

DRAFT Expansion Application Timeline

Phase/Stage	Brief Description	Stage Information	Time Frame ¹
I.	<i>Preliminary Review</i>		
1	<i>Administrative Review</i>	<i>OSHA Program staff completes a cursory administrative review to ensure the application is complete. If substantially incomplete, application returned. Reapplication will be required for further consideration.</i>	5 days
2	<i>Notification</i>	<i>OSHA Program staff will provide notification to applicant of the successful completion of Phase I and the beginning of Phase II processes.</i>	
Total Time Frame Phase I			
II	<i>Full Review</i>		
1	<i>Full Technical Review</i>	<i>OSHA Program staff performs a complete review of the application information to ensure the quality of the application and to ensure the application is not frivolous or grossly incomplete or inadequate.</i>	60 days
2	<i>Corrections Period</i>	<i>Applicant is given an opportunity to submit additional information or correct deficiencies in the application.</i>	60 days
3	<i>Supplemental Information Review</i>	<i>OSHA Program staff reviews supplemental information submitted by applicant and makes a final decision as to whether application deficiencies have been sufficiently corrected.</i>	30 days ²
	<i>Notification</i>	<i>OSHA Program staff will provide notification to applicant of the successful completion of Phase II and the beginning of Phase III processes.</i>	
Total Time Frame Phase II			150 days

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III	<i>On-Site Review</i>		
1	<i>Scheduling the On-Site Review</i>	<i>OSHA program staff schedule an On-Site Review, <u>if the staff determines it is necessary.</u></i> ³	60 days ⁴
	<i>On-Site Review</i>	<i>OSHA Assessors complete an On-Site Review per the OSHA NRTL Program directive. The actual On-Site Review typically takes 2-4 days depending upon the scope and complexity of the application.</i>	
2	<i>Corrections Period</i>	<i>Applicants are provided with an opportunity to correct any Non-Conformances found in the On-Site Review.</i>	60 days
3	<i>Corrections Review</i>	<i>OSHA Program staff reviews evidence of corrective actions taken by applicant to correct any Non-Conformances found during the On-Site Review.</i>	45 days
	<i>Notification</i>	<i>OSHA Program staff will provide notification to applicant of the successful completion of Phase II and the beginning of Phase III processes.</i>	
Total Time Frame Phase III			165 days (only if on-site review necessary)
IV	<i>Notice and Final Approval</i>		
1	<i>Final Review and Preliminary Notice</i>	<i>OSHA Program staff completes a final review of the application and, if performed, the On-Site Review, to confirm completion of all requirements under the OSHA NRTL Program directive.</i> ⁵	30 - 45 days
		<i>OSHA Program staff prepares the preliminary notice of the recognition for the purpose of publication in the Federal Register.</i>	
		<i>OSHA Program staff completes a review of, and formal clearance process for, the preliminary Federal Register notice. The Director of OTPCA⁶ submits notice for approval by the Assistant Secretary and publication in the Federal Register.</i>	

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2	<i>Comment Period</i>	<i>General public has an opportunity to review and comment upon the preliminary notice published in the Federal Register.</i>	15 days
3	<i>Final Clearance, Approval and Final Notice</i>	<i>OSHA Program staff reviews and incorporates or resolves any comments made by the public.</i>	30 - 45 days
		<i>OSHA Program staff submits the completed and resolved application to the Director of OTPCA for final review of application materials, On-Site Review findings, and Final Notice to be published in the Federal Register.</i>	
		<i>OSHA Program staff completes review of, and formal clearance process for, the final Federal Register notice</i>	
		<i>Director of OTPCA reviews the completed and resolved application materials, On-Site Review findings, and Final Notice. If the Director concurs with the decision in the notice, then the Director submits notice for approval by the Assistant Secretary and publication in the Federal Register.</i>	
4	<i>Notification</i>	<i>OSHA provides a copy of the published Final Notice to the applicant.</i>	30 - 45 days
Total Time Frame Phase IV			75 - 105 days
Total Time Frame	<i>Without On-Site Review</i>		230 - 260 days, i.e., 7.5 – 8.5 months
	<i>With On-Site Review</i>		395 – 425 days, i.e., 13 to 14 months

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¹ While OSHA's NRTL Program will make all efforts necessary to meet stated timeframes, all timeframes are subject to change.

² Timeframe is based upon minimal deficiencies present. Major deficiencies will either result in a rejected or returned application or delays.

³ Audits are unnecessary if OSHA staff determine that the expansion requires technical capabilities that are comparable to those already in the NRTL's scope. In addition, audits will not be scheduled during the week of Thanksgiving and two weeks before Christmas.

⁴ The timing for all audits is dependent upon scheduling and availability. Due to government travel regulations and approval process, additional time may be required for scheduling of audits outside of the continental United States.

⁵ If any negative findings are present at this point in the application, the applicant can elect to withdraw the application, revise the application which will result in the application resuming the application process at Phase II, or the applicant can provide a statement of reasons in support of its application. If the statement adequately addresses the deficiencies that caused the negative finding, the staff gives a positive finding, and the application continues in Phase IV. If the statement does not cure these deficiencies, the staff maintains a negative findings and the application continues in Phase IV.

⁶ Director of OSHA's Office of Technical Programs and Coordination Activities (OTPCA), which has responsibility for the NRTL Program.