

# ASP General Information Electrical Safety & Compliance

Alert Number: GI35\_19

04 November 2019

## Subject: Pegasus - ASP2 Registration and Authorisation

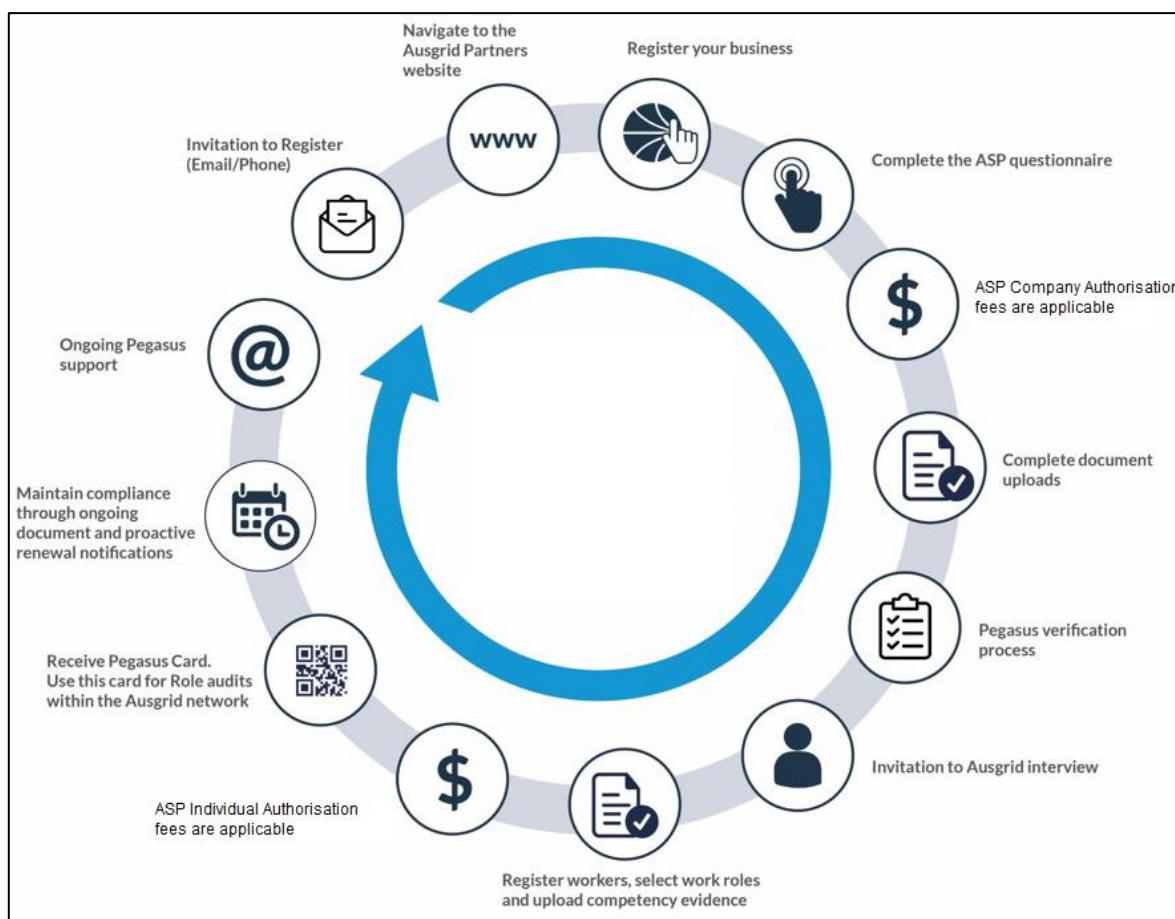
Dear ASP2s,

The ASP Authorisation Management System (*System*) will go live from **6 November 2019** for ASP2 authorisations. The following information is aimed at highlighting the main changes to the process for ASP2 authorisations with Ausgrid in the *System*.

Note: The ASP Authorisation Management System is an independent system from the Ausgrid Partners Management System (used for our external partners/contractors). ASP2 Companies who have previously registered in the Partners Management System as an External Partner will still need to register in the ASP Authorisation Management System to be able to maintain their ASP2 authorisation.

### Process overview

An overview of the ASP Authorisation Management System process is shown below.



### Registration

#### Step 1

To register an ASP2 **company** for authorisation go to the Ausgrid ASP portal website and click on the 'REGISTER BUSINESS' button to begin registration.

#### Step 2

To register an ASP2 **individual** for an ASP2 authorisation go to the Ausgrid ASP portal website and click on the 'REGISTER WORKERS' button to begin registration. (Your company must be registered to allow individuals to be registered under it)

Ausgrid ASP portal:

<http://ausgridpartners.com.au/ausgrid-accredited-service-providers-asps/>

## Important Changes

### ASP2 Company Authorisation

ASP2 companies will now be required to enter a formal annual ASP2 company authorisation. The ASP2 company authorisation is independent to any individual ASP2 authorisation under that company. This removes the requirement for multiple company agreements each time an individual is reauthorised.

ASP2 company authorisations will be assessed and approved as part of the ASP2 company registration in the *System*.

The following documentation will need to be provided to meet compliance requirements for ASP2 company authorisation:

- An **ASP2 company authorisation agreement**, to be signed by the company director or an authorised representative of the company;
- A signed **Sales Order**; and
- A copy of the current NSW Department of Planning, Industry and Environment **Accreditation letter for the ASP company** (receipt not accepted).

The ASP2 company authorisation agreement is issued for a period of 12-months, therefore requires an annual renewal.

To maintain ASP2 company authorisation ASP2 companies will be required to download and review the ASP2 company authorisation agreement annually. Once reviewed the agreement must be signed and updated in the ASP Authorisation Management System.

Additional to the ASP2 company authorisation agreement the ASP2 company is required to maintain currency of their documentation, in the Ausgrid ASP Authorisation Management System, as required for their ASP2 company authorisation. Where an ASP2 company lets any compliance document expire, their ASP2 company authorisation will be made non-current.

If an ASP2 company has been made non-current, they, and their authorised ASP2 individuals, must not perform any Level 2 contestable service work on Ausgrid's network until all expired compliance documentation has been uploaded and verified.

Once expired documentation is verified, the ASP2 company authorisation will become current and they can recommence Level 2 contestable service work on Ausgrid's network.

A copy of the ASP2 company authorisation agreement is attached to this general information notice

### ASP2 Company Authorisation meeting

To ensure that companies understand their requirements and responsibilities when working on or near Ausgrid's network as an authorised ASP2, Ausgrid will require **new** ASP2 companies to attend an initial meeting with Ausgrid as part of the initial authorisation process.

This meeting is aimed at providing the company with information for working safely on or near Ausgrid's network, Ausgrid procedures and processes relevant to their work, and allow them to ask any questions they may have regarding ASP authorisation and compliance.

**Existing authorised ASP2 individuals and their ASP2 company do not need to attend this initial meeting as they will have already attended their initial ASP2 individual authorisation session.** This requirement is only for **new** ASP2 companies who apply for authorisation after 6 November 2019.

### ASP2 Individual Authorisation

From 6 November 2019 ASP2 individual authorisations in the *system* will not need to renew their authorisation separately, provided the competency requirements for the authorisation are maintained. An annual fee is required to maintain an ASP2 individual authorisation and a Sales Order is required to be submitted annually as part of the competency requirements. Failure to pay this sales order will result in the authorisation being made non-current.

A copy of the ASP individual Sales Orders are attached to this general information notice.

### ASP2 Individual Authorisation Sessions

With the implementation of the new system all existing ASPs and new ASP individuals applying for an ASP authorisation will be required to complete the online ASP authorisation session eLearn course as part of their application process. The online course will be valid for 3 years and will require refresher to remain current.

New ASP2 individuals do not need to attend an ASP2 Individual Authorisation Session after 6 November 2019.

### ASP2 Individual Authorisation Agreements

The ASP2 individual authorisation agreement has been revised and is required to be reviewed, signed and uploaded in the *System*. This ASP2 individual authorisation agreement will remain in effect unless ASP2 authorisation is suspended/cancelled, or changes/revisions have been made to Ausgrid systems that require the agreement to be revised and resigned.

A copy of the ASP Individual Authorisation Agreement is attached to this general information notice.

### ASP Authorisation card

The current Ausgrid ASP authorisation cards will be phased out over the next year as we transition in to the *System*. ASP2 individuals can use their current Ausgrid authorisation card as evidence of their ASP2 authorisation up to the cards expiry date.

From 6 November 2019 ASP2 Individuals must, prior to their ASP2 authorisation expiring, renew their authorisation in the *System*, at which time they will be issued with a Pegasus ID card. The Pegasus ID card will have a scannable QR code which will streamline the onsite process when checking an individual's ASP authorisation compliance.

**Note: Currently authorised ASP2 individuals are not required to be registered in the System until they are due to renew their authorisation.**

**ASP companies can opt to register individuals in Pegasus prior to this expiry (renewal) date. Please note that this would require Ausgrid to charge the ASP - Individual Authorisation - Maintain fee to cover the cost of setting up the authorisation and issue of the Pegasus card, this would be additional to any authorisation fee charged previously for this renewal and would reset the individual's authorisation expiry date.**

#### **ASP Authorisation fees**

From 6 November 2019 the ASP authorisation fees detailed in [GI33\\_19 ASP2 Authorisation Process – Pegasus](#) come into effect. ASP authorisation fees are payable to Ausgrid and are detailed on Sales Orders that are downloadable in the System.

#### **Field Safety Audits**

From 6 November 2019 ASP2 authorisations will no longer be required to have a Field Safety Audit every two (2) years to maintain their ASP2 authorisation.

Ausgrid is reviewing alternate options to have a more targeted and efficient approach for both ASPs and Ausgrid for the auditing of ASP2s. Further information will be provided once an alternate process has been finalised.

#### **Document Submission and Verification**

To apply for or maintain an ASP authorisation with Ausgrid, mandatory documentation as required by Ausgrid must be uploaded in the System for verification.

To ensure accurate data in the system, ASPs will be required to upload documentation that has previously been submitted to Ausgrid for ASP authorisation applications. These will include Department of Planning, Industry & Environment Accreditation and registration letters, trade qualifications etc.

Ausgrid understands that in some cases ASPs may not have access to, or copies of some aged documents that have been previously submitted to Ausgrid. Where this occurs, the ASP can escalate through the Pegasus system to have Ausgrid review the application. Ausgrid will review the request and assist where possible where evidence has previously been submitted and in return provide this evidence to the ASP for upload in the System.

Please do not contact Ausgrid directly for these documents, initial escalation must be made through Pegasus.

#### **Current Authorised ASP2 Individuals**

To help minimise issues and delays as we transition to the System, individual ASP1 authorisations due to expire from 6 November 2019 will have a default extension to **30 November 2019** for their individual ASP2 authorisation. This will allow enough time for ASPs to register and set up an ASP2 company authorisation to be able to renew the individual ASP2 authorisation.

Note: The extension to ASP2 authorisations does not include any mandatory training or competencies required for that authorisation. All mandatory training and competencies must remain valid (in date) during this ASP2 authorisation extension period.

#### **Help and Resources**

To assist in the company and individual registration and authorisation application process, Pegasus have a detailed help and resource webpage which can be accessed via the below link. Please take the time to read this information as it will assist you with the registration and continued maintenance of your ASP authorisations with Ausgrid.

##### **Help and Resources**

<http://ausgridpartners.com.au/help-and-resources/>

Where additional help is required for registration in the System you can contact the help and support team at Pegasus. Contact details are listed below.

#### **Pegasus communications**

Communications will be issued by Pegasus, via email, with details for access to the ASP Portal and guidance on the system and registration process. These communications will be sent by Pegasus directly to ASP2 companies with further information and a link to the system. Keep an eye out closer to 6 November 2019 for these emails.

#### **Next Steps.....**



#### **Contact information**

From 6 November 2019, the ASP Authorisation Management System goes live for ASP2 authorisations, from this date questions regarding the ASP authorisation process can be directed to Pegasus.

The [ASP Portal](#) will provide ASPs with access to [help, guides and resources](#) related to the ASP Authorisation Management System. Please take the time to read this information as it will assist you with the registration and continued maintenance of your ASP2 authorisations.

## **Pegasus**

[Please do not contact Pegasus prior to 6 November 2019](#)

Phone: 1300 208 498

Email: [ausgrid@pegasus.net.au](mailto:ausgrid@pegasus.net.au)

## **Ausgrid**

Ausgrid will be consolidating our current ASP contact details and emails. As of 6 November 2019, ASP2s can use the following details to contact Ausgrid.

Phone: 02 4910 1808

Email: [ASPAuthorisations@ausgrid.com.au](mailto:ASPAuthorisations@ausgrid.com.au)

ASPs can contact Ausgrid for questions or requests other than for ASP authorisation application information. i.e. sealing plier requests, Ausgrid metering, etc

For questions related to the ASP Authorisation Management System, registration or documentation requirements ASPs are to contact Pegasus. Where an issue cannot be resolved by Pegasus this will be escalated, by Pegasus, to Ausgrid.

If you have any questions or issues prior to 6 November 2019, please contact Ausgrid on:

Phone: 02 4399 8138

Email: [ASPLevel2@ausgrid.com.au](mailto:ASPLevel2@ausgrid.com.au)

## **Ausgrid**

### **Electrical Safety & Compliance**

#### **Links**

Ausgrid ASP Authorisation Management System – Registration Webpage

<http://ausgridpartners.com.au/ausgrid-accredited-service-providers-asps/>

Ausgrid ASP Authorisation Management System – Help and Resources

<http://ausgridpartners.com.au/help-and-resources/>

Ausgrid ASP Authorisation Management System – Company registration Guide

<http://ausgridpartners.com.au/wp-content/uploads/sites/76/2019/10/Company-Pre-Qualification.pdf>

Ausgrid ASP Authorisation Management System – Employee registration Guide

[http://ausgridpartners.com.au/wp-content/uploads/sites/76/2019/02/Ausgrid\\_Portal\\_User\\_Guide\\_Registering\\_Employees\\_V2.pdf](http://ausgridpartners.com.au/wp-content/uploads/sites/76/2019/02/Ausgrid_Portal_User_Guide_Registering_Employees_V2.pdf)

Ausgrid ASP Authorisation Management System – ASP business rules

<https://kb.pegasus.net.au/pages/viewpage.action?pageId=9734012>



# Level 2 Accredited Service Provider Company Agreement for Authorisation

## Level 2 Accredited Service Provider - Company Details

Name of Company/firm:	<input type="text"/>
Company Postal Address:	<input type="text"/>
Company Email:	<input type="text"/>
Company ABN/ACN:	<input type="text"/>
Company Phone Number:	<input type="text"/>

## Level 2 Accredited Service Provider - Accreditation Details

Company Accreditation Number:	<input type="text"/>	Company Accreditation Grade:	<input type="text"/>
Company Accreditation Class(es):	<input type="text"/>	Company Accreditation Expiry Date:	<input type="text"/>
FairTrading NSW Electrical Contractor Lic No:	<input type="text"/>	E/C Lic Expiry Date:	<input type="text"/>

## Agreement for Authorisation

As an Accredited Service Provider (ASP) working on Ausgrid's network under the contestable works accreditation scheme, you are required, under the NSW Department of Planning & Environment's Accreditation of Providers of Contestable Services (Scheme Rules) to comply with the relevant parts of the local electricity distributor's (Ausgrid's):

- ~ safety management system;
- ~ electrical safety rules;
- ~ Ausgrid's Network Standard ES4 - Accredited Service Provider Authorisation (ES4); and
- ~ other relevant policies.

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 and your company (hereafter referred to as "ASP/2"):

- ~ have a safety management system for undertaking work on or near the network;
- ~ have obtained copies of the relevant systems/electrical safety rules of Ausgrid;
- ~ have reviewed the relevant systems/electrical safety rules of Ausgrid;
- ~ that the relevant systems/electrical safety rules are consistent with the ASP/2s arrangements for managing health and safety (as set out in the safety management system).
- ~ have current accreditation with the NSW Department of Planning & Environment as a Service Provider in the relevant class of contestable work subject to this agreement and that accreditation will remain current whilst any of the ASP/2s employees or individual subcontractors are authorised under this agreement.
- ~ acknowledge and agree that Ausgrid may suspend or cancel the authorisation of any of the ASP/2s employees or individual subcontractors authorisation at any time on the grounds of safety or non-compliance (by the ASP/2, or the ASP/2s employees or individual subcontractors) with the conditions and requirements set out in ES4 or the Scheme Rules and may do so despite the fact that termination or suspension may result in the ASP/2 breaching any contract for contestable services between the ASP/2 and the ASP/2's principal.
- ~ have read and understand the requirements for authorisation as set out in ES4 as applying to the work categories for which the ASP/2 is accredited.
- ~ acknowledge and agree to the following conditions of authorisation:

### 1. Compliance with the Scheme Rules

The ASP/2:

- (a) undertakes that it will at all times comply with its responsibilities under the Scheme Rules; and
- (b) acknowledges and agrees that if it breaches any of those responsibilities, Ausgrid may suspend or terminate the authorisation of the ASP/2 and its employees in accordance with ES4, even if its accreditation has not been suspended or terminated by the accrediting agency;



# Level 2 Accredited Service Provider Company Agreement for Authorisation

## Agreement for Authorisation (continued)

### 2. Qualifications, training and conduct

The ASP/2 will ensure that no employee will work on or near Ausgrid's distribution system unless that employee:

- (a) is currently authorised in accordance with *ES4*;
- (b) holds the qualifications stipulated in Appendix H of *ES4*; and
- (c) has completed:

- (i) the mandatory training stipulated in the *Scheme Rules* as applying to the work categories for which the ASP/2 is accredited;
- (ii) training in Ausgrid's Electrical Safety Rules conducted by Ausgrid or by other training organisations on Ausgrid's behalf; and
- (iii) all reasonable mandatory additional training and annual or other refresher training stipulated by Ausgrid from time to time, including but not limited to the training set out in Appendix H of *ES4*.

The ASP/2 acknowledges that Ausgrid may:

- (d) suspend the authorisation of any employee of the ASP/2 whose training is not current and in accordance with Ausgrid's training requirements current at the relevant time as required by this clause, or on the grounds of safety or noncompliance with the conditions and requirements set out in *ES4* or the *Scheme Rules*; and
- (e) require the ASP/2 to prevent any employee whose authorisation is not current from working on or near Ausgrid's distribution system.

### 3. ASP/2's acknowledgements

The ASP/2 acknowledges and agrees that:

- (a) it must make and must ensure that each employee makes arrangements for annual training well in advance of the due date for renewal; and
- (b) Ausgrid is entitled to terminate this agreement or suspend the authorisation of the ASP/2 or any of its employees who have failed to comply with Ausgrid's requirements for renewal in accordance with *ES4* and may do so despite the fact that termination or suspension may result in the ASP/2 breaching any contract for *contestable services* between the ASP/2 and the ASP/2's *principal*.

### Obligations under this agreement are continuing obligations

The obligations stipulated in this agreement continue throughout the life of this agreement and are preconditions to its renewal year by year.

## 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. If you have no questions enter N/A.

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. If you have no questions enter N/A.

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? If you have no questions enter N/A.

## Authorised Company Representative or Legal Representative

Name:

Company Position: (*Director, etc*)

Signature:

Date:

# Level 2 Accredited Service Provider

## Individual Agreement for Authorisation



Individuals First Name:	Individuals Surname:
Individuals Contact Number:	Individuals D.O.B.:
Individuals Pegasus ID No: <small>(If known)</small>	
ASP/2 Company Name: <small>(Individual to be authorised under)</small>	
ASP/2 Company AUC No:	

### Level 2 Accredited Service Provider Authorisation Classes **Select the classes the applicant is to be authorised as:**

<input type="checkbox"/> Class 2A Disconnect/Reconnect	<input type="checkbox"/> Class 2B UG Service Mains	<input type="checkbox"/> Class 2C OH Service Mains	<input type="checkbox"/> Class 2D Metering & Energising
<input type="checkbox"/> Class 2Xd Electrically Qualified Observer	<input type="checkbox"/> Class 2Xe Non-electrically Qualified	<input type="checkbox"/> Class 2Xe (A) Non-electrically Qualified Apprentice Electrician	<input type="checkbox"/> Class 2XF Telecommunications worker

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 and you agree that you will review any updates to those systems/electrical safety rules as made from time to time;
- 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's publication ES4 - Accredited Service Provider Authorisation or the NSW Department of Planning & Environment's Accreditation of Providers of Contestable Services (Scheme Rules); 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. If you have no questions enter 'N/A' below.

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. If you have no questions enter 'N/A' below.

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? If you have no questions enter 'N/A' below.

I (name)

of (Address)

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

Applicant Sign:

Date:



## Level 2 Accredited Service Provider Initial Company Authorisation Sales Order Form

ASP2 Company Name:

ASP2 Company AUC:

ASP2 Purchase Order:  
(If required)

Date:

ASP2 Operations Acc :  
(If Known)

ASP2 Company - Initial Authorisation Fee	ANS Fee	Amount
ASP2 - Company Authorisation - Initial	\$301.65	301.65

Authorised Company Representative

SUBTOTAL : \$301.65  
TAX RATE : 10%  
GST : \$30.16  
TOTAL : \$331.81

Signature

Ausgrid Office Use Only	
MATERIAL:	<input type="text"/>
INTERNAL ORDER:	<input type="text"/>
SALES ORDER	<input type="text"/>
CREATED ON:	<input type="text"/>
RAISED BY	<input type="text"/>
SIGNATURE	<input type="text"/>



## Level 2 Accredited Service Provider Maintain Company Authorisation Sales Order Form

ASP2 Company Name:

ASP2 Company AUC:

Date:

ASP2 Purchase Order:  
(If required)

ASP2 Operations Acc :  
(If Known)

ASP2 Company - Maintain Authorisation Fee	ANS Fee	Amount
ASP2 - Company Authorisation - Maintain	\$117.46	117.46

Authorised Company Representative

Signature

SUBTOTAL : \$117.46  
TAX RATE : 10%  
GST : \$11.75  
TOTAL : \$129.21

Ausgrid Office Use Only	
MATERIAL:	<input type="text"/>
INTERNAL ORDER:	<input type="text"/>
SALES ORDER	<input type="text"/>
CREATED ON:	<input type="text"/>
RAISED BY	<input type="text"/>
SIGNATURE	<input type="text"/>



**Accredited Service Provider  
Initial Individual Authorisation  
Sales Order Form**

ASP Company Name:		
ASP Company AUC:		ASP Purchase Order: (If required)
Date:		ASP Operations Acc : (If known)
ASP Individuals Name:		

ASP Individual - Initial Authorisation fee	ANS Fee	Amount
ASP - Individual Authorisation - Initial	\$111.19	111.19

Authorised Company Representative	
Signature	

SUBTOTAL :	\$111.19
TAX RATE :	10%
GST :	\$11.12
TOTAL :	\$122.31

Ausgrid Office Use Only	
MATERIAL:	
INTERNAL ORDER:	
SALES ORDER	
CREATED ON:	
RAISED BY	
SIGNATURE	



## Accredited Service Provider Maintain Individual Authorisation Sales Order Form

ASP Company Name:		
ASP Company AUC:		ASP Purchase Order: (If required)
Date:		ASP Operations Acc : (If known)
ASP Individuals Name:		

ASP Individual - Maintain Authorisation Fee	ANS Fee	Amount
ASP - Individual Authorisation - Maintain	\$47.46	47.46

Authorised Company Representative	
Signature	

SUBTOTAL :	\$47.46
TAX RATE :	10%
GST :	\$4.75
TOTAL :	\$52.21

Ausgrid Office Use Only	
MATERIAL:	
INTERNAL ORDER:	
SALES ORDER	
CREATED ON:	
RAISED BY	
SIGNATURE	