



## **POLICY ON REQUESTS FOR VARIATION, TRANSFER, SURRENDER OR SUSPENSION OF CERTIFICATION**

### **VARIATIONS OF CERTIFICATION**

Application in writing may be made to the Regulator to vary a certification. Some common reasons for seeking a variation are:

- renovation of facilities;
- adding or removing rooms covered by a single certification;
- when there is a change to the name of a certified facility; and
- when there is a change in the nature of the work which may result in different work practices.

Certification holders should contact the OGTR for details on how to apply for variation.

In cases where renovations are undertaken or changes have been made to the room configurations to be covered by the certification, it is most likely the OGTR will need to see revised floor plans. A new inspection report checklist may be requested. Officers of the OGTR might need to inspect PC3 and PC4 facilities before a variation of certification can be approved.

The Regulator will give the applicants written notice of any decision on variation of certification. If the Regulator decides to vary the certification, the notice will include details of the varied conditions.

### **TRANSFER OF CERTIFICATION**

Application may be made to the Regulator to transfer a certification from the existing certification holder to another person (a proposed transferee).

In such cases, the application must be in writing and must be a joint application by the certification holder and proposed transferee. Certification holders should contact the OGTR for details on how to apply.

Prospective transfer applicants should note that the Regulator will not transfer the certification unless satisfied that the conditions of certification will continue to be met.

The Regulator will give the applicants written notice of any decision on transfer of a certification. If the Regulator decides to transfer the certification:

- the transfer will take place on the date specified in the written notice;
- the certification continues in force; and
- the certification is subject to the same conditions as those in force immediately before the transfer.

## **SUSPENSION OF CERTIFICATION**

The Regulator can suspend a certification if the Regulator believes, on reasonable grounds, that the conditions of the certification have been breached. The Act also contemplates that a suspension can be in response to a request from the certification holder.

A request to suspend a certification should be in writing to the Regulator. Certification holders should contact the OGTR for details on how to apply for suspension.

The Regulator will give the certification holder written notice of any decision on suspension of a certification.

After suspension of a certification, no dealings with GMOs that are Notifiable Low Risk Dealings (NLRDs) or licensed Dealings Not involving Intentional Release into the environment (DNIRs) may be undertaken in the facility. Any stickers issued by the Regulator must be either covered or removed on suspension.

Officers of the OGTR will inspect PC3 and PC4 facilities before a suspension of certification is lifted.

Prospective applicants for a suspension of certification should note that suspension does not override the expiry date on the certification instrument. If a certification is due to expire while under suspension an application can be made in writing to extend the certification while under suspension.

Following suspension of a certification, dealings with GMOs may only resume in the facility after the Regulator has lifted the suspension.

## **SURRENDER OF CERTIFICATION**

When a certification is cancelled at the request of the certification holder, the OGTR refers to the certification as being 'surrendered'.

A request to surrender a certification should be in writing to the Regulator. Certification holders should contact the OGTR for details on how to apply..

The Regulator will give the certification holder written notice of any decision on a request to surrender a certification.

After surrender of a certification, no dealings with GMOs that are Notifiable Low Risk Dealings (NLRDs) or licensed Dealings Not involving Intentional Release into the environment (DNIRs) can be undertaken in the facility. Any stickers issued by the Regulator must be removed on cancellation/surrender.