

# Re-certification of Designated Radiation Equipment – Class 3b and 4 Lasers Step-by-Step Instructions

1. Owner contacts an [Authorized Radiation Protection Agency \(ARPA – facility and equipment inspectors\)](#) to arrange on-site testing of equipment.
  - Owner provides ARPA with laser equipment profile(s) sent by CPSA, and photographic evidence of equipment (manufacturer, model name, serial number, manufacturer date)

**OR**

Owner completes [CPSA Paper-based Compliance Verification form](#) per piece of equipment being **renewed\*** in accordance to instructions in Section A.

**Note:** A site visit by an ARPA remains the gold standard.
2. ARPA provides compliance verification report(s).
3. Compliance verification report(s) submitted to CPSA.
4. Upon review and approval CPSA issues:
  - Confirmation letter; and
  - Registration certificate(s)
5. Owner receives updated CPSA *Certificate(s) of Registration* and equipment may continue to be used.

**Please note:**

- **Equipment not recertified by the certificate's expiry date is in direct contravention of the *Radiation Protection Act*.**
- Equipment may be re-tested within one year prior to its expiry date. (i.e. If expiring October 31, 2017, equipment may be re-tested starting November 1, 2016.)
- **Owners are responsible** for ensuring
  - CPSA is in receipt of compliance verification report
  - Equipment details on report are accurate (i.e. correct manufacturer, model name, serial number)
- Equipment is recertified in accordance to the [CPSA re-testing schedule](#).

\*The paper based compliance verification report is used for **RENEWALS**, **not** for new equipment. To register new lasers, please contact an Authorized Radiation Protection Agency (ARPA) and schedule an on-site inspection.