ASP General Information
Electrical Safety & Authorisations

Alert Number: GI27_18

Subject: ASP1 Authorisation Process Changes

26/10/2018

Electrical Safety & Authorisations (ES&A) has recently reviewed the process and requirements for authorisation of Level 1 Accredited Service Providers (ASP/1s). From this review ES&A have will be implementing a number of changes in the authorisation process.

The following information details the changes to the authorisation process and requirements moving forward, these changes will come in to effect on **12 November 2018** and align with the changes for multiple authorisations & the authorisation card as detailed in the separate *GI28_18 ASP1 Multiple Authorisation & Authorisation Card Changes.*

Authorisation sessions

From **12 November 2018** ASP/1s that renew or upgrade their existing authorisation will no longer be required to attend an annual authorisation session. The ASP1 authorisation fee has been updated to reflect this change in the process and is detailed in Table 1 below.

Authorisation sessions will continue to be held on each Tuesday, alternating between Sydney and the Central Coast. As detailed in Ausgrid's *ES4– Accredited Service Provider Authorisation* (ES4), ASP/1s are still required to submit paperwork at least 4 weeks prior to an authorisation session and the session bookings are still made by emailing Level1ASP@ausgrid.com.au.

Where it is determined that, due to a breach of Ausgrid's *ES4* or *Electrical Safety Rules* and following from any disciplinary action leading to suspension of authorisation, Ausgrid will require an individual to attend an authorisation session prior to reinstating the individuals authorisation. In these cases an Authorisation *'Session Only'* fee will be charged to cover Ausgrid's time for processing and running the authorisation session(s).

Initial authorisation application

The initial ASP/1s authorisation application process has not changed and the process in Ausgrid's ES4 (section 9.5) is still applicable. These applications will incur an '*Initial Authorisation Application'* fee which covers Ausgrid's time to process the application (including training checks and issue of an authorisation card), conduct the authorisation session and provide mandatory Ausgrid training, please note that this has not changed from the current Level 1 ASP authorisation fee.

Renewal or upgrade of authorisation

To renew or upgrade ASP/1 authorisation individuals must submit:

- A completed *Annexure A – ASP/1 Authorisation Application Form*;
- A copy of the NSW Department of Planning and Environment **Registration letter** (If not previously supplied);
- Evidence of currency of **mandatory safety training or annual safety refresher training** for the respective class of authorisation as per *ES4* Annexure B – ASP/1 Individual Competency Requirements;
- A signed **ASP/1 Authorisation agreement form** (See attachment 1);
- A signed **Sales Order** authorising the charges to the ASPs Operations account (See attachment 2); and
- A recent **digital colour passport-style photo** of the individual being authorised.

NOTES:

** Please ensure that all evidence of training documents submitted are clearly legible. Photos from an applicants' passport will need to have their H ID number clearly shown on each photo to ensure it is the applicants' passport.

** One Sales Order may be used for multiple applications, initial and refresher and/or any sessions following suspension.

Applications for authorisation renewal will incur the *'Renewal of Authorisation Application'* fee which covers Ausgrid's time to process the application (including training checks and issue of an authorisation card) and provide mandatory Ausgrid training.

Applications for authorisation upgrade will incur the *'Add/Upgrade Authorisation'* fee which covers Ausgrid's time to process the application (including training checks and issue of an authorisation card).

Refer to the separate *GI28_18 ASP1 Multiple Authorisation & Authorisation Card Changes* for information on the requirements for individuals who have, or apply for multiple authorisations.

Authorisation fees

Due to the removal of the requirement for individuals to attend an annual authorisation session when renewing or upgrading their authorisation, Ausgrid has revised the applicable authorisation fees. The fees Ausgrid are permitted charge are regulated by the Australian Energy Regulator (AER) and are detailed in Ausgrid's *Connection Policy – Connection Charges* document. The revised fees, detailed below in table 1, are based on the regulated rates in the *Connection Policy – Connection Charges* (July 2018), the changes to the authorisation process has resulted in these new reduced fees.

ASP/1 Authorisation Fees (2018-19) (incl GST)	
Initial Authorisation Application	$611.12
Renewal of Authorisation Application	$407.41
Add/Upgrade Authorisation	$54.95
Session Only – Generally following suspension	$258.66

Table 1

Transition arrangements

As of **12 November 2018** all individuals who have applied for renewal or upgrade of their authorisation will not be required to attend an annual authorisation session. The following actions will be taken to transition to the new process.

- All Individuals booked in for an authorisation session prior to 12 November 2018 will still be required to attend the authorisation sessions;
- As of the date of this notice ES&A will no longer book in any authorisation sessions for individuals who apply for renewal or upgrade of their authorisation;
- Individuals who have applied for renewal or upgrade and are currently booked into an authorisation session after 12 November 2018 will not need to attend the session. ES&A will contact companies affected by this process change over the next few months to work through the transition, including requirements for sales orders and individual authorisation agreements;
- A FAQ will be issued in the coming weeks at assist in providing further details;
- Ausgrid's website will be updated in the coming months to reflect the changes; and
- ES4 will be revised and updated in the coming months to formalise the process changes.

Ausgrid understands that issues can arise with any process change and appreciates your patience and understanding during the transition. If you have any questions or issues, please contact Craig Booth on (02) 4399 8106 or email Level1ASP@ausgrid.com.au.

Ausgrid

Project Officers