



OSHA NOTICE

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: 09-04 (FAP 01) **EFFECTIVE DATE:** June 16, 2009

SUBJECT: Federal Agency Targeting Inspection Program (FEDTARG 09)

ABSTRACT

Purpose: The OSHA Federal Agency Targeting Inspection Program (FEDTARG) is designed to focus on specific federal agency worksites experiencing a high number of lost time cases. This Notice implements the revised, annual FEDTARG for FY 2009. FEDTARG 09 continues OSHA's nationwide inspection targeting program for workplaces staffed by federal employees or by contractors whose work is supervised on a day-to-day basis by federal agency personnel. Furthermore, this Notice outlines the procedures for carrying out programmed inspection activity at some of the most hazardous federal workplaces.

Scope: OSHA-wide.

References: [*Occupational Safety and Health Act of 1970, Section 19*](#); [*Executive Order 12196*](#), February 26, 1980; [*29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*](#); OSHA Instruction [ADM 03-01-005](#), *OSHA Compliance Records*, August 3, 1998; OSHA Instruction [CPL 02-00-025](#), *Scheduling System for Programmed Inspections*, January 4, 1995; OSHA Instruction [CPL 02-00-148](#), *Field Operations Manual*, revised 2009; and OSHA Instruction [FAP 01-00-003](#), *Federal Agency Safety and Health Programs*, May 17, 1996.

Cancellations: This Notice cancels OSHA Notice 08-01 (FAP 01), *Federal Agency Targeting Inspection Program (FEDTARG 08)*, dated January 8, 2008.

Expiration Date: This Notice expires on September 30, 2009, unless replaced earlier by a new Notice. Upon the expiration or replacement of this Notice, inspection cycles already underway must be completed as provided in paragraph XII.D. of this Notice.

Abstract-1

State Plan Impact: This Notice applies solely to federal agency worksites. It does not impact State Plan programs.

Action Offices: National, Regional, and Area Offices.

Originating Office: Directorate of Enforcement Programs.

Contact: Directorate of Enforcement Programs
Office of Federal Agency Programs
200 Constitution Avenue, NW, N-3622
Washington, D.C. 20210
202-693-2122

By and Under the Authority of

Jordan Barab
Acting Assistant Secretary

Abstract-2

Executive Summary

This Notice provides a rationale for developing the Federal Agency Targeting Inspection Program (FEDTARG). It defines key terms, describes the development of FEDTARG inspection lists, outlines scheduling and inspection procedures for FEDTARG, and provides information on IMIS coding. The Appendix provides a checklist for Compliance Safety and Health Officers.

Significant Changes

Changes the issuance of this Notice from calendar year to fiscal year to align the Program with the Agency's Annual Plan.

Abstract-3

Table of Contents

I.	Purpose.....	1
II.	Scope	1
III.	References.....	1
IV.	Cancellations	2
V.	Expiration Date.....	2
VI.	Federal Program Change	2
VII.	Background.....	2
VIII.	Significant Changes.....	2
IX.	Action Required.....	2
	A. Responsible Office	2
	B. Action Offices.....	2
	C. Information Offices	2
X.	Definitions.....	3
	A. Certified Safety and Health Committee.....	3
	B. Comprehensive Inspection.....	3
	C. Deferral	3
	D. Establishment.....	3
	E. Federal Agency	3
	F. OWCP Data	3
	G. Partial Inspection	4
	H. Partnership	4
XI.	Description of the Establishment-Specific Targeting Plan for FEDTARG 09.....	4
	A. Scope	4
	B. Primary Inspection List.....	4
	C. Secondary Inspection List.....	4
	D. Office Only Sites	5
XII.	Scheduling.....	5
	A. General.....	5
	B. Maintaining Inspection Lists/Cycles and Documentation.....	6
	C. Deferrals.....	6
	D. Inspection Priority.....	7

XIII.	Deletions.....	7
A.	Previous Inspections	7
B.	Voluntary Protection Program	7
C.	OSHA Strategic Partnership	8
XIV.	Inspection Procedures.....	8
A.	Scope	8
B.	Notices of Unsafe or Unhealthful Working Conditions	9
C.	Recordkeeping Violations	9
D.	Compliance Safety and Health Officers	9
XV.	Relationship to Other Programs.	10
A.	Unprogrammed Inspections.....	10
B.	Special Emphasis Program Inspections.	10
C.	Inspections Under Both FEDTARG and NEP/LEP.	10
XVI.	Recording and Tracking.	10
A.	FEDTARG 09-Only Inspections	10
B.	FEDTARG 09-Combined with Unprogrammed Inspections	10
C.	FEDTARG 09-Combined with NEP or LEP Inspections.....	11
D.	FEDTARG 09-Combined with Unprogrammed and Other Programmed Inspections	11
E.	Strategic Management Plan	11
	APPENDIX A – FEDTARG: Compliance Safety and Health Officer Checklist.....	A-1

- I. Purpose. The OSHA Federal Agency Targeting Inspection Program (FEDTARG) is designed to focus on specific federal agency worksites experiencing a high number of lost time cases (LTCs). This Notice implements the revised FEDTARG for FY 2009. FEDTARG 09 continues OSHA's nationwide inspection targeting program for workplaces staffed by federal employees or by contractors whose work is supervised on a day-to-day basis by federal agency personnel. This Notice outlines the procedures for carrying out programmed inspection activity at some of the most hazardous federal workplaces. Furthermore, this Notice establishes FEDTARG as a fiscal-year based programmed inspection program for federal agency worksites.

- II. Scope. This Notice applies OSHA-wide.

- III. References.
 - A. Occupational Safety and Health Act of 1970, Section 19: Federal Agency Safety Programs and Responsibilities.

 - B. Executive Order 12196, February 26, 1980.

 - C. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, October 21, 1980 and as amended.

 - D. 29 CFR Part 1960, Subpart I – Recordkeeping and Reporting Requirements; 69 FR 68793-68805, November 26, 2004.

 - E. 29 CFR Part 1904, Recording and Reporting Occupational Injuries and Illnesses.

 - F. Directives
 - ADM 03-01-005, OSHA Compliance Records, OSHA Instruction, August 3, 1998.

 - CPL 02-00-025, Scheduling System for Programmed Inspections, OSHA Instruction, January 4, 1995.

 - CPL 02-00-135, Recordkeeping Policies and Procedures Manual, OSHA Instruction, December 30, 2004.

 - CPL 02-00-148, Field Operations Manual (FOM), March 26, 2009.

 - CSP 03-01-003, Voluntary Protection Programs (VPP): Policies and Procedures Manual, OSHA Instruction, April 18, 2008.

- [CSP 03-02-002](#), *OSHA Strategic Partnership Program for Worker Safety and Health*, OSHA Instruction, December 9, 2004.
- [FAP 01-00-003](#), *Federal Agency Safety and Health Programs*, OSHA Instruction, May 17, 1996.

- IV. Cancellations. This Notice cancels OSHA Notice 08-01 (FAP 01), *Federal Agency Targeting Inspection Program* (FEDTARG 08), dated January 8, 2008.
- V. Expiration Date. This Notice will terminate on September 30, 2009, unless replaced earlier by a new Notice. Upon the expiration or replacement of this Notice, inspection cycles already underway must be completed as provided in paragraph XII.D of this Notice.
- VI. Federal Program Change. This Notice applies solely to federal agency worksites. It does not impact State Plan programs.
- VII. Background.
- [Executive Order 12196](#) – *Occupational Safety and Health Programs for Federal Employees*, Paragraph 1-401(i) requires Federal OSHA to “[c]onduct unannounced inspections of agency workplaces when the Secretary determines necessary if an agency does not have occupational safety and health committees; or in response to reports of unsafe or unhealthful working conditions...”. The following federal agencies have certified safety and health committees: Central Intelligence Agency, Department of Labor, General Services Administration, Securities and Exchange Commission, Tennessee Valley Authority, and the U.S. International Trade Commission.
- VIII. Significant Changes. Changes the issuance of this Notice from calendar year to fiscal year to align the Program with the Agency’s Annual Plan.
- IX. Action Required.
- A. Responsible Office. The Directorate of Enforcement Programs (DEP), through its Office of Federal Agency Programs (OFAP), coordinates the development of FEDTARG, oversees the overall Program, and advises the Assistant Secretary concerning FEDTARG issues.
- B. Action Offices. All National Office Directorates and Offices, Regional Offices, and Area Offices involved in the design, approval, and implementation of this inspection targeting program must adhere to this Notice.
- C. Information Offices. The OSHA Training Institute, Voluntary Protection

Programs Managers and Coordinators, OSHA Strategic Partnership Coordinators, Compliance Assistance Coordinators, Compliance Assistance Specialists, Federal Agency Program Officers, and Regional Enhanced Enforcement Program Coordinators must be aware of this inspection targeting program.

X. Definitions.

- A. Certified Safety and Health Committee. An agency safety and health committee that meets the provisions of section 1-3 of *Executive Order 12196*, and of *29 CFR Part 1960*, as listed and attested to by the head of each agency, in writing to the Secretary.
- B. Comprehensive Inspection. Consistent with the *Field Operations Manual (FOM)*, Chapter 3, paragraph A, Comprehensive, the term “comprehensive inspection” is “...a substantially complete inspection of the potentially high hazard areas of an establishment. An inspection may be deemed comprehensive even though, as a result of the exercise of professional judgment, not all potentially hazardous conditions, operations, and practices within those areas are inspected.”
- C. Deferral. For purposes of this Notice, the term “deferral” means a delay of an inspection of a specific federal agency due to its participation in an OSHA Strategic Partnership ([OSP](#)) or application to a Voluntary Protection Programs ([VPP](#)). Deferrals will be inspected at the end of their deferral period.
- D. Establishment. As applied to federal agencies, the term “establishment” means a single physical location where business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single physical location, each activity will be treated as a separate establishment/inspection. Typically, an establishment refers to a federal agency’s field activity, regional office, area office, installation, or facility.
- E. Federal Agency. For this Notice, a “federal agency” is an Executive Department, as identified in *U.S. Code Title 5, Part 1, Chapter 1, § 101*, or any employing unit, or authority of the Executive Branch of the Government. For the purposes of this Notice, it does not include the U.S. Postal Service (USPS).
- F. OWCP Data. The Office of Workers’ Compensation Programs ([OWCP](#)) is an agency within the Department of Labor that administers the Federal Employees’ Compensation Program, providing benefits for federal and USPS employees with employment-related injuries or occupational illnesses. Data generated through the OWCP claims process is used to determine lost time case numbers for FEDTARG.

- G. Partial Inspection. Consistent with the *FOM*, Chapter 3, Inspection Scope, B. Partial., a “partial inspection” is an inspection “...whose focus is limited to certain potentially hazardous areas, operations, conditions, or practices at the establishment.” A partial inspection may be expanded based on information the compliance safety and health officer (CSHO) gathers during the inspection process. The CSHO, in consultation with the Area Director, must use professional judgment to determine the necessity for expanding the inspection scope, based on information gathered during the records or program review and walkaround inspection. For OSHA Strategic Partnership Program participants, *CSP 03-02-002*, paragraph XIV.B.4 refers to this type of inspection as a *programmed inspection with a limited scope*.
- H. Partnership. For this Notice, the term “partnership” refers only to those agreements in which:
1. The establishment participates in an OSP in accordance with *OSHA Instruction CSP 03-02-002*; and, for which
 2. There is an active *partnership* agreement.

XI. Description of the Establishment-Specific Targeting Plan for FEDTARG 09.

- A. Scope. This Program is directed toward federal agency establishments that experienced large numbers of lost time injuries during fiscal year 2008. Establishment-specific lost time claims data was obtained from the OWCP to implement this Program.
- Given the security concerns of some federal departments, the CSHO may be required to obtain a specific security clearance(s). This requirement may necessitate special planning by the Area Office and, in some cases, may delay the opening of the inspection.
- B. Primary Inspection List. A primary inspection list, also known as the inspection cycle, will be developed, using a random numbers table, for each of the OSHA Regions. Each OSHA Region’s primary list will include 100% of the establishments within the Region’s jurisdiction reporting 100 or more lost time cases (LTCs) during FY 2008, 50% of the establishments reporting 50 to 99 LTCs, and 10% of the establishments reporting 20 to 49 LTCs. All sites on the primary list must be inspected.
- C. Secondary Inspection List. The National Office recognizes that resources available for FEDTARG will vary among the Regional and Area Offices. Those offices that have the ability to conduct more targeted federal agency inspections than are provided on their primary inspection lists may develop additional inspection cycles from the secondary inspection lists. Once any cycle is opened, it

must be completed.

On request, OFAP will provide the Federal Agency Program Officers (FAPOs) with secondary lists of sites within their Regions that fall within the scope of FEDTARG. The lists will provide basic information about each site, as well as the random number designation assigned to each site. After determining the number of additional inspections desired, the FAPO will use the lists to create a secondary inspection cycle on either a Regional or Area Office basis. To create an Area Office cycle, the FAPO will identify all establishments within the coverage of a particular Area Office. These establishments will remain in the same order as on the “master list” since they have already been subject to random selection and ranking. For each cycle that is developed, and assuming that the requisite numbers of sites are available, 60% of the sites will come from the list of worksites with 50-99 LTCs, and 40% will come from the list with 20-49 LTCs.

- D. Office Only Sites. The FEDTARG inspection system does not focus on establishments that are office environments only. Therefore, if a CSHO arrives at an establishment and discovers an office at the site, the CSHO must determine if other work locations were included as part of the “establishment” for OWCP purposes. For example, a human resources office may be listed with a large number of LTCs when in actuality those cases were associated with smaller workgroups at various locations. The CSHO will need to review the injury and illness logs to identify a limited number of the establishment’s physical locations experiencing LTCs. The Area Director will determine the appropriate number and location of on-site inspections necessary to adequately address the safety and health issues, but at least one site must be inspected. If the Area Director determines that more than one location needs to be inspected, the sites may be chosen either randomly or based on the highest number of LTCs. In the event that a large number of LTCs are occurring in the office environment, the office will be inspected.

XII. Scheduling.

A. General

The National Office will provide each Region with a list of establishments within its coverage area meeting the criteria for the primary inspection list. On request, the National Office will provide each Region with lists of establishments which reported 50-99 and 20-49 LTCs during FY 2008, to be used in generating secondary inspection cycles. These supplemental lists will include the agency name, number of claims, and limited establishment location information.

An Area Office must complete the inspections on the primary targeting list prior

to initiating cycles from the secondary inspection list. If needed, a secondary inspection cycle may be opened before completion of the primary list to:

1. Improve the efficiency of the Area Office, or
2. Continue federal agency inspection activity if inspections at some of the primary sites have been deferred.

Once any inspection cycle is opened, whether primary or secondary, it must be completed.

B. Maintaining Inspection Lists/Cycles and Documentation.

The Area Director is responsible for maintaining documentation necessary to demonstrate that the FEDTARG 09 inspection lists and cycles have been used in accordance with the requirements of this Notice. Documentation should include a rationale for all deletions, deferrals, or other modifications, such as a reason for expanding specific inspection(s) to cover health hazards, based on either:

1. The prior inspection history of the establishment, or
2. Current knowledge concerning the industry in which an establishment is classified.

In accordance with CPL 02-00-025, paragraph B.1.b.(1)(c)3, the Area Office must maintain all inspection lists, cycles, and documentation for a period of three years after completing all the inspections conducted under the current FEDTARG plan. For record disposition schedule, see [ADM 03-01-005](#), Appendix D, *Compliance Records Disposition Schedule*.

C. Deferrals.

1. OSHA Strategic Partnerships (OSPs). According to CSP 03-02-002, *OSHA Strategic Partnership Program for Worker Safety*, Section XIV. OSPP Benefits, B. OSHA Enforcement Benefits, an establishment participating in an OSP for which there is an active agreement may be deferred from a programmed inspection for up to six months from the signing of the partnership agreement, or the establishment's subsequent entry into the partnership. Contact the Regional Partnership Coordinator/Manager with any questions regarding a specific workplace. See [CSP 03-02-002](#).
2. Voluntary Protection Programs (VPP) Applicant. If an establishment is in the process of applying for OSHA's VPP, the Area Director, upon receiving notification from the VPP Manager that a VPP on-site review

has been scheduled, will defer any programmed inspection. The deferral period will start no more than 75 calendar days prior to the commencement of the establishment's scheduled pre-approval on-site review.

D. Inspection Priority.

Normally, an Area Office's first inspection priority is to conduct unprogrammed inspections. Area Offices will follow the inspection priorities as described in [CPL 02-00-148](#), with the following additional guidance:

1. Area Offices that have started but have not completed a cycle of federal agency inspections must normally complete that cycle before beginning a new cycle. Carryovers will be handled in accordance with [CPL 02-00-025](#), *Scheduling System for Programmed Inspections*, paragraph B.1.b(1)(e)1, or as outlined in paragraph XII of this Notice.
2. All establishments on the Federal Agency Primary Targeting list must be inspected unless, in view of resource considerations, the Regional Administrator has received special approval (generally in advance) from the Assistant Secretary. The rationale for the reduction should be documented according to paragraph XII.B. of this Notice.
3. Secondary inspection cycles do not have to be completed before the expiration of this Notice. However, if a cycle has been started, all sites must be inspected prior to initiating inspections under a new year's federal targeting program.
4. Area Offices will continue to conduct other programmed inspections under the National Emphasis Program (NEP) or the Local Emphasis Program (LEP) initiatives, as the Area Office and Regional goals dictate.

XIII. Deletions.

Area Offices will be responsible for making appropriate deletions from the inspection list as indicated below.

- A. Previous Inspections. Only establishments that received a ***comprehensive safety inspection*** within the previous 24 months prior to the creation of the current inspection cycle will be deleted from the inspection list. The date for receiving a comprehensive safety inspection is the opening conference date.
- B. Voluntary Protection Programs (VPP). If the establishment is an approved VPP

participant, it is to be deleted from the inspection list.

- C. OSHA Strategic Partnership (OSP). If an establishment is participating in an OSP, it may be deleted from the inspection list if it meets the terms outlined in CSP 03-02-002, paragraph XIV.B.5.a. i., and paragraph XIII.A, above.

In accordance with CSP 03-02-002, paragraph XIV.B.5.a.ii., the Area Director, with the approval of the Regional Administrator, may extend the deletion of an establishment from the inspection list for another year if the partner continues to meet the conditions of the partnership agreement and demonstrates improved performance in areas measured by the partnership.

XIV. Inspection Procedures.

- A. Scope. Inspections conducted under FEDTARG will be comprehensive safety inspections. Health inspections (comprehensive or partial) will be limited to CSHO referrals and Area Director discretion based on industry experience or the history of the individual establishment. Ergonomic hazards will be addressed in consultation with the Regional ergonomic coordinator.

When an Area Director orders a health inspection (comprehensive or partial) at an establishment, the Area Director must document his/her rationale for the inspection. If an Area Director orders a health inspection at an establishment based on experience or knowledge concerning an industry, similar health inspections must also be considered at all other establishments within that industry classification that are on the Area Office's Federal Agency Targeting Inspection Program list. The Area Director also has the discretion to initiate a health inspection based solely on individual establishment criteria or history. Inspections will be conducted in accordance with the procedures described in CPL 02-00-148 and other guidance documents.

Where the CSHO observes contractors performing other work, such as construction or maintenance activity that is not being supervised by the site's federal agency, the CSHO may open another inspection if he/she observes hazards. The inspection will be expanded to include resident contractors providing services such as security, food service, or housekeeping only when the CSHO observes obvious hazards that need to be addressed.

An inspection at any partnership site will normally be a comprehensive safety inspection. However, if the establishment has undergone a necessary on-site non-enforcement verification inspection, a limited scope inspection may be conducted in accordance with CSP 03-02-002, paragraph XIV.B.4. See paragraph XII. C., Deferrals, in this Notice. The justification for any limited scope inspection must

be documented in the file.

- B. Notices of Unsafe or Unhealthful Working Conditions. Notices will be issued in accordance with 29 CFR 1960.26 and CPL 02-00-148.
- C. Recordkeeping Violations. Whenever the CSHO identifies OSHA recordkeeping violations, OSHA will propose the appropriate notices and provide supporting documentation, in accordance with guidance in CPL 02-00-148 and CPL 02-00-135.
1. Recordkeeping violations found on the OSHA-300 Log. If the CSHO identifies recordkeeping violations on the calendar year (CY) 2006 or subsequent OSHA-300 Logs, the Area Director will issue notices in accordance with CPL 02-00-135, Chapter 2, paragraph II.B., or CPL 02-00-148, as appropriate.
 2. Failing to retain records for the prior five-year period. If an employer is unable to produce copies of the OSHA Federal Agency Log or an OSHA-300 Injury and Illness Log used under the recordkeeping system in effect prior to January 1, 2005, the employer may be cited under 29 CFR 1960.69 for failure to retain required records.
 3. Records for CY 2005. Notices will not be issued for recordkeeping deficiencies in CY 2005 where there is evidence the employer made a good faith effort to comply.
- D. Compliance Safety and Health Officers (CSHOs).

When the Area Director has authorized a health inspection in conjunction with a safety inspection, the safety and health inspections may be conducted as:

1. One combined safety and health inspection by a cross-trained CSHO (as established through specific training or demonstrated ability), or
2. Separate safety and health inspections, or
3. Joint safety and health inspections.

Joint Safety and Health Inspection. If the inspection is a joint inspection, conducted by both a safety CSHO and a health CSHO, there will be two OSHA-1 forms. The two CSHOs may hold joint or separate opening conferences. Therefore, there may be one opening date for the safety inspection and a different opening date for the health inspection for the same employer under the same FEDTARG inspection plan. If the inspection is conducted by a cross-trained CSHO, there will be one OSHA-1 form and one opening conference date.

FEDTARG Compliance Safety and Health Officer Checklist. For a checklist of items that CSHOs need to accomplish on FEDTARG inspections, please refer to Appendix A of this Notice.

XV. Relationship to Other Programs.

- A. Unprogrammed Inspections. Unprogrammed inspections will be conducted according to [CPL 02-00-148](#) and/or other guidance documents. If the occasion for an unprogrammed inspection, such as a complaint or fatality, arises with respect to an establishment that is also in the current inspection cycle under the current FEDTARG inspection list, the two inspections may be conducted either concurrently or separately. See also paragraph XVI.B. of this Notice.
- B. Special Emphasis Program Inspections. Some establishments may be selected for inspection under the current FEDTARG inspection list and also under one or more other OSHA initiatives (NEP or LEP). Programs based on particular hazards, such as silica, lead, amputations, etc., or on particular industries, can be run concurrently with the current FEDTARG inspection list. CSHOs will apply all applicable IMIS codes to the inspection. See also paragraph XVI.C. of this Notice.
- C. Inspections Under Both FEDTARG and NEP/LEP. In the case of an establishment scheduled for inspection under both FEDTARG and a NEP/LEP, the CSHO may conduct an inspection limited in scope to the safety and health issues targeted by the NEP/LEP program if, after reviewing the OSHA-300 logs, the CSHO determines that the particular NEP/LEP addresses the serious hazards. Justification for the limited scope inspection must be documented in the file.

XVI. Recording and Tracking.

- A. FEDTARG 09-Only Inspections. The OSHA-1 Form must be marked as “programmed planned” in *Item 24*. In addition, the “NEP” box is to be checked and the value “FEDTARG 09” recorded in *Item 25d*

NOTE 1: The FEDTARG 09 inspections are being coded under the NEP for ease of tracking.

NOTE 2: Health inspections conducted in accordance with this Notice are to be coded as FEDTARG 09 inspections.

- B. FEDTARG 09-Combined with Unprogrammed Inspections. For all unprogrammed inspections conducted in conjunction with a FEDTARG 09

inspection, the OSHA-1 forms must be marked as “unprogrammed” in *Item 24* with the appropriate unprogrammed activity identified. In addition, the “*NEP*” box is to be checked and the value “FEDTARG 09” recorded in *Item 25d*.

- C. FEDTARG 09-Combined with NEP or LEP Inspections. For all programmed inspections, such as NEPs and LEPs, conducted in conjunction with a FEDTARG 09 inspection, the OSHA-1 forms must be marked as “programmed planned” in *Item 24*. In addition, the “*NEP*” box is to be checked and the value “FEDTARG 09” recorded in *Item 25d* along with all NEP and LEP IMIS codes applicable to the inspection.

- D. FEDTARG 09-Combined with Unprogrammed and Other Programmed Inspections. If a FEDTARG 09 inspection is combined with an unprogrammed inspection, such as an inspection generated through a complaint, and a programmed inspection, such as a NEP or LEP, then *Item 24* must be marked “unprogrammed.”

- E. Strategic Management Plan. Enter all applicable Strategic Management Plan hazard/industry codes in *Item 25f*. Some examples of entries may include amputations, ergonomics, lead, silica.

APPENDIX A

FEDTARG Compliance Safety and Health Officer Checklist

VPP sites

If the CSHO discovers that the establishment is a Voluntary Protection Programs (VPP), Merit or Star site, exit the site without conducting an inspection. These sites must be deleted from the inspection list. See paragraph XIII.B. of this Notice.

If an establishment is a VPP applicant, and a VPP on-site review is scheduled within the next 75 calendar days, programmed inspections will be deferred. See paragraph XII.C.2. of this Notice.

Strategic Partnership Sites

If the CSHO discovers that the establishment is a participant in OSHA's Strategic Partnership Program and has a signed agreement, the site may be deferred for up to six months from the date of the partnership agreement or from the establishment's subsequent entry into the partnership. Check with the Area Director for further guidance. See paragraph XII.C.1. of this Notice, and *CSP 03-02-002*, paragraph XIV.B.3.

If the establishment is a participant in the OSHA Strategic Partnership Program, the inspection may be of limited scope if the establishment has had an on-site non-enforcement verification inspection. See *CSP 03-02-002*, paragraph XIV.B.4.

IMIS

Enter Agency Code

Use the "F7" search feature to locate the appropriate code.

Enter Inspection Type

For *FEDTARG 09-Only Inspections* = Programmed Planned `

For *FEDTARG 09 Combined with Unprogrammed Inspections* = Unprogrammed

For *FEDTARG 09 Combined with LEP Inspections* = Programmed Planned

For *FEDTARG 09 Combined with Unprogrammed and Other Programmed* = Unprogrammed

Enter Inspection Classification

Inspection classification: NEP = “FEDTARG 09”

Enter all applicable NEP and LEP Program codes

In *Item(s) 25c* and *25d* when a federal agency targeting inspection was conducted and the inspection also meets the protocol for other program(s).

Enter all applicable Strategic Management Plan hazard/industry codes

In *Item 25f*, (such as amputations, ergonomics, lead, silica).