

ASP General Information Electrical Safety & Compliance

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Subject: Pegasus System and General ASP Authorisation FAQ

Dear ASPs,

This General Information Notice aims to provide ASPs with answers to some frequently asked questions (FAQs) relating to the Pegasus system and ASP authorisations in general.

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Where do I find my ASP Scheme worker registration evidence and documentation?

Your first point of reference for obtaining evidence and documentation of ASP scheme worker registration should always be your own and your (current or former) company's records. It is important that you keep your own records of all employee training and qualifications, including ASP scheme worker registration.

Where an ASP cannot find any ASP Scheme worker registration document for use in the Pegasus system, please contact Ausgrid directly via ASPAuthorisations@ausgrid.com.au

If no evidence can be found, Ausgrid will contact the NSW Department of Industry, Planning and Environment to confirm the Accreditation status of the ASP worker on your behalf. Once confirmation is obtained, Ausgrid will advise the ASP and provide evidence for use in the Pegasus system.

How do I get an invitation to Ausgrid's Authorisation eLearn session?

All ASP workers are required to complete the Ausgrid Authorisation eLearn module to obtain ASP authorisation.

This online session is mandatory. An ASP Worker's Authorisation is not considered compliant unless this has been completed.

Workers receive an invitation to this session, via email from 'Onsite trackeasy', after they submit a role (Authorisation) and their email address in the Pegasus system.

Please note: It is important to register the individual worker's email address in Pegasus to ensure the worker receives the invitation. There has been an issue with some workers not receiving the invitation because the email address registered

for them is the ASP company's administration email address (accordingly, the invitation is sent to the ASP company's administration email address).

Where do I find the ASP Authorisation Sales Orders?

ASPs can download the most current Sales Order documents from the below link. Refer to the relevant section (i.e. ASP/1 or ASP/2) for the relevant Sales Order(s).

<https://www.ausgrid.com.au/ASPs-and-Contractors/Ausgrid-Authorisation>

Sales Orders need to be completed by the ASP company prior to being submitted in the Pegasus system.

Does my ASP Authorisation evidence/documentation expire in Pegasus?

ASPs need to be aware that certain documents or evidence uploaded into the Pegasus system have an expiry date. To maintain an ASP authorisation, any competency that has an expiry date, must be re-uploaded in the Pegasus system prior to its expiry date.

Examples of competency documents that have expiry dates include:

- Any 'Proof of Identity' evidence. i.e. Drivers Licence, Passport etc;
- Any refresher training i.e. Electrical Safety Rules, CPR, First Aid etc; and
- ASP authorisation Sales Orders.

I have received my Pegasus ID card. Am I now Authorised?

Receipt of a Pegasus ID card is not confirmation of an Ausgrid ASP authorisation.

The Pegasus ID card is automatically issued once the documentation is submitted to Pegasus. The Pegasus team will need to review the submitted evidence and on occasion request further evidence (if the evidence submitted is not sufficient). Accordingly, there may be occasions where the ASP worker receives their Pegasus ID card prior to them being authorised to perform work on Ausgrid's network.

Before ASP workers can commence any work on Ausgrid's network, they must confirm that:

- **all** competencies for the worker have been approved by Ausgrid in the Pegasus system;
- the worker has completed the Ausgrid Authorisation eLearn module; and
- the worker holds a compliant ASP authorisation.

The above items can be confirmed by logging into the Pegasus 'Worker portal' and checking the workers role(s) (Authorisation). A compliant ASP authorisation role can be confirmed by a green tick against it. A blue or red icon against a role indicates the role is not yet compliant or has expired competencies that need to be renewed.

What evidence/documentation is required to be uploaded to Pegasus to confirm ASP authorisation?

To assist in determining the correct evidence or document that is to be uploaded, the Pegasus system has a set of 'Business Rules' established in accordance with Ausgrid's authorisation policies and procedures. These 'Business Rules' can be found at <https://kb.pegasus.net.au/pages/viewpage.action?pageId=9734012>

Training and competency requirements are also stipulated in Ausgrid's network standard ES4 Accredited Service Provider Authorisation, which can be found at <https://www.ausgrid.com.au/-/media/Documents/Technical-Documentation/ES/ES4-Accredited-Service-Provider-Authorisation>

When do I need a Live Low Voltage Safety Observer?

As outlined in section 9.5.4 f) of Ausgrid's ESR, "If you are working on or near live exposed low voltage mains and apparatus, a safety observer **must** witness your work practices". That is, if you are undertaking any work within the Minimum Safe Working Distance (MSWD) of exposed live low voltage mains, a Safety Observer must be utilised.

Note – Appendix A of the ESR outlines tasks that may be performed live on the Ausgrid network.

What authorisation is required to be a Live Low Voltage Safety Observer?

Ausgrid's ESR section 9.5.4 f) outlines the requirements for a Safety Observer when performing work on near exposed live low voltage mains and apparatus on Ausgrid's network. All previous Safety Observer requirements temporarily implemented during Ausgrid's live work pause, are superseded by the requirements of the current ESR.

A Safety Observer **must** be an electrically qualified authorised person who knows the hazards and the appropriate safety controls associated with the work.

Note, as outlined in the ESR Glossary, an electrician, linesman or cable jointer is considered an electrically qualified person. If an individual holds an electrically qualified ASP authorisation with Ausgrid, they do not need to gain a specific 1X or 2X authorisation to be a Safety Observer for work on or near exposed live low voltage mains and apparatus.

The table below lists ASP authorisation classes that are considered electrically qualified and do not require any additional ASP authorisation to perform the role of a Safety Observer:

ASP Authorisation Class	Eligible to be an observer?
Class 1A	Yes
Class 1B	Yes
Class 1C	Yes
Class 1Xd	Yes
Class 2A	Yes
Class 2B	Yes
Class 2C	Yes
Class 2D	Yes

Can I be issued a Customer Main Switchboard Master Key?

No, Ausgrid does not provide customer main switchboard master keys to ASPs. Where an ASP requires access to a locked customer main switchboard or room, the ASP should contact the customer to arrange this access.

When do I contact Ausgrid or Pegasus with my question?

When to contact Pegasus?

ASPs can contact the Pegasus team directly to discuss issues related to the use of the Pegasus system. The Pegasus team have staff on hand to assist ASPs with:

- Resetting passwords;
- Requesting cards;
- Accessing and using the Pegasus System, etc

Pegasus contact details: Phone - 1300 208 498, Email - ausgrid@pegasus.net.au

When to Contact Ausgrid?

ASPs should contact Ausgrid's ASP Authorisation Team, if they have any questions or issues relating to:

- the documents or evidence required for ASP authorisation;
- Requesting a copy of any NSW Department of Industry, Planning and Environment accreditation or registration letter;
- Historic training or trade related competency evidence;
- Information on ASP authorisations, Ausgrid's Electrical Safety Rules or Network Standards, etc; or
- Confirmation of compliant ASP Authorisations.

Ausgrid's ASP Authorisation team email - ASPAuthorisations@ausgrid.com.au.

How can I provide feedback to Ausgrid on ASP authorisations?

To help Ausgrid better understand the issues ASPs are facing, Ausgrid has set up an online feedback form. This form can be used by ASPs to advise Ausgrid of any issues with the Pegasus system or general feedback. Details of individuals providing feedback will be anonymous, however, an option to leave contact information is available.

This feedback form can be found at:

<https://forms.office.com/Pages/ResponsePage.aspx?id=KCQwERBPFEyh7Nou4KFPQRk57m1L19MrRSYJlp7pPhUQUhJTko4UkcwNUkzT0pXRFQzUkY1T0ZFMy4u>

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