

ASP General Information

Electrical Safety and Authorisations

Alert Number: GI13_19

4 April 2019

Subject: ASP/1 Authorisation Process Change - Information Update

Dear ASP/1s,

Following on from the changes to the authorisation process and requirements that came in to effect on 12 November 2018, Electrical Safety & Authorisations (ES&A) has compiled the following information on ASP/1 authorisation requirements and set some guidelines on application submissions.

ES&A aim to process all authorisation applications in a timely manner. Authorisation application submissions of poor quality or that are incomplete can increase the time it takes to process the applications. To help processing of applications, ES&A have provided this general information guide detailing common issues and questions from ASP/1s. ES&A will monitor the application process and, if required, provide further guidance for ASP/1s.

Authorisation Application timeframes

Due to the large number of authorisation applications processed annually all applications for authorisation with Ausgrid are to be submitted **at least 4 weeks before the individual's authorisation expiry date**. This is to allow sufficient time for Ausgrid to process the application and post out the individual's authorisation card.

Once an application for renewal, upgrade or additional authorisation is approved an authorisation card will be issued.

Please note: Email confirmation of approved applications or electronic versions of authorisation cards will not be provided.

Application Forms & Sales Order

All applications for ASP/1 authorisation require the following:

1. An *Annexure A - ASP/1 Authorisation Application Form, found in Ausgrid's Network Standard ES4 Accredited Service Provider Authorisation (ES4) (electronic version attached)*;
2. *ASP1 Individual Authorisation Agreement (electronic version attached)*;
3. *Current photo identification, i.e. Australian drivers licence or passport (note this is required for reauthorisation applications and in addition to the jpeg required)*; and
4. An *Authorisation Sales Order form to be completed (electronic version attached)*.

These documents need to be completed, in full, based on the class of authorisation being applied for.

Example forms are included in this notice as a guide. These examples have the required fields filled out in **Red** text or have been outlined in a **Red** box. The example is for an initial authorisation application for an individual with 1A Lineworker and 1C Cable Jinter (Polymeric) classes.

Mandatory Documentation

All applications for ASP/1 authorisation have a minimum set of mandatory training competency requirements. These requirements are detailed in *Annexure B - ASP1 Individual Competency*, Annexure B and further information can be found in *ES4*.

An *Annexure B - ASP1 Individual Competency* has been included in this notice, marked up with **Red** boxes and based on the example application above for an initial 1A and 1C ASP/1 authorisation. This example highlights the training evidence expected to be provided for this example application.

Initial applications or applications to upgrade classes are required to provide any relevant trade certificate and Department of Planning and Environment registration letter for the class(s) the individual is applying for, these are not required for the annual renewal of this authorisation.

Document Naming and Format Guide

ES&A receive a large number of authorisation applications each year. To be better able to manage these applications in a timely manner the following guidelines should be followed when submitting any authorisation application.

1. All documents are to be submitted in *PDF type format*;
2. Submitted documents should be combined into **one file per application** (zip file or single PDF are acceptable);
3. Passport style photos should be in .jpg (or similar) picture format and must be in colour;
4. The submitted application file and photo should include the applicant's name, as a minimum, in the file name;

Applications that are not submitted in this format increase the time required to process an application and may lead to rejection of the application.

Due to cyber security requirements Ausgrid cannot accept submissions made via shared or cloud based systems (dropbox, google drive, etc). Submissions must be emailed to Level1ASP@ausgrid.com.au.

Examples of unacceptable application documents include documents submitted as '.jpg' format files (not including passport photo), documents embedded in an email as a photo, multiple individual applications merged into one file and low quality scanned documents that are not clearly legible.

Training Evidence Requirements

Ausgrid ASP/1 authorisations require evidence of mandatory training requirements. These requirements are detailed in section 6.4 of *ES4* and *Annexure B - ASP1 Individual Competency*. This evidence was previously checked at an initial or annual renewal ASP/1 authorisation session. As the ASP/1 authorisation sessions are no longer required for authorisation renewal, upgrade or authorisation under an additional company, the following provides guidance on acceptable training evidence to be provided with an authorisation application.

- Statement of Attainment Certificate from the registered training organisation;
 - The statement of attainment must clearly identify the course(s) completed including course codes or can be supplied with transcripts identifying the relevant courses.
- Statement of Attainment Training Card from the registered training organisation;
 - The training card must clearly identify the course(s) completed and include course codes.
- Skills Passport;
 - A photo or photo copy of an individual's skills passport can be used as evidence provided the individuals Ausgrid issued SAP ID "H" number is clearly visible on all pages. This number is located at on the back of the first page of the passport, Refer to the example below.

Record of Prior Training - #6003	
ESI SAFETY RULES (UETTDRP028)	
Date of Training: 28 AUG 2018	RTO: Ausgrid RTO No. 90496
Trainer/Assessor Name: Jeff Watts	Signature: [Signature]
ESI FIRST AID (UETTDRP048)	
Date of Training: 30 AUG 2018	RTO: Ausgrid RTO No. 90496
Trainer/Assessor Name: Brendan Verhoeven	Trainer No. 138 Signature: [Signature]
CPR (HETAR001)	
Date of Training: 30 AUG 2018	RTO: Ausgrid RTO No. 90496
Trainer/Assessor Name: Brendan Verhoeven	Trainer No. 138 Signature: [Signature]
TESTING OF CONNECTIONS (UETTDRP118)	
Date of Training: / /	RTO: /
Trainer/Assessor Name: /	Signature: /
POLE TOP RESCUE (UETTDRP028)	
Date of Training: / /	RTO: /
Trainer/Assessor Name: /	Signature: /
TOWER RESCUE (UETTDRP048)	
Date of Training: / /	RTO: /
Trainer/Assessor Name: /	Signature: /
SWITCHYARD STRUCTURES AT HEIGHTS RESCUE (UETTDRP058)	
Date of Training: / /	RTO: /
Trainer/Assessor Name: /	Signature: /
LIVE LV PANEL RESCUE (UETTDRP048)	
Date of Training: 30 AUG 2018	RTO: Ausgrid RTO No. 90496
Trainer/Assessor Name: Brendan Verhoeven	Trainer No. 138 Signature: [Signature]

Example of acceptable skills passport evidence with SAP ID number shown in the blue box

Sales Order Guide

ES&A have received questions on how to correctly complete the Sales Order form. The information below aims to answer the most common questions or issues with this form. An example Sales Order has been included in this notice as a guide.

Authorisation Sales Order fields and descriptions;

Field Name	Description
Company Details	Enter your ASP/1 company name and Department of Planning and Environment accreditation number.
ASP Purchase Order (optional)	If required by the ASP/1 company, enter a purchase order number. This will be included in any invoices issued.
ASP Account Number	Enter your ASP/1 company operations account number.
Initial Authorisation application	Use this section for any Initial authorisation applications. I.e. new starters to your company
Renewal of Authorisation Application	Use this section for any authorisation renewal applications. I.e. existing employees renewing with your company.
Add/Upgrade Authorisation	Use this section where an individual is applying for authorisation under a second (or more) company or if an individual is applying to upgrade their class of authorisation. (i.e. apprentice 1Xe upgrading to an electrician 1Xd or a 1A Lineworker adding a 1C cable jointer class to their existing authorisation)
Session Only	Use this section where an individual was required to attend an ASP/1 authorisation session other than at their initial authorisation. (i.e. disciplinary requirement)
Company Representative	This is a person in the ASP/1 company with legal authority to sign documents on behalf of the ASP/1 company.
Signature	This can be either a digital signature or a printed form that is signed and scanned by the company representative. ** Once the form is digitally signed it cannot be edited, it is recommended to digitally sign once the form is complete.

Rejection of Incomplete Submissions

The information in this guide, *GI27_18 ASP1 Authorisation Process Change*, and located in Ausgrid's 'Network Standard ES4 Accredited Service Provider Authorisation', covers the requirements for ASP/1 authorisation applications. Due to the extra the time it takes to process applications of poor quality or that are incomplete ES&A are advising all ASP/1 companies that poor quality or incomplete submissions will be rejected.

Applications that are rejected will be advised by a reply email that will contain a document check list and relevant authorisation application documents. It will be the ASP/1s responsibility to check their submission documents and re-submit once the application documents have been updated.

If you have any questions regarding the above, please do not hesitate to contact Level1ASP@ausgrid.com.au.

Ausgrid

Project Officers

Links

[Network Standard ES4 Accredited Service Provider Authorisation](#)

[Ausgrid Authorisations webpage](#)

[Ausgrid's News and Alerts webpage](#)

ASP/1 Individual Authorisation Agreement



Applicants First Name: John Surname: Doe
Applicants Contact Number: 0400 123 456 Applicants D.O.B: 01/01/1990
Applicants Authorisation Expiry Date: N/A Applicants AUP No: N/A
Applicants Key No: N/A Applicants SAP ID No: 7000123
(For those issued with a key only)
Company Name: Accredited ASP Pty Ltd Company AUC No: 1234
(Applicant to be authorised under)
Company Ausgrid Authorisation Contract Expiry Date: 13/2/19
(Must be current)

Level 1 Service Provider authorisation categories

Select the categories the applicant is to be authorised as:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> 1A. Lineworker | <input type="checkbox"/> 1Xd. Electrician | <input type="checkbox"/> 1Xg(L). Apprentice Lineworker |
| <input type="checkbox"/> 1B. Cable Jointer (Paper Lead & Polymeric) | <input type="checkbox"/> 1Xe. Contestable Work Assistant (CWA) | <input type="checkbox"/> 1Xg(J). Apprentice Cable Jointer |
| <input checked="" type="checkbox"/> 1C. Cable Jointer (Polymeric) | <input type="checkbox"/> 1Xf. NBN Worker | <input type="checkbox"/> 1Xg(E). Apprentice Electrician |

As an Accredited Service Provider (ASP) working on the network under the contestable works accreditation scheme, you are required, under the scheme to comply with the relevant parts of the local electricity distributor's safety management system, electrical safety rules and other relevant policies.

As the local electricity distributor Ausgrid request that each ASP confirm the following information and answer the questions below.

Please note Ausgrid may rely on the information you provide to discharge its work health and safety obligations and facilitate consultation, cooperation and coordination with other duty holders (including ASPs).

By signing below, you are confirming that:

- you have made yourself aware of your companies safety management system for undertaking work on the network;
- you have access to and/or obtained copies of the relevant systems/electrical safety rules of Ausgrid;
- you have reviewed the relevant systems/electrical safety rules of Ausgrid;
- Ausgrid's relevant systems/electrical safety rules are consistent with your companies arrangements for managing health and safety (as set out in your companies safety management system);
- you acknowledge and agree that Ausgrid may suspend or cancel your authorisation at any time on the grounds of safety or non-compliance with the conditions and requirements set out in Ausgrid publication ES4 - Service Provider Authorisation or NSW Department of Industry Scheme for Accreditation of Service Providers to Undertake Contestable Works; and
- you understand all matters related to your authorisation.

Consultation

1. Do you have any questions about the relevant systems/electrical safety rules and/or working on the network? If so, please set out the question below.

No

2. Is there any information Ausgrid should be aware of that might impact the ability of you or your workers to work safely on the network? This might include unusual projects or anticipated proximity to Ausgrid workers.

No

3. Are there any hazards/risks associated with the work of the ASP that may affect the work health and safety of the Ausgrid workers? If so, can you please provide details?

No

I (name) John Dee of (Address) 1 Paddle Pop Street, Sydney NSW 2000

acknowledge and agree to and understand the conditions set out above.

Applicant Sign: Digital signature or signed & scanned

Date: 13/2/19

Ausgrid Office Use Only

Auth Officer Name: _____

Auth Officer Signature: _____

Date Signed: _____



AUTHORISATION SALES ORDER TO BE RAISED

Company Details:

Accredited ASP PTY LTD
AUC 1234

DATE: 12/02/2019

ASP Purchase Order: 900001234

ASP Account Number: 888888888

AUTHORISATIONS	NUMBER OF INDIVIDUALS	Fee Cost	AMOUNT
Initial Authorisation Application	2	\$555.56	\$1,111.12
John Doe, Bill Payer			
Renewal of Authorisation Application		\$370.37	\$0.00
(Enter names of individuals)			
Add/Upgrade Authorisation		\$49.95	\$0.00
(Enter names of individuals)			
Session Only		\$235.14	\$0.00
(Enter names of individuals)			
SUBTOTAL			\$1,111.12
TAX RATE			10%
GST AMOUNT			\$111.11
TOTAL			\$1,222.23

COMPANY REPRESENTATIVE: Jane Doe
SIGNATURE: Digital signature or signed & scanned

AUSGRID ADMINISTRATION ONLY	
MATERIAL:	
INTERNAL ORDER:	
SALES ORDER:	
CREATED ON:	
RAISED BY:	Bec Bailey
SIGNATURE:	

Annexure B – ASP/1 Individual Competency Requirements

Mandatory Training Requirements for all Level 1 Authorised Individuals

- Ausgrid’s Electrical Safety Rules (ESRs) (See notes 1 & 2);
- Ausgrid’s Environmental Procedures (NS174) (See notes 1 & 2);
- HLTAID001 – Provide Cardiopulmonary Resuscitation (See note 1);
- UETDRRF06B – Perform rescue from a live LV panel (See note 1);
- UETDRRF09B – Apply access procedures to work on or near electrical network infrastructure (See note 1);
- UETDRRF10B – Provide first aid in an ESI environment (See note 1);
- SC1100A – Safe work near underground assets or equivalent; and
- SafeWork NSW General Construction Induction (White Card)

Additional Mandatory Training Requirements for Level 1 Authorised Individuals working in the vicinity of overhead mains

- UETDRRF02B - Provide Pole Top Rescue – Mandatory if an individual is required to conduct or observe work in the vicinity of overhead mains from a ladder or pole (See note 1)
- UETDRRF03B - Provide EWP Rescue – Mandatory if an individual is required to observe work in the vicinity of overhead mains utilising an EWP (See note 1)
- UETDRRF08B - Provide EWP Escape (CDD) – Mandatory if an individual is required to conduct work in the vicinity of overhead mains utilising an EWP (See note 1)
- UETDREL14A /UETDREL16A or NS209 - Working safely near live electrical apparatus – Mandatory if an individual is required to operate or observe crane and plant (Including an EWP) operating in the vicinity of overhead mains (See note 3)

ASP/1 Classes and Training Requirements for level 1 Authorisation

Accredited Service Provider (ASP) Classes (See note 4)	Training and Qualification for Level 1 ASP’s	
	Core Evidence For Authorisation (See note 5)	Additional Mandatory Competency Units (See note 5)
Class 1A - Line worker (Previously ASP/1 - Category 4)	Certificate of Proficiency - ESI Power Systems – Distribution Overhead Note: "Overhead Line Workers" Craftsman’s Certificate is accepted in accordance with the Scheme rules for ex-Distributor trained staff only	<u>UETDRRF11A</u> – Testing of Connections to LV Electricity Networks (See note 1)
Class 1B - Cable Jointer (Paper lead and Polymeric cables) (Previously ASP/1 - Category 3)	Certificate of Proficiency - ESI Power Systems – Distribution Cable Jointing Note: "Underground Cable Jointers" Craftsman’s Certificate is accepted in accordance with the Scheme rules for ex-Distributor trained staff only	<u>UETDRRF11A</u> – Testing of Connections to LV Electricity Networks (See note 1) AND <u>UETDRCJ21A</u> – Lay ESI cables AND <u>UETDRCJ22A</u> – Install and maintain de-energised low voltage underground paper insulated cables AND <u>UETDRCJ23A</u> – Install and maintain de-energised high voltage underground paper insulated cables AND <u>UETDRCJ26A</u> – Install and maintain de-energised low voltage underground polymeric cables AND <u>UETDRCJ27A</u> – Install and maintain de-energised high voltage underground polymeric cables Note: The live jointing of cables is currently suspended on the Ausgrid network. Should the suspension be lifted, Ausgrid will provide further information on the training required to conduct the task.

Annexure B – ASP/1 Individual Competency Requirements

Accredited Service Provider (ASP) Classes (See note 4)	Training and Qualification for Level 1 ASP's	
	Core Evidence For Authorisation (See note 5)	Additional Mandatory Competency Units (See note 5)
Class 1C - Cable Jointer (Polymeric cables only) (Previously ASP/1 - Category 3)	Certificate of Proficiency - ESI Power Systems – Distribution Overhead OR Certificate of Proficiency - ESI Power Systems – Distribution Cable Jointing OR Certificate of Proficiency - Electrician OR Qualified Electrical Supervisors Licence OR Electrical Contractors Licence endorsed with a (Q) Note: "Underground Cable Jointers" Craftsman's Certificate is accepted in accordance with the Scheme rules for ex-Distributor trained staff only	<u>UETDTRRF11A</u> – Testing of Connections to LV Electricity Networks (See note 1) AND <u>UETDRCJ21A</u> – Lay ESI cables AND <u>UETDRCJ26A</u> – Install and maintain de-energised low voltage underground polymeric cables AND <u>UETDRCJ27A</u> – Install and maintain de-energised high voltage underground polymeric cables. Note: The live jointing of cables is currently suspended on the Ausgrid network. Should the suspension be lifted, Ausgrid will provide further information on the training required to conduct the task.
Class 1Xd – Electrician (Previously ASP/1 - Category 1)	Certificate of Proficiency - Electrician OR Qualified Electrical Supervisors Licence OR Electrical Contractors Licence endorsed with a (Q)	
Class 1Xe - Contestable Work Assistant (Previously ASP/1 – Categories 5 & 6)	Nil	
Class 1Xf – NBN Worker	Nil	
Class 1Xg – Apprentices: Sub-Classes: 1Xg (E) - Electrician 1Xg (J) - Cable Jointer 1Xg (L) - Line Worker (Previously ASP/1 – Categories 7 - 9)	Apprenticeship Training Contract as either an Electrician, Line Worker or Cable Jointer from the Australian Apprenticeship Centre	

Notes:

- This training requires an **annual refresher**. Ausgrid will accept either the reissue of the initial unit of competency or the relevant skill set refresher as evidence to meet the refresher requirement/s.
- Ausgrid's Electrical Safety Rules (ESRs) and Environmental Procedures (NS174) training is to be delivered through Ausgrid's Training Group only. Training provided by another RTO or Distributor will not be recognised.
- Information regarding the relevant training requirements is listed below.
 - Only an **electrically qualified** person is eligible to complete *UETDREL16A Working safely near live electrical apparatus*.
 - A **Non-electrically qualified** person is to complete *UETDREL14A Working safely near live electrical apparatus as a non-electrical worker*.
 - Individuals deemed to be electrically qualified ie. Electricians, Cable Jointers and Line workers, only need to complete the appropriate training once. For individuals deemed non-electrically qualified ie. Apprentices, Contestable Works Assistants and NBN workers, the appropriate training needs to be refreshed annually.
 - ASPs that have completed training in 5099, ISSC26 or NS209 will be grandfathered. Where required, all refresher training must be in accordance with the associated relevant national units of competency listed.
- From the **1 May 2017** all new applications for authorisation or requests for authorisation upgrade in any class must provide an *accreditation* letter issued from the NSW Department of Planning & Environment for the corresponding class they wish to be authorised as.
- Upon verification by Ausgrid; an individual holding an equivalent qualification and/or unit of competency will also meet the qualification and/or unit of competency requirements noted in the table above.