

ASP General Information

Electrical Safety & Authorisations



Alert Number: GI28_18

Subject: ASP1 Multiple Authorisation & Authorisation Card Changes

26/10/2018

Ausgrid has seen an increase in the number of individuals applying for Level 1 Accredited Service Provider (ASP/1) authorisation with multiple companies. Under the current ASP/1 authorisation process these individuals must be issued an authorisation card for each company they are authorised with and may be required to attend multiple authorisation sessions to be authorised with the additional companies.

Ausgrid has reviewed the requirements for individuals who apply for authorisation with multiple companies and are implementing the following changes; these changes will come in to effect on **12 November 2018** and align with the changes to the process for authorisation renewal and upgrade as detailed in the separate *GI27_18 ASP1 Authorisation Process Change*.

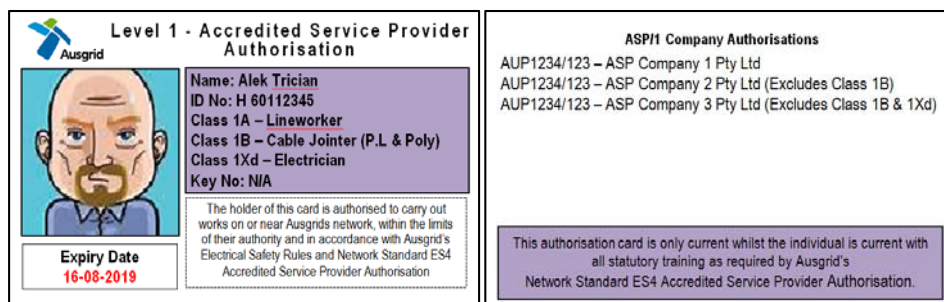
Authorisation card changes

It is proposed that from **12 November 2018** all ASP/1 authorisations an individual's holds will be identified on one authorisation card (example card shown below). For individuals that currently hold multiple authorisations it is proposed that their authorisation date will be aligned to their most recent company authorisation prior to 12 November 2018 (newest authorisation date).

This date becomes the annual individual authorisation expiry date. Additional company authorisations gained by an individual in the authorisation period will not change the individual's annual authorisation expiry date. As additional company authorisations are approved, an updated authorisation card will be issued to the individual.

For example;

If an individual is initially authorised under company A, then after ten (10) months is authorised with company B, the authorisation for company B will only get the remainder of two (2) months before the authorisation will expire. Provided both the individual's company authorisations are renewed prior to the expiry date, both authorisations will be valid for a further twelve (12) months.



Ausgrid ASP/1 authorisation card

Additional authorisations

Where an ASP/1 holds a current Level 1 authorisation and applies for authorisation with an additional company they must submit:

- A completed **Annexure A – ASP/1 Authorisation Application Form**; and
- 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); and
- A signed **Sales Order** authorising the charges to the ASPs Operations account (See attachment 2);

****** 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. ******

Once the authorisation application is reviewed and approved the applicant will be issued a new authorisation card with the updated authorisation details, the individuals authorisation expiry date will not change. There will be no requirement for an individual to attend an authorisation session to be authorised with additional companies. Applications for authorisation with an additional company will incur the Authorisation '*Application*' fee which covers Ausgrid's time to process the application (including training checks and issue of an authorisation card).

Authorisation renewals (Multiple authorisations)

Where an individual holds authorisations with multiple companies, and prior to an individual's annual authorisation expiry date, an application must be submitted for each company authorisation the individual is renewing. Each application will incur either a '*Renewal*' or an '*Application*' fee to process the application.

It is the responsibility of the individual to specify which application will incur the '*Renewal*' fee, which includes the cost of Ausgrid's mandatory training (Electrical Safety Rules, Enviro, etc.). Only one '*Renewal*' fee is required at the time of renewal, all other applications only incur the '*Application*' fee.

Where an individual does not specify which application will incur the '*Renewal*' fee Ausgrid will charge this fee to the first application received for the individual, all other applications received will be charged the '*Application*' Fee.

Refer to *GI27_18 ASP1 Authorisation Process Change* for more information on authorisation fee changes.

Transition arrangements

Single company authorisations

All current authorisation cards will remain valid for individuals who only hold authorisation with one company. On renewal or upgrade of these authorisations a new authorisation card will be issued.

Multiple company authorisations

Any individuals who are currently authorised with multiple companies will progressively be issued a new authorisation card over the next few months. The expiry date of the new card will align with the authorisation date for their most recent authorisation application prior to 12 November 2018.

During this transition some existing authorisations will be extended beyond the standard 12 month renewal period. This approach has been taken to provide a fairer transition for ASP/1s to the new process. There will not be any additional authorisation fee for this authorisation extension however a new individual authorisation agreement will need to be signed by the individuals for the extended authorisation period. All ASP/1 companies that are affected by this change of authorisation date will be contacted to over the next few months to work through the transition.

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

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