



Processing timeframes for extension or variation of certifications

The purpose of this note is to remind organisations holding facility Certifications about the need for timely submission of applications to extend or otherwise amend an existing certification instrument.

There is no timeframe specified in legislation within which the Regulator must make a decision on an application to vary a facility certification. In order to be fair to all applicants, these applications are placed in a queue along with new certification applications, licence applications for dealings not involving intentional release of a GMO into the environment (DNIR licence applications) and applications to vary DNIR licences. These other application types each have a 90 working day statutory timeframe (approximately 4 ½ months).

To assist us in meeting your requirements, **applications to extend the period of certification, vary a certification or transfer a certification** should be lodged as soon as practicable and preferably close to 90 working days ahead of any critical date, such as the expiry date.

To assist organisations with managing their expiring certifications, the OGTR endeavours to contact certification holders more than 90 working days ahead of the date of expiry of a certification. This should allow sufficient time for certification holders to respond and confirm their intentions regarding expiring certifications (i.e. whether they wish to extend the period of certification or let it expire).

However, the Regulator realises that it is not always possible to lodge an application 90 working days ahead of a critical date. The OGTR will consider reasonable requests to expedite a particular application to vary a certification instrument. Therefore applicants should note any criticality, including an explanation, in the application to vary a certification.

For high-level facilities (PC2 Large Scale, PC3 and PC4), an inspection by the OGTR staff is generally required for the certification to be extended. For these facilities the OGTR will generally contact the certification holder well before the expiry date to discuss an appropriate time for inspection.

Applications to surrender a certification, suspend a certification or lift the suspension on a certification are generally processed more quickly. These should be lodged not less than **one week** before the surrender, suspension or lifting of the suspension is required. However, if the facility is high-level and there have been significant changes made to the facility, a lift of suspension may require an inspection by the OGTR. This will be determined on a case-by-case basis. In such circumstances the certification holder should discuss proposed changes to the facility with the OGTR at the time of suspension.

Please keep in mind that in all cases, 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 facilities where licensed dealings are authorised to be undertaken, failure to allow sufficient time to extend or vary the certification may result in the disruption of licensed work.