

ASP General Information

Electrical Safety & Compliance

Alert Number: GI13_20

20 April 2020

Subject: Acceptance of Digital Signatures

Dear ASPs,

Ausgrid is committed to the health, safety and wellbeing of our staff, their families, our ASPs, contractors and customers. We are continuing to monitor the COVID-19 situation and adjust our plans and arrangements to follow the advice of federal and state government authorities, and the World Health Organisation (WHO), to manage our response to the outbreak.

Due to restrictions and constraints caused by social distancing requirements, including many employees of external stakeholders working from home, there has been issues raised around Ausgrid's requirement for ASP Authorisation documents to be physically signed.

While Ausgrid's preference is for documents to be physically signed, scanned and returned or uploaded in ASP Authorisation Management System (Pegasus), it is acknowledged that ASPs may not have access to equipment or facilities to be able to print and/or scan physical documents.

As such, this notice confirms that Ausgrid will move to temporarily accept digital signatures on documentation submitted for ASP authorisations while COVID-19 restrictions are in force.

This applies to:

- Company ASP authorisation agreements;
- Individual ASP authorisation agreements; and
- Sales orders.

Digital signature acceptance criteria

Acceptance of digital signatures is based on the following criteria:

- Digitally signing with a stylus on a tablet; or
- Using a 'PDF' programme to insert the signature electronically.

In the options above, the documents must be 'witnessed' by being digitally counter-signed by a third party in the same manner.

Note: The use of cursive or script style fonts are not an acceptable digital PDF signature.

Documents submitted with digital signatures must be in a 'PDF' file format. Other document formats will be rejected, i.e. Microsoft word or excel.

Document submissions

ASP/1 company agreements need to be sent in to Ausgrid to execute prior to being uploaded to Pegasus. These digitally signed ASP/1 company agreements can be sent in to ASPAuthorisations@ausgrid.com.au. Once submitted to Ausgrid, we will arrange execution and return them to the ASP and Pegasus for uploading in the system. ASPs are reminded to ensure sufficient time is allowed prior to submission to Ausgrid to allow for the above process and prevent your company from becoming non-current.

All other physically or digitally signed documents are to be uploaded directly into Pegasus. This includes ASP/2 company authorisation agreements, individual authorisation agreements and sales orders.

These measures aim to strike the right balance between delivering our requirements while protecting our staff and our partners.

Please note, that these measures may be revisited at any time due to the rapidly changing conditions associated with the pandemic and where they do we will advise accordingly.

Ausgrid

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Links:

Digital PDF signature information

<https://acrobat.adobe.com/au/en/sign/capabilities/digital-signatures-faq.html>