

ASP General Information

Electrical Safety & Authorisations



Alert Number: GI22_15

Subject: ASP2s requesting an ESI Skills Passport

03 September 2015

It has been brought to our attention that some ASP2s have not been receiving evidence of their regulatory training completed with some external RTOs. Ausgrid would like to remind all Level 2 ASPs that it is a requirement of their authorisation that they must have records of their relevant training readily available at all times whilst performing contestable work.

If an ASP cannot provide evidence of their training on site when requested, they are in breach of Ausgrid's *Electrical Safety Rules (ESR) - Clause 3.2.2 Authorisation requirements* and the conditions of their authorisation with Ausgrid, *ES4 Service Provider Authorisation- Clause 2.2 - Working On or Near the Network*.

Ausgrid's ESR Clause 3.2.2 states:

In accordance with the Ausgrid Electricity Network Safety Management System, authorisations, training and skills are recorded on one of the following:

- a network passport (personal training records)
- a national skills passport
- a training or authorisation card

These documents must be shown on request

If you are concerned that you will not have evidence upon completion of your training you may request that the RTO stamp your passport as evidence of the completed training.

If you do not have an ESI Skills passport, we will assist by arranging one for you. To arrange this please complete the application form on the following page of this alert and return it via email to passport@ausgrid.com.au



Please be advised from 1 October 2015, Ausgrid will no longer accept training records sent by the RTO on behalf of the ASP and all ASP2's must provide their own evidence when requesting re-authorisation.

If you have any other questions please contact the Ausgrid Authorisations Compliance Officer for your region. The details are below.

Homebush and Oatley – Michael Frost – 02 9394 6563

Hornsby, Central Coast and Hunter – Chris Hicks - 02 4035 4064

Regards,

Ausgrid

Authorisations Compliance Officers

Australian Electricity Supply Industry (ESI) Skills Passport Application Form (For ASP2's Authorised on Ausgrid's Network)



Please select if you are requesting an Initial or a replacement ESI Skills Passport:

Initial Passport

Replacement Passport

Details - Applicant (Please use BLOCK LETTERS)

Applicant - First Name: _____ Surname: _____

Mailing Address: _____

Date of Birth: _____ Gender: Male Female

Phone: _____ Fax: _____ Mobile: _____

Details - Company/Sole Trader (Please use BLOCK LETTERS)

Company Name: _____

Mailing Address: _____

Company Email Address: _____

Company Phone: _____ Fax: _____ Mobile: _____

Select your primary function role from the list below:

Electrician

Cable Jointer

Lineworker

For replacement passports, please supply your previous passport number: _____

Please note you may be asked to supply evidence of training and qualifications prior to being issued a Passport

Applicant Signature: _____ Date: _____

*Please send completed form and supporting documentation to: passport@ausgrid.com.au