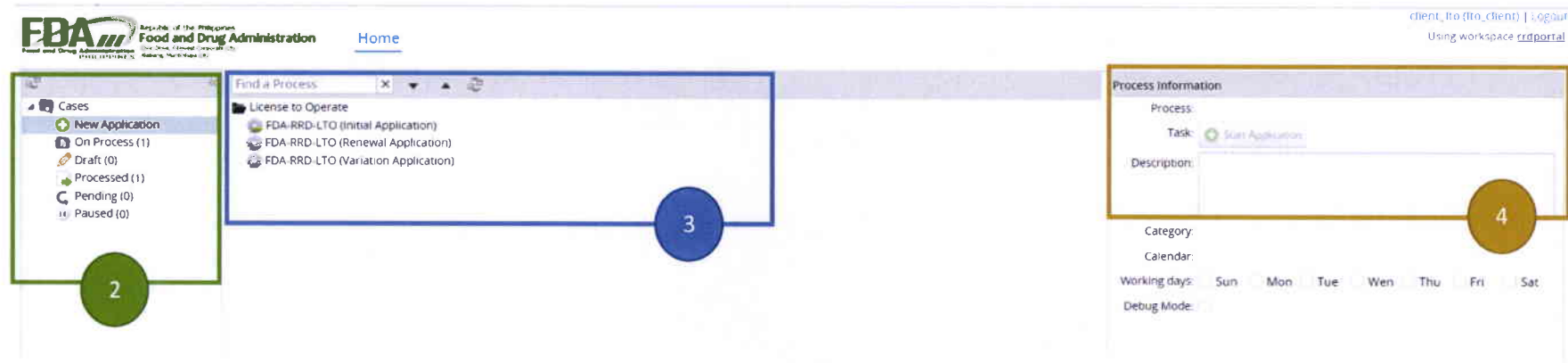
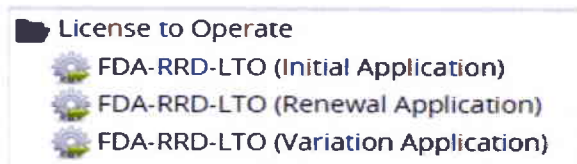


Figure 2. RRDPortal Home Tab.

STEP 2: To start an application click “New Application” located in the left pane of the page.



STEP 3: Select “FDA-RRD-LTO (Initial Application)” under the “License to Operate” Menu located at the center pane of the page.



STEP 4: Click the “Start Application” button located at the right pane of the page to initiate the application.



Terms And Conditions Page

Application #: 1563 Title: #1563

Next Step ▶

TERMS AND CONDITIONS

Welcome to the FDA-CDRRHR/RRD Online Authorization Application / Services.

Please read these Terms and Conditions carefully before using this website. Your access to and use of the Service is conditioned on your acceptance of and compliance with these Terms. These terms may be updated or modified from time to time without notifying you, therefore, your continued use of the Service after such modification will constitute your acceptance. These Terms apply to all visitors, users and others who access or use the Service. DESCRIPTION OF SERVICE

The aim of this Service is to expedite receiving, payment of fees, evaluation and processing of applications for:

- License To Operate (LTO)

PRIVACY

- The information gathered from this site will be treated as highly confidential. The FDA- CDRRHR/RRD may use your contact information in order to send an e-mail and/or other communications regarding the status of your applications or updates about this service. We may also use your data for statistics, summaries, research and studies for the development of new standards.

AVAILABILITY OF SERVICE

- While FDA-CDRRHR/RRD Online Services is available twenty-four (24) hours a day, seven (7) days a week, service may not be available at certain times due to designated service periods, maintenance, computer, telecommunications, electrical network failure and/or any other reasons beyond the control of FDA-

I have read and agree with the above terms and conditions

Next

5

Figure 3. RRDPortal Terms and Condition.

STEP 5: Read the Terms and Conditions of using the RRD portal carefully then tick "I have read and agree with the above terms and conditions". Click "Next" to proceed.

I have read and agree with the above terms and conditions

Next

General Information Page

GENERAL INFORMATION

Type of Application Initial

Type of Authorization * LICENSE TO OPERATE AN X-RAY FACILITY 6

Type of Installation * Mobile/Stationary 7

Classification of Radiation Facility * Non-Medical 8

X-ray Service Category * Dental 9

I pledge that the provided information is true and correct

Next 10

Figure 4. RRDPortal General Information.

STEP 6: In the “Type of Authorization” drop-down menu, select the type of authorization to be applied.

Options: “LICENSE TO OPERATE AN X-RAY FACILITY”, “LICENSE TO OPERATE A THERAPEUTIC X-RAY FACILITY” or “LICENSE TO OPERATE A MAGNETIC RESONANCE IMAGING FACILITY”

Type of Authorization *

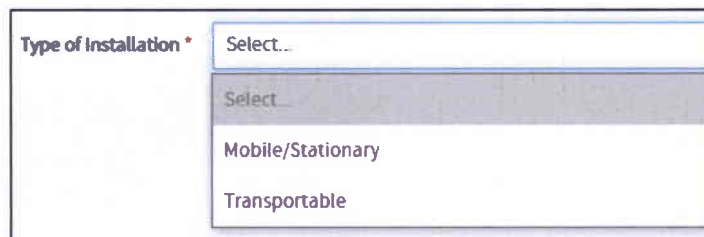
Select...

Select...

- LICENSE TO OPERATE AN XRAY FACILITY
- LICENSE TO OPERATE A THERAPEUTIC XRAY FACILITY
- LICENSE TO OPERATE A MAGNETIC RESONANCE IMAGING FACILITY

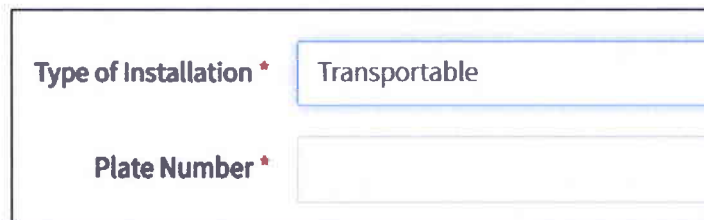
STEP 7: Select the "Type of Installation" of the x-ray machine.

Options: "Mobile/Stationary" or "Transportable"



A screenshot of a web form element. On the left, the text "Type of Installation *" is displayed. To its right is a dropdown menu. The menu is currently open, showing a list of options. The top option is "Select...", which is highlighted with a grey background. Below it are two other options: "Mobile/Stationary" and "Transportable".


If *Transportable* is selected, indicate the Plate Number of the vehicle



A screenshot of a web form. The "Type of Installation *" field is a dropdown menu with "Transportable" selected. Below it is an empty text input field labeled "Plate Number *".

STEP 8: Select the "Classification of Radiation Facility"

Options: "Medical" or "Non-Medical"



A screenshot of a web form element. On the left, the text "Classification of Radiation Facility *" is displayed. To its right is a dropdown menu. The menu is currently open, showing a list of options. The top option is "Medical", which is highlighted with a grey background. Below it is another option: "Non-Medical".

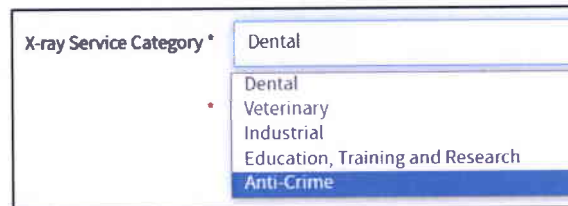
STEP 9: Select the “X-ray Service Category”

Option 1: If “*Medical*” Radiation Facility is selected, specify if *Level One, Level Two, Level Three, or Specialized*



A screenshot of a dropdown menu titled "X-ray Service Category *". The menu is open, showing five options: "Level One", "Level One", "Level Two", "Level Three", and "Specialized". The first "Level One" option is highlighted with a blue background.

Option 2: If “*Non-Medical*” Radiation Facility is selected, specify if *Dental, Veterinary, Industrial, Anti-Crime, or Educational, Training and Research*



A screenshot of a dropdown menu titled "X-ray Service Category *". The menu is open, showing five options: "Dental", "Dental", "Veterinary", "Industrial", "Education, Training and Research", and "Anti-Crime". The "Anti-Crime" option is highlighted with a blue background.

NOTE: Selections for “*Specialized Diagnostic and Interventional X-ray Services*” shall be open but not required for Medical Radiation Facilities with Level One, Two, or Three X-ray Services Categories. If *Specialized* is selected, at least one Specialized Diagnostic and Interventional X-ray Service shall be specified.



A screenshot of a list titled "Specialized Diagnostic and Interventional X-ray Services". The list contains six items, each with an unchecked checkbox:

- Computed Tomography
- Lithotripsy
- Cardiac Catheterization
- Mammography
- Digital Subtraction Angiography
- Percutaneous Transluminal Angioplasty
- Tumour Localization and simulation

STEP 10: Review the information provided then tick “*I pledge that the provided information is true and correct*”. Click “Next” to proceed.

* I pledge that the provided information is true and correct

Next

Establishment Information Page

ESTABLISHMENT INFORMATION

Name of Facility *

Establishment TIN

Authorized Officer (Owner / Legal Person)

Salutation *

First Name *

Middle Name

Last Name *

Position *

+ New

	Email Address *	Telephone Number	Mobile Number *
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

I pledge that the provided information is true and correct.

Next

The Name of the Facility shall be consistent with the business name reflected in the Mayor's Business Permit or in the Certificate of Registration issued by either the SEC or DTI.

- For Single Proprietorship, the owner of the facility shall be the authorized officer and the name shall be consistent with the name of the business owner reflected in the Certificate of Business Name Registration issued by the DTI.
- For Corporation / Partnership / Cooperative, the CEO or the President of the Corporation / Cooperative / Partnership shall be the authorized officer.
- For government-owned or controlled corporation, the Head of the medical institution, hospital, or clinic shall be the authorized officer.

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Figure 5. RRDPortal Establishment Information.

STEP 11. Fill in the complete and correct details in all the required fields. Review the details then tick *“I pledge that the provided information is true and correct.”*. Click *“Next”* to proceed.

Facility Address Page

FACILITY ADDRESS

Address *

Region *

Province *

City/Town *

Zip Code *

13

GPS Latitude *

GPS Longitude *

* I pledge that the provided information is true and correct.

14

12

Figure 6. RRDPortal Facility Address.

STEP 12: Fill in the complete and correct details in all the required fields.

STEP 13: To assist in determining the GPS coordinates, a Map Tool was integrated into the system. To access the Map Tool, click the “Show Map Tool” button. Zoom in to the preset “Blue Pin” to get a closer image of the location of the establishment. The “Blue Pin” may be adjusted to exactly determine the GPS coordinates. Once the location is determined, click the “Submit” button.

STEP 14: Review the details then tick *“I pledge that the provided information is true and correct.”* Click the “Next” button to proceed.

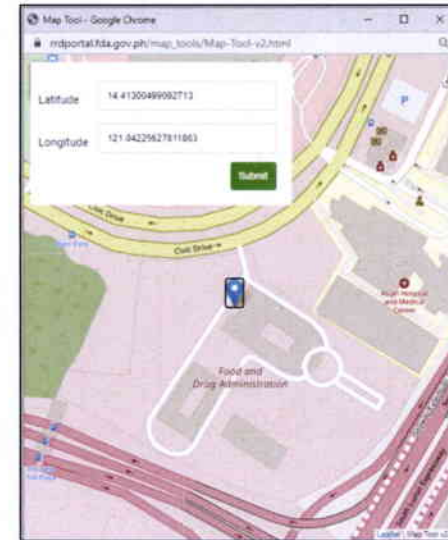


Figure 7. RRDPortal Map Tool

Map Page



Figure 8. RRDPortal Map Tool.

- STEP 15. A map with a closer look at the location of the establishment will be shown for further review and verification. Once satisfied, click the “Next” button to proceed. To make adjustments, click “Previous Step” to return to STEP 13.

List of Personnel Page

LIST OF PERSONNEL

Salutation

Last Name

Designation

Employment Status

First Name

Specialization

Middle Name

Contact Number

Government Issued Identification Document

Type

Number

Valid Until

Name	Designation	Contact Number	PRC / Gov ID Details	Employment Status
No records				

I pledge that I have declared all Authorized and Qualified Personnel associated with our facility and the provided information are true and correct.

Figure 7. RRDPortal List of Personnel.

- STEP 16: Fill in the complete and correct information in all the required fields.
- STEP 17: Click the “Add” button to officially register the information of the personnel. Ensure that all employed radiation workers of the facility are registered in the system
- STEP 18: Review all the details provided tick *“I pledge that I have declared all Authorized and Qualified Personnel associated with our facility and the provided information are true and correct.”*
- STEP 19: Click the “Next” button to proceed.

Machine Details Page

The screenshot shows a web form titled "MACHINE DETAILS" with the following fields: Control Console Manufacturer, X-ray Tube Manufacturer, Machine Model, Maximum mA, Maximum kVp, Control Console Serial Number, X-ray Tube Serial Number, and Application/Use (a dropdown menu). A blue "Add" button is located below the Application/Use dropdown. Below the form is a table with the following headers: Control Console Manufac..., X-ray Tube Manufacturer, Machine Model, Maximum mA, Maximum kVp, Control Console Serial N..., X-ray Tube Serial Number, and Application/Use. The table contains one row with a scrollable area. Below the table is a checkbox with the text "I pledge that the provided information are true and correct." and a "Next" button.

20

21

22

23

Figure 8. RRDPortal Machine Details.

- STEP 20: Fill in the complete and correct details in all the required fields.
- STEP 21: Click the "Add" button to officially register the details of the x-ray machine. Ensure that all x-ray machines installed or located within the vicinity of the facility are registered in the system.
- STEP 22: Review all the details provided then tick *"I pledge that I have declared all x-ray machines installed within and owned by our facility and the provided information are true and correct."*
- STEP 23: Click the "Next" button to proceed.

Uploading of Documentary Requirements

MEDICAL X-RAY FACILITY

COMPUTED TOMOGRAPHY / MAMMOGRAPHY

1. Proof of Business Name (SEC or DTI Registration or Mayor' Business Permit);
2. Proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. Certificate for being a fellow of the Philippine College of Radiology (FPCR) or diplomate of the Philippine Board of Radiology (DPBR) of all Radiologist/s
5. Certificate of training on radiation protection of the radiation protection officer (RPO)
6. Performance test report from FDA-CSL/DTI-PAB accredited testing body
7. If transportable, copy of valid vehicle LTO registration (OR/CR)

Proof of Business Name (SEC or DTI Registration or Mayor' Business Permit)

Choose Files

Proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider

Choose Files

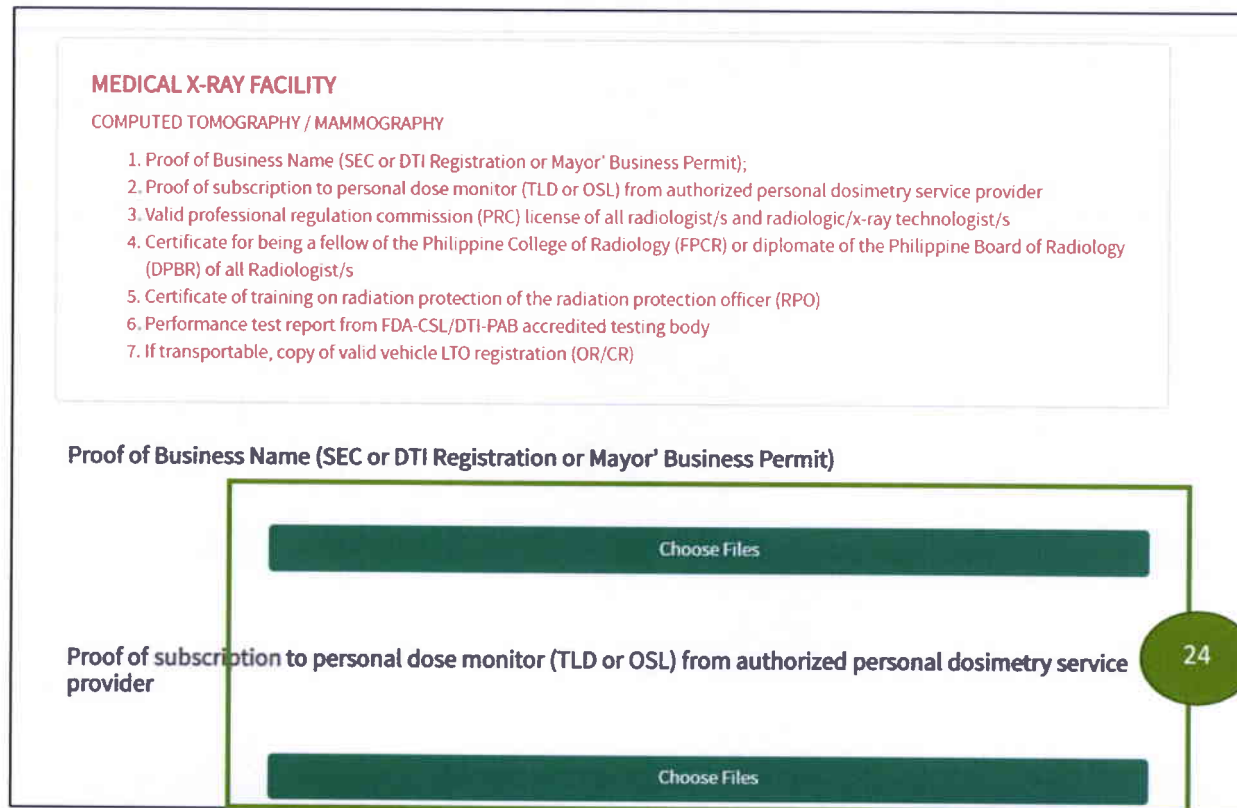
The image shows a screenshot of a web portal interface. At the top, there is a section titled 'MEDICAL X-RAY FACILITY' with a sub-section 'COMPUTED TOMOGRAPHY / MAMMOGRAPHY'. Below this is a list of seven requirements. The first requirement is 'Proof of Business Name (SEC or DTI Registration or Mayor' Business Permit)'. Below this requirement is a dark green button labeled 'Choose Files'. The second requirement is 'Proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider'. Below this requirement is another dark green button labeled 'Choose Files'. A green circle with the number '24' is positioned to the right of the second 'Choose Files' button. The entire content is enclosed in a light gray border.

Figure 11a. The upper portion (center pane) of the RRDPortal Document Requirement Details page.

STEP 24: To upload the respective documentary requirements, click the “Choose Files” button then locate and select the respective document (in PDF file format) on the computer.

Performance test report from FDA-CSL/DTI-PAB accredited testing body

Choose Files

CT Scan_Performance Test Sample.pdf 100%

If transportable, copy of valid vehicle LTO registration (OR/CR)

Choose Files

I hereby confirm that I have submitted ALL the required documents with true and correct information relevant to the application. I understand that any inconsistency and/or deficiency in the application will result to the DENIAL of my application.

Next 26 25

Figure 11b. The bottom portion (center pane) of the RRDPortal Document Requirement Details page.

STEP 25: Once all documents have successfully uploaded, ensure and review all provided information then tick *“I hereby confirm that I have submitted ALL the required documents with true and correct information relevant to the application. I understand that any inconsistency and/or deficiency in the application will result in the DENIAL of my application.”*

STEP 26: Click “Next” to proceed.

Summary Page

Please review your submission. Should you need to correct/edit, click the Previous Steps.

General Information

Type of Application	Initial
Type of Authorization	LICENSE TO OPERATE AN XRAY FACILITY
Type of Installation	Transportable
Classification of Radiation Facility	Medical
X-ray Service Category	Level One (Chest for Heart and Lungs)

Establishment Information

Name of Facility	DVD
Establishment TIN	34234
Authorized Officer (Owner / Legal Person)	Mr. Sfsd Fsd Sdfsdf/ SDFSDF

Email Address	Telephone Number	Mobile Number
1 sdfsdf	234234234	34234232

Address

Address Line1	Fsdfs234234
---------------	-------------

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Figure 12a. *The upper portion (center pane) of the RRDPortal Summary Details Page.*

STEP 27: The summary of the application will be shown for the final review. Ensure that all the information and documents provided are complete, true, and correct.

Machine Details

X-RAY Machines									
Control Console Manufac...	X-ray Tube Manufacturer	Machine Model	Maximum mA	Maximum kVp	Control Console Serial N...	X-ray Tube Serial Number	Application Use	Machine Location	
1	GE	GE	WALA	300	100	12354	12354	General Radiography (Stationary)	1ST FLOOR
2	SIEMENS	SIEMENS	SOMATOM	600	250	13415	164813	Computed Tomography (Stationary)	2

List of Documents

Filename
CT Scan_Performance Test Sample.pdf
mayors permit.pdf
OSL Subscription.pdf

MEDICAL X-RAY FACILITY
COMPUTED TOMOGRAPHY / MAMMOGRAPHY

1. Proof of Business Name (SEC or DTI Registration or Mayor Business Permit);
2. Proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. Certificate for being a fellow of the Philippine College of Radiology (FPCR) or diplomate of the Philippine Board of Radiology (DPBR) of all Radiologist/s
5. Certificate of training on radiation protection of the radiation protection officer (RPO)
6. Performance test report from FDA-CSL/DTI-PAB accredited testing body
7. If transportable, copy of valid vehicle LTO registration (OR,CR)

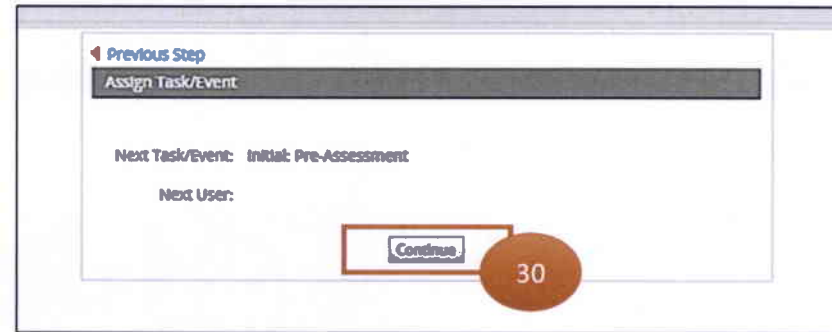
I attest that I am satisfied and confident with the information provided in this application

Figure 12b. The bottom portion (center pane) of the RRDPortal Summary Details Page.

STEP 28: Once satisfied with the provided information, tick “I attest that I am satisfied and confident with the information provided in this application.”

STEP 29: Click the “Next” button to submit the application.

END of Application



STEP 30: To officially submit and end the application, click the “Continue” button. The application will be endorsed for pre-assessment and a notification of the result will be sent to the registered email address.

Annex C

Procedure for the Use of RRD Portal for Certificate of Facility Registration (CFR) Application

Login Screen



Figure 1. RRD Portal Login Page.

STEP 1: Log in to RRD PORTAL: <https://rrdportal.fda.gov.ph> using the credentials sent to the email address used for the creation of user account.

Home Page

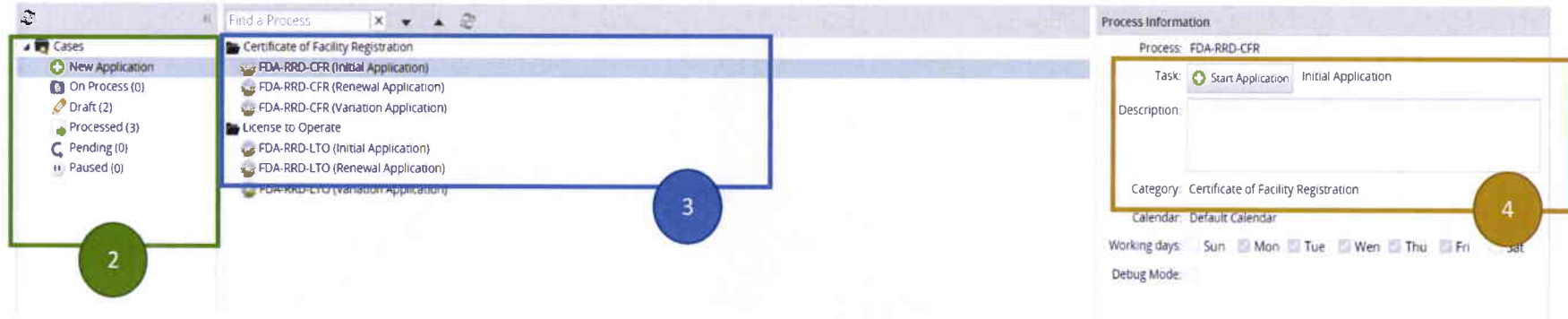


Figure 2. RRDPortal Home Tab.

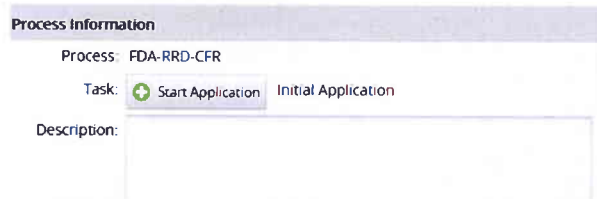
STEP 2: To start an application click “New Application” located in the left pane of the page.



STEP 3: Select “FDA-RRD-CFR (Initial Application)” under the “Certificate of Facility Registration” Menu located at the center pane of the page.



STEP 4: Click the “Start Application” button located at the right pane of the page to initiate the application.



Terms And Conditions Page

TERMS AND CONDITIONS

Welcome to the FDA-CDRRHR/RRD Online Authorization Application / Services.

Please read these Terms and Conditions carefully before using this website. Your access to and use of the Service is conditioned on your acceptance of and compliance with these Terms. These terms may be updated or modified from time to time without notifying you, therefore, your continued use of the Service after such modification will constitute your acceptance. These Terms apply to all visitors, users and others who access or use the Service. DESCRIPTION OF SERVICE

The aim of this Service is to expedite receiving, payment of fees, evaluation and processing of applications for:

- Certificate of Facility Registration (CFR)

PRIVACY

- The information gathered from this site will be treated as highly confidential. The FDA- CDRRHR/RRD may use your contact information in order to send an e-mail and/or other communications regarding the status of your applications or updates about this service. We may also use your data for statistics, summaries, research and studies for the development of new standards.

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I have read and agree with the above terms and conditions

Next

5

Figure 3. RRDPortal Terms and Condition.

STEP 5: Read the Terms and Conditions of using the RRD portal carefully then tick "I have read and agree with the above terms and conditions". Click "Next" to proceed.

I have read and agree with the above terms and conditions

Next

General Information Page

GENERAL INFORMATION

Type of Application Initial

Type of Authorization * CERTIFICATE OF FACILITY REGISTRATION

Type of Installation * Mobile/Stationary **6**

Classification of Radiation Facility * Non-Medical **7**

X-ray Service Category * Security and Baggage Inspection System **8**

I pledge that the provided information is true and correct

Next **9**

Figure 4. RRDPortal General Information.

STEP 6: Select the “Type of Installation” of the x-ray machine.

Options: **“Mobile/Stationary” or “Transportable”**

Type of Installation * Select...

Select...

Mobile/Stationary

Transportable

If **Transportable** is selected, indicate the Plate Number of the vehicle

Type of Installation *	Transportable
Plate Number *	

STEP 7: Select the "Classification of Radiation Facility"

Options: **Medical** or **Non-Medical**

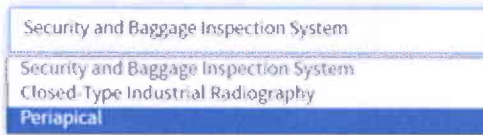
Classification of Radiation Facility *	
	Medical
	Non-Medical

STEP 8: Select the "X-ray Service Category"

Option 1: If **Medical** Radiation Facility is selected, specify if **Bone densitometry**

Bone densitometry

Option 2: If **“Non-Medical”** Radiation Facility is selected, specify if **Security and Baggage Inspection System, Closed-Type Industrial Radiography or Periapical**



STEP 9: Review the information provided then tick **“I pledge that the provided information is true and correct”**. Click **“Next”** to proceed.



Establishment Information Page



Figure 5. RRDPortal Establishment Information.

STEP 10. Fill in the complete and correct details in all the required fields. Review the details then tick **“I pledge that the provided information is true and correct.”**. Click **“Next”** to proceed.

Facility Address Page

Figure 6. RRDPortal Facility Address.

- STEP 11: Fill in the complete and correct details in all the required fields.
- STEP 12: To assist in determining the GPS coordinates, a Map Tool was integrated into the system. To access the Map Tool, click the “Show Map Tool” button. Zoom in to the preset “Blue Pin” to get a closer image of the location of the establishment. The “Blue Pin” may be adjusted to exactly determine the GPS coordinates. Once the location is determined, click the “Submit” button.
- STEP 13: Review the details then tick *“I pledge that the provided information is true and correct.”* Click the “Next” button to proceed.

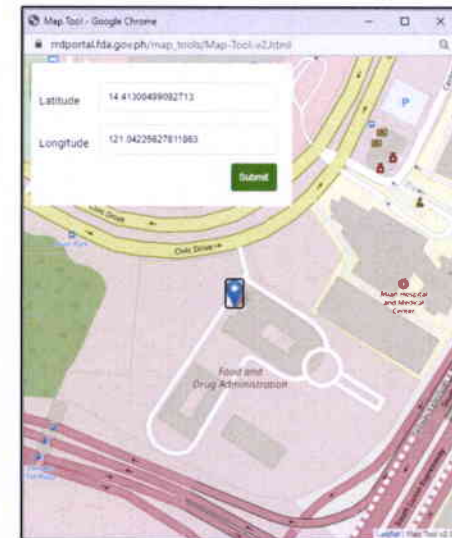


Figure 7. RRDPortal Map Tool

Map Page

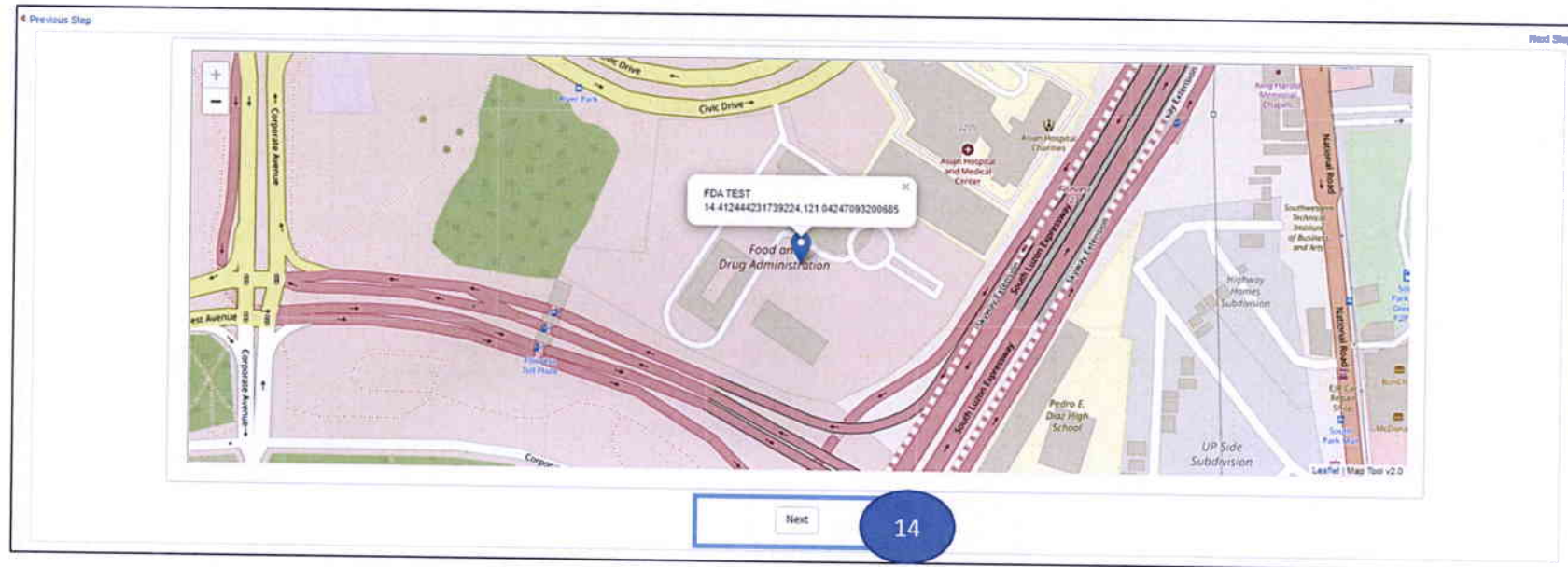


Figure 8. RRDPortal Map Tool.

- STEP 14.** A map with a closer look at the location of the establishment will be shown for further review and verification. Once satisfied, click the “Next” button to proceed. To make adjustments, click “Previous Step” to return to STEP 13.

List of Personnel Page

LIST OF PERSONNEL

15

Salutation

Last Name

First Name

Middle Name

Designation

Specialization

Contact Number

Employment Status

Government Issued Identification Document

Type

Number
Add

Valid Until

Name	Designation	Contact Number	PRC / Gov ID Details	Employment Status
No records				

16

17

I pledge that I have declared all Authorized and Qualified Personnel associated with our facility and the provided information are true and correct.

Next

18

Figure 9. RRDPortal List of Personnel.

- STEP 15: Fill in the complete and correct information in all the required fields.
- STEP 16: Click the “Add” button to officially register the information of the personnel. Ensure that all employed radiation workers of the facility are registered in the system
- STEP 17: Review all the details provided tick *“I pledge that I have declared all Authorized and Qualified Personnel associated with our facility and the provided information are true and correct.”*
- STEP 18: Click the “Next” button to proceed.

Machine Details Page

The screenshot shows a web form titled "MACHINE DETAILS" with the following fields: Control Console Manufacturer, X-ray Tube Manufacturer, Machine Model, Maximum mA, Maximum kVp, Control Console Serial Number, X-ray Tube Serial Number, and Application/Use (a dropdown menu). A blue "Add" button is located below the Application/Use dropdown. Below the form is a table with the following headers: Control Console Manufac..., X-ray Tube Manufacturer, Machine Model, Maximum mA, Maximum kVp, Control Console Serial N..., X-ray Tube Serial Number, and Application/Use. The table contains one row with a grey background. Below the table is a green-bordered box containing a checkbox and the text "I pledge that the provided information are true and correct." Below this box is a blue "Next" button. Numbered callouts are placed as follows: 19 (yellow circle) above the form; 20 (blue circle) above the "Add" button; 21 (green circle) above the pledge checkbox; and 22 (orange circle) above the "Next" button.

Figure 10. RRDPortal Machine Details.

- STEP 19: Fill in the complete and correct details in all the required fields.
- STEP 20: Click the "Add" button to officially register the details of the x-ray machine. Ensure that all x-ray machines installed or located within the vicinity of the facility are registered in the system.
- STEP 21: Review all the details provided then tick *"I pledge that I have declared all x-ray machines installed within and owned by our facility and the provided information are true and correct."*
- STEP 22: Click the "Next" button to proceed.

Uploading of Documentary Requirements

BONE DENSITOMETRY

1. Proof of Business Name (SEC or DTI Registration or Mayor' Business Permit);
2. Proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. Certificate for being a fellow of the Philippine College of Radiology (FPCR) or diplomate of the Philippine Board of Radiology (DPBR) of all Radiologist/s
5. Certificate of training on radiation protection of the radiation protection officer (RPO)
6. If transportable, copy of valid vehicle LTO registration (OR/CR)

Proof of Business Name (SEC or DTI Registration or Mayor' Business Permit)

Choose Files

Proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider

Choose Files

23

Figure 11a. The upper portion (center pane) of the RRDPortal Document Requirement Details page.

STEP 23: To upload the respective documentary requirements, click the “Choose Files” button then locate and select the respective document (in PDF file format) on the computer.

Summary Page

Please review your submission. Should you need to **correct/edit**, click the **Previous Steps**.

General Information

Type of Application	Initial
Type of Authorization	CERTIFICATE OF FACILITY REGISTRATION
Type of Installation	Mobile/Stationary
Classification of Radiation Facility	Medical
X-ray Service Category	Bone densitometry

Establishment Information

Name of Facility	SAMPLE FACILITY
Establishment TIN	76734-4353453

Figure 12a. *The upper portion (center pane) of the RRDPortal Summary Details Page.*

STEP 26: The summary of the application will be shown for the final review. Ensure that all the information and documents provided are complete, true, and correct.

List of Documents

Filename

BONE DENSITOMETRY

1. Proof of Business Name (SEC or DTI Registration or Mayor' Business Permit);
2. Proof of subscription to personal dose monitor (TLD or OSL) from authorized personal dosimetry service provider
3. Valid professional regulation commission (PRC) license of all radiologist/s and radiologic/x-ray technologist/s
4. Certificate for being a fellow of the Philippine College of Radiology (FPCR) or diplomate of the Philippine Board of Radiology (DPBR) of all Radiologist/s
5. Certificate of training on radiation protection of the radiation protection officer (RPO)
6. If transportable, copy of valid vehicle LTO registration (OR/CR)

I attest that I am satisfied and confident with the information provided in this application.

27

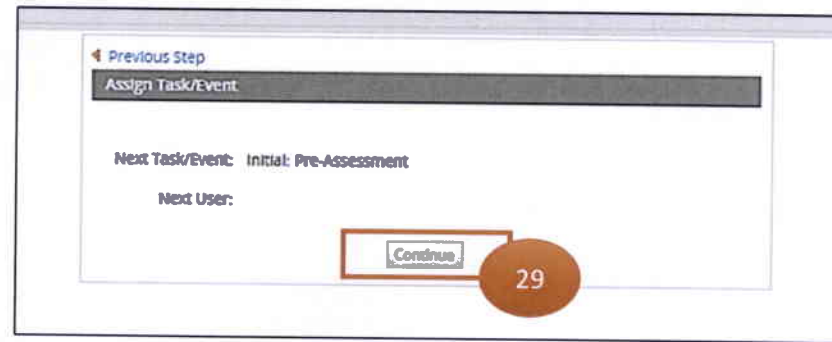
Submit

28

Figure 12b. The bottom portion (center pane) of the RRDPortal Summary Details Page.

- STEP 27: Once satisfied with the provided information, tick *“I attest that I am satisfied and confident with the information provided in this application.”*
- STEP 28: Click the “Next” button to submit the application.

END of Application



STEP 29: To officially submit and end the application, click the “Continue” button. The application will be endorsed for pre-assessment and a notification of the result will be sent to the registered email address.