

ASP General Information

ASP Compliance and Practices



Alert Number: GI01_19

Subject: Information on Equipping Permits

03 January 2019

This GI notice provides information on completing, issuing, displaying and cancelling Equipping Permits (EP's) to ensure compliance with Ausgrid's ESR's.

An EP is a specially pre-printed white form detailing mains and apparatus intended to be connected to the network (ESR 5.1.1). You must not commence (or re-commence) work on new mains and apparatus intended for connection to the network until you have checked that an equipping permit covering the work is located on site (ESR 5.8.1).

Note: It is the ASP1's responsibility to coordinate and manage works and equipment that will be connected to Ausgrid's electricity network.

The following process outlines basic requirements for completing, issuing, displaying and cancelling EPs:

Completing and issuing an Equipping Permit

- The ASP1 must complete all relevant 'company' and 'project details' (section 1, 2 & 3)
 Note: The ASP must not complete the 'Name' or 'Signature' field in section 1, ASP's are not authorised to issue EP's (Refer ESR clauses 3.2.9 & 5.8.1).

This Equipping Permit refers to the mains and apparatus, as indicated in the table below, which are intended to be connected to the network for the following project.

This Equipping Permit has been issued by me (the Issuer) to indicate which Accredited Service Providers* and Subcontractors* or Ausgrid work groups* will be working on this project.

Name: (Print) Signature **1** ASP

Company or Division Position: Phone No:

Mobile No: Facsimile No Date:

Project Details

Address: **2**

LCP/Substation Class & Number: Name **3**

Zone Number Feeder No: Project Description:

- The ASP1 must enter their 'Name' within the 'statement' section (4), crossing out any other work groups which are not required to complete works on the associated mains and apparatus intended for connection to the network.

Note: The ASP MUST NOT sign off the 'Statement' section at this stage.

Statement by Accredited Service Provider and/or Work Group, as nominated on the System Alteration Order (SAO):

*By signing in the table below, I declare that:

(i) all persons working under my direction are now clear of the new mains and apparatus as described and will henceforth regard all of the mains and apparatus as alive, and that any further work to be carried out must be covered by Access Permit,

(ii) all Working Earths connected by me or my staff have been removed.

Accredited Service Provider and/or Work Group as nominated on the SAO	4 #Print Name	Sign	Time	Date	State whether work is complete or incomplete
Accredited Service Provider #					
Contract Cable Layers #					
Distribution Joints #					
Subtransmission Jointer #					
Overhead Lineworkers #					

- Where other subcontracted ASP workgroups are required to work on the mains and apparatus intended for connection to the network, the principle ASP must ensure that those 'additional workgroups' are listed in section (5)

Accredited Service Provider and/or Work Group as nominated on the SAO	#Print Name	Sign	Time	Date	State whether work is complete or incomplete
5					

- The ASP1 must provide a detailed single line diagram of the mains and apparatus intended to be connected to the network within section (6), this diagram should include notation to any respective future connection point(s).

Single Line Diagram
(Refer to System Alteration Order for Confirmation of Final Details.)

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- The ASP1 must provide a copy of the EP to the Ausgrid appointed Compliance Officer (CO) for verification and issue. The EP is not valid and does not cover the proposed works until Ausgrid's CO has signed section 1 and issued the permit.

Displaying an Equipping Permit

The equipping permit must be on site prior to the commencement of any work on the mains and apparatus intended for connection to the network. The permit must be displayed in a 'prominent position' (e.g. at the new substation, or control point) or at a point of isolation where HV works are external to an electrical station (Refer ESR 5.8.2).

Cancelling an Equipping Permit

The EP can only be cancelled by an authorised operator (including a Class 5F restricted operator) when all workgroups have signed off the EP and any associated Access Permits (AP) or Clearances to Work (CTW).

- Prior to signing off the EP, ASP1's must verify that all works are complete and all workers under their direction are clear of the mains and apparatus intended for connection. Once verified the ASP must sign, date and provide confirmation of the completion of works within the 'statement' section (7) or for subcontracted ASP's the 'statement' section (5)

Accredited Service Provider and/or Work Group as nominated on the SAO	4 #Print Name	Sign	Time	Date	State whether work is complete or incomplete
Accredited Service Provider #					
Contract Cable Layers #					
Distribution Joints #					
Subtransmission Joints #		7			
Overhead Lineworkers #					
Substation Technicians #					
Installation Inspector #					

- Section 8 'operator's section' must only be completed by an authorised operator

Operator's Section:
All Accredited Service Providers and Work Groups as nominated on the SAO have signed off the front of this form, and this Equipping Permit is now cancelled.

Signed:.....**8**..... Time:..... Date:.....

On completion return this Equipping Permit to the Operating Superintendent (or equivalent).

Equipment not tested or failed under test to be listed:.....

Other information relating to an Equipping Permit

- EP books may be sourced online through <http://www.winc.com.au>
Note: Please refer to G103_18 for further information regarding procurement of EP Books

Ausgrid

Project Officers