



Construction, repair, and maintenance work in a low-level certified facility

This fact sheet aims to clarify what level of notification and advance warning is required for low-level (PC1 and PC2, excluding PC2 Large Scale) certified facilities that undergo maintenance work. **Any risk to GMO containment must be managed by the certification holder at all times.** Please review the [Decision Tree](#) to help determine where your proposed work fits and see the examples below.

What types/levels of notification are there?

No notification required for internal work

- For internal and low risk work where the area can be isolated
- Internal work does not disrupt external boundaries of the facility
- No notification or advance warning to OGTR

Minor Works Notification

- Less than 1m² breach in external boundaries (external walls, flooring, or ceiling); and
- Work must be complete within 12 hrs to 3 days
- Must notify OGTR via the [form](#) one working day in advance

Facility suspension or variation to remove affected area

- For extensive work
- Work that will take longer than three days to complete
- Must apply for variation via the OGTR Online Services Portal and/or suspension via the downloadable [form](#)

Required actions and examples for each level of notification

No OGTR notification required (Internal Work)	Minor Works Notification	Suspension and or Variation Application required
<p>Required actions</p> <ul style="list-style-type: none"> • Notify affected staff to avoid dealings with GMOs in that area • Decontaminate affected area • Remove GMOs from affected area or store appropriately • Inspect once work is complete • GMO dealings may re-commence if facility compliance is determined through inspection 	<p>Required actions*</p> <ul style="list-style-type: none"> • Notify affected staff to avoid dealings with GMOs in that area • Isolate affected area • Decontaminate affected area • Remove GMOs from affected area or store appropriately • Submit form at least one working day before works commence • Work must be complete within 3 days 	<p>Required actions*</p> <ul style="list-style-type: none"> • Advise staff that GMO dealings cannot be conducted <ul style="list-style-type: none"> ○ suspension - the entire facility ○ variation - the affected area • Decontaminate <ul style="list-style-type: none"> ○ facility for suspension ○ area to be removed for a variation • Remove, store, or destroy GMOs

	<ul style="list-style-type: none"> • Inspect for facility compliance once work is complete • Submit form, GMO dealings may resume in area once the form is submitted 	<ul style="list-style-type: none"> • Submit suspension application form <ul style="list-style-type: none"> ○ Up to three working days processing for suspension (if urgent contact OGTR) ○ Up to 90 days processing for variation (is usually completed more quickly; however, if urgent contact OGTR) • Inspect once work is complete • Determine facility compliance with relevant Guidelines • Submit form <ul style="list-style-type: none"> ○ Up to three working days processing for suspension lift ○ Up to 90 days processing for variation. Need to submit up to date floor plan for variation. <p>*Note that this list is not exhaustive, for the full list of OGTR requirements please review the relevant Guidelines and details in the form.</p>
<p>Examples of Internal Work:</p> <ul style="list-style-type: none"> • Small electrical works such as the installation or replacement of: <ul style="list-style-type: none"> ○ Power points, data points, light switches ○ Light fittings, light bulbs, emergency lighting, ○ Gas sensors, security sensors, cameras • Painting • Patching small holes in internal walls • Replacement of a window pane (less than 1m² and 12 hours) 	<p>Examples of work suitable for a Minor Works Notification:</p> <ul style="list-style-type: none"> • Cutting holes in <u>external</u> walls less than 1 metre squared that will be <u>sealed in less than 3 days</u> (e.g. installing AC units) • Small flooring repairs (e.g. replacing single vinyl tiles) • Small window repairs 	<p>Examples of work suitable for a Suspension and or Variation application:</p> <ul style="list-style-type: none"> • Adding or removing rooms • Extensive plumbing work that will involve cutting large holes in ceilings, walls and or floors • Replacing flooring • Replacing windows and window frames throughout a facility