

List of Procedures for Retirement and Transfer of KEK Employees and KEK Students

Contact Information

Radiation Control Office	Location	Radiation Control Building, 1F
	TEL, E-mail	TEL: 5495 (ex.), 029-864-5495 E-mail: rad-office@ml.post.kek.jp
	Business hours	9:00-12:00 and 13:00-16:00 on weekdays

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Categories		Registration for radiation worker at KEK Tsukuba after transfer	Procedures	Paper work Forms	Submit to
Transfer of KEK employees	Within KEK Tsukuba	Yes	Register the change of affiliation *1)	Notification of Change of Affiliation (Form No.8-1)	Radiation Control Office
	KEK Tsukuba to KEK Tokai	Yes	Terminate radiation worker at KEK Tsukuba *2)	Notification of Termination of Radiation Work (Form No.8)	
	KEK Tokai to KEK Tsukuba	Yes	Register as a radiation worker in KEK Tsukuba *3)	Application for Radiation Worker Certification (Form No.4)	
	All the above	No	Terminate radiation worker	Notification of Termination of Radiation Work (Form No.8)	
Retirement of KEK employees	Re-employment	Yes	Register the change of affiliation *1)	Notification of Change of Affiliation (Form No.8-1)	
	Emeritus professor, etc. [without employment at KEK]	Yes	After terminating radiation worker, re-register as a radiation worker	Notification of Termination of Radiation Work (Form No.8) Application for Radiation Worker Certification (Form No.4)	
	Retirees transferred to other institution (including those who do not have a next affiliation) [without employment at KEK]	Yes	Terminate radiation worker *4)	Notification of Termination of Radiation Work (Form No.8)	
	All the above	No	Terminate radiation worker	Notification of Termination of Radiation Work (Form No.8)	
Graduation of KEK students	Transferee from KEK student to other institution (including those who do not have a next affiliation) [without employment at KEK]	Yes	Terminate radiation worker *4)	Notification of Termination of Radiation Work (Form No.8)	
	Transferee from KEK student to KEK employee [Newly employed at KEK]	Yes	After terminating radiation worker, re-register as a radiation worker	Notification of Termination of Radiation Work (Form No.8) Application for Radiation Worker Certification (Form No.4)	
	All the above	No	Terminate radiation worker	Notification of Termination of Radiation Work (Form No.8)	

*1) If you wish to temporarily suspend your radiation work after the transfer, submit a "Notification of Suspension to Radiation Worker (Form No.7-1)."

*2) If you will continue to work at KEK Tsukuba after the transfer, register as a visitor radiation worker at KEK Tsukuba after registering as a radiation worker at KEK Tokai.
Request the Radiation Control Section in Tokai Campus to prepare Form No.10 for the applicant by e-mail. (To: TC_RadMng@ml.post.kek.jp)

*3) Submit a request for terminating radiation worker at KEK Tokai in advance.

*4) If you will continue to work at KEK Tsukuba after the transfer, register as a visitor radiation worker at KEK Tsukuba after registering as a radiation worker at new institution.