

## **Instructions for Applications Changes of ownership and address for Dental X-ray equipment**

If any of your machines are registered in the incorrect place or have been sold to another dentist then it needs to be rectified before the department of health will issue a new license for the x-ray machine. Once the machines have been moved (on paper) and you receive notification back from the department of Health approving the move you will have 30days in which to have the machines that have been moved only. Once the data has been submitted to radiation Control and we are notified that the data has been uploaded only then can the new application be sent and once that is approved then only then can we inspect the new machine.

This is the process to follow:

1. Any machines registered at another address and has been moved you need to fill in the RC002 form to remove the machine from the site. (note you do this for any machine that is moved or sold)
2. You fill in the RC001 form to place the machine into the new premises (even if it is staying in the same DR's name. if it is being transferred to a new Dr ie: sold etc then the rc001 form must have the correct details of the new Dr)
3. Once confirmation of the transfer has been acknowledged by Radiation Control they will send through a letter to say the machines must be inspected within 30 days of date of the letter. This only applies to machines that are physically moved. If you buy a practice from a dentist and everything remains in the same premises provided the inspections are up to date you are not required to have it inspected. Only for physical moving of machines.
4. The inspection Body may not inspect an x-ray machine registered at the incorrect address or has not seen proof that radiation Control has approved the move.
5. Only once all the above has been processed can an application for the new machine go through and once installed it must undergo an acceptance test. (again there must be a may install received from radiation Control before the machine can be installed or inspected).

Depending on where you practice you need to send your documents to the following:

[radconpta@sahpra.org.za](mailto:radconpta@sahpra.org.za) JHB  
[radcondbn@sahpra.org.za](mailto:radcondbn@sahpra.org.za) Durban  
[radconcpt@sahpra.org.za](mailto:radconcpt@sahpra.org.za) Cape town

**GENDENTSA MAY NOT SEND THE DOCUMENTS ON TO RADIATION CONTROL ON ANY DOCTORS BEHALF THEY WILL NOT ACCEPT THEM FROM US.**

If you require any assistance with this then please feel free to contact our office for assistance on 0832296380.

PLEASE NOTE: Gendentsa do not make the regulations and have no authority to make changes on behalf of the license holder however we are here to assist you with the process.