

TIMEFRAMES FOR EXPIRING CERTIFICATIONS

The purpose of this note is to remind organisations holding facility Certifications about the need for timely submission of applications.

The OGTR periodically experiences peak loads in applications. As we approach the anniversaries of the establishment of the regulatory scheme and the end of the 'deeming' period, the office receives hundreds of applications for renewals of certifications.

To allow us to maintain the high level of responsiveness you expect, and ensure fairness for all applicants, we request organisations respect the following indicative timeframes:

- **Applications to extend the period of certification, vary a certification or transfer a certification** should be lodged not less than **one month** before the expiry of the certification or before the variation or transfer is required to take effect..
- **Applications to surrender a certification, suspend a certification or lift the suspension on a certification** should be lodged not less than **one week** before the Surrender, Suspension or Lifting of the Suspension is required.

Applications are processed in the order they are received. However, the processing times of applications can be lengthy, particularly where applications are not complete and/or additional information is required.

When lodging applications with the OGTR, applicants should be aware of any imminent critical deadlines such as expiry dates and should allow sufficient time for the processing of applications.

When insufficient time is allowed for processing, applications might not be able to be decided on within desired timeframes. In such circumstances the applicant organisation may be required to cease GM work in the relevant facility or defer additional work until a decision can be made on the application.

In some cases the expiry of certifications may have implications for licences where conditions specify parts of dealings be undertaken in a facility. Failure to allow sufficient time may result in the disruption of licensed work and/or a requirement for a new certification application.

Thank you for your support and cooperation to ensure an efficient regulatory system.