



OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: ADM 12-0.9

EFFECTIVE DATE: September 3, 2003

SUBJECT: OSHA Classification System

ABSTRACT

- Purpose:** This Instruction revises, updates and streamlines the OSHA Classification System. Appendix C amends directives numbering system introduced by OSHA Instruction ADM 8-0.3, Figures 4-1, 4-2 and 4-3.
- Scope:** OSHA-wide.
- References:** OSHA Instruction ADM 8-0.3, OSHA Directives System, December 12, 2000 (ADM 03-00-003); OSHA Instruction ADM 12-0.4A, Revised OSHA Records Management Program, August 3, 1998 (ADM 03-01-004); OSHA Instruction ADM 11-0.6, OSHA Mission and Function Statements, March 4, 2003 (ADM 02-01-001).
- Cancellations:** OSHA Instruction ADM 12.1, OSHA Classification System, October 30, 1978, and all subsequent changes and revisions are cancelled by this Instruction.
- State Impact:** This Instruction is not a Federal Program change requiring State adoption.
- Action Offices:** National, Regional, and Area Offices.
- Originating Office:** Office of Management Systems and Organization

Contact: Office of Management Systems and Organization
200 Constitution Avenue NW, N4624
Washington, D.C. 20210
Phone: 202-693-2002

By and Under the Authority of

David Zeigler
Director, Administrative Programs

Executive Summary

The OSHA Classification System is a comprehensive list of subjects on which OSHA writes Directives and under which OSHA files records. OSHA's previous classification system was installed in the Agency in 1978, and has not been materially altered since its inception. This instruction modifies the classification system to recognize OSHA's organizational changes implemented since 1978, including those implemented in 2002. It better reflects today's OSHA.

Significant Changes

- Primary classifications are reduced from 24 to 18, eliminating 14 classifications and introducing 8 new classifications.
- 166 secondary classifications and 280 tertiary classifications have been streamlined to 70 secondary and 85 tertiary classifications.
- Placeholder zeroes have been added to the numbering scheme to aid in electronic filing, and the dot separating tertiary classification from sequential number has been replaced by a dash, amending directives numbering system introduced by OSHA Instruction ADM 8-0.3, Figures 4-1, 4-2 and 4-3.
- Regional and Area Offices have been given flexibility to adapt the classification system to meet local needs.

- g) **EEO** - Equal Employment Opportunity and Diversity, a new classification.
 - h) **FAP** - Federal Agency Programs, unchanged.
 - i) **FIN** – Financial Management, which now incorporates the discontinued classification TRA.
 - j) **HSO** - Homeland Security Operations, a new classification.
 - k) **IPC** - Information, Publications, and Communications, a new classification that includes the discontinued PUB.
 - l) **IRT** - Information Resources and Technology, a new classification that includes the prior IMIS sub-classifications of ADM.
 - m) **OFF** – Office Services, unchanged.
 - n) **PER** – Human Resources Management, revised PER – Personnel Management.
 - o) **PRO** – Procurement, unchanged.
 - p) **STD** - Standards, which now incorporates the discontinued classification, RUL.
 - q) **STM** - Science, Technology and Medicine, a new classification
 - r) **TED** - Training and Education, unchanged.
- B. 70 secondary and 85 tertiary classifications have been identified, to replace the 166 secondary classifications and 280 tertiary classifications previously used.
- C. A list of discontinued classifications is shown in **Appendix B**.
- D. Placeholder zeroes have been added to the numbering scheme to aid in electronic filing, and the dot separating tertiary classification from sequential number has been replaced by a dash, amending directives numbering system introduced by OSHA Instruction ADM 8-0.3, Figures 4-1, 4-2 and 4-3.
- VI. Background. The OSHA Classification System is a comprehensive list of subjects on which OSHA writes Directives and under which OSHA files records. This System has been modified to reflect OSHA’s organizational changes since the last revision to the system. Directives will be numbered, and documents to be filed should be classified, according to the guidelines provided in this Instruction and in OSHA Instruction ADM 03-01-004, Chapter 2 Files Management. ADM 03-01-004 introduces Records Management Manual that sets OSHA policy and objectives on records and nonrecords management regardless of media. Chapter 2 of the Manual provides a framework for file classification and coding, recordkeeping system and handling of classified material.
- VII. Reference Aids. The OSHA Intranet home page includes a link to Directives Tools (<http://intranet-iis.osha.gov/DAP/DirectivesTools/>). The Tools page provides a link to all active Directives. It also links to a cross-reference tool that tracks old and new numbers for all OSHA Directives, and to an OSHA subject index that provides the most likely primary and secondary classification(s) in which materials on specific subject matters will be classified. These materials will be updated as needed by the Agency’s Directives

Officer.

- VIII. Subject Categories. The primary, secondary and tertiary (where provided) subject categories established by this Instruction will provide easier identification and finding of directives and files, by simplifying the visual layout of the file plan or subject category list. **Appendix A** provides the primary and secondary classification codes for each subject. Persons assigned filing responsibilities may use the tertiary level classifications, where they are provided, or they may assign further sub-classification as necessary for the good order of files. **Appendix C** details the system used to number OSHA directives. For a detailed discussion of the relationships in the subject hierarchy, refer to OSHA Instruction ADM 03-01-004.
- IX. Classification of Documents. When classifying documents for the purpose of filing, persons assigned this responsibility should employ the classification category that corresponds most closely to the main subject of the document. Filers should assign the most specific classification possible. For example, classify a directive or record on State Program Grants as CSP 01-04, rather than the more general category CSP 01.
- X. Local Modification of OSHA Classification System. In Regional and Area offices, persons responsible for filing may create new sub-classifications for filing purposes to cover activities and practices that are unique to their locality. These circumstances may include, but are not limited to, inspections or activities pertaining to a specific State or geographic region, specific jurisdiction issues, or consultation and State Plan files. File custodians should retain the existing primary and secondary classifications, and add onto these as the situation may warrant.
- XI. Directive Identifier and Numbering of Documents. Directive identifiers and numbers will be assigned by the OSHA Directives Officer and will remain consistent with this Instruction and with OSHA Instruction ADM 03-00-003, Chapter 4. To assist in the electronic posting, filing, and retrieval of documents, placeholder zeros will be utilized in the OSHA Classification System. Single digit numerals in the first and second classification code levels shall be preceded by a placeholder zero to allow for accurate and orderly arrangement by computer systems and databases. The dot separating tertiary classification from sequential number shall be replaced by a dash. For example, a document previously classified as CPL 2-1.39 shall be numbered CPL 02-01-039. Any new and revised numbers utilizing these placeholder zeros will be included in the forthcoming checklist and index. Other examples are shown in **Appendix C**. As OSHA Instructions are amended or modified, if the primary and secondary (and tertiary, where used) classifications remain the same, the sequential number will also remain unchanged. New directives will be assigned a sequential number following that of the highest in the class (e.g., if the highest consecutive number in a category is ADM 03-00-012, the new Instruction will be ADM 03-00-013). Changes to a directive will have the same number as the original and will be differentiated from prior versions by their effective date. Only the most current version will be available on the OSHA Intranet and public home page.

APPENDIX A

SUBJECT CLASSIFICATION OUTLINE

ADM 00-00 ADMINISTRATIVE MANAGEMENT

- 01-00 Delegations of Authority
- 02-00 Organization Management
 - 02-01 HQ Mission and Function Statements
 - 02-02 Field Mission and Function Statements
- 03-00 Reports, Forms, Records and Issuance Management
 - 03-01 Records Management
- 04-00 Management Systems

AOC 00-00 ADVISORY AND OTHER COMMITTEES

- 01-00 Enforcement and Compliance Related
- 02-00 Evaluation Related

BUD 00-00 BUDGET MANAGEMENT AND PLANNING

- 01-00 Annual Budget Submissions
- 02-00 Program Budget Management

CPL 00-00 ENFORCEMENT AND COMPLIANCE

- 01-00 Reserved
- 02-00 Inspection Policies
 - 02-01 Safety
 - 02-02 Health
 - 02-03 Discrimination
 - 02-04 Reserved
- 03-00 National Emphasis Programs
- 04-00 Local Emphasis Programs
- 05-00 Review Commission

CSP 00-00 COOPERATIVE AND STATE PROGRAMS

- 01-00 State Plans
 - 01-01 Requirements
 - 01-02 Monitoring and Evaluation
 - 01-03 Jurisdiction
 - 01-04 Grants
 - 01-05 Public Sector
 - 01-06 Reserved

- 02-00 Small Business Assistance
 - 02-01 Consultation Program
 - 02-02 Recognition and Exemption Program
 - 02-03 Inspection Deferral Program
 - 02-04 Small Business Assistance
 - 02-05 Reserved
- 03-00 Partnerships and Recognition
 - 03-01 Voluntary Protection Programs (VPP)
 - 03-02 OSHA Strategic Partnership Program (OSPP)
 - 03-03 Reserved
 - 03-04 Reserved
- 04-00 Outreach Services and Alliances
 - 04-01 Alliance Program
 - 04-02 Compliance Assistance
 - 04-03 Reserved

EAA 00-00 EVALUATION, ANALYSIS AND AUDITS

- 01-00 Audits
 - 01-01 Reserved
- 02-00 Statistics and Reports
 - 02-01 Reserved
- 03-00 Reserved

EEO 00-00 EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY

- 01-00 Fair Employment Practices
- 02-00 EEO Studies
- 03-00 Collaborations with Office of Personnel Programs, Department of Labor

FAP 00-00 FEDERAL AGENCY PROGRAMS

- 01-00 Enforcement and Compliance Programs
- 02-00 Evaluations

FIN 00-00 FINANCIAL MANAGEMENT

- 01-00 Administrative Control of Funds
- 02-00 Audits
- 03-00 Financial Management Systems
- 04-00 Accounting
- 03-00 Travel

HSO 00-00 HOMELAND SECURITY OPERATIONS

- 01-00 Emergency Planning
- 02-00 Reserved

IPC 00-00 INFORMATION, PUBLICATIONS AND COMMUNICATIONS

- 01-00 Communications Management
- 02-00 Informational Programs
- 03-00 Public Information

IRT 00-00 INFORMATION RESOURCES AND TECHNOLOGY

- 01-00 Management Information Systems
- 02-00 Information Technology Management
 - 02-01 Systems Management
 - 02-02 Hardware Management
 - 02-03 Software Management
 - 02-04 Standards
- 03-00 Web Site Management
 - 03-01 Standards for Use
 - 03-02 Operations Management
- 04-00 Reserved

OFF 00-00 OFFICE SERVICES

- 01-00 Office/Building Administration
- 02-00 Space Management

PER 00-00 HUMAN RESOURCES MANAGEMENT

- 01-00 Attendance and Leave
- 02-00 Conduct and Discipline
- 03-00 Reserved
- 04-00 Safety and Health
- 05-00 Orientation and Training

PRO 00-00 PROCUREMENT

- 01-00 Procurement Authority
- 02-00 Equipment Procurement
- 03-00 Contracts
- 04-00 Maintenance
- 05-00 Inventories

STD 00-00 STANDARDS

01-00 General Industry

- 01-01 Walking-Working Surfaces
- 01-02 Means of Egress *or* Exit Routes
- 01-03 Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
- 01-04 Occupational Health & Environmental Controls
- 01-05 Hazardous Materials
- 01-06 Personal Protective Equipment
- 01-07 General Environmental Controls
- 01-08 Medical and First Aid
- 01-09 Fire Protection
- 01-10 Compressed Gas and Compressed Air Equipment
- 01-11 Materials Handling and Storage
- 01-12 Machinery and Machine Guarding
- 01-13 Hand and Portable Powered Tools and Other Hand-Held Equipment
- 01-14 Welding, Cutting and Brazing
- 01-15 Special Industries
- 01-16 Electrical
- 01-17 Commercial Diving Operations
- 01-18 through 01-22 Reserved
- 01-23 Toxic and Hazardous Substances

02-00 Maritime

- 02-01 Longshoring
- 02-02 Shipbreaking
- 02-03 Shipbuilding
- 02-04 Ship Repairing
- 02-05 Gear Certification

03-00 Construction

- 03-01 General Safety and Health Provisions
- 03-02 Occupational Health and Environmental Controls
- 03-03 Personal Protective and Life Saving Equipment
- 03-04 Fire Protection and Prevention
- 03-05 Signs, Signals and Barricades
- 03-06 Materials Handling, Storage, Use, and Disposal
- 03-07 Tools - Hand and Powered
- 03-08 Welding and Cutting
- 03-09 Electrical
- 03-10 Scaffolding
- 03-11 Fall Protection
- 03-12 Cranes, Derricks, Hoists, Elevators and Conveyors
- 03-13 Motor Vehicles, Mechanized Equipment, and Marine Operations
- 03-14 Excavations, Trenching and Shoring
- 03-15 Concrete, Concrete Forms and Shoring
- 03-16 Steel Erection
- 03-17 Underground Construction, Caissons, Cofferdams and

Compressed Air

- 03-18 Demolition
- 03-19 Blasting and Use of Explosives
- 03-20 Power Transmission and Distribution
- 03-21 Rollover Protective Structures and Overhead Protection
- 03-22 Stairways and Ladders
- 03-23 Reserved
- 04-00 Agriculture
- 05-00 Other Facilities
- 06-00 Variances and Other Relief
- 07-00 Coverage

STM 00-00 SCIENCE, TECHNOLOGY, AND MEDICINE PROGRAMS

- 01-00 Testing Laboratories Certification
- 02-00 Variance Application Reviews
 - 02-01 Procedures
- 03-00 Assistance to Enforcement and Compliance Operations
- 04-00 Science and Technology Assessment
- 05-00 Occupational Medicine Assistance
- 06-00 Instrument Calibration Assistance
- 07-00 National Technical Data Center
- 08-00 Reserved

TED 00-00 TRAINING AND EDUCATION

- 01-00 OSHA Personnel
- 02-00 State Personnel
- 03-00 Grants
- 04-00 Reserved

APPENDIX B

DISCONTINUED CLASSIFICATIONS

The following classifications have been discontinued:

1. ADC - Advisory Committees (content to AOC)
2. COM - Committees (content to AOC)
3. DIS - Discrimination Compliance (content to CPL)
4. LEG - Legislation (content to EAA)
5. PBM - Program Budget Management (content to BUD)
6. PAE - Program Analysis and Evaluation (content to EAA)
7. PUB - Publications (content to IPC)
8. REP - Reports, including statistical (content to EAA)
9. RSH - Research (content to EAA, possibly some split to STM)
10. RVC - Review Commission (content to CPL)
11. RUL - Rulings (content to STD)
12. STP - State Programs (content to CSP)
13. TNR - Technical and Regulatory Analysis (content to EAA)
14. TRA - Travel (content to FIN)

Appendix C.

System for Numbering OSHA Directives

NOTE: This system supersedes directives numbering system introduced by OSHA Instruction ADM 8-0.3, Figures 4-1, 4-2 and 4-3.

Directive Type	Classification Code			Number
	Primary Level	Secondary Level	Tertiary Level	Sequential Number
Instruction	CPL	02 –	02 –	107
	ADM	03 –	01 –	001
	CSP	01 –	04 –	015
	etc.			
	Number		Classification	
Notice	Last two digits of the calendar year - two digit sequential number. e.g., Notice 03-01		In parentheses, the primary and secondary classifications of the subject matter. e.g., (CPL 02)	
Direction	Same as Notice, but preceded by DIR. e.g., DIR 03-01		Same as Notice	

Explanations:

1. **OSHA Instructions** shall be classified according to primary (first level), secondary (second level) and tertiary (third level) classification codes, and then sequentially numbered, according to issuance sequence. Revisions of Instructions will not receive new numbers. Rather, they will retain the original sequential number and the effective date will indicate the most recent. (Only the most recent issuance will be included on the Directives list on the OSHA Intranet and the public home page.)
2. **OSHA Notices** shall be numbered using the last two digits of the calendar year and a two-digit sequential number, followed by the subject’s primary and secondary codes in parentheses. Thus, if the first Notice of 2003 dealt with Health Inspections, it would be numbered: OSHA Notice 03-01 (CPL 02).
3. **OSHA Directions** shall be numbered as Notices, except with the DIR identifier preceding the primary classification, for example, OSHA Direction DIR 03-01 (CPL 02).