

Network Standard

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ES4 ACCREDITED SERVICE PROVIDER AUTHORISATION



ISSUE

For issue to all Accredited Service Providers' staff involved with contestable work in Ausgrid's network area and is for reference by Accredited Service Provider staff.

Where this standard is issued as a controlled document replacing an earlier edition, remove and destroy the superseded document.

DISCLAIMER

As Ausgrid's standards are subject to ongoing review, the information contained in this document may be amended by Ausgrid at any time.

It is possible that conflict may exist between standard documents. In this event, the most recent standard shall prevail.

This document has been developed using information available from internal network performance data, national and state regulators, and industry best practice and is suitable for most situations encountered in Ausgrid. Particular conditions, projects or localities may require special or different practices.

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INTERPRETATION

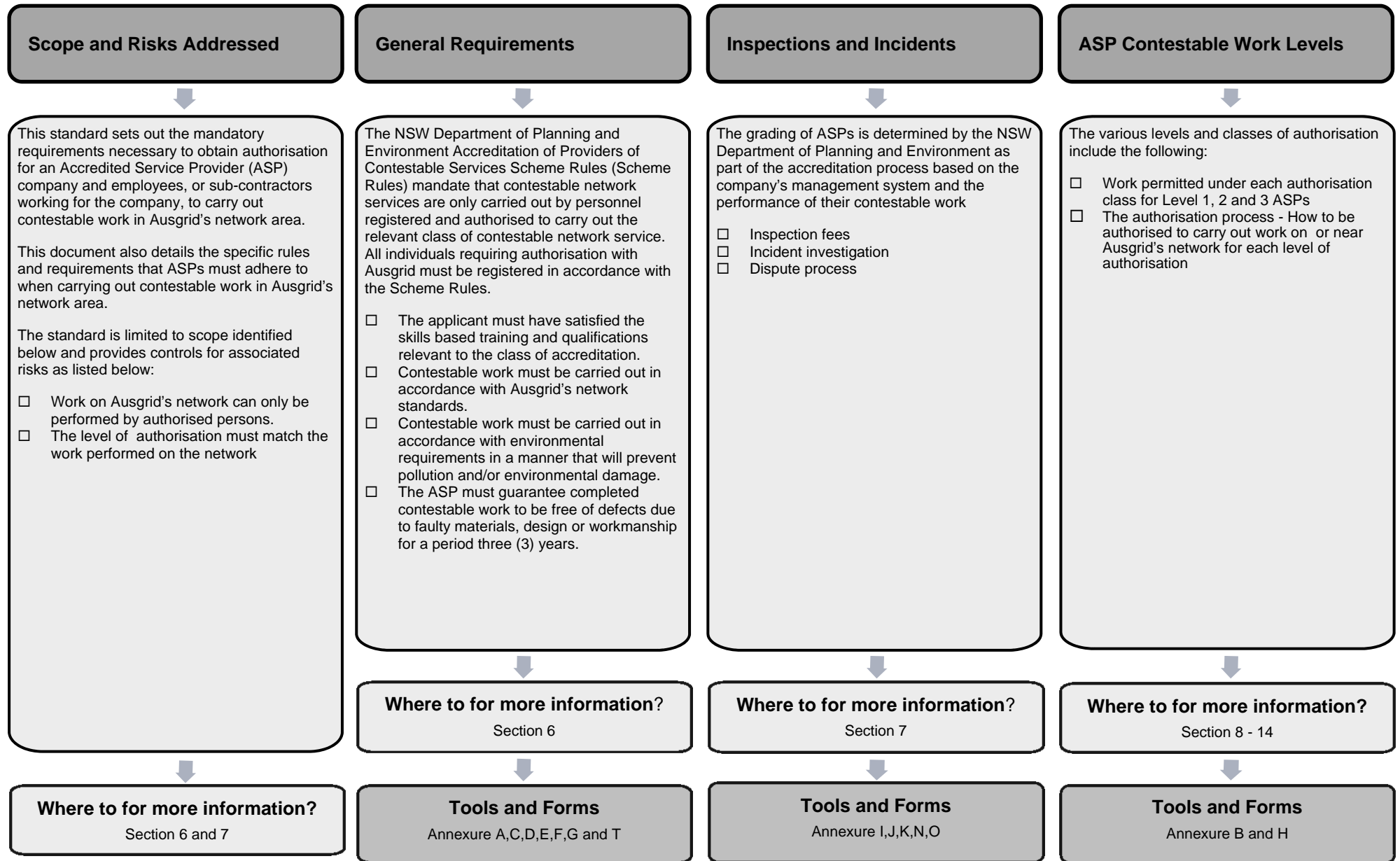
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KEYPOINTS

This standard has a summary of content labelled "KEYPOINTS FOR THIS STANDARD". The inclusion or omission of items in this summary does not signify any specific importance or criticality to the items described. It is meant to simply provide the reader with a quick assessment of some of the major issues addressed by the standard. To fully appreciate the content and the requirements of the standard it must be read in its entirety.

AMENDMENTS TO THIS STANDARD

Where there are changes to this standard from the previously approved version, any previous shading is removed and the newly affected paragraphs are shaded with a grey background. Where the document changes exceed 25% of the document content, any grey background in the document is to be removed and the following words should be shown below the title block on the right hand side of the page in bold and italic, for example, *Supersedes – document details (for example, "Supersedes Document Type (Category) Document No. Amendment No.")*.



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1.0 PURPOSE

This document details the scope of work authorised persons are permitted to carry out under their specific class or classes of authorisation.

2.0 SCOPE

This document sets out the mandatory requirements necessary to obtain authorisation for an Accredited Service Provider (ASP) company and employees, or sub-contractors working for the company, to carry out contestable work in Ausgrid's network area.

This document also details the specific rules and requirements that ASPs must adhere to when carrying out contestable work in Ausgrid's network area.

3.0 REFERENCES

3.1 General

All work covered in this document shall conform to all relevant Legislation, Standards, Codes of Practice and Network Standards. Current Network Standards are available on Ausgrid's Internet site at www.ausgrid.com.au.

3.2 Ausgrid documents

- Company Form (Governance) - Network Technical Document Endorsement and Approval
- Company Procedure (Governance) - Network Technical Document Endorsement and Approval
- Company Procedure (Network) - Network Standards Compliance
- Company Procedure (Network) - Production/Review of Engineering Technical Documents within BMS
- Connection Policy – Connection Charges
- Customer Installation Safety Plan
- Division Workplace Instruction (Network) – Production/review of Network Standards
- Electrical Safety Rules
- Electricity Network Safety Management System Manual
- ES1 – Premises Connection Requirements
- ES3 – Part A Metering Installations
- ES3 – Part B Metering Equipment Technical Description for Type 5 & 6 Metering Installations
- S0033 NS124 Specification for Overhead Service Connections up to 400 amps
- S0044 NS100 Field Recording of Network Assets
- S0047 NS211 Working with Asbestos Products
- S0082 NS141 Site Selection and Site Preparation Standards for Kiosk Type Substations
- S0083 NS156 Working Near or Around Underground Cables
- S0088 NS130 Specification for Laying of Underground cables up to and including 11kV
- S0095 NS199 Safe Electrical Work on Low Voltage Underground Assets
- S0102 NS174 Environmental Procedures
- Public Electrical Safety Awareness Plan
- T0005 NEG-NPR05 Field Recording Guide
- T0077 Overhead Mains Connection Boxes

3.3 Other standards and documents

- Accreditation of Providers of Contestable Services Scheme Rules
- AS/NZS 3000 Wiring Rules
- AS/NZS 3017 Electrical Installations - Verification Guidelines
- AS2865 Safe Working in a Confined Space
- AS4741 Testing of connections to low voltage electricity networks

- ENA Doc 001-2008 National Electricity Network Safety Code
- Service and Installation Rules of New South Wales

3.4 Acts and regulations

- Bankruptcy Act 1966 (Cth)
- Electricity Supply Act 1995 (NSW)
- Electricity Supply (General) Regulation 2014 (NSW)
- Electricity Supply (Safety and Network Management) Regulation 2014 (NSW)
- Work Health and Safety Act 2011 and Regulation 2011 (NSW)

4.0 DEFINITIONS

Accreditation	The process of ensuring that a service provider company, wishing to carry out contestable work, has the necessary level of skills, resources and insurance to undertake such work and complete the work in a safe and reliable manner. The Accreditation scheme in NSW is managed by the NSW Department of Planning and Environment, Division of Energy, Water, Regulation and Portfolio Strategy.
Accredited Service Provider (ASP)	An individual or entity accredited by the NSW Department of Planning and Environment, Energy, Water and Portfolio Strategy Division, in accordance with the Electricity Supply (Safety and Network Management) Regulation 2014 (NSW).
Accredited Service Provider Level 1 (ASP/1)	Accredited to provide services involving the contestable construction of transmission and distribution works such as the installation of high voltage and low voltage distribution cables and substations (ie Distribution work). This term will be used in the document to mean both the legal entity accredited and the employees or subcontractors of the legal entity.
Accredited Service Provider Level 2 (ASP/2)	Accredited to provide services involving the contestable installation of overhead/underground services and metering equipment, the disconnection and reconnection of supply to carry out work on an installation and energising installations. This term will be used in the document to mean both the legal entity accredited and the employees or subcontractors of the legal entity.
Accredited Service Provider Level 3 (ASP/3)	Accredited to provide services involving the design of electrical reticulation systems to be constructed as contestable works. This term will be used in the document to mean both the legal entity accredited and the employees or subcontractors of the legal entity.
Ancillary Network Services (ANS)	Ausgrid provides a number of regulated services that facilitate the contestable works carried out by ASPs. Fees for ancillary network services are determined by the Australian Energy Regulator (AER) and detailed in Ausgrid's publication Connection Policy – Connection Charges. Examples of ANS include design information, design certification, inspection, access permit, substation commissioning (electrification), notice of arrangement and authorisation.
ASP Compliance & Practices Officer (C&P-CO)	An Ausgrid officer, who carries out the following specific functions, to monitor compliance by ASPs with Ausgrid's contestable works specifications, standards and safety requirement: <ul style="list-style-type: none"> • Inspection and facilitation of Level 1 ASP works and work practices and investigating and recommending ASP corrective/disciplinary processes. • Worksite safety compliance auditing of Level 2 ASPs.

Authorised or Authorisation	Authorised means approval given by the accrediting agency to an ASP to offer and provide connection services to customers who are entitled under section 31 of the Electricity Supply Act 1995 (NSW) to obtain goods and services in a competitive market.
Authorised Field Recorder	A person that has met, and maintains, all of the competency requirements specified in section 8.9 <i>Field recording of network assets</i> and Annexure S <i>Field Recording of Network Assets Authorisation Application Form</i> of this document to be able to record and submit accurate field recordings.
Authorised person	An authorised person can be either the ASP, as a sole trader or company and an ASP's employee or sub-contractor, who has personally been granted permission in writing by Ausgrid to carry out contestable work in Ausgrid's network area.
Authorised work	Work requiring specific permission in writing from Ausgrid as specified in Ausgrid's ESRs and this document. Note: In accordance with sections 65-70 of the Electricity Supply Act it is an offence to interfere with electricity works, meters and seals without authorisation. Under sections 68-70 it is an offence to connect an electrical installation, increase the capacity of an existing connection or to make certain alterations to a connected electrical installation without the authorisation of the Electricity Distributor (Ausgrid).
Authorisation Officer	An Ausgrid officer, who carries out functions in the authorisation process for all ASPs who conduct contestable work in Ausgrid's network area. This includes the implementation of ASP corrective/disciplinary actions.
Business Management System (BMS)	An Ausgrid internal integrated policy and procedure framework that contains the approved version of documents.
Connection Point (previously Point of Supply)	Has the same meaning as defined in the current version of the Service and Installation Rules of New South Wales.
Contestable Work	Contestable Work is work such as the design, construction and installation of electricity works, which are required to connect a customer's installation to an electricity network. Customers are required to fund the cost of contestable work and they have the choice of selecting the ASP to carry out the work. The legislation relevant to contestable work is the Electricity Supply Act 1995 (NSW) and Electricity Supply (Safety and Network Management) Regulation 2014 (NSW).
Contestable Project Coordinator (CPC)	An Ausgrid officer who facilitates the planning and assessment of new connections to the network. This includes the certification of contestable designs, issue of connection offers and estimating of ANS fees for the project.
Customer Installation	For the purpose of this document, a customer installation is the whole or portion of a customer's private electrical installation that requires separate metering and an individual National Metering Identifier (NMI) for the purposes of the Australian Energy Market Operator (AEMO). For example a block of 20 home units or flats will have at least 20 customer installations and possibly one (1) or more common customer installations such as house lights, lifts and essential services.
Data Acquisition Officer (DAO)	An Ausgrid officer, responsible for recording project and maintenance works constructed or installed by the company's regional distribution and transmission crews. In addition, they are also required to record commissioning joints for ASP and company contractor projects.

Data Input Liaison Officer (DILO)	An Ausgrid officer, responsible for obtaining, receiving, collating and assessing all source documentation and data for the Geographical Information System (GIS).
Design Certification	A desk top audit undertaken by a Contestable Project Coordinator to certify that a contestable design (if constructed) will not compromise the safety or operation of the network.
Document control	As a minimum requirement, controlled documents will be identified by a unique number, be signed or noted as approved by the appropriate approving officer, have the current amendment number and approval date clearly displayed. Note: Ausgrid employees who work with printed copies of document must check the Business Management System (BMS) regularly to monitor version control. Documents are considered “uncontrolled if printed”, as indicated in the footer.
Electricity Distributor	In NSW an Electricity Distributor is the licensed operator and controller of an electricity network (distribution and transmission) system. Terms such as network operator, Local Network Service Provider (LNSP) and Distribution Network Service Provider (DNSP) are also used to describe Ausgrid’s role as an Electricity Distributor.
Inspection	An inspection is a careful examination by Ausgrid, which may include testing where appropriate, of work in progress or completed contestable work to ensure it complies with Ausgrid’s network standards and specifications, certified construction plans and the Service Rules. Inspections may be carried out on an audit basis.
Mains and Apparatus	Has the same meaning as defined in Ausgrid’s Electrical Safety Rules.
Metering Provider	An entity accredited and registered by AEMO under Chapter 7 of the National Electricity Rules to install and maintain metering equipment.
Network	Means Ausgrid’s distribution and sub transmission system which includes the apparatus, equipment, plant and buildings (associated with the distribution/transmission of electricity) owned and operated by Ausgrid.
Network Standard	A document, including Network Planning Standards, that describes Ausgrid’s minimum requirements for planning, design, construction, maintenance, technical specification, environmental, property and metering activities on the distribution and transmission network. These documents are stored in the Network Category of the BMS repository.
Notification of Service Work (NOSW) Form	The Notification of Service Work (NOSW) form, as detailed in Annexure N – Notification of Service (NOSW) Work Form, must be used by Level 2 ASPs to inform Ausgrid whenever contestable work is carried out. All details on the form must be accurately recorded and submitted to Ausgrid within two working days of energising contestable works or, in the case of a new overhead/underground service, within two working days of energising the metering associated with the new service.
Overhead Service	Has the same meaning as defined in the current version of the Service and Installation Rules of New South Wales for Overhead Service.
Point of Attachment	Has the same meaning as defined in the current version of the Service and Installation Rules of New South Wales.
Point of Common Coupling	Has the same meaning as defined in the current version of the Service and Installation Rules of New South Wales.

Recordkeeping	Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information (Source: AS Records classification handbook – HB5031 – 2011).
Review date	The review date displayed in the header of the document is the future date for review of a document which is one year for documents requiring annual review, two years for fraud control documents or the default period of three years from the date of approval. A review may be mandated at any time where a need is identified due to changes in legislation, organisational changes, restructures, occurrence of an incident or changes in technology or work practice
Scheme Rules	The term Scheme Rules is used in this document to describe the NSW Department of Planning and Environment – Accreditation of Providers of Contestable Services Scheme Rules.
Service Protection Device (Service Fuse)	Has the same meaning as defined in the current version of the Service and Installation Rules of New South Wales for Underground Service.
Service Rules	The term Service Rules is used in this document to describe the Service and Installation Rules of New South Wales.
Underground Service	Has the same meaning as defined in the current version of the Service and Installation Rules of New South Wales for Underground Service.

5.0 INTRODUCTION

By granting authorisation Ausgrid makes ASPs accountable for the safe, reliable and efficient operation of the network both during and after carrying out authorised work. Ausgrid authorisation aims to provide that any contestable work performed by ASPs, in Ausgrid's network area, or submitted to Ausgrid for certification, is carried out in accordance with Ausgrid's Electricity Network Safety Management System (ENSMS) and Electrical Safety Rules (ESRs).

Contestable work is subject to inspection and review by Ausgrid for technical compliance. Defective work that does not comply with the standards will require prompt rectification by the ASP.

All work requiring authorisation must be executed in a safe manner and comply with:

- all relevant Acts, regulations and codes of practice;
- SafeWork NSW, Local Government, Roads and Maritime Services (RMS) and other NSW state authority requirements and conditions;
- the requirements and conditions of the NSW Department of Planning and Environment Accreditation scheme;
- Ausgrid's ENSMS, Customer Installation Safety Plan, Public Electrical Safety Awareness Plan, Ausgrid's ESRs, Network Standards and other Ausgrid policies relating to contestable work and safe work practices;
- Service and Installation Rules of New South Wales (the Service Rules);
- the specific requirements set out in this document; and
- National Electricity Rules, AEMO Metrology procedure and Market Operation Rule 3.

The requirements for accreditation under the NSW Department of Planning and Environment Accreditation scheme can be obtained from the NSW Department of Planning and Environment website: <http://www.resourcesandenergy.nsw.gov.au/energy-supply-industry/pipelines-electricity-gas-networks/network-connections/contestable-works>

Note: Any exemption or approval to differ from this document or other Ausgrid policies, standards or any other relevant publication relevant to ASP work must be in writing. Verbal discussions will not be taken into account in the event of a breach or a dispute.

6.0 GENERAL REQUIREMENTS

Prior to being authorised to carry out contestable work in Ausgrid's network area, the company must obtain or renew their company accreditation with the NSW Department of Planning and Environment and register individual employees or subcontractors that require authorisation.

The NSW Department of Planning and Environment Scheme Rules mandate that contestable network services are only carried out by personnel registered and authorised to carry out the relevant class of contestable network service. All individuals requiring authorisation with Ausgrid must be registered in accordance with the Scheme Rules.

ASP/1 and ASP/2 companies must obtain company authorisation by entering into an Authorisation Agreement with Ausgrid. ASP/3 companies are not required to enter into an Authorisation Agreement with Ausgrid.

ASP/1 companies must renew their Authorisation Agreement annually. ASP/2 companies sign a company Authorisation Agreement each time an employee is authorised or re-authorised.

Granting of individual authorisation also involves the individual to enter into an Authorisation Agreement with Ausgrid. Only those authorised persons who are covered by such an agreement with Ausgrid will be permitted to carry out contestable work in Ausgrid's network area. ASP/1 and ASP/2 individuals must renew their Authorisation Agreement annually. ASP/3s are authorised for a period of two (2) years and are required to sign and submit a Designers Warranty when submitting a design for certification.

An ANS fee is applicable for each employee applying for authorisation or re-authorisation. This currently does not apply to ASP/3 authorisation.

Individual applicants must have the required training and/or qualifications and can only carry out contestable work as authorised persons whilst in the employment of the ASP they are authorised under. Sub-contracted individuals working for an ASP will also be considered an employee of the ASP.

To obtain authorisation, the ASP must make an application in writing to Ausgrid giving the necessary details of each of their employees seeking authorisation. Application forms outlining the required information for the various authorisation classes are located in the annexures of this document or on Ausgrid's website at www.ausgrid.com.au.

If an authorised person leaves the employment of the nominated ASP, the authorisation which is linked to that ASP will terminate. Authorisations are not transferable. The individual will need to submit a new application for authorisation to Ausgrid under a newly nominated ASP.

The Ausgrid authorisation that is granted is not all encompassing; it is for a specific class of contestable work. The applicant must specify the class of authorisation required at the time of application to Ausgrid.

Authorisation does not permit ASPs to interfere with or carry out work on Ausgrid mains and apparatus that is outside the scope of their specific authorisation. If an individual's authorisation is suspended or cancelled for any reason then they are not permitted to interfere with or work on or near the network.

ASPs are required to allow up to four (4) weeks from the submission of all of the completed required paperwork prior to attending an authorisation or re-authorisation session. Ausgrid will aim to ensure the booking is within this timeframe. Failure to submit all the required paperwork will however cause additional delays.

For detailed requirements for company and individual authorisation for each level refer to:

- For ASP/1s – Section 9
- For ASP/2s – Section 11
- For ASP/3s – Section 13

6.1 Safety requirements

ASPs working on the network under the NSW Department of Planning and Environment Accreditation scheme are required under the scheme to comply with the relevant parts of the local electricity distributor's safety management system, ESRs and other relevant policies.

ASPs are responsible for the safety of their employees and the public whilst carrying out contestable work. It is essential that authorised work is performed in a safe manner and to no less a standard than is specified in Ausgrid's:

- Ausgrid's ESRs;
- Network Standards (including this document);
- Electrical Standards; and
- Other Ausgrid policies relating to contestable work and safe work practices.

As the local electricity distributor, Ausgrid request that each ASP confirm the following regarding their safety management systems at the time of authorisation. 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).

ASPs are required to:

- have a safety management system for undertaking their authorised work on the network;
- obtain relevant components of Ausgrid's safety management system such as the ESRs from Ausgrid.
- review the relevant components from Ausgrid; and
- confirm that their arrangements for managing health and safety (as set out in their safety management system) as consistent with Ausgrid's system.

Should an ASP not understand any of the system components relevant to their work then they must not proceed with the work until the issues have been clarified. ASPs are also obliged to inform Ausgrid of any information that may impact the ability of the worker or others to work safely on the network. This includes any hazards or risks associated with their work that may affect the work health and safety of Ausgrid employees.

The conditions stated as requirements of accreditation under the NSW Department of Planning and Environment Accreditation scheme must be adhered to as well as any relevant Act, Regulation and SafeWork NSW requirement applicable at the time. It is the ASP's responsibility to maintain currency of and familiarity with all relevant workplace safety acts, regulations, codes of practice and guidelines as well as ensuring employees are informed and/or competent in those requirements.

If serious breaches of the safety requirements of authorised work are detected, action will be taken that may lead to the suspension or cancellation of the individual's ASP authorisation. The ASP company will also be held accountable for the breach and may also have their authorisation suspended or cancelled. The matter may also be referred to the NSW Department of Planning and Environment as required under the Accreditation scheme.

6.2 Working on or near the network

Ausgrid's ESRs state that "Specific duties (or work relating the supply of electricity) can only be undertaken by authorised persons", and that all persons "who work on or near electrical mains and apparatus must be trained and qualified for the work in accordance with the requirements of the Ausgrid Electricity Network Safety Management System (ENSMS)". ES4 documents these requirements for ASPs.

Authorisations, training and skills must be recorded on one (1) of the following:

- a network passport (personal training records);
- a national skills passport; and/or
- a training or authorisation card.

These documents must be shown on request.

A national skills passport will be issued when an individual completes their initial ESR with Ausgrid. To order a replacement national skills passport refer to Annexure Q – Replacement ESI Skills Passport Application Form.

Training and qualification requirements as set out in Ausgrid's ESRs require that all workers who work on electrical mains and apparatus must:

- be trained and qualified for the work in accordance with the requirements of Ausgrid's ENSMS;
- be physically capable to do the work safely; and
- be initially trained in and demonstrate annual competence in Ausgrid's ESRs.

All authorised persons carrying out contestable work in Ausgrid's network area must have as a minimum the following documents readily available at each worksite they are at:

- Their network passport, national skills passport and/or training cards;
- Ausgrid ASP authorisation card;
- Access to the current version of Ausgrid's ESRs;
- Access to the current version of Ausgrid's NS174C – Environmental Handbook for Construction and Maintenance and
- Access to the relevant Network Standards, Electrical Standards specific to the contestable work they are undertaking.

ASP/1 authorised persons must also have access to the certified design and Environment Impact Assessment/Summary Environmental Report for the project they are working on.

Failure to provide the above when requested may lead to suspension or cancellation of either or both the individual and the company's authorisation.

6.3 Environmental requirements

Contestable work must be carried out in accordance with environmental requirements in a manner that will prevent pollution and/or environmental damage. ASPs shall comply with all applicable laws, ordinances, rules, regulations or contract provisions regarding environmental protection. The ASP will take reasonable measures to instruct its employees, or sub-contractors and will, at its own expense, rectify any environmental damage and/or any pollution caused by its employees, or sub-contractors in the course of performing authorised work. All work must be in accordance with Ausgrid publications S0102 NS174 – Environmental Procedures and NS174C – Environmental Handbook for Construction and Maintenance.

ASP/1 contestable works must also be in accordance with the Environment Impact Assessment (EIA)/Summary Environmental Report (SER) for that project.

If serious breaches of the environmental requirements of authorised work are detected, action will be taken that may lead to the suspension or cancellation of the individual's ASP authorisation. The ASP company will also be held accountable for the breach and may also have their authorisation suspended or cancelled. The matter may also be referred to the NSW Department of Planning and Environment as required under the Accreditation scheme.

6.4 Qualifications and mandatory safety training requirements

The applicant must have satisfied the skills based training and qualifications relevant to the class of accreditation. The NSW Department of Planning and Environment will carry out an initial assessment of training qualifications of individual employees who are seeking accreditation. Details of the training and qualifications for each class are detailed in the Scheme Rules. Ausgrid will also carry out an assessment of training qualifications of individual employees who are seeking authorisation.

Mandatory safety training or annual safety refresher training is required for all ASP/1 and ASP/2 authorised persons and is determined by Ausgrid in accordance with our ENSMS and Ausgrid's ESRs.

Details of the training and qualifications for each class as well as the mandatory safety training or annual safety refresher training for each level are detailed in the annexures of this document.

- ASP/1s – Refer to Annexure B – ASP/1 Individual Competency Requirements
- ASP/2s – Refer to Annexure H – ASP/2 Individual Competency Requirements
- ASP/3s – Refer to Annexure R – ASP/3 Authorisation Application of Change of Details Form

All ASP/1s and ASP/2s are required to hold a SafeWork NSW General Induction for Construction Work card (white card) prior to applying for authorisation.

Ausgrid's Authorisation Officers will verify that the required qualifications and training has been completed and maintained during initial authorisation or re-authorisation sessions.

Evidence of currency for applicable mandatory safety training or annual safety refresher training must be carried by the authorised person at all times whilst performing contestable work. The evidence of such training must be produced on demand to officers of Ausgrid, SafeWork NSW and the NSW Department of Planning and Environment. Failure to produce the evidence on request may lead to suspension or cancellation of authorisation.

6.5 Training courses

Ausgrid provides a comprehensive range of training courses suitable for individuals seeking authorisation with Ausgrid. Ausgrid's list of relevant training courses including contact details can be found in Annexure P – Training Contacts List and Booking request Form.

Where indicated in this document, training can be undertaken with Ausgrid or a Registered Training Organisation (RTO) provided the training meets the NSW Department of Planning and Environment and Ausgrid's requirements.

6.6 Authorisation card

Ausgrid will issue an individual authorisation card to all authorised persons. The individual's name and photo along with class/s of authorisation, the authorisation number, the expiry date and the type of work permitted will be shown on the card. A new card will be issued upon each renewal of the authorisation, or when the individual's authorisation classes have been amended.

The authorisation card must be carried by the authorised person at all times whilst performing contestable work. The card must be produced on demand to officers of Ausgrid, SafeWork NSW and the NSW Department of Planning and Environment. Failure to produce the card on request may lead to suspension or cancellation of authorisation.

An individual's authorisation card must either be destroyed or returned to Ausgrid if the authorisation has expired, been suspended or cancelled or if a new authorisation card has been issued due to a change in class.

6.7 Change of details

ASPs must notify Ausgrid of any change in details such as accreditation or license status, postal address, email address or phone number, which may affect Ausgrid's authorisation records.

ASPs must notify Ausgrid of any change in employment with authorised persons that were within their employment. The ASP must recover the individual's authorisation card and either return it to Ausgrid, or destroy it.

6.8 Warranty and insurance

The ASP must guarantee completed contestable work to be free of defects due to faulty materials, design or workmanship for a period three of (3) years.

ASP/1s are required meet all of the following in accordance with the ASP/1 Authorisation Agreement:

- hold Product/Public Liability Insurance, as required for accreditation with the NSW Department of Planning and Environment;
- lodge security in the form of a Bank Guarantee. During the warranty period for Level 1 ASP works, Ausgrid may draw upon the Bank Guarantee for, the rectification of defects, completion of unfinished work, or any other condition specified in the ASP/1 Authorisation Agreement;
- hold, or cause their Authorised Field Recorder(s) to hold, Professional Indemnity Insurance.

ASP/2s are required to have Public/Product Liability Insurance for accreditation with the NSW Department of Planning and Environment. This is considered acceptable as the warranty bond for Level 2 ASP work.

During the warranty period Level 2 ASPs will be required to pay for or carry out repairs of defective or non-compliant work which has been attributed to or caused by them.

Where the Level 2 ASPs defective work:

- cannot be repaired by the ASP due to emergency conditions such as loss of supply to a customer; or
- the ASP does not carry out repairs on defective contestable work within the stated time limit;

Ausgrid will either disconnect the defective portion or rectify the defective work and recover the costs from the ASP responsible.

ASP/3s are required to have Professional Indemnity Insurance for accreditation with the NSW Department of Planning and Environment. ASP/3s are required to sign and submit a Designers Warranty when submitting a design for certification.

6.9 Traffic control

The ASP must comply with Roads and Maritime Services (RMS) rules for traffic control when working on RMS controlled roads and local council requirements for other roads. The ASP must ensure individuals undertaking traffic control on behalf of their company are suitably trained in traffic control and/or implementing traffic control plans to suit the task being undertaken. Documented safe systems of work will be required for all work on roads and pedestrian thoroughfares.

Failure to meet these requirements could lead to disciplinary action being taken by Ausgrid and/or by RMS, police or local council.

6.10 Excavation - general requirements

ASPs must comply with all of the following when conducting excavation work:

- obtain a copy of current Dial Before You Dig plans for all relevant underground services and infrastructure and ensure these plans are onsite whilst any excavation works are taking place;
- check the location of other underground utilities with the relevant authority, prior to excavating;
- prior to commencing work, obtain all necessary approvals and permits for street opening from the relevant local authorities (eg local council, RMS, police, etc);
- carry out the work in accordance with the requirements of Ausgrid's S0083 NS156 Working Near or Around Underground Cables;
- carry out the work in accordance with those approvals, including all environmental conditions and in accordance with the requirements of Ausgrid's S0102 NS174 Environmental Procedures; and
- ensure backfilling and reinstatement is carried out to the requirements of the local council, Network Standards and the Service Rules.

6.11 Recording of assets

ASPs must ensure that the locations of all overhead and underground cables, joints and conduit installations are accurately recorded, and that relevant equipment is correctly labelled in accordance with Ausgrid's requirements. ASPs must also ensure that all mandatory forms required to be submitted to Ausgrid are accurately completed and submitted within the required time specified.

For ASP/1 contestable works also refer to Clause 8.9 for further details.

6.12 Confined spaces requirements

Authorised work carried out in confined spaces must be performed in accordance with AS2865 - Safe Working in a Confined Space and SafeWork NSW requirements. Additional specific training and qualifications for working in confined spaces is required. Work on Ausgrid's pit and duct system is considered working in confined spaces.

Note: Where it is proposed to work on Ausgrid's existing pits and ducts, the ASP Compliance & Practices Officer associated with the project must give prior approval for each particular job before proceeding.

6.13 Installation of temporary covers on overhead mains and services

Whilst carrying out contestable work, temporary line covers and/or insulating mats may be installed by appropriately authorised ASPs on overhead distribution mains or overhead services for their own safe work procedures.

The installation of temporary line covers and/or insulating mats on overhead distribution mains or overhead services for any other reason is not permitted. This includes the covering of Ausgrid's overhead distribution mains or overhead services for the construction and maintenance of buildings, erection of signs or other structures. A quote covering the associated recoverable costs of the installation of temporary line covers and/or insulating mats in these situations can be obtained from Ausgrid by contacting the local Regional Operations group for that area by calling 13 13 65.

6.14 Safety systems, documentation and equipment inspection

The ASP must provide a system of safety documentation and incident reporting in order to maintain a safe work place. In this regard Ausgrid requires ASPs to carry out a written hazard and risk control assessment before commencing any authorised work. These are documented in the form of a Safe Work Method Statement (SWMS). A SWMS is required for each type of contestable work conducted by ASPs in Ausgrid's network area. SWMS specific to the contestable work an individual is undertaking must be readily available at each worksite

As part of each job a site specific written risk assessment is also required; these need to be completed prior to commencing work to identify the safety and environmental needs and risks at each worksite.

During the written risk assessment process the ASP is responsible for assessing and identifying the need for an observer (as referred to in the Ausgrid's ESRs) to be present when working on or near live low voltage exposed conductors. The observer must be qualified in the relevant release and rescue techniques for the situation involved.

Authorised persons must wear the required protective clothing and use safety and testing equipment and other tools in the approved manner for the type of work being performed. The ASP is responsible for inspecting and maintaining all safety and testing equipment on a regular basis.

6.15 Ausgrid publication updates

The ASP is responsible for keeping up to date with information on new safety hazards and changes to policies and the requirements of accreditation and authorisation. Ausgrid notifies changes to its policies related to contestable work via Customer Installation Advices (CIAs) and Network Standard Advices (NSAs). Ausgrid also notifies ASPs of recent incidents or accidents that may be relevant to ASPs through ASP Safety Alerts. The latest safety alerts, CIAs and NSAs can be downloaded from the Ausgrid website.

Ausgrid's website can be accessed at www.ausgrid.com.au and the relevant publications can be downloaded in PDF format.

6.16 Authorisation reciprocity

Authorisation given by Ausgrid is not valid for work performed in any other electricity distributor's network area. An ASP with authorisation from another electricity distributor must apply for authorisation with Ausgrid before carrying out contestable work in Ausgrid's network area. We may impose conditions or restrictions that differ from other electricity distributors however consideration will be given to reciprocal arrangements where appropriate.

6.17 ASP advertising

ASPs with Ausgrid authorisation, that advertise to work in Ausgrid's network area, must accurately state their accreditation and authorisation status and the work or limitation of work they are authorised to perform.

False or misleading advertising may lead to suspension or cancellation of authorisation. The matter may also be referred to the NSW Department of Planning and Environment recommending suspension or cancellation of accreditation.

In addition, ASPs must not use Ausgrid's trademark or designs for the purpose of promoting their business. The name Ausgrid and its various forms of signage are registered trademarks and designs. Ausgrid will take action to protect its trademarks and designs from unauthorised use.

6.18 Bankruptcy act

In accordance with the Bankruptcy Act, Section 86 – Mutual credit and set-off, Ausgrid may debit monies held by Ausgrid as security deposits if an ASP is declared bankrupt or ceases trading. This action will be taken to recover Ausgrid's costs associated with unpaid ancillary network service fees, lost or missing metering equipment, rectification of outstanding defective work still under warranty and for other costs attributable to the ASP's contestable work.

6.19 Ausgrid's Statement of Business Ethics and Code of Conduct

Ausgrid's publications of our Statement of Business Ethics and Code of Conduct are part of our commitment to foster a workplace culture that delivers the highest standards of safety, respect, performance and integrity for our employees and the customers, contractors, service providers and communities we serve.

Ausgrid's Statement of Business Ethics details the minimum standards of behaviour Ausgrid expects of our business partners, service providers, suppliers, contractors and ASP's. It also sets out the key business principles we apply in our dealings with them. We expect our business partners, service providers, suppliers, contractors and ASPs will in turn act according to these same principles.

Ausgrid's Code of Conduct applies to all Ausgrid employees (and any other individual undertaking work in Ausgrid including contractors, their agents and their employees). The Code of Conduct outlines Ausgrid's expectations for our employees, who you will deal with as ASP's.

Both the Statement of Business Ethics and the Code of Conduct are based around Ausgrid's values of: Safety excellence; Respect for people; Customer and community focus; Continuous improvement; and Act with integrity.

If you become aware of any breaches of our Code by Ausgrid employees, we request you report this information to us. This can be done by calling the Corruption Hotline on (02) 9283 4244 or calling the Disclosure Officer on (02) 9269 2930 or you may send an email to reportcorruption@ausgrid.com.au.

6.20 Apprentice requirements

As noted in the Scheme Rules, apprentices and trainees may work under the direct and constant supervision of an appropriately authorised person for training purposes. All apprentices required to conduct contestable work in Ausgrid's network area must be accredited with the Department of Planning and Environment as either Class 1X or Class 2X prior to applying for authorisation.

The following Ausgrid requirements must be adhered to at all times whilst apprentices are conducting contestable works in Ausgrid's network area.

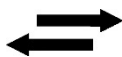
- Under no circumstances are apprentices allowed to work on live mains or apparatus connected to the network;
- Apprentices must be under direct supervision at all times by an appropriately qualified authorised person for the task being carried out. For overhead work this would only be possible working from an elevated work platform or adjacent pole platform. Apprentices cannot work off a single person pole platform unless they are closely supervised ie from an EWP or another adjacent pole platform.
- Where possible, the apprentices must have successfully completed the appropriate national unit of competency for the task being carried out, eg polymeric cable jointing, paper lead cable jointing, or overhead mains installation.
- Supervision must be provided by an authorised person with the appropriate class of authorisation for the work being conducted.
- Apprentices may work under Access Permit conditions provided the above conditions are maintained, but cannot be the Access Permit Recipient.

The training requirements for authorisation can be found in Annexure B – ASP/1 Individual Competency Requirements, for Class 1X apprentices, and Annexure H – ASP/2 Individual Competency Requirements, for Class 2X apprentices.

6.21 Payment of fees

Relevant fees associated with authorisation can be made by one (1) of the following methods:

In person Australia Post outlets, accompanied by your Ausgrid invoice
(Note: Ausgrid no longer accepts "Over the counter" transactions at any site.)



By Electronic Funds Transfer (EFT)

For details about EFT, please contact us on 13 13 65

Forward remittance advices to ausgridleft@ausgrid.com.au



By Phone

Pay by phone with our credit card (AMEX and Diners cards excluded)

Automated Service (24 Hrs) call 13 13 65



By BPay

Biller Code : 636241

Ref: Prefix 4 (Plus 9 digit account number)

Contact your bank credit union or building society to make this payment from cheque, saving or credit card account.

More info: www.bpay.com.au



By Mail

Post the payment slip with your Cheque (payable to Ausgrid) to:

Ausgrid
PO Box 487
Newcastle NSW 2300

Direct Debit

The amount on your invoice can be automatically debited from your nominated savings or cheque account. For details and an application form, call 13 13 65.

7.0 ASP INSPECTIONS AND INCIDENT INVESTIGATIONS

7.1 Inspection

Inspection of contestable work may be carried out on an audit basis. The frequency of inspections will be determined on the basis of the history of the ASP's work performance and their grade of accreditation.

The grading of ASPs is determined by the NSW Department of Planning and Environment as part of the accreditation process based on the company's management system and the performance of their contestable work. The ASP's grade also influences the fee charged for the inspection and reinspection of their contestable work (ie either A, B or C Grade).

The inspection of contestable work performed by ASPs is deemed to be an ancillary network service, Ausgrid will recover the costs associated with inspections as per the AER approved quoted ancillary network service fees.

- Level 1 ASP work that is found not to comply must be rectified within the specified time as indicated on the non-conformance notice. All major defects must be rectified by the ASP and before the work is connected to the existing network and subsequently energised.
- Level 2 ASP work that is found not to comply with the relevant standards during an audit inspection must be rectified within 21 days unless otherwise stated on defect notice sheet.
- Level 3 ASP work that is found not to comply with the relevant standards during the certification process will follow the Contestable Connections design certification and rechecking framework.

Note: Additional inspection fees will be charged for the reinspection and additional access permit fees were required to rectify work that was previously found non-compliant.

7.2 Inspection fees and site establishment fee

Inspection fees for Level 1 contestable work, for most projects, will be estimated prior to the work commencing however, additional fees may be incurred as the work progresses.

The inspection fee for Level 2 contestable work is payable at the time of lodging the Notification of Service Work (NOSW) forms for completed work.

An additional ancillary network service fee called a "Site Establishment Fee" may also be applied. This fee applies when a new National Metering Identifier (NMI) must be created for the National Electricity Market. Where applicable, this fee will be levied against the customer's retailer and will be applied at the time the NMI is allocated. In some cases where a NOSW is not required but work by an electrical contractor initiates the creation of a new NMI, the Site Establishment Fee will be charged to the installing electrical contractor.

7.3 Rectification of defects after electrification

Ausgrid may direct the customer to arrange and fund the prompt rectification of any defective or unfinished works identified by Ausgrid during the warranty period (particularly any defects discovered at or shortly after final testing/commissioning), which are attributable to or caused by the ASPs work.

Ausgrid may need to carry out rectification of any defects discovered subsequently due to the network constraints and will invoice the rectification costs to the ASP. This will apply when the electricity supply to other customers or the safety of the public may be compromised or where the ASP does not carry out the repairs within the specified time limit, as directed by Ausgrid. If payment for the repair works carried out by Ausgrid is not received in the required time, Ausgrid may pursue recovery of the balance from the Bank Guarantee in accordance with the ASP/1 Authorisation Agreement.

Where doubt exists as to the exact cause of the defective or damaged assets, Ausgrid will carry out the repairs. Where it is subsequently determined that the defects were attributable to or caused by the ASP's work, then the cost of those repairs will be invoiced to the ASP.

All of Ausgrid's repair costs (outlined above), including any associated fault location testing and investigation, shall be charged in accordance with Ausgrid's publication Connection Policy – Connection Charges.

These costs shall include ancillary network service work such as fault location detection and circuit breaker fault overhauls. Cost recovery only shall be charged where Ausgrid carries out the work.

After electrification, Ausgrid will carry out repairs to damaged assets caused by third parties. Ausgrid will seek to recover the cost of these repairs from the responsible third party.

7.4 ASP performance and reporting of incidents

The work performance of ASPs will be regularly reviewed. Corrective or disciplinary action against the company, any of the employees or individual subcontractors of an ASP may be taken, if customer complaints are received, unsatisfactory work is revealed by inspection or excessive numbers of major defects are recorded.

Ausgrid requires that any incident or accident, occurring when carrying out contestable work, must be reported to the local ASP Compliance & Practices Officer or Authorisations Officer as soon as practicable. A written report must be given following any verbal notification. Where required, ASPs must also report accidents to other authorities (ie SafeWork NSW, NSW Department of Planning and Environment, NSW Fair Trading, etc) in accordance with the authority's requirements.

When an incident involving a major safety breach occurs, Ausgrid may suspend all contestable work at the site until an initial report has been provided to the satisfaction of Ausgrid. Authorised ASP employees or individual subcontractors may also be suspended pending the outcome of coordinated investigations by the ASP and Ausgrid. Further corrective or disciplinary action may result following the investigation.

Notification of major safety breaches and other continued non-conformances may be reported to the NSW Department of Planning and Environment, which will include any disciplinary and corrective action relating to authorisation.

7.5 ASP incident investigations

Where an ASP incident requires an investigation or implementation of disciplinary or corrective action, Ausgrid may recover the costs associated with these works as per the AER approved quoted ancillary network service fees.

Ausgrid will notify the ASP prior to incurring charges for any investigation that will attract this fee.

7.6 ASP incident sharing

In the event that Ausgrid takes action to suspend or cancel an individual(s) authorisation, Ausgrid may share the facts of the incident and information regarding the suspension with the other NSW electricity distributors and the NSW Department of Planning and Environment. This information will only contain the verified facts that supported Ausgrid's decision to suspend the authorisation, and the authorisation re-instatement criteria if known.

On receiving this information, each NSW electricity distributor will also suspend the individual(s) authorisation until advice has been provided that the individual(s) authorisation has been re-instated by the distributor where the incident occurred.

The above process also applies where Ausgrid is the recipient of information from Endeavour Energy or Essential Energy. Ausgrid will suspend the individual(s) authorisation until advice has been provided that the individual(s) authorisation has been re-instated by that distributor.

7.7 Suspension, cancellation or refusal of authorisation

Ausgrid may suspend or cancel the authorisation of any of the employees or individual subcontractors of an ASP on the grounds of safety or non-compliance with the conditions of authorisation. This may also include referral to the NSW Department of Planning and Environment for action under the conditions for accreditation.

Suspension, cancellation or refusal of authorisation may also occur for any of the following and may take immediate effect:

- Failure of the individual or individuals to comply with the conditions as set out in this document or the individuals agreement for authorisation;
- Failure of the ASP company (employer) to comply with the conditions set out in this document or the ASP/1 Authorisation Agreement for Level 1 ASPs or the company agreement for authorisation for Level 2 ASPs;
- Breaching the Ausgrid ESRs;
- Failure to renew the authorisation by the expiry date (this occurs automatically);
- Carrying out contestable work without current ASP accreditation or authorisation or during suspension of accreditation or authorisation;
- Carrying out contestable work without the appropriate class of ASP accreditation or authorisation;
- Carrying out authorised work whilst not current with mandatory safety training or annual safety refresher training;
- The authorised person is no longer competent as shown by audit inspection;
- Not submitting notification forms after completing authorised work within the required time frame or repeatedly failing to submit notification forms with the required information;
- Not rectifying defects in authorised work revealed by inspection or fault within the required time frame;
- Prosecution for an offence under the Electricity Supply Act, other relevant Act or any regulation under those Acts (eg unauthorised connections or disconnection of supply, unauthorised interference with metering and service equipment seals etc);
- Giving false or misleading information to obtain authorisation;
- On safety grounds, including risks to public safety;
- Failure to pay Ancillary Network Service fees by the due date;
- Failure to provide access to ASP company staff for interviewing in relation to an incident investigation;
- Failure to provide access to ASP company documentation and procedures in relation to an incident investigation; or
- Failure to complete an action that has been requested in an incident letter issued by an Ausgrid ASP Compliance & Practices Officer or Authorisation Officer.

If an ASP is in breach of any of the conditions or rules of their authorisation, corrective action will be taken. This may be in the form of a disciplinary interview, recommended additional training, or suspension or cancellation of authorisation. Under certain circumstances the authorisation of any number of or all the employees and subcontractors may be suspended for breaches of the authorisation conditions.

The offending ASP will be given notice in writing of the suspension, cancellation or refusal of authorisation outlining Ausgrid's reasons and the date that it takes effect.

An individual may appeal to Ausgrid for a review of a decision to refuse, suspend or cancel an authorisation or not lift a suspension within a reasonable time. Refer to section 7.8 for further details.

Any suspension may be for a period of up to 12 months and cancellation will apply for periods over 12 months.

Reinstatement of authorisation after suspension must be arranged by the suspended ASP through the relevant Authorisation Officer as nominated in the suspension notification. Reinstatement after cancellation is deemed to be a new request for authorisation and is arranged through that process.

Where an ASP or any other individual carries out work requiring authorisation without first obtaining that authorisation or whilst authorisation has been suspended or cancelled, Ausgrid may prosecute under the provisions of the Electricity Supply Act.

7.8 Authorisation dispute resolution mechanism

Ausgrid reserves the right to suspend cancel or refuse authorisation as part of the agreements for authorisation.

Ausgrid encourages ASPs to instigate their own investigation, corrective or disciplinary actions and communicate these actions with Ausgrid to enable fair and reasonable actions to be determined.

The mechanism for resolving disputes involving accreditation are detailed in the regulation and the Scheme Rules.

The ASP/1 Authorisation Agreement details dispute resolution procedures for ASP/1s. ASP/2s and ASP/3s should follow the procedure below.

7.8.1 Initial appeal

If the ASP wishes to dispute or appeal a decision or action imposed by Ausgrid, the ASP must lodge their concern/s in writing within five (5) business days (or via agreement) of receiving the initial notification to the Authorisations Project Officer.

7.8.2 Internal review

The Authorisations Project Officer will review the appeal and forward to the Manager – Electrical Safety & Authorisations who will then conduct an internal review of the matter and notify the appellant of his or her decision in writing within ten (10) business days or as agreed with the appellant. The Manager – Electrical Safety & Authorisations will also decide whether the original action taken by Ausgrid continues to apply during the dispute resolution process.

7.8.3 Alternative dispute resolution – mediation and/or arbitration

If all reasonable steps have been exhausted to resolve the dispute, then the dispute or difference arising out of or in connection with the decision shall be submitted to mediation and/or arbitration in accordance with, and subject to, The Institute of Arbitrators and Mediators Australia (IAMA) Arbitration Rules.

Please visit <https://www.iama.org.au/> for further information.

8.0 LEVEL 1 CONTESTABLE WORK

8.1 General

Level 1 contestable work includes the construction of transmission and distribution assets forming part of the network such as the installation of high voltage and low voltage cables, conduits, pillars, poles and substations. Level 1 contestable work is generally referred to as distribution work.

8.2 Work permitted under each authorisation class

8.2.1 Class 1A - line worker

Carry out work on the transmission or distribution overhead network, this includes:

- Overhead Line Work related to the construction of new mains and associated hardware.
- Terminate and or Connect UGOHs to OH mains.

8.2.2 Class 1B - cable jointer (paper lead and polymeric cables)

Carry out work on the transmission or distribution underground network, this includes:

- Jointing of polymeric and paper lead cables in cable pits and LV pillars.
- Termination of LV and HV polymeric and paper lead cables in substations.
- Preparation of polymeric and paper lead cables for UGOH terminations.

8.2.3 Class 1C - cable jointer (polymeric cables only)

Carry out work on the transmission or distribution underground network, this includes:

- Jointing of polymeric cables in cable pits and LV pillars.
- Termination of LV and HV polymeric cables in substations.
- Preparation of polymeric cables for UGOH terminations.

Note: Excludes work on paper lead or CONSAC cables.

8.2.4 Class 1Xd - electrician

Carry out substation work at transmission or distribution substations, this includes:

- Construct and test kiosk type substations. This does not include the termination of underground HV and LV cables.
- Construct and test chamber type substation. This does not include the termination of underground HV and LV cables. Note proof of previous experience is required for works in Chamber type substations.

8.2.5 Class 1Xe - contestable works assistant

Carry out general works, this includes:

- Cable, conduit, earth rod or pole installation.
- Truck driver, machine or plant operator.
- Trades assistant or observer for electrically qualified individuals.

8.2.6 Class 1Xf - NBN worker

Carry out telecommunications (NBN) work on Ausgrid's poles or overhead infrastructure, this includes:

- Installation and maintenance of telecommunications (NBN) cabling, equipment and hardware.
- Installation and maintenance of telecommunications (NBN) services to residential commercial or industrial premises.

8.2.7 Class 1Xg - ESI apprentice

Carry out general works, this includes:

- Limited works related to the class of authorisation that the individual is being trained in.
- Cable, conduit, earth rod or pole installation.
- Truck driver, machine or plant operator.
- Trades assistant or observer for electrically qualified individuals.

8.3 Ausgrid construction keys

Ausgrid construction keys for construction locks on substations will be issued to approved ASP/1 authorised persons. The keys are issued to the authorised person and are permitted for use while they are authorised with the company requesting the key. Should the authorised persons employment situation change, the key must be returned to the ASP company who will notify Ausgrid and either return the key, or arrange to have it reissued to a suitably authorised person.

Individuals requiring an Ausgrid substation construction key must be authorised as either an Electrician or a Cable Joints, and must have completed substation entry training with Ausgrid.

If an authorised ASP employee requires a construction key, then their Manager or Supervisor must submit a completed copy of Annexure C – Substation Construction Key Request Form, to Level1asp@ausgrid.com.au with all the additional evidence as listed on the form attached with the submission.

Authorised persons are required to present their construction key for inspection by an Ausgrid Authorisation Officer at each annual renewal of their authorisation.

If the key is lost or stolen then the ASP must report the incident to the NSW Police (on 131 444) and then provide details of what occurred along with the NSW police reference number to Ausgrid. Ausgrid may invoice the ASP for the lost or stolen key.

If the ASP is found to have unlawfully used their key, then their authorisation will immediately be cancelled and the key reclaimed by Ausgrid.

8.4 Requirements for site supervision

All Level 1 ASPs must provide adequate supervision for their employees on site in accordance with the requirements of their ASP/1 Authorisation Agreement. The individual deemed the supervisor must ensure that they perform their work in a safe and timely manner. They will be responsible for ensuring the correct documentation and equipment is on site, interface between Ausgrid's ASP Compliance & Practices Officer associated with the project, and they MUST be present during kiosk substation landings and commissioning.

A nominated supervisor with the designated authority to resolve issues must be on site for all Access Permit and/or commissioning days associated with Level 1 projects.

8.5 Live underground cable jointing

At the time of publishing, all live underground cable jointing was currently suspended on the Ausgrid network. For further information, please contact Ausgrid's Electrical Safety & Authorisations section.

Note: The termination of cables into live pillars does not require additional qualifications. This work must be conducted by Class 1B or Class 1C authorised person in accordance with Ausgrid's ESRs, SafeWork NSW requirements and Ausgrid Network Standards. More information on specific Ausgrid assets can be found in S0095 NS199 Safe Electrical Work on Low Voltage Underground Assets.

8.6 Sub-contracting of level 1 contestable work

It is permissible for an ASP to sub-contract contestable works to another ASP. In this situation the principal ASP will sub-contract out a portion of the contestable works to another ASP, the sub-contracted ASP then becomes the Level 1 ASP for that portion of the project.

Prior to Ausgrid allowing this to occur the following is required:

- The sub-contracted ASP must be authorised with Ausgrid in its own right to conduct Level 1 contestable works as detailed in this document. The principal ASP is responsible for ensuring the sub-contracted ASP holds the appropriate authorisation for the contestable work it is proposing to undertake;
- All individual employees or subcontractors of the sub-contracted ASP must also be authorised with Ausgrid as detailed in this document; and
- A completed "Use of Sub Contractors Information Form" (PF03) must be forwarded to the Ausgrid ASP Compliance & Practices Officer associated with the project. This form is part of the suite of "Level 1 Project Forms" that can be accessed from the Ausgrid website at www.ausgrid.com.au.

Note: If the sub-contractor is not an ASP, then employees of the sub-contractor required to conduct contestable work in Ausgrid's network area must be authorised under the principal ASP.

8.7 Use of equipping permits

All Level 1 projects must be covered by an Equipping Permit (EP). Ausgrid's ESRs state that the EP must be 'on-site prior to the commencement of any work on the mains and apparatus intended for commissioning'.

Ausgrid's ESRs state that "an equipping permit may only be prepared by an appropriately authorised person". Ausgrid does allow and requires the ASP to draft the EP however it must be issued by an individual who holds the appropriate System Alteration Order (SAO) authorisation. For Level 1 projects, this individual will generally be the Ausgrid ASP Compliance & Practices Officer associated with the project.

Only Ausgrid's standard EP form (A.342) can be used; customised forms are not permitted. EP books containing 50 permits can be ordered by emailing Level1asp@ausgrid.com.au.

An electronic version of the EP form can be obtained by contacting the Ausgrid ASP Compliance & Practices Officer associated with the project. If the electronic version of the EP form is to be used then the ASP must replicate the unique sheet identity number (Located in the top right hand corner) from a hard copy sheet in the EP book. The hard copy sheet in the EP book is then to have the words "Electronic Version Used" and the white copy removed from the EP book and discarded.

At the commencement of the project the EP must be fully completed, stating the responsible party, project and contact details. At the same time a HV and/or LV diagram of the proposed work must be completed on the rear of the EP.

The EP must be placed at the first available connection point between the new network assets (eg pillar or pole) and the existing network. If a new kiosk substation is onsite the EP should be moved from the pillar or pole to the kiosk. The EP must be stored in a suitable container to protect it from mechanical damage and/or the weather whilst on site.

When the ASP has completed their part of the work (or if the EP is due for cancellation), they are responsible for signing off all the ASP works for the entire project and must print their name and sign in the appropriate row. On the same row, write in the time, date and confirm whether that part of the work is 'complete' or 'incomplete'. The individual that signs off the ASP section of the EP is signing off on behalf of themselves and any other subcontractor the ASP used during the project. The mains and apparatus cannot be commissioned until the EP has been signed off.

By signing off the EP the individual is stating that all work is completed and ready to be energised, any further work must be covered by an Access Permit.

8.8 Cable identification

On all sites that are covered by an Equipping Permit, the ASP must fix a warning tag to the end of all cables installed by the ASP that are in the vicinity of other new (ie another ASP project or Ausgrid capital works) or existing cables, which may or may not be energised. This precaution must be taken to prevent inadvertent connection and energisation of the project. This also applies to underground to overhead connections where the installed cable is attached to a pole ready for termination.

The tag shall have, but not be limited to the following information:

- company name;
- contact name and phone number; and
- location of the Equipping Permit.

The warning tag shall be permanently and indelibly attached to the cable end in an approved manner, eg laminated, glued and fixed with nylon ties.

All cable ends which are not intended to be worked on immediately must be electrically shorted and sealed as per Ausgrid's Network Standard S0088 NS130 Specification for Laying of Underground cables up to and including 11kV.

8.9 Field recording of network assets

The ASP/1 is responsible for the field recording of network assets for contestable projects and any associated Ausgrid funded work. This responsibility commences for any projects that are certified from 1 January 2017, and for all projects from 30 June 2017.

All individuals who are required to perform the field recording of network assets must be authorised in accordance with the requirements set out below and in Annexure S – Field Recording of Network Assets Authorisation Application Form. Individuals will be required to provide evidence of their competency to produce and submit field recordings in accordance with Network Standard S0044 NS100 Field Recording of Network Assets prior to them being authorised to carry out this function.

Individuals wishing to be authorised to conduct the field recording of network assets are not required to be authorised as an ASP/1. They are also not authorised to work on or near the network; if they are required to access the network to undertake field recording of network assets, the individual must either:

- be separately authorised as an ASP/1; or
- be under the direct supervision of an authorised ASP/1 in accordance with the ASP/1 Authorisation Agreement.

8.9.1 How to apply for authorisation

To be assessed as eligible to field record network assets, applicants must submit Annexure S – Field Recording of Network Assets Authorisation Application Form, to gis@ausgrid.com.au with all the additional evidence as listed on the form attached with the submission.

If the assessment of qualification and experience prerequisites is accepted, the application will be forwarded to Ausgrid's Technical Training Group who will contact the applicant to arrange the Field Recording of Network Assets training (AMGS0001). See 8.9.2 for further information regarding this training course.

Upon satisfactory completion of this training, Ausgrid will:

- Issue the applicant an email confirming acceptance;
- Issue the applicant a Field Recording of Network Assets Authorisation card in the mail; and
- Add the applicant's company details to the list of authorised Field Recorders available on the Ausgrid website. If you do not wish to have your companies details published on the website, please indicate when completing Annexure S – Field Recording of Network Assets Authorisation Application Form.

Field Recording of Network Assets authorisation is valid for 12 months.

8.9.2 Specific training for authorisation

In addition to the pre-requisite training and/or qualifications listed in Annexure S – Field Recording of Network Assets Authorisation Application Form, an applicant must also provide evidence of the successful completion of the following Ausgrid delivered training course:

- Field Recording of Network Assets (AMGS0001).

This training will be arranged by Ausgrid after the submission of Annexure S – Field Recording of Network Assets Authorisation Application Form, along with all the required supporting documentation.

Ex-Ausgrid employees who have completed the previous Ausgrid Field Recording of Network Assets training (BET00199) after 2014 will have that training recognised and meet the requirements of this clause.

8.9.3 Professional indemnity insurance requirements

All ASP/1 companies are required to conduct the field recording of network assets and must hold Professional Indemnity Insurance (PII) covering this activity. This may be satisfied by either holding a policy in the name of the ASP/1 company, or by being listed as an interested party on the policy for all of the competent field recorder's whose services they will be using.

A certificate of currency of the company's PII must state the following:

- name of insured;
- name of insurer;
- policy number;
- limit of liability (minimum \$2 million); and
- period of insurance.

8.9.4 Annual re-authorisation

To maintain authorisation, an authorised individual must:

- maintain their currency in mandatory safety training as per Annexure S – Field Recording of Network Assets Authorisation Application Form;
- have submitted a minimum of twenty (20) compliant Field Book pages (refer T0005 NEG-NPR05 Field Recording Guide) across a rolling 12 month period, with no more than 10% deemed non-compliant and requiring resubmission; and
- have completed a minimum of one (1) satisfactory in-field audit with a Data Input Liaison Officer every 12 months.

The authorised individual is required to re-submit Annexure S – Field Recording of Network Assets Authorisation Form annually for re-authorisation along with evidence of currency in the mandatory safety training detailed on the form. An Authorisations Officer will contact the authorised individual at the time of re-authorisation once the above criteria have been assessed.

Where the authorised individual has not submitted the required number of satisfactory field recordings, then the individual will be required to successfully complete re-training in Field Recording of Network Assets in accordance with clause 8.9.2 to maintain their authorisation.

Note: If an Authorised Field Recorder fails to complete a satisfactory audit, they may have their authorisation to field record network assets suspended or cancelled.

8.9.5 Desktop auditing of submitted field recordings procedure

Desktop audits of an authorised individuals field recording work will be conducted by Ausgrid's Data Input Liaison Officers following the submission of all completed field recordings to verify compliance with Quality Level B or higher (as defined in S0044 NS100 Field Recording of Network Assets).

Following an unsuccessful desktop audit, the Data Input Liaison Officer must notify the ASP Compliance & Practices Officer associated with the project, who will issue the ASP with a Non-Conformance for the incorrect field recording of network assets.

8.9.6 In-field auditing of asset recording procedure

In addition to the desktop audits as defined in Clause 8.9.5, in-field audits will be conducted by or under the supervision of a Data Input Liaison Officer. An in-field audit will consist of an on-site review of all collected data to assess the data gathering process and to verify quality in accordance with Quality Level B or higher (as defined in accordance with S0044 NS100 Field Recording of Network Assets).

Once authorised, individuals will require one (1) satisfactory in-field audit with a Data Input Liaison Officer every 12 months to maintain their authorisation.

Following an unsuccessful in-field audit, the Data Input Liaison Officer must:

- make arrangements with the authorised individual for a follow up in-field audit; and
- notify the ASP Compliance & Practices Officer associated with the project, who will issue the ASP with a Non-Conformance for the incorrect field recording of network assets.

Note: If an authorisation is suspended or cancelled at any time, then any re-authorisation requested at a later stage is to be regarded as an initial request and the auditing shall recommence in accordance with Stage 1 above.

8.9.7 Recording of commissioning works and validation of ASP projects

At the electrification of a project, the Ausgrid Data Acquisition Officer will record the commissioning joints and perform a field inspection to validate the submitted as-built against visible constructed assets on-site. The ASP must have submitted a certified Certification of As-built - Final form to the ASP Compliance & Practices Officer associated with the project during the Pre Electrification inspection to confirm the date of this recording.

8.10 Outage notification by ASP/1s

As part of Level 1 projects, where a planned outage to a customer's power is required, a minimum of seven (7) clear business days' notice prior to the outage date must be given to the affected customers. ASP/1s are responsible for notifying these customers via an outage notification package supplied by the ASP Compliance & Practices Officer associated with the project as part of the project planning and outage arrangement. Any ASP/1 that fails to provide seven (7) clear business days' notice will have their outage cancelled and rescheduled at their own expense.

8.11 Safety breaches and non-conformances for level 1 ASP work

Safety audits will be carried out on Level 1 ASP construction work as part of the progressive inspection process for each project. In addition, Ausgrid and the NSW Department of Planning and Environment may carry out unannounced safety audits of ASPs carrying out contestable work at any time.

Non-compliance with Ausgrid's ESRs, Network Standards or specifications and any relevant certified design plan or Environment Impact Assessment/Summary Environmental Report shall be regarded as either a Safety Breach or a Non-Conformance and will then be further classified as being either major or minor.

In the event of Ausgrid becoming aware of the Safety Breach or Non-Conformance, it will issue a notice to the customer and/or to the ASP specifying the Safety Breach or Non-Conformance and what is required to rectify the situation.

The clauses and examples below are a guide only and do not contain an exhaustive list of all Safety Breaches and Non-Conformances.

8.11.1 Major safety breach

Major safety breaches are breaches which are immediately dangerous to life and/or property or potentially disruptive to the electricity network. Ausgrid may immediately disconnect supply to work containing major safety breaches or stop all further works until the breach has been rectified.

Typical major safety breaches applicable to Level 1 ASP work are listed below:

- Have the potential to be a threat to the safety of any person;
- Have the potential to damage any property or disrupt or have the potential to disrupt the network;
- Working outside an ASP's level of authorisation, including no current proof of required training;
- Not using appropriate personal protective equipment (PPE) such as insulating gloves, protective clothing; and
- Not carrying out a site specific written risk assessment.

8.11.2 Minor safety breach

Minor safety breaches are breaches that fall outside the definition of a major safety breach and are not considered to be immediately dangerous to life or property.

A typical minor safety breach applicable to Level 1 ASP work is items in the first aid kit not adequately stocked or out of date.

8.11.3 Major non-conformance

A major non-conformance is a non-compliance with Ausgrid's Network Standards or specifications and any relevant certified design plan shall be regarded as a major non-conformance.

Typical major non-conformances applicable to Level 1 ASP work are listed below:

- Substations: site encumbered by other services;
- Trenching: incorrect boundary and easement peg alignment;
- Underground cables: incorrect bedding material or depth of cover, incorrect cable position or mains recording, insufficient depth;
- Jointing: incorrect die sizes for lugs and links, poor crimping of cable lugs, inappropriate use of jointing compounds and other materials, insufficient heat shrink tubing or other insulation material coverage, incorrect tension on bolted connections, incorrect phasing of connections, incorrect termination of neutral conductors;
- General: failure to implement or adhere to environmental precautions such as those documented in the project Environment Impact Assessment/Summary Environmental Report, failure to use warning signs where required; and
- Incorrect labelling of assets (eg Switch numbers and names).

8.11.4 Minor non-conformance

Minor non-conformances are those not covered under the definition of major non-conformances. Minor non-conformances generally are those circumstances that are considered not serious enough to prevent the electrification of the reticulation work.

Some examples of minor non-conformances applicable to Level 1 ASP work are listed below:

- Failure to notify Ausgrid of milestones; and
- Failure to complete temporary reinstatement of footways and roadways as per network standards.

8.12 Sealing of cables

The triple end sealing of polymeric multi core and single core cables as defined in Cause 15.4 of Ausgrid's Network Standard S0088 NS130 Specification for laying underground cables up to and including 11kV, is only permitted by the following individuals:

- Class 1B and 1C Cable Jointers; or
- Other individuals who have completed the following Ausgrid triple end cable sealing course: M2325B: Triple End Cable Sealing.

Information on how to book the required training can be found in Annexure P – Training Contacts List and Booking request Form.

8.13 Erecting and removing access permit earths

Ausgrid has introduced the opportunity for Class 1A Line workers to install and remove overhead Access Permit Earths for contestable work outages under the supervision of an Ausgrid Class 1 Operator should the ASP/1 elect to do so.

Class 1A Line workers who decide to pursue this opportunity must be appropriately trained in the following training course:

- TTDO1804C - Application of Overhead Access Permit and Working Earths – Combined EWP and ladder.

This course includes, but is not limited to, equipment inspection, maintenance programs and document processes for the installation and removal of Access Permit and Working Earths.

ASPs who wish to arrange their authorised employees to install and remove the Access Permit Earths as part of their contestable project outage/s must elect that it is their intention to do so on the 'Operator Request Form' (PF14). This form is part of the suite of "Level 1 Project Forms" that can be accessed from the Ausgrid website at www.ausgrid.com.au. In these instances, the Ausgrid ASP Compliance & Practices Officer associated with the project will supply the Class 1A Line workers with the required Access Permit Earths, insulated operating stick and earth stakes on the day of the outage.

Along with all their required PPE, plant and equipment, the Class 1A Line worker is required to provide sufficient insulating mats and/or line covers to prevent the earths from making contact with earthed equipment or the Ausgrid Low Voltage network. If an earth stake is required to be used to earth the High Voltage mains, then the ASP will be required to source the Dial Before You Dig plans prior to the outage day and have them on site on the day of the outage.

Information on how to book the required training can be found in Annexure P – Training Contacts List and Booking request Form.

9.0 AUTHORISATION PROCESS FOR ASP/1S

9.1 General

All ASP/1 contestable work in Ausgrid's network area requires ASP companies and their employees or subcontractors conducting the work to be accredited with the NSW Department of Planning and Environment and authorised with Ausgrid. This includes telecommunications work in or on network assets.

9.2 Level 1 company authorisation requirements

ASP level 1 companies must enter into a separate ASP/1 Authorisation Agreement. This document must be read in conjunction with the Ausgrid ASP/1 Authorisation Agreement. Details of this agreement are published separately by Ausgrid and available from the Ausgrid's website at www.ausgrid.com.au. The ASP/1 Authorisation Agreement must be in place and current prior to making an application for authorisation of an individual employee or subcontractor.

ASP companies will need to obtain accreditation from the NSW Department of Planning and Environment prior to entering into an authorisation agreement with Ausgrid.

When applying for authorisation, Ausgrid will only recognise the trading name and ABN/ACN that is registered with the NSW Department of Planning and Environment on the letter issued to them granting the ASP company their accreditation.

To commence proceedings for company authorisation, a company representative should contact the Ausgrid Authorisations Officer via email to Level1asp@ausgrid.com.au or by calling (02) 4399 8036.

Following the initial contact, the Ausgrid Authorisations Officer will request that the ASP seeking authorisation submits the following company information to Ausgrid:

- A brief company overview, including any prior level 1 ASP contestable projects;
- A copy of the current NSW Department of Planning and Environment Accreditation letter for the ASP company (receipt not accepted);
- A copy of the NSW Department of Planning and Environment Registration letter for a minimum of two (2) individuals seeking accreditation under the company (receipt not accepted);
- A copy of the company's daily written risk assessment form and samples of safe work method statements to be used on Level 1 projects; and
- A scanned copy of the bank guarantee to warrant Level 1 contestable work.

Once the above documentation is submitted to Ausgrid, the company management will be invited to a meeting with an Authorisations Officer. The meeting may be held at Ausgrid's Somersby or Oatley offices. The purpose of this meeting is to discuss the policies, practices and procedures which the ASP/1 will be expected to follow whilst carrying out Level 1 contestable work.

The ASP will be required to bring the following to the meeting:

- Two (2) complete signed original copies of the ASP/1 Authorisation Agreement; and
- The original Bank Guarantee to warrant Level 1 contestable work. Further information regarding the bank guarantee can be found in the ASP/1 Authorisation Agreement.

Following a successful company meeting, the ASP company will be authorised to conduct contestable work in Ausgrid's network area for the construction of Level 1 contestable projects.

ASP/1 company authorisation is valid for 12 months.

9.3 Level 1 individual authorisation requirements

Level 1 ASP employees or subcontractors must be authorised if they wish to conduct contestable works in Ausgrid's network area.

An exemption to the above is when an ASP is required to utilise the services of individuals to conduct non-routine tasks such as specialist crane operators, drilling and under-boring contractors or builders. In these situations the individual is not required to be authorised but must be directly supervised by an ASP authorised person.

All Level 1 ASPs and their employees must ensure that they only perform work for which they are authorised to do. If they are found to be in breach of this, the individual and company's authorisation may be suspended or cancelled.

9.4 Level 1 individual authorisation classes

Authorisation for Level 1 contestable work falls into the following classes:

Table 1 Level 1 individual authorisation classes

Authorisation Class	Description
Class 1A Line worker (previously known as ASP/1 Category 4 Overhead)	An electrically qualified individual who is authorised to conduct work in accordance with clause 8.2.1 on or near the overhead network.
Class 1B Cable Joints (Paper Lead & Polymeric Cables) (previously known as ASP/1 Category 3 Underground)	An electrically qualified individual who is authorised to conduct work in accordance with clause 8.2.2 on or near the underground network.
Class 1C Cable Joints (Polymeric Cables Only) (previously known as ASP/1 Category 2 Underground)	An electrically qualified individual who is authorised to conduct work in accordance with clause 8.2.3 on or near the underground network.
Class 1Xd Electrician (previously known as ASP/1 Category 1 Electrician)	An electrically qualified individual who is authorised to conduct work in accordance with clause 8.2.4 on or near the network.
Class 1Xe Contestable Work Assistant (previously known as ASP/1 Categories 5 & 6)	A non-electrically qualified individual who is authorised to conduct work in accordance with clause 8.2.5 on or near the network.
Class 1Xf Telecommunications Worker	A non-electrically qualified individual who is authorised to conduct work in accordance with clause 8.2.6 near the network.
Class 1Xg Electrical Supply Industry (ESI) Apprentices (previously known as ASP/1 Categories 7-9)	A non-electrically qualified individual who is authorised to conduct work in accordance with clause 8.2.7 on or near the network as an ESI apprentice.

Details of the specific qualifications, units of competency, mandatory safety training or annual safety refresher training for each Level 1 ASP class are detailed in Annexure B – ASP/1 Individual Competency Requirements.

9.5 Level 1 individual authorisation session (initial, renewal or upgrade)

Once the ASP/1 company authorisation has been successfully completed or renewed, individual staff can then be authorised under that company.

To comply with Ausgrid's electrical safety requirements for conducting contestable work in Ausgrid's network area, Level 1 ASPs must employ a minimum of two (2) authorised persons. One (1) of those authorised persons will be required to act as an observer as detailed in Ausgrid's ESRs.

To arrange for individual employees or sub-contractors to be authorised the required documentation must be emailed to Ausgrid at Level1asp@ausgrid.com.au.

The following documentation must be submitted with each application (Please ensure ALL the required documents are sent):

- A completed ASP/1 Authorisation Application form (Annexure A)

Note: The ASP must nominate on the authorisation application form all the class/s they wish the individual to be authorised as.

- A copy of the NSW Department of Planning and Environment Registration letter with the ASP company the individual is to be authorised under nominating the respective class/s they wish to be authorised with (receipt not accepted);
- Evidence of the individuals electrical trade qualifications and mandatory units of competency for the respective class of authorisation as per Annexure B – ASP/1 Individual Competency Requirements;
- Evidence of currency of mandatory safety training or annual safety refresher training for the respective class of authorisation as per Annexure B – ASP/1 Individual Competency Requirements;
 - For training completed at Ausgrid or an external RTO send photocopy of skills passport, with the applicants name written on the copy;
 - If the applicant does not have a skills passport, for training completed by an external RTO send transcript and statement certificate;
- A recent digital passport-style photo of the individual being authorised. This photo must be against a plain background of the head and shoulders only. Hats or sunglasses are not to be worn; and
- A "Letter of Authority" giving one (1) of the ASPs employees or sub-contractors attending the session, authority to sign authorisation paperwork on behalf of the company. This letter must be on a company letter head and only one (1) letter is required per company per session. If a company representative, who has the legal authority to sign documents on behalf of the company is attending the session the letter is not required.

Note: For re-authorisation requests it is only necessary to supply a completed ASP/1 Authorisation Application form (Annexure A) for each individual, a recent digital passport-style photo of the individual being authorised and a "Letter of Authority"

The information required for authorisation or re-authorisation must be supplied no less than four (4) weeks prior to any requested session time. Once Ausgrid has received all of this information, an appointment can be made for the authorisation session. Authorisation sessions will normally take place at Ausgrid's Somersby or Oatley offices on Tuesday mornings.

On the day of authorisation session each applicant must bring:

- Their personal Electricity Supply Industry (ESI) national skills passport or network passport;
- Proof of completed training by any 3rd party RTO (certificates or training cards);
- Their SafeWork NSW General Construction Induction card – “White Card”; and
- Current photo identification, ie Australian drivers licence or passport.

At the successful completion of the session, the applicant will be issued an Ausgrid Level 1 authorisation card. A copy of the applicant’s signed paper work can be returned for the ASP company records if requested.

ASP/1 authorisation is valid for 12 months.

Note: For individuals that are seeking authorisation under multiple companies, they must follow the authorisation/re-authorisation procedure as mentioned above for each company.

9.6 Level 1 knowledge/awareness checks

Ausgrid will check the applicant’s knowledge and awareness of essential Level 1 contestable work requirements by asking the applicant to undertake a written multiple choice and/or short answer quiz. The applicant’s knowledge of the essential construction requirements in Ausgrid’s network area will be assessed. The assessment will include but is not limited to the following Ausgrid publications:

- Ausgrid’s ESRs;
- NS174C – Environmental Handbook for Construction and Maintenance; and
- Network Standards (including this document).

The questions will differ depending on the class of contestable work the applicant intends to conduct and their qualifications. There are four (4) sets of questions based on the following classes:

- (a) Overhead Line Worker
- (b) Underground Cable Joints
- (c) Electrician/Substation Technician
- (d) Contestable Work Assistant

Note: NBN Workers and Apprentices are required to complete the knowledge test for a Contestable Work Assistant.

Knowledge testing will be conducted at every authorisation session. All level 1 ASP applicants attending authorisation sessions should be conversant with the above publications. Unsatisfactory performance based on the questions may lead to the applicant being refused authorisation, re-authorisation or an upgrade to their authorisation.

10.0 LEVEL 2 CONTESTABLE WORK

10.1 General

Level 2 contestable works includes the installation of overhead/underground services and Type 5 and 6 metering equipment, the disconnection and reconnection of supply to carry out work on an installation and energising installations. Level 2 contestable work is generally referred to as service work.

The ASP must obtain prior approval from Ausgrid and be issued with an 'Installation Job Number' by submitting a connection application form in advance before:

- Installing overhead/underground services;
- Installing, relocating and removing all Type 5 and 6 metering equipment;
- Installing Special Small Services; and
- Permanently disconnecting and removing overhead/underground services to an installation.

Clarification should be obtained in advance from the local Network Connections office before carrying out any Level 2 contestable service work if the ASP is unsure of the service and installation requirements.

If the contestable work requires the temporary disconnection of other customers, then the ASP must make suitable arrangements with the local Field Operations office. These arrangements may include application for disconnection/reconnection, the issue of a LV Clearance to Work or Access Permit and formal notification of the affected customers.

Contact details for the local Field Operations offices can be found in Ausgrid's publication ES1 – Premises Connection Requirements available from the Ausgrid's website at www.ausgrid.com.au.

Note: From 1 July 2016, Metering Providers who have AEMO accreditation under the National Electricity Rules (NER) to install metering Type 1 to 4 for the contestable energy market do not require Class 2D accreditation or Ausgrid authorisation as long as they work in accordance with the provisions for installation of advanced meters by retailers and metering providers provided in the Electricity Supply Act.

10.2 Work permitted under each authorisation class

10.2.1 Class 2A - disconnection and reconnection

This class of authorisation permits ASPs to disconnect and reconnect existing overhead services, up to and including 400 amps, at the Point of Attachment only.

This class of authorisation does not permit work that involves accessing network assets or the connection of new installations or new additions to installations.

Disconnection and reconnection under Class 2A is normally required, for example, where replacement consumer's mains are being installed or to enable repairs to service connection brackets or barge boards etc.

Note: This class does not permit disconnection at 'black Bakelite wall mounted service boxes' – refer to Ausgrid's publication S0095 NS199 Safe Electrical Work on Low Voltage Underground Assets.

Note: Additional safety requirements exist for work on Overhead Mains Connection Boxes (MCBs). Refer to T0077 Overhead Mains Connection Boxes for further information and precautions.

Reconnection of the premises where work has been carried out on the customer's installation must not be made until the ASP has a copy of a fully and correctly completed Certificate of Compliance Electrical Work (CCEW) form from the electrical contractor responsible for the work on the installation. The CCEW must indicate that the installation has been tested and it is safe to reconnect. For the reconnection of existing services greater than 100 amps, Ausgrid must be notified to determine if the installation requires reinspection.

The site specific written risk assessment must assess and identify the need for an observer as referred to in Ausgrid's ESRs to be present when working on or near live low voltage exposed equipment as required by Ausgrid's ESRs. The observer must be appropriately trained and authorised as outlined in this document.

A Notification of Service Work (NOSW) form must be submitted by all ASPs that cover any work carried out under authorisation. Authorisation requires the ASP to ensure both the NOSW and CCEW are submitted to Ausgrid together within 2 business days of the works being completed, refer to section 10.4 for details on lodging notification forms. Ausgrid may inspect the installation after its reconnection. A NOSW MUST be onsite for review on the day of energisation for any projects greater than 100 amps.

Note: Disconnected overhead service cables must not be coiled on Ausgrid's street poles or laid on the ground

10.2.1.1 Movement of the overhead point of attachment

This class permits the alteration or relocation of an existing overhead Point of Attachment provided the:

- Relocation is on the same structure (ie not from a house to a private pole or one (1) building to another building);
- Relocation is no more than 0.8 metres from the original Point of Attachment;
- Tension on the overhead service can be safely maintained during the relocation;
- Correct clearances can be maintained during and after the relocation;
- Overhead service cable is XLPE insulated and the insulation shows no sign of deterioration in any way which would cause an unsafe relocation procedure (insulation piercing connectors (IPCs) should be left fixed to the overhead service with the disconnection carried out on the consumer mains side);
- Existing service cable is of sufficient length. Cutting or jointing (piecing in) is not permitted;
- New Point of Attachment is ready to allow the relocation to be completed straight away;
- Overhead service does not cross a roadway; and
- Relocated overhead service installation must comply with the current Service Rules.

If any of the above conditions cannot be met or the relocation cannot be carried out in a safe manner as determined by a written risk assessment, arrangements should be made with Ausgrid or a Class 2C ASP to disconnect the service from Ausgrid's distribution mains.

10.2.2 Class 2B - underground services

This authorisation permits the following work:

- Installation, disconnection and reconnection of an underground service up to a rating of 100 amps at the Point of Common Coupling and/or the Connection Point;

Note: The Point of Common Coupling may be at a network pillar or pillar standard (street light standard) suitable for connecting services for this class of authorisation - refer to Ausgrid's publication S0095 NS199 Safe Electrical Work on Low Voltage Underground Assets. This authorisation does not permit connections at a network substation.

- Pot ending of a de energised underground service up to a rating of 100 amps;
- Straight-through jointing of a de energised underground service up to a rating of 100 amps. Prior written approval must be obtained from the local Network Connections office before proceeding with the installation of any straight-through joints in service cables;
- The removal and replacement of an Ausgrid security seal at the service protection device (service fuse or circuit breaker) in accordance with section 10.5; and
- The installation of an underground service up to a rating of 100 amps to an Ausgrid street pole up to 3 metres from ground level.

Note: The connection of underground services to Ausgrid's overhead distribution mains (UG/OH) is NOT permitted under this class of authorisation. Class 2C authorisation is required for this work.

Additional training competencies are required to conduct the following work.

- Installation and connection of underground services above 100 amps and up to and including 400 amps. Refer to section 10.2.2.1 for more information.

Note: This class does not permit disconnection at an energised 'black Bakelite wall mounted service boxes' – refer to Ausgrid's publication S0095 NS199 Safe Electrical Work on Low Voltage Underground Assets.

Note: This class does not permit work on paper lead or CONSAC cables. Refer to Clause 10.2.2.3 for more information.

Prior written approval must be obtained from the local Network Connections office before proceeding with work in Ausgrid's city pit and duct system.

Contact details for local Network Connections offices refer to Ausgrid's publication ES1 – Premises Connection Requirements available from the Ausgrid's website at www.ausgrid.com.au.

The ASP must be in possession of a copy of the CCEW, covering the electrical installation work by the electrical contractor, prior to carrying out the underground service work to ensure the installation work is ready for connection. The connections at the service protection device (service fuse or circuit breaker) on the customer's switchboard must also be ready and terminated prior to pulling the new service cable into Ausgrid's distribution pillar or pillar standard.

All necessary safety checks and tests must be carried out in accordance with the approved training procedures before the service cable is energised. Tests must be in accordance with AS4741 – Testing of connections to low voltage electricity networks and include polarity, neutral integrity, phase rotation, insulation resistance and potential rise on exposed metallic fixtures.

The site specific written risk assessment must assess and identify the need for an observer as referred to in Ausgrid's ESRs to be present when working on or near live low voltage exposed equipment as required by Ausgrid's ESRs. The observer must be appropriately trained and authorised as outlined in this document.

When the underground service has been installed prior to the day of energisation, the cables must be short circuited, sealed, identified, and danger tagged at both ends.

Upon completion of the installation of an underground service cable, an accurately completed NOSW form must be submitted, as follows:

- To the Class 2D ASP (where the work is to be carried out by a different ASP), if there is Type 5 or 6 metering installation work, eg energising a new installation;
- To Ausgrid within two (2) working days of energising the contestable works or where there is no associated contestable metering installation work, refer to section 10.4 for details on lodging notification forms.

The NOSW form must include an "as constructed" sketch of the service cable route and location details from the Point of Common Coupling on the distribution mains to the Connection Point at the customer's installation. The sketch is to be drawn on a separate plan shown on the NOSW form page 2 (refer Annexure N – Notification of Service Work (NOSW) Form). Further details required on "as constructed" sketches are contained in Ausgrid publication S0044 NS100 Field Recording of Network Assets and the Service Rules.

Where the service is to be connected to a link pillar, the connection of the terminated service (electrically) must be indicated on the NOSW (ie which side of the links supplies the new service). Failure to indicate the supply side of the LV links may result in Ausgrid issuing a defect against the ASP and charging an associated fee for the investigation to obtain the connectivity information. Where an ASP cannot determine the supply side of the LV links, this should be indicated on the NOSW.

All ASPs are required to ensure that their work practices align with Ausgrid's publication S0095 NS199 Safe Electrical Work on Low Voltage Underground Assets. This applies in particular for ASPs connecting services into a variety of low voltage pillars that can be found in Ausgrid's area. ASPs who are unsure of the requirements for a low voltage pillar configuration should contact Ausgrid for further information.

This class of authorisation permits the energisation of the underground service cable up to the service protection device (service fuse or circuit breaker) only and does not permit energising past the line side of the service protection device (service fuse or circuit breaker). The following procedure must be followed:

- The service fuse cartridges must be removed and the empty fuse carriers inserted to ensure the installation is left safe. The fuse cartridges must be left at the rear of the meter panel. Where a service circuit breaker is used in lieu of service fuses, the switch must be secured in the "OFF" position;
- A tag or warning tape must be fixed to the service protection device (service fuse carrier or circuit breaker) warning other ASPs and electrical contractors that the service has been connected and energised on the line side; and
- The tag should display a notice to indicate that "only ASPs with suitable Class 2D authorisation are permitted to remove the tag (or warning tape) and energise to the main switch/s or isolation points after installing metering equipment".

10.2.2.1 Installation and connection of underground services above 100 amps and up to and including 400 amps

In addition to the standard Class 2B authorisation, appropriately trained individuals are permitted to install, disconnect and reconnect an underground service rated above 100 amps and up to and including 400 amps at the Point of Common Coupling and/or the Connection Point.

This includes the following:

- The installation of an underground service rated above 100 amps and up to and including 400 amps to an Ausgrid street pole up to 3 metres from ground level;
- Pot ending of a de energised underground service rated above 100 amps and up to and including 400 amps;
- Straight-through jointing of a de energised underground service rated above 100 amps and up to and including 400 amps. Prior written approval must be obtained from the local Network Connections office before proceeding with the installation of any straight-through joints in service cables; and
- The installation of underground tee joints on de energised underground cables rated up to and including 400 amps. Ausgrid will only permit the installation of new service tee joints in extreme circumstances. In these cases, prior written approval must be obtained from the local Network Connections office before proceeding with the installation of any tee-joint service connection.

Refer to Annexure H – ASP/2 Individual Competency Requirements, for the training competencies required to perform this work.

ASPs should take additional care when disconnecting 400 amp underground services from a network pillar, to ensure they do not disconnect the network cable.

Note: All services and consumers mains rated above 100 amps must be inspected prior to energising. Where individual circumstances preclude this from occurring, prior written approval must be obtained from the local Network Connections office for each occasion.

10.2.2.2 Live jointing (including pot ending) of underground service cables

ASP/2s are not permitted to conduct live jointing (including pot ending) of any underground service cables.

10.2.2.3 Connections to paper lead distribution cables

Class 2B ASPs are not permitted to make service connections to paper lead distribution or service cables. If a service is required to be connected to this type of cable the following methods (in order of preference) shall apply:

- A new network pillar shall be installed by Ausgrid or an authorised Class 1B Cable Jointer as a contestable project. The Class 2B ASP may then connect to the new pillar.
- A new private pillar located on the customer's property shall be installed by an authorised Class 1B Cable Jointer, via a tee joint to the paper lead cable. The Class 2B ASP may then connect to the new pillar.
- A tee connected service shall be installed as an absolute last resort by an authorised Class 1B Cable Jointer as a contestable project.

Any cable jointing work conducted on the paper lead distribution cable must be carried out by Ausgrid, or in the case of a contestable project an authorised Class 1B Cable Jointer.

10.2.3 Class 2C - overhead services

This authorisation permits the following work:

- Installation, disconnection and reconnection of an overhead service up to a rating of 400 amps at the Point of Common Coupling and/or the Connection Point or Point of Attachment; and
- The removal and replacement of an Ausgrid security seal at the service protection device (Service fuse or circuit breaker) in accordance with section 10.5.

Note: Additional safety requirements exist for work on Overhead Mains Connection Boxes (MCBs). Refer to T0077 Overhead Mains Connection Boxes for further information and precautions.

Note: All services and consumers mains rated above 100 amps must be inspected prior to energising. Where individual circumstances preclude this from occurring, prior written approval must be obtained from the local Network Connections office for each occasion

Contact details for local Network Connections offices refer to Ausgrid's publication ES1 – Premises Connection Requirements available from the Ausgrid's website at www.ausgrid.com.au.

The ASP must be in possession of a copy of the CCEW form, covering the electrical installation work by the electrical contractor, prior to carrying out the overhead service work to ensure the installation work is ready for connection.

All necessary safety checks and tests must be carried out in accordance with the approved training procedures before the overhead service is energised. Tests must be in accordance with AS4741 – Testing of connections to low voltage electricity networks and include polarity, neutral integrity, phase rotation, insulation resistance and potential rise on exposed metallic fixtures.

The site specific written risk assessment must assess and identify the need for an observer as referred to in Ausgrid's ESRs to be present when working on or near live low voltage exposed equipment as required by Ausgrid's ESRs. The observer must be appropriately trained and authorised as outlined in this document. It is a requirement that an observer must be in attendance when an ASP is working with their body through live overhead distribution mains.

When overhead services have been installed prior to energisation, and will not be energised on the day, the cables must be sealed, identified, and danger tagged.

Upon completion of the installation of an overhead service cable, an accurately completed NOSW form must be submitted, as follows:

- To the Class 2D ASP (where the work is to be carried out by a different ASP), if there is Type 5 or 6 metering installation work, eg energising a new installation;
- To Ausgrid within two (2) working days of energising the contestable works or where there is no associated contestable metering installation work, refer to section 10.4 for details on lodging notification forms.

The NOSW form must include an "as constructed" sketch of the service cable route and location details from the Point of Common Coupling on the distribution mains to the Connection Point at the customer's installation. The sketch is to be drawn on a separate plan shown on the NOSW form page 2 (refer Annexure N – Notification of Service Work (NOSW) Form). Further details required on "as constructed" sketches are contained in Ausgrid publication S0044 NS100 Field Recording of Network Assets and the Service Rules.

Where the service is to be connected to a pole with a link or open point, the connection of the terminated service (electrically) must be indicated on the NOSW (ie which side of the links supplies the new service). Failure to indicate the supply side of the LV links may result in Ausgrid issuing a defect against the ASP and charging an associated fee for the investigation to obtain the connectivity information.

This of authorisation permits the energisation of the overhead service cable and consumer mains up to the line side of the service protection device (service fuse or circuit breaker) only and does not permit energising past the line side of the service protection device (service fuse or circuit breaker). The following procedure must be followed:

- The service fuse cartridges must be removed and the empty fuse carriers inserted to ensure the installation is left safe. The fuse cartridges must be left at the rear of the meter panel. Where a service circuit breaker is used in lieu of service fuses, the switch must be secured in the "OFF" position; and
- A tag or warning tape must be fixed to the service protection device (service fuse carrier or the circuit breaker) warning other ASPs and electrical contractors that the service has been connected and energised on the line side; and
- The tag should display a notice to indicate that "only ASPs with suitable Class 2D authorisation are permitted to remove the tag (or warning tape) and energise to the main switch/s or isolation points after installing metering equipment".

Class 2C authorisation does not permit the connection of overhead services at Ausgrid's pole substations due to the numerous variations in construction and proximity to the high voltage network. Refer to clause 10.2.3.1 for further information.

Note: Disconnected overhead service cables must not be coiled on Ausgrid's street poles or laid on the ground

10.2.3.1 Installation and connection of services at pole substations

Overhead and underground service connections (new or upgraded) at pole substations are only approved on an exception basis and must be carried out by Ausgrid. A new private Pole A or mid-span connected service (where LV ABC distribution mains exist) must be installed, where this would avoid a service connection at a pole substation.

The Connection Application form must indicate whether an overhead service connection at a pole substation is being proposed. Ausgrid must assess these particular applications and the project may only proceed where Ausgrid grants approval. Refer to Ausgrid's publication Connection Policy – Connection Charges for further details. The ASP must allow a minimum of 10 working days after submitting a request to Ausgrid for the assessment/approval of the proposed service connection.

Where Ausgrid approves a service connection at a pole substation, the overhead service and connections must be provided by the ASP. The final connection of the overhead service will be carried out by Ausgrid.

If the pole substation is located on a customer's premises, a maximum of one (1) set of consumers mains (either underground or overhead) to the customer and one (1) overhead service (either underground or overhead) to an adjoining property will be permitted. A suitable easement as required by the Service Rules must be obtained for the cross-property overhead service.

10.2.3.2 Installation of mid-span or suspended overhead services

Class 2C authorisation permits mid-span or suspended overhead service connections to be erected in limited situations as described in S0033 NS124 Specification for Overhead Service Connections up to 400 amps. There is no longer a specific authorisation subcategory required, however the ASP must use an appropriately maintained and tested EWP and have the required licence and training to use it.

The ASP must get written approval from the local Network Connections office prior to erecting this type of service. Ausgrid may need to carry out a site inspection prior to approving their use.

10.2.4 Class 2D - metering and energising

This authorisation permits the following work:

- Install and energise Type 5 and 6 whole current metering and load control equipment for new and existing installations within the Ausgrid network area as defined in Chapter 7 of the National Electricity Rules. This includes grid connected metering and energising alterations and additions to existing installations and the replacement of controlled load (off-peak) relays or time clocks associated with a change of tariff or due to defective customer equipment;
- Remove and replace an Ausgrid security seal in accordance with Ausgrid procedures;
- Disconnection and reconnection of the installation at the service protection device (service fuse or circuit breaker) located at either the switchboard or on the barge board only;
- Replace the service protection device (service fuse base or circuit breaker); and
- Energising new installations (up to 100 amps) prior to inspection by Ausgrid.

Note: Class 2D ASPs are not permitted to disconnect and/or reconnect the installation from an overhead connection point or point of attachment or an underground pillar or pillar standard.

Note: ASPs are not permitted to replace defective existing Type 5 or 6 metering equipment and Ausgrid will not accept any charges from an ASP or their customer for replacing defective Ausgrid equipment, which would normally be replaced free of charge by Ausgrid.

ASP/2s are charged an upfront fee for the capital cost of providing the metering equipment for new and customer requested upgrades at customer installations connected to the network. This requirement by Ausgrid to include and charge for Type 5 and 6 metering equipment for contestable metering work conducted by ASP/2s was prescribed by the AER determination. Please note there is no upfront charge for Load Control Units (LCUs).

Before carrying out work involving the installation and energising of Type 5 and 6 metering and load control equipment at new and existing installations:

- (a) The ASP must have been issued an Ausgrid job number for each separately metered portion of the installation. Job numbers are created upon receipt of a connection application form for each installation; and
- (b) As the contestable Type 5 and 6 metering work is the final segment of the electrical work at an installation prior to energising, the ASP must have a copy of the NOSW form covering the overhead/underground service installation to ensure the overhead/underground service has been completed ready for metering. The Class 2D ASP is to submit these forms together with a NOSW form covering their own work (metering/energisation) within two (2) days of completing the work.

Note: From 1 July 2016, AEMO Accredited Metering Providers, who are accredited to install contestable Type 1-4 rule compliant metering, do not require Class 2D authorisation when replacing existing Ausgrid or other metering providers metering equipment with their metering equipment. The AEMO Accredited Metering Provider must work in accordance with the provisions for installation of advanced meters by retailers and metering providers provided in the Electricity Supply Act.

Note: ASP/2s who are not an accredited AEMO metering provider or engaged by an AEMO metering provider are NOT permitted to relocate, remove or alter any part of a Type 1 – 4 rule compliant metering installation. These metering installations consist of electronic meters, being WC, CT or HV, and are commonly associated with communications devices. See Ausgrid’s publication ES 3 – Metering Installations for definitions.

Current transformer metering and the bridging out of defective or damaged load control devices or Type 5 or 6 metering equipment is not permitted under this authorisation.

There are two (2) options for energising installations with a total load less than 100 amps:

- (a) Energise to the main switch/s or point of isolation only. (“Gold tag” option - explained later); or
- (b) Energise the complete installation.

Where the rating of a service exceeds 100 amps, Ausgrid must inspect the overhead/underground services installation, consumer’s mains, main switchboard and sub-boards exceeding 100 amps, Type 5 CT (current transformer) metering and any unmetered sub mains supplying multiple metered tenants before energisation. If compliant, Ausgrid will then energise the inspected portions of the installation.

Where the unmetered sections of the installation being energised are not terminated at permanently installed metering, Ausgrid will leave a ‘blue tag’ indicating that the sub mains have been energised at that point. If Type 5 or 6 whole current metering is to be installed, an ASP with suitable Class 2D authorisation can proceed with the metering installation, (Refer Annexure O – Energising Installations with Multiple Units, for examples). CT metered portions of an installation must be inspected prior to energising beyond the metering.

Note: High voltage installations and installations in hazardous areas must be inspected by Ausgrid prior to energising.

Ausgrid must be notified within two (2) working days upon completion of all Class 2D authorised work via the submission of Notification of Service Work (NOSW) form, together with an accompanying CCEW. Site establishment and Inspection (ancillary network service) fees may be applicable and are detailed in Ausgrid’s publication Connection Policy – Connection Charges.

When removing Ausgrid Type 5 or 6 metering equipment, the Class 2D ASP must firstly read and record ALL the meter register consumption data prior to returning the equipment, together with the required notification (NOSW) form, to Ausgrid within two (2) working days.

Prior to removing any Ausgrid Type 5 metering equipment the Class 2D ASP must determine if the existing metering arrangement is configured for bi -directional or 'Energy Buy Back' metering. This configuration can be determined by the labelling attached to the metering equipment stating "Energy Buy Back", "Import/Export", or appropriate structure (refer to ES3 Part B Metering Equipment Technical Description for Type 5 & 6 Metering Installations). If the metering at these sites needs to be replaced or upgraded by Type 5 metering equipment, the Class 2D ASP must contact the local Field Operations office for further instruction prior to carrying out any work.

Contact details for local Field Operations offices refer to Ausgrid's publication ES1 – Premises Connection Requirements available from the Ausgrid's website at www.ausgrid.com.au.

Type 1 – 4 metering installations can be identified via the following methods:

- That the meter is not an asset owned by EnergyAustralia, Ausgrid or Testing and Certification Australia, eg Meter Dynamics, Endeavour Energy, etc which can be identified by company names and logos on the front of the meter;
- If the asset is owned by EnergyAustralia, Ausgrid, or TCA it will have a program structure of structure eleven (STR 11), which consist of the following register displays:

Table 2 Meter register numbers

Register Number	Description
1	Date
2	Time
3	Total export kWh
14	Total lag kVar
15	Total lead kVar

10.2.4.1 Pre-energising checks

Prior to commencing any metering installation work, the ASP is required to check the overhead/ underground services and meter panel wiring, up to the main switch/s or first isolation point/s on the load side of the metering, to ensure the work is satisfactory.

Note: Any further reference to a main switch or main switches shall also be taken to mean the first isolation point or points on the load side of metering.

The check shall be made for compliance with the current Service Rules and in particular, the installation work shall be tested and checked to ensure compliance with AS/NZS 3000 Wiring Rules. The testing procedures set out in AS4741 – Testing of connections to low voltage electricity networks and AS/NZS 3017 Electrical Installations - Verification Guidelines must also be conducted where required.

The following must be checked:

- (a) All new or altered overhead/underground service to an installation must not cross an adjoining private property, unless covered by a suitable easement. Existing unaltered overhead services, that cross an adjacent property/s and not covered by an appropriate easement, may be retained providing the property owner/s being encroached do not raise objection and all reasonable steps have been taken to minimize the costs of a future relocation. For example, re-positioning the service bracket or re-routing the consumer's mains.
- (b) The overhead/underground service is installed correctly in accordance with the Service Rules. For example it has the correct clearance height, method of attachment, service protection device (service fuse or circuit breaker) is installed correctly and energised on the line side, the polarity is correct, metallic poles and structures are bonded and the earthing has been correctly installed, etc.
- (c) The meter box and any other exposed metal fixtures (downpipes, balustrades, etc), that may be in contact with metallic guttering or aluminium foil sarking are not above earth potential. All accessible external metal fixtures at ground level must be checked for potential rise above earth. This can be achieved for example by bringing a proximity voltage tester (volt stick) close to the metal under test.
- (d) That the consumer's mains, switchboard, earthing and wiring for the metering equipment have been installed correctly and in accordance with the information contained on the CCEW.
- (e) That the CCEW has been completed correctly to show the type of work performed, and that the work does not include a hazardous location or high voltage work.

Note: The ASP must not carry out any work unless they are completely satisfied that the overhead/underground service and panel wiring has been installed correctly, tested and is safe. Disciplinary action will be taken against an ASP for energising unsafe installations or for not taking adequate precautions. If it is found during an inspection that the Type 5 or 6 metering and/or energising work was carried out at an installation containing service defects or major installation safety breaches that the Class 2D ASP was responsible for checking, Ausgrid will defect both the installing electrical contractor, the Class 2B or 2C ASP (service installer) and the Class 2D ASP.

Although the installation or removal of metering involving current transformers is not permitted under this authorisation, ASPs should be aware that secondary winding of CTs must be bridged out for safety until connected to the metering circuit by Ausgrid or an AEMO Accredited Metering Provider.

10.2.4.2 Option 1- energising to the main switch/s only

For installations rated below 100 amps, after carrying out the pre-energising checks the ASP can:

- (a) install the Type 5 or 6 metering and load control equipment.
- (b) test the installation up to the main switch/s in accordance with AS/NZS 3000 Wiring Rules. Tests shall include earth resistance, and insulation resistance.
- (c) test the neutral integrity as per AS4741 – Testing of connections to low voltage electricity networks and AS/NZS 3017 Electrical Installations - Verifications Guidelines.
- (d) verify that the switchboard labelling indicates that the meters are metering the correct segments of the installation and the load control equipment is controlling the correct loads.
- (e) place the main switch/s in the off position and insert the loaded service fuse holder. Where a service circuit breaker is used in lieu of service fuses, switch to the “ON” position.
- (f) test the Type 5 or 6 metering installation up to the main switch/s for correct polarity and phase sequence (rotation). The Type 5 or 6 metering equipment MUST be left energised.
- (g) seal all Type 5 or 6 metering and service equipment including the service protection device (service fuse or circuit breaker), service neutral links and unmetred equipment using the approved seals and sealing pliers.
- (h) seal the main switch/s in the OFF position and attach a ‘Gold Tag’. The Gold tag must indicate that the installation is energised up to the main switch/s only and can only be energised by a licensed electrical contractor after testing the installation (as per the CCEW) and checking it is safe to energise. (Refer Annexure O – Energising Installations with Multiple Units, for examples)
Gold tags can be arranged by emailing ASPLevel2@ausgrid.com.au.



Figure 1 The ‘Gold Tag’

10.2.4.3 Option 2 - energising the complete installation

After carrying out the pre-energising checks the ASP can:

- (a) install the Type 5 or 6 metering and load control equipment.
- (b) test the Type 5 or 6 metering installation up to the main switch/s in accordance with AS/NZS 3000 Wiring Rules. Tests shall include earth resistance and insulation resistance.
- (c) verify that the switchboard labelling indicates that the Type 5 or 6 meters are metering the correct segments of the installation and the load control equipment is controlling the correct loads.
- (d) place the main switch/s in the off position and insert the loaded service fuse holder. Where a service circuit breaker is used in lieu of service fuses, switch to the "ON" position.
- (e) test the Type 5 or 6 metering installation up to the main switch/s for correct polarity and phase rotation.
- (f) perform a visual examination of the readily accessible portions of the complete installation to assure compliance with the AS/NZS 3000 Wiring Rules.
- (g) test the installation as required by the AS/NZS 3000 Wiring Rules at each switchboard (main and sub board) being energised, using AS/NZS 3017 Electrical Installations - Verifications Guidelines as a guideline. The tests shall include:
 - (i) earth resistance,
 - (ii) insulation resistance of the installation,
 - (iii) the polarity of consumers mains, sub mains and final sub circuits,
 - (iv) intermixture between sub circuits,
 - (v) verification of the operation of RCDs,
 - (vi) neutral integrity test also covered in AS4741 – Testing of connections to low voltage electricity networks.
- (h) Any breaches detected shall be addressed as described in the next section.
- (i) seal all Type 5 or 6 metering and service equipment, including the service protection device (service fuse or circuit breaker) and service neutral link, using the approved seals and sealing pliers.
- (j) when the ASP is satisfied that it is safe to do so, the complete installation can then be energised (In this option the "Gold Tag" is not used).
- (k) ensure fixed appliances, such as ranges and hotplates are off (ie check timers etc) and leave main switches on. If the premises are vacant, consider leaving the hot water main switch off to reduce unnecessary energy consumption. Light fittings should also be checked that they have not been left turned on.
- (l) The isolation switches of three (3) phase equipment, such as motors and air conditioning equipment, should be left in the off position and sealed with a suitable tag, stating "Caution - Do not operate this equipment. The installing electrical contractor must check this equipment before it is energised".

10.2.4.4 Hinged switchboard panels and service boxes

This class permits the replacement of service fuses and bases at hinged switchboard panels (including wooden panels). The following special precautions must be observed whilst carrying out this work:

- (a) If the original service fuse base with exposed stud connectors on a hinged wooden panel has been replaced with a modern enclosed type fuse, the switchboard panel must be indelibly labelled 'NEW SERVICE FUSES.' If the board does not have this labelling, the ASP is only permitted to open the board to work on the service fuses after arrangements have been made to isolate the supply remotely from the board (eg. disconnection at the Point of Attachment).
- (b) Regardless if the board is labelled 'NEW SERVICE FUSES' or not, precaution should always be taken when removing the retaining screw on wooden panels to ensure the speed nut does not drop and make contact with any potential exposed live parts that may be present behind the panel.

Note: It is the customer's responsibility to fund the cost of supplying and installing new and replacement service fuses.

The replacement of existing 70 amp assemblies (base and element) with 100 amps is only necessary in the following situations:

- If additional load is to be connected and the electrical demand of the installation, as calculated by AS/NZS 3000 Wiring Rules, exceeds 70 amps per phase; OR
- If the consumers mains are being replaced or additional phases of supply are required; OR
- If additional metering equipment is being installed.

10.2.4.5 Encountering installation safety breaches

Installation Major Safety Breaches are defined in Annexure 3 of the NSW Code of Practice for Installation Safety Management. (Also refer to Annexure K – ASP/2 Major Safety Breaches, in this document).

If a major safety breach or other breaches of the Service Rules are encountered, the ASP must contact the contractor responsible and arrange rectification before energising.

Rectification can be achieved by either repairing or isolating the defective/unsafe equipment. The ASP can quote for rectification, if desired. Where the defective portion has been isolated and tagged the ASP shall (with the agreement of the installing contractor) endorse the CCEW accordingly and complete the energisation of the remainder of the installation.

If the overhead/underground service is immediately dangerous, the ASP must ensure the situation is made safe. If appropriately authorised (Class 2B or 2C where relevant), this can be achieved by disconnecting the overhead/underground service from the network or, if not appropriately authorised, by arranging for a suitably accredited and authorised person to do so. Also, where necessary, the ASP shall arrange for a suitably qualified individual to stand by until the unsafe situation is removed.

The full range of pre-energising checks and tests must be performed by the ASP before energising an installation following the rectification of any overhead/underground service defect or installation major defect.

If a minor non-conformance with AS/NZS 3000 Wiring Rules is encountered within the installation, which can be rectified without disconnecting the overhead/underground service or meters, the ASP can proceed with the Type 5 or 6 metering and energising work and submit the required NOSW and CCEW forms to Ausgrid. The ASP shall notify the installing contractor that was responsible for the non-conformance to arrange for its rectification.

10.2.4.6 Issue of type 5 or 6 metering equipment

To carry out Class 2D authorised work, arrangements must be made with local Field Operations office for the issue of the Type 5 or 6 metering equipment. Ausgrid Type 5 and 6 metering equipment includes E1, E2, E3, B1 and B3 electronic tariff meters and load control equipment.

For new installations, meters must be issued on a job-by-job basis upon lodgement of a fully completed connection application form to the Installation Data Operations section and receipt of a valid Ausgrid job number. All new installations must have a job number prior to the issuing and installation of any metering.

E1, E3, B1 and B3 meters can be bulk issued in advance without obtaining an Ausgrid job number for existing installations only as detailed later in this section, any other Type 5 or 6 meters must be issued by quoting an Ausgrid job number. All E2 Type 5 meters are only able to be issued by quoting an Ausgrid job number. Where Ausgrid job numbers are required, these numbers must be obtained prior to any request for meter issue from a local Field Operations office. Meters issued must have their job number aligned with the address nominated.

Type 5 and 6 metering equipment issued to an ASP must be installed by the ASP to whom the metering equipment is issued to.

ASPs must install bi-directional Type 5 metering for installations with small scale generation systems as identified in the Service Rules. These types of installations require specifically programmed Type 5 meters which must be requested from the local Field Operations office. Details of the meters supplied by Ausgrid are detailed in Ausgrid publication ES 3 - Metering Installations.

ASPs must give the local Field Operations office two (2) working days' notice in advance when requesting the supply of Type 5 or 6 metering equipment. Special requests on short notice will however, be considered in urgent situations. Either the ASP or the ASP's courier service should make prior arrangements for the actual time that the instruments are to be picked up.

It is a requirement to install all Type 5 or 6 metering equipment issued to ASPs within 30 days of the date of issue. ASPs will not be issued with additional Type 5 or 6 meters if it is confirmed that previously issued Type 5 or 6 meters have not been installed at an installation within 30 days and satisfactory notification provided to Ausgrid. All Type 5 or 6 metering equipment not installed within the 30 day period must be returned to local Field Operations office for return or re-issue. A Meter can only be re-issued to an ASP once. If the reissued meter is not installed within 30 days then it must be returned to the local Field Operations office.

If it is confirmed that previously issued Type 5 or 6 meters have not been installed within 60 days, authorisation may be suspended and corrective action taken. ASP authorisation will be automatically cancelled if it is confirmed that previously issued Type 5 or 6 meters are not installed within 100 days from their issue date.

If an ASP receives a letter from Ausgrid stating that they have overdue Type 5 or 6 metering, the ASP MUST respond to this letter with 2 days of the notification.

The number of Type 5 or 6 meters requested for each installation must be justified in terms of connected load. Arrangements for requesting additional Type 5 or 6 meters in excess of the minimum number required for the installation for future loads (eg future three (3) phase air conditioner) are detailed in publication ES 3 - Metering Installations.

It is the responsibility of Class 2D ASPs to keep an up to date meter tracking system of all Type 5 and 6 metering instruments that will indicate the physical location of all meters issued to them at any time. For example this system could include:

- Store location eg vehicle number, at workshop;
- Installation location/address and date;
- NOSW submission date;
- Ausgrid job number; and
- Any other information or comments to accurately track the Type 5 or 6 meter.

This information MUST be provided to Ausgrid upon request.

The security and safe handling of all Type 5 and 6 metering equipment issued under Class 2D authorisation is the responsibility of the ASP and a condition of authorisation. Should any Type 5 or 6 metering equipment on issue be damaged, lost or stolen, the full replacement cost of that equipment will be recovered from the ASP. If it is necessary to use the Security deposit to recover these costs, then the ASP's authorisation will be suspended pending further investigation and may subsequently lead to cancellation of the authorisation.

10.2.4.7 Returning of type 5 and 6 metering equipment

ASPs must ensure that when returning metering equipment and associated devices to an Ausgrid depot, that they follow the procedure outlined in Ausgrid's publication ES3 Part A – Metering Installations - Section 6.

Note: Also refer to the Ausgrid's publication S0047 NS211 Working with Asbestos Products for further information for dealing with asbestos on the network.

When completing a service upgrade, connection or consolidation of tariff metering of Ausgrid Type 5 or 6 metering equipment, the Class 2D ASP is responsible for the return of all redundant Type 5 and 6 metering equipment associated with the installation. Where Type 5 or 6 metering is still required for a changeover period, the ASP must ensure that when the Type 5 or 6 metering is no longer required and becomes redundant, that the ASP returns the redundant Type 5 and 6 metering equipment to Ausgrid. The Class 2D ASP must firstly read and record ALL of the meter register consumption data and then return the equipment, together with the required notification (NOSW) form, to Ausgrid within two (2) working days, refer to section 10.4 for details on lodging notification forms.

10.2.4.8 Level 2 ASP type 5 and 6 meter security deposits

A Security Deposit for metering equipment must be lodged with Ausgrid in advance of requesting Type 5 or 6 meters.

The deposit is refundable at any time on the condition that all issued Type 5 and 6 meters are either returned to Ausgrid in good condition or are installed as required and Ausgrid's metering and installation database shows they are associated with a connected installation. Security deposits do not accrue interest.

If an authorisation is cancelled, Ausgrid reserves the right to use the security deposit to recover any outstanding charges associated with carrying out authorised work. These charges include but are not limited to and without limitation to outstanding, lost or damaged Type 5 or 6 metering equipment, sealing pliers, warranty repairs or outstanding inspection fees.

It will be necessary for the ASP to maintain a security deposit equivalent to their individual metering limit. Ausgrid will not allow ASPs to have a Type 5 and 6 meter issue of greater than 100 meters (see note below) issued to them at any one (1) time that are not installed or not notified to Ausgrid using the required NOSW form. The maximum number of Type 5 or 6 meters includes both meters issued for installations assigned an Ausgrid job number and for meters issued as “bulk issue” as detailed below.

The following Security Deposits apply:

Table 3 Metering security deposits

Metering Limit	Security Deposit
maximum of 5 meters (NOTE: This is the minimum amount)	\$250
maximum of 10 meters:	\$500
maximum of 20 meters:	\$1,000
maximum of 50 meters:	\$2,500
maximum of 100 meters:	\$5,000

To increase the amount of Type 5 or 6 meters issued and therefore the security deposit, an email must be sent to the Ausgrid Authorisations Officer (ASPLLevel2@ausgrid.com.au) requesting confirmation of the ASPs existing security details and advising of the proposed increase.

The Authorisations Officer will respond confirming the ASP account details. The ASP must then make the payment of the appropriate bond amount and will receive a receipt number for their payment. The ASP must then complete Annexure L – ASP/2 Meter Security Form, and submit it to the Authorisations Officer who will increase the applicants Type 5 and 6 meter equipment issue list.

To increase the maximum amount of Type 5 and 6 meter issue and security deposit beyond 100 meters the Level 2 ASP must make special application via email to the Authorisations Officer with the following information:

- An application stating the reason for requiring the upgrade;
- Provide evidence of their Type 5 and 6 meter tracking system;
- Where approval is granted complete the application form in Annexure L – ASP/2 Meter Security Form;
- Pay the required security bond amount; and
- Provide a copy of the payment receipt to the Authorisations Officer.

10.2.4.9 Bulk issue of type 5 and 6 metering equipment

Approved Type 5 and 6 metering instruments (E1, E3, B1 and B3 meters) can be bulk issued to Class 2D ASPs providing the ASP meets the special conditions for bulk issue and signs the bulk issue application and agreement form. A copy of this form can be found in Annexure M – ASP/2 Application for Bulk Issue of Approved Electronic Metering. Note: Bulk issue will not apply for bi-directional Type 5 meters.

The following conditions apply:

- An Ausgrid job number must be received prior to the installation of any Type 5 or 6 meters;
- The maximum number of approved Type 5 or 6 metering instruments to be on bulk issue at any one (1) time is 10;
- The minimum limit of approved Type 5 or 6 metering instruments that can be set up in the system is 5;
- A maximum period of 30 days must be observed from date of issue of the instruments. The relevant NOSWs (ie required within 2 days of energising an installation) must be submitted prior to this period or the Type 5 or 6 meters must be returned to the issuing local Field Operations office. Failure to meet this condition and the other conditions set out here will terminate the arrangement for bulk issue of Type 5 and 6 meters in this system;
- The ASP must be able to demonstrate, by providing evidence showing the number of Type 5 and 6 metering installations per month, that instruments issued under these arrangements will be installed within 30 days;
- The ASP must demonstrate that they have an effective Type 5 and 6 meter tracking system that, if requested by Ausgrid, indicates physical location of all Type 5 and 6 meters issued to them. Refer to the previous clause for examples of the information;
- The ASP must have had no Type 5 or 6 meters previously issued to them that were or are overdue;
- The ASP must agree to and sign the bulk issue application and agreement form (Annexure M – ASP/2 Application for Bulk Issue of Approved Electronic Metering).
- The ASP agrees that if their authorisation is cancelled, they agree that Ausgrid has the right to use their security deposit to recover any outstanding Type 5 or 6 metering costs payable to Ausgrid or any other costs associated with carrying out authorised work; and
- Bulk issue of Type 5 or 6 metering is not available for E2 or bi-directional meters.

10.2.4.10 Request for return of meter security deposit

ASPs that would like to request the return of their meter security deposit are required to return all outstanding meters prior to emailing a letter of request to the Ausgrid Authorisations Officer (ASPLLevel2@ausgrid.com.au). The letter must be on a company letterhead and include the company's AUC, amount of security and security account details.

10.2.5 Class 2X - non-electrically qualified

This authorisation permits the following work:

- electrical trade related works performed by electrical trades apprentices covered by a training contract that may be required to work on or near the network under direct and constant supervision of an appropriately authorised person;
- work performed by individuals engaged by a telecommunications network operator on telecommunications assets attached to network assets; or
- trades assistant work such as a safety observer or plant operator.

For telecommunications workers it does not permit the authorised person to perform any contestable service work.

This authorisation does not permit the authorised person to access network assets or in-service private pillars or link panels.

10.3 Safety breaches and defects for ASP/2 work

Non-compliance with the Service Rules, Ausgrid's ESRs or other relevant standards shall be regarded as a defect and may also be regarded as a Safety Breach due to the nature of the defect.

In the event of Ausgrid becoming aware of the Safety Breach, it will issue a notice to the customer and/or to the ASP/2 specifying the breach and requiring rectification within 21 days or a period otherwise stated.

All Level 2 Safety Breaches will be investigated under the conditions of authorisation and may involve an interview and be reported to the NSW Department of Planning and Environment as required under the Accreditation scheme.

Further information can be found in Annexure K – ASP/2 Major Safety Breaches, along with the extract from the Code of Practice: Installation Safety Management.

The clauses and examples below are a guide only and do not contain an exhaustive list of all Safety Breaches and Defects.

10.3.1 Major Safety Breach

Typical defects that are considered major Safety Breaches applicable to ASP/2 work are listed below:

- Height of overhead service too low;
- Overhead Connection Point height too low;
- Wrong polarity (ie reverse polarity);
- Unsafe insulation resistance and/or exposed live parts;
- Service pillar or column left unsecured;
- Wrong phase sequence (rotation) at poly phase metering;
- High resistance service connections;
- Not earthing metallic supports where required by the Service Rules;
- Use of non-specified or unapproved materials and fittings;
- Underground service not installed at correct depth;
- Incorrect handling or disposal of asbestos materials; and/or
- Incorrect disposal of metering equipment.

10.3.2 Minor Safety Breach

Typical minor Safety Breaches applicable to ASP/2 work are listed below.

- PPE or other safety equipment out of date; and/or
- Safe work procedures not on site.

10.3.3 Major Defect

Typical defects that are not immediately or potentially dangerous to life, health or property however are considered major due to their non-conformance to the Service Rules.

- Meter connection error ie line/load transposition; and/or
- Incorrect meter installed.

10.4 Lodging notification forms

Electronic submission of forms by email is Ausgrid's preferred method. CCEWs, NOSWs and other applications may be submitted using this process. Facsimiles can be received 24 hours a day 7 days a week. The sender should retain proof of the transmission for verification if required. If an appointment or other action by Ausgrid has been requested on the facsimile or via email this must be confirmed by telephone with the Installation Data Operations section during business hours after making the transmission.

When sending CCEW forms by facsimile it is not necessary to send in the original paperwork unless Ausgrid requests further clarification or additional details. It is suggested that the original (customer's copy) be used for sending via the fax to ensure the transmission is legible. Fax transmissions received with missing or illegible information will not be accepted.

Contact details for lodging notification forms

- Email to datanorth@ausgrid.com.au
- Fax to (02) 4399 8007 or 1300 662 089 (local calls)

For a more expansive list of contact details refer to Ausgrid's publication ES1 – Premises Connection Requirements available from the Ausgrid's website at www.ausgrid.com.au.

10.4.1 Notification of service work (NOSW) form

A condition of authorisation is that all ASPs must notify Ausgrid within the below specified time upon completing authorised work (including repairs). Failure to submit the NOSW within the required time is in breach of the ASP's authorisation.

Level 2 ASPs are to use a NOSW form for this notification (Refer Annexure N – Notification of service Work (NOSW Form)). The NOSW must be submitted within two (2) working days after the authorised work is energised. If Ausgrid has requested the relevant paperwork to be resubmitted this must occur within two (2) working days of the request.

On completion of overhead/underground service installation work, a completed NOSW form must be submitted as follows:

- To the Class 2D ASP - Metering, where there is associated Type 5 or 6 metering installation work, including new installations;
- To Ausgrid within two (2) working days, where there is no associated Type 5 or 6 metering installation works or where Type 1-4 metering has been installed.

The NOSW form must include an "As Constructed" sketch of the overhead/underground service route and details from the Point of Common Coupling through to the Connection Point. The sketch must be drawn on a separate plan that is attached to the NOSW form.

Class 2D ASPs, are responsible for submitting completed copies of the following forms to Ausgrid within two (2) working days of completing their metering installation and energising work:

- A NOSW form for their Type 5 or 6 metering installation work for each installation;
- The NOSW form, from the Class 2B or 2C ASP, for the overhead/underground service installation work, if applicable; and
- A CCEW form, from the electrical contractor, for the installation wiring work, where applicable.

Note: All NOSWs should be completed on site to capture correct information where possible

The NOSW form must include:

- The customer's details, including the substation number and the pole or pillar number;
- The location of the terminated service (electrically) where the service is to be connected to a link pillar or pole, ie. supply side of the links;
- The job number;
- Structure of the installed meter indicated in tariff section, and structure box;
- The scope of the work performed;
- The test results;
- The installing and testing authorised person details;
- The ASP's details;
- A plan showing the route of the new or replacement overhead/underground service over the public roadway from the Point of Common Coupling through to the Connection Point (see Annexure N – Notification of service Work (NOSW Form)). Refer to S0044 NS100 Field Recording of Network Assets for further information on requirements for recording site specific details of the distribution mains and overhead/ underground service work; and
- All details of installed, removed AND existing Type 5 or 6 metering equipment, including ALL register readings where contestable metering work is carried out. If bi-directional 'buy-back' Type 5 or 6 metering is installed, the meter that is programmed as bi-directional MUST be clearly identified by inserting the meter structure in the "tariff" box.

Failure to provide all the required information on the NOSW will attract a defect against the NOSW and an associated reinspection and/or investigation fee.

Blank copies of the NOSW form, shown in Annexure N – Notification of service Work (NOSW Form), are available from Ausgrid's local Field Operations offices. The form is also available in MS Word format for electronic data submission.

Only ASPs, or individuals performing metering work on behalf of a Metering Provider, who have approved sealing pliers that have been registered with Ausgrid are permitted to seal service and metering equipment. If an ASP does not carry an approved set of sealing pliers then they must notify another ASP with the required authorisation to arrange for re-sealing where seals have been broken.

Note: Seals on Type 5 and 6 metering equipment terminal covers can only be broken by ASPs with Class 2D authorisation or individuals performing metering work on behalf of a Metering Provider. Register seals must not be broken. Any other Type 5 and 6 meter seals other than the terminal cover seal MUST NOT BE BROKEN.

In all cases where alterations or additions to the switchboard or Type 5 and 6 metering includes work covered under the AS/NZS 3000 Wiring Rules, the licensed electrical contractor performing the work, must also submit a Certificate of Compliance Electrical Work (CCEW) form upon completion.

ASPs should also be aware that where the work involves connecting additional loads greater than 20kW or Type 5 or 6 metering, a Connection Application form must be submitted to Ausgrid, prior to carrying out any work, to obtain an installation job number. This is necessary to provide sufficient notice should augmentation of Ausgrid's network be required to carry the additional load or and to determine the Type 5 or 6 metering requirements.

Ausgrid's publication ES 1 – Premises Connection Requirements details the requirements for notification using a Connection Application form.

10.4.2 Late or non-submission of notification of service work (NOSW) forms

The corrective action that Ausgrid will be enforcing for ASPs who fail to submit NOSWs within the required two (2) working days is outlined below. These instances will be recorded over a rolling 12 month period.

10.4.2.1 Late submission of NOSWs (>2 working days)

Ausgrid will track whenever an ASP submits a NOSW greater than the required two (2) working day timeframe.

The following corrective action will be taken when these breaches occur:

Table 4 Late submission of NOSW corrective action

Offence	Corrective Action
1st Offence	Formal notice advising of occurrence
2nd Offence	Formal warning regarding the suspension of the company's Type 5 and 6 meter issue
3rd Offence	One (1) month suspension of the company's Type 5 and 6 meter issue
Subsequent Offences	One (1) month suspension of the company's Type 5 and 6 meter issue

10.4.2.2 Non-submission of NOSWs

On a monthly basis, Ausgrid will report on ASPs who have outstanding NOSWs for service work completed.

The following corrective action will be taken when these breaches occur:

Table 5 Non-submission of NOSW corrective action

Offence	Corrective Action
1st Offence	Suspension of the company's Type 5 and 6 meter issue until the outstanding NOSW is submitted
2nd Offence	Suspension of the company's Type 5 and 6 meter issue until the outstanding NOSW is submitted; and a formal warning regarding the suspension of the company's Type 5 and 6 meter issue should an additional offence occur
3rd Offence	One (1) month suspension of the company's Type 5 and 6 meter issue*
Subsequent Offences	One (1) month suspension of the company's Type 5 and 6 meter issue*

*All outstanding NOSWs are required to be submitted prior to the reinstatement of the company's Type 5 and 6 meter issue.

Note: Ausgrid encourages ASPs to keep evidence of the submission of paperwork provided to Ausgrid. This is for your own records and as evidence should you be contacted regarding late or outstanding NOSWs.

10.5 ASP/2 sealing pliers

ASP/2s are required to seal all service equipment including, but not limited to, the service protection device (service fuse or circuit breaker), Type 5 and 6 meter terminal covers, links, and sealable escutcheon plates, using approved seals and sealing pliers following any new work or alteration to the service equipment, or any other work that involves the breaking of existing seals, including testing.

Unauthorised use of approved sealing pliers and/or seals is not permitted and will lead to disciplinary action being taken by Ausgrid. Authorised persons are required to present their sealing pliers for inspection by an Ausgrid ASP Compliance & Practices Officer or Authorisation Officer at each annual renewal of their authorisation.

It is a condition of authorisation that ASP companies are responsible for the security of all sealing pliers issued to their authorised employees and to ensure they are used only by that individual whom they were assigned to. The ASP/2 company or individual must return the sealing pliers and the personalised jaws to Ausgrid when they are no longer authorised and redeem the security deposit paid.

ASPs issued with approved sealing pliers, who are engaged to re-seal service equipment for other electrical contractors, are advised to carry out appropriate checks to ensure they are completely satisfied that the work has been carried out correctly. NOSW forms must be submitted for this work and a completed CCEW for the electrical contractors work.

To request a set of approved sealing pliers, an email must be sent to the Ausgrid Authorisations Officer (ASPLLevel2@ausgrid.com.au).

A Security Deposit of \$200 must be lodged with Ausgrid for each pair of sealing pliers. The deposit is refundable to the ASP at any time on the condition that the pliers and the personalised jaws are returned to Ausgrid in good working condition. The Security Deposit will not accrue interest.

An initial issue of 100 approved seals will be provided to the ASP when the sealing pliers are first issued. All additional seals can be purchased from Ausgrid. Only seals approved by Ausgrid can be used for ASP contestable work.

Note: Sealing pliers issued by Ausgrid remain the property of Ausgrid at all times. The jaws of the pliers will be stamped with a unique identification number that is registered in the name of the authorised person and the ASP. The imprint of the seal number must be distinguishable on each seal after sealing the equipment. An authorised person is only permitted to carry one (1) set of NSW Electricity Distributor sealing pliers for contestable work (ie Ausgrid, Endeavour Energy or Essential Energy). Sealing pliers issued to an ASP by another NSW Electricity Distributor or Metering Provider are acceptable for use in Ausgrid's area provided they are registered with Ausgrid during the authorisation process.

10.5.1 Lost, stolen or damaged sealing pliers

If the pliers or jaws are lost, stolen or damaged then the following charges will be applied to the ASPs Operations Account prior to any replacements:

Table 6 Sealing plier replacement cost

Part	Cost
Pliers and dies	\$187 + GST
Dies only	\$61 + GST

If the sealing pliers are lost or stolen then the ASP must report the incident to the NSW Police on (131 444) and then provide details of what occurred along with the NSW police reference number to Ausgrid prior to being issued a replacement pair of sealing pliers.

10.6 Request for return of sealing plier security deposit

ASPs that no longer require their sealing pliers and would like to request the return of their security deposit are required to return the sealing pliers to their local Authorisations Officer accompanied with a letter requesting the return of the security deposit. The letter must be on a company letterhead and include the company's AUC No, the AUP No for the individual that the sealing pliers were issued to, the sealing plier number on the jaws and the company's security account details. Once returned, if the pliers and the personalised jaws are in good working condition, the security deposit will be refunded.

10.7 Permanent removal of supply

The permanent disconnection and removal of supply from a customer's installation (including Temporary Builders Supplies (TBS)) which involves:

- the permanent disconnection and removal of an overhead/underground service; and
- the removal of the existing metering equipment;

may be carried out by ASPs with the relevant class of authorisation for the type of work being carried out.

For removal of Type 1-4 metering equipment the ASP must contact the owner of the metering or the electricity retailer and arrange for the removal of the metering equipment.

The approval must be obtained from Ausgrid prior to carrying out the disconnection. The ASP with Class 2D authorisation is responsible for the coordination of the work and for obtaining approval from Ausgrid.

The procedure to be followed for each NMI is as follows:

- (a) A written request must be obtained from the owner (or their agent) of the premises. It must also include the written agreement of the occupier (customer) if they are not the owner.
- (b) The retailer must also provide written agreement for the permanent removal of supply.

Note: The approval does not permit ASPs who have not been requested by the meter device owner to disconnect or remove the metering equipment (Type 1 – 4 meters) provided by an electricity retailer. This work requires separate AEMO Metering Provider accreditation for this type of work.

- (c) The above written agreements and a request for disconnection must be forwarded to the local Network Connection office together with details of the installation address, size and type of overhead/underground service and the existing meter numbers.

If the above conditions have been met, the Installation Data Operations section will issue a job number to the ASP to proceed with the work.

Following disconnection, the ASP must return the recovered service wire and Type 5 and 6 metering equipment, together with a completed NOSW form, to Ausgrid within two (2) working days of the disconnection. The Type 5 and 6 meter numbers and ALL final Type 5 and 6 meter readings must be shown on the NOSW form. A fee will be charged as Ausgrid will audit inspect disconnected sites to ensure correct procedures have been followed.

If Type 1-4 Current Transformer (CT) metering is installed on the site, the ASP must make arrangements with the customer's electricity retailer to have the meters read before the disconnection of supply. Only individuals approved by the AEMO Metering Provider can remove Type 1 – 4 metering. If they are not authorised by the metering provider, the ASP must arrange for an Ausgrid officer to remove the metering equipment.

Where the proposed removal of supply is associated with a demolition, ASPs should be aware that the premises might have more than one (1) source of electricity supply. The perimeter of the building or premises should be inspected for any attached street lighting fittings, catenary wires supporting street lamps, or other wires or equipment provided by Ausgrid. Any such attachments must be noted and reported to the Field Operations office to arrange for their removal, prior to demolition.

ASPs that proceed to remove supply from premises without following the above procedure will be in breach of their authorisation and appropriate disciplinary action will be taken.

10.8 Permanent unmetered supplies (PUMS) - public roadway installations

Authorisation as detailed in this document is required to install and connect overhead/underground services to private electrical installations located in a public roadway. Permanent Unmetered Supplies (PUMS) are installations such as public telephones, bus shelters, telecommunication installations (eg RCMs and RIMs), RMS and local council private lighting and illuminated street signs.

The customer's electrical installation (in the public roadway) up to the nominated Connection Point must comply with AS/NZS 3000 Wiring Rules and the Service Rules. The work can be carried out by licensed electrical contractors under the specific authority and responsibility of the owner of the installation (eg RMS, local council, Telstra, NBN, etc). A CCEW must be submitted for that portion of the work. Special permission from Ausgrid is required for this work if the installation is to be erected on Ausgrid's poles, structures and/or equipment. Arrangements must be made with Ausgrid's Network Facilities Access Manager for this permission by calling 13 13 65.

The overhead/underground service, the connection between the customer's installation and Ausgrid's distribution mains (overhead or underground reticulation), can only be installed and connected by an ASP with the relevant class of authorisation as detailed in this document. A NOSW must be submitted for the overhead/underground service work. The overhead/underground service can be energised to the isolator and tagged off prior to a mandatory inspection. A mandatory inspection must be completed for the installation and prior to energisation.

For some installations, it may be preferable for the electrical contractor to supply and run the consumer's mains to the Connection Point, leaving sufficient length of line coiled safely adjacent to the connection box ready for the authorised ASP to connect to the network. This would occur when an underground to overhead connection utilised a consumer's terminal box mounted on Ausgrid's pole. In the case of underground supplies to installations such as where a pit is involved, the underground service can be left coiled in the consumer's pit (terminal box) ready for a suitably authorised ASP to extend and connect it to Ausgrid's distribution mains.

11.0 AUTHORISATION PROCESS FOR ASP/2S

11.1 General

All ASP/2 contestable work in Ausgrid's network area requires individuals conducting the work to be accredited with the NSW Department of Planning and Environment and authorised with Ausgrid. This includes telecommunications work in or on network assets.

11.2 Level 2 individual authorisation classes

Details of the specific qualifications, units of competency, mandatory safety training or annual safety refresher training for each Level 2 ASP class are detailed in Annexure H – ASP/2 Individual Competency Requirements.

Authorisation for Level 2 contestable work falls into the following classes:

Table 7 Level 2 individual authorisation classes

Class	Definition
Class 2A Disconnect and reconnect (previously known as ASP/2 category 1)	An electrically qualified individual who is authorised to conduct service work in accordance with clause 10.2.1 at the Point of Attachment only.
Class 2B Underground service (previously ASP/2 category 2)	An electrically qualified individual who is authorised to conduct service work in accordance with clause 10.2.2 on the underground network.
Class 2C Overhead service (previously ASP/2 category 3)	An electrically qualified individual who is authorised to conduct service work in accordance with clause 10.2.3 on the overhead network.
Class 2D Metering and energising (previously ASP/2 category 4)	An electrically qualified individual who is authorised to conduct service work in accordance with clause 10.2.4 at the customer's switchboard.
Class 2X Non-electrically qualified worker	A non-electrically qualified individual who is authorised to work near the network in accordance with clause 10.2.5.

Details of the specific qualifications, units of competency, mandatory safety training or annual safety refresher training for each Level 2 ASP class are detailed in Annexure H – ASP/2 Individual Competency Requirements.

11.3 Level 2 initial authorisation session

To arrange for individual employees or sub-contractors to be authorised the required documentation must be emailed to Ausgrid at ASPLLevel2@ausgrid.com.au.

The following documentation must be submitted for each application
(Please ensure ALL the required documents are sent)

- A completed ASP/2 Initial Authorisation Application form (Annexure D)

Note: The ASP must nominate on the authorisation application form all the class/s they wish the individual to be authorised as.

- A completed ASP/2 Individual Agreement for Authorisation (Annexure F);
- A completed ASP/2 Company Agreement for Authorisation (Annexure G);
- A copy of the current NSW Department of Planning and Environment Accreditation letter for the ASP company (receipt not accepted);
- A copy of the NSW Department of Planning and Environment Registration letter with the ASP company the individual is to be authorised under noting the respective class/s the individual has been accredited with (receipt not accepted);
- Evidence of the individuals electrical trade qualifications and mandatory units of competency for the respective class of authorisation as per Annexure H – ASP/2 Individual Competency requirements;
- A copy of the individual's current NSW Electrical Contractors Licence issued from the Department of Fair Trading (not required for Class 2X applications).

Note: If the individual is being authorised under a company (ie not as a sole trader) a copy of the company's current Electrical Contractors licence is also required (not required for Class 2X companies).

- Evidence of currency of mandatory safety training or annual safety refresher training for the respective class of authorisation as per Annexure H – ASP/2 Individual Competency requirements;
 - For training completed by an external RTO send transcript and statement certificate;
 - For training completed at Ausgrid send a photocopy or scan of the training passport, with the applicants name written on the photocopy or scanned copy;
- A recent digital passport-style photo of the individual being authorised. This photo must be against a plain background of the head and shoulders only. Hats or sunglasses are not to be worn.

Once all documents have been received, an Authorisations Officer will contact the individual within two (2) weeks with the details of the Authorisations Officer that they are to contact to organise an initial authorisation session. At the initial authorisation session a “Base-Line” safety audit will also be conducted, the audit checks tools, equipment and documentation that the individual may require to conduct Level 2 contestable works. For a guide on what is required for the “Base-Line” safety audit please refer to Annexure J – ASP/2 Guide to the Safety Audit.

Note: Individuals being authorised as Class 2X are NOT required to undertake a “Base-Line” safety audit.

At the successful completion of the authorisation process, the applicant will be issued an Ausgrid Level 2 authorisation card.

ASP/2 authorisation is valid for 12 months.

11.4 Level 2 annual re-authorisation

It is the ASP's responsibility to make the necessary arrangements for re-authorisation and should be applied for a minimum of four (4) weeks before the due date to allow for processing the application and the issuing of a new authorisation card before the expiration of the current authorisation period.

ASP/2s are also required to undergo a Field Safety Audit each alternate year. These audits will be compared to the original Base-Line audit completed at the initial authorisation. You will be advised if you require a Field Safety Audit by an Ausgrid Authorisation Officer on receipt of the application for re-authorisation. These audits can be completed up to six (6) months prior to the expiry of your ASP authorisation. Section 11.6 has more information on Field Safety Audits.

Note: Individuals being re-authorised as Class 2X are NOT required to undertake either a Field Safety Audit.

To arrange for individual employees or sub-contractors to be re-authorised the required documentation must be emailed to Ausgrid at ASPLLevel2@ausgrid.com.au.

The following documentation must be submitted for each application (Please ensure ALL the required documents are sent):

- A completed ASP/2 Re Authorisation Application form (Annexure E);
- The completed ASP/2 Individual Agreement for Authorisation (Annexure F);
- The completed ASP/2 Company Agreement for Authorisation (Annexure G);
- A copy of the current NSW Department of Planning and Environment Accreditation letter for the ASP company (receipt not accepted);
- A copy of the individual's current NSW Electrical Contractors Licence issued from the Department of Fair Trading (not required for Class 2X applications).

Note: If the individual is being re-authorised under a company (ie not as a sole trader) a copy of the company's current Electrical Contractors licence is also required (not required for Class 2X companies).

- For class 2D authorisation a copy of the individuals current Qualified Electrical Supervisor Licence or Electrical Contractors Licence (Endorsed with a Q);
- Evidence of currency of mandatory safety training or annual safety refresher training for the respective class of authorisation as per Annexure H – ASP/2 Individual Competency requirements;
 - For training completed at Ausgrid or an external RTO send photocopy of skills passport, with the applicants name written on the copy;
 - If the applicant does not have a skills passport, for training completed by an external RTO send transcript and statement certificate;
- Passport style photograph in digital format (they can be e-mailed prior to audit or session to an Ausgrid Authorisation Officer); and
- Evidence of a successful Field Safety Audit (no non-conformances) if one has been completed within 6 months prior to the re-authorisation date (Refer to section 11.6). This is not required for Class 2X re-authorisations.

Once all documents have been received, an Authorisations Officer will contact the individual within two (2) weeks if a Field Safety Audit is required as well as the ASP Compliance & Practices Officer that they are required to contact to organise the Audit. The audit checks tools, equipment and documentation that the individual may require to conduct Level 2 contestable works. For a guide on what is required for the audit please refer to Annexure J – ASP/2 Guide to the Safety Audit.

A new authorisation card will be issued on satisfactory completion of the renewal process.

Where a further authorisation class is added at a later date, the change in authorisation will be taken as a renewal of the original authorisation. Upon a further authorisation request the applicant must attend the local authorisation office to complete a written exam relating to that class. Subsequent renewal will occur annually from that date of the change. The ASP must have the required level and class of accreditation from the NSW Department of Planning and Environment

Failure to carry out renewal of authorisation on or before the due date will lead to the authorisation being initially suspended for non-renewal for a four (4) week period from the due date. If renewal has not been carried out by the end of the four (4) week suspension period, the authorisation will be cancelled. Subsequent authorisation will be treated as an "Initial Authorisation" and as such, the applicant will be required to provide training records and complete a written assessment at a local authorisation office plus notification of a successful "Base Line Safety Audit" before the authorisation process can proceed.

11.5 Level 2 knowledge/awareness checks

Ausgrid will check the applicant's knowledge and awareness of essential Level 2 contestable work requirements by asking the applicant to undertake a written multiple choice and short answer quiz. The applicant's knowledge of the essential contestable service requirements in Ausgrid's area will be assessed. The assessment will include but is not limited to the following Ausgrid and industry publications related to the class of authorisation:

- NSW Service and Installation Rules;
- S0083 NS156 Working Near or Around Underground Cables;
- S0095 NS199 Safe Electrical Work on Low Voltage Underground Assets;
- S0033 NS124 Specification for Overhead Service Connections up to 400 amps
- T0077 Overhead Mains Connection Boxes
- ES1 Premises Connection Requirements;
- ES3 Part A Metering Installations;
- ES3 Part B Metering Equipment Technical Description for Type 5 & 6 Metering Installations
- S0140 ES4 Service Provider Authorisation (this document); and
- Ausgrid's ESRs.

The questions will differ depending on the type of contestable work the applicant intends to conduct and their qualifications.

For Class 2D ASPs, the knowledge test will also include a meter reading test which the applicant must attain a 100% pass mark.

All level 2 ASP applicants attending authorisation sessions or audits should be conversant with these publications as unsatisfactory performance based on the questions may lead to the applicant being refused authorisation or re-authorisation.

Should the applicant not satisfactorily pass the knowledge test, they may not be eligible to re-sit the test for a minimum of two (2) weeks.

11.6 Level 2 field safety audits

Each alternate year, ASP/2 employees must complete a successful Field Safety Audit (carried out by an Ausgrid ASP Compliance & Practices Officer) within 6 months of the renewal date of their re-authorisation. This audit will be conducted on site to review the work practices and competency of the individual to carry out at least one (1) class of contestable work under their authorisation. These audits are part of the authorisation renewal process as detailed in section 11.2 and are to verify that the ASP is still operating to the systems that they provided at their initial authorisation.

Where an ASP holds more than one (1) class of authorisation, Ausgrid may conduct an audit of each class of authorisation to assess the ASP's competence to hold multiple authorisations. It will include the correct use of personal protective equipment (PPE) and other relevant safety equipment, site specific written risk assessment, safe work procedures and compliance with work requirements of other statutory authorities such as SafeWork NSW and RMS.

Appointments for the Field Safety Audit may be made within six (6) months of the expiry of authorisation. These can be requested by completing the Field Safety Audit request form (Annexure I – ASP/2 Field Safety Audit Request) and submitting it by email to ASPLLevel2@ausgrid.com.au

Upon completion of a successful Field Safety Audit, the ASP Compliance & Practices Officer will issue a Safety Audit slip. Successful audit slips are to be produced by the ASP at the time of application for re-authorisation and at the re-authorisation session.

12.0 LEVEL 3 CONTESTABLE WORK

12.1 General

Level 3 contestable works includes designing the transmission and distribution electrical reticulation systems, including underground or overhead mains and apparatus and substations. This also includes augmenting the network to increase the existing network's capacity. Level 3 contestable works is generally referred to as contestable design work.

These designs must be submitted to Ausgrid for certification in line with the contestable connection and relocation process prior to commencing construction to ensure compliance with our Network Standards.

Level 3 contestable work generally falls into the following classes:

- (a) Class 3A – Design of overhead electricity reticulation.
For example: Evaluate cost estimations, design overhead networks, design network substations, develop high and low voltage protection systems, design substation modifications, prepare and manage detailed construction plans for electricity network infrastructure including overhead street lighting, organise and implement electricity supply line and easement surveys.
- (b) Class 3B – Design of underground electricity reticulation.
For example: Evaluate cost estimations, design underground networks, design network substations, develop high and low voltage protection systems, design substation modifications, prepare and manage detailed construction plans for electricity network infrastructure including underground street lighting, organise and implement electricity supply line and easement surveys.

Note: It is recognised that a Class 3A will need to design small components of underground systems, for example, cables may run down a pole to a service pillar or a High Voltage cable may run down a pole to a nearby substation on a consumer's property. Similarly, a Class 3B is permitted to enter into the overhead space to design for example, an underground interface to an overhead system

ASP/3s who undertake contestable network designs require secure access to specific network information to enable them to prepare and submit proposed design scope and contestable designs.

Ausgrid has established an authorisation scheme to ensure secure access to specific network information. This authorisation scheme will require ASP/3 individuals to be authorised to access Ausgrid information for the purpose of the preparation and submission of proposed design scope and contestable designs within Ausgrid's network area.

All individuals who are required to perform ASP/3 contestable designs for the submission to Ausgrid for certification must be accredited in accordance with the Scheme Rules and authorised in accordance with section 13 of this document.

ASP/3s are not authorised to work on or near the network, if they are required to access the network to undertake contestable network designs, the individual must either:

- be separately authorised as an ASP/1; or
- be under the direct supervision of an authorised ASP/1.

12.2 Requirements for level 3 authorised individuals

All ASP/3 authorised persons must ensure that they only perform work for which they are authorised to do. If they are found to be in breach of this, the individual's authorisation may be suspended or cancelled.

ASP/3 authorised employees must:

- (a) protect and safeguard the network information against unauthorised publication or disclosure;
- (b) ensure that the network information is held solely within Australia, and not accessible from outside Australia;
- (c) not use network information for any reason or purpose except for the preparation and submission of a proposed design scope or contestable design;
- (d) comply with any security measures in connection with network information that may be required by Ausgrid; and
- (e) fulfil their obligations with regards to the network information under their authorisation which continue after the completion or termination of any employment with the ASP/3, engagement or assignment in relation to contestable projects.

13.0 AUTHORISATION PROCESS FOR ASP/3S

13.1 Pre-requisite training and/or qualifications for authorisation

Prior to applying for ASP/3 authorisation, an applicant must also provide evidence of the successful completion of the following Ausgrid training course:

- Information Security Policy Awareness.

This course is delivered via Ausgrid's eLearning website which can be accessed at the following location:

http://elearning.ausgrid.com.au/login/index_select.php

This training is to be refreshed every two (2) years.

Note: Prior to attempting to complete this course, the applicant must be registered in the Ausgrid Training Management System and have obtained a SAP ID number (H ID#). This is critical when signing in to eLearning and failure to use the correct number will mean that the course must be completed again.

To obtain this number, please email a completed 'ASP/3 Training ID Information Form' to ASPLLevel3@ausgrid.com.au. This form can be found on the Authorisation page on the Ausgrid's website at the following location:

<http://www.ausgrid.com.au/Common/Industry/Accredited-service-providers/Authorisation>

13.2 Australian Federal Police (AFP) national police check

As an electricity network owner and operator, Ausgrid has a duty of care and responsibility for ensuring the safety and security of sensitive and important information that authorised ASP/3s can access. Ausgrid has therefore introduced a number of security measures for individuals applying for ASP/3 authorisation.

Prior to applying for ASP/3 authorisation, an applicant must provide a copy of an Australian Federal Police (AFP) check certificate completed within the previous six (6) months.

Note: When completing the Australian Federal Police (AFP) check application for the purpose of ASP/3 authorisation, please ensure that Code 40 – Other Commonwealth purpose only is used.

More information on how to apply can be found at the AFP website at the following location:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks>

13.3 How to apply for authorisation

To arrange for individual employees or sub-contractors to be authorised the required documentation must be emailed to Ausgrid at ASPLLevel3@ausgrid.com.au.

The following documentation must be submitted with each application (Please ensure ALL the required documents are sent):

- A completed ASP/3 Authorisation Application or Change of details form (Annexure R);
- A copy of the AFP national police check certificate (completed within the last six (6) months);
- A copy of the applicant's current drivers licence or passport;
- A copy of the current NSW Department of Planning and Environment Accreditation letter for the ASP company (receipt not accepted);
- A copy of the NSW Department of Planning and Environment Registration letter with the ASP company the individual is to be authorised under nominating the respective class/s they wish to be authorised with (receipt not accepted);
- A recent digital passport-style photo of the individual being authorised. This photo must be against a plain background of the head and shoulders only. Hats or sunglasses are not to be worn; and
- The date the applicant has completed Ausgrid's Information Security Awareness training (completed within the last two (2) years). It is beneficial to provide a copy of the certificate or other evidence of completing the Ausgrid's Information Security Awareness training.

Once the application has been processed Ausgrid will:

- Issue the applicant an email confirming acceptance; and
- Issue the applicant an ASP/3 Authorisation card in the mail.

ASP/3 authorisation is valid for two (2) years.

13.4 How to apply for re-authorisation

To request re-authorisation for individual employees or sub-contractors to be authorised the required documentation must be emailed to Ausgrid at ASPLLevel3@ausgrid.com.au.

The following documentation must be submitted with each application (Please ensure ALL the required documents are sent):

- A completed ASP/3 Authorisation Application or Change of details form (Annexure R);
- A copy of the current NSW Department of Planning and Environment Accreditation letter for the ASP company (receipt not accepted);
- A copy of the NSW Department of Planning and Environment Registration letter with the ASP company the individual is to be authorised under nominating the respective class/s they wish to be authorised with (receipt not accepted);
- A recent digital passport-style photo of the individual being authorised. This photo must be against a plain background of the head and shoulders only. Hats or sunglasses are not to be worn; and
- The date the applicant has completed Ausgrid's Information Security Awareness training (completed within the last two (2) years). It is beneficial to provide a copy of the certificate or other evidence of completing the Ausgrid's Information Security Awareness training.

Once the re-authorisation application has been processed Ausgrid will:

- Issue the applicant an email confirming acceptance; and
- Issue the applicant an ASP/3 Authorisation card in the mail.

13.5 Checking of contestable designs and breaches of authorisation

Checking of an authorised person's contestable designs submitted for certification is conducted by Ausgrid's Contestable Project Coordinators. Design Certification is a desk top audit undertaken to certify that a design (if implemented) will not compromise the safety or operation of the Ausgrid network.

Examples of breaches of an ASP/3s authorisation may include, but are not limited to:

- Large or excessive extracts of network data. WebGIS extracts should be confined to a single contestable project design;
- Sharing network information with non-authorised persons for purposes other than the preparation or submission of proposed design scope or contestable designs;
- Sharing your authorised Ausgrid log on details to any other authorised or non-authorised persons;
- Repeated failure to design in accordance with Ausgrid's Network Standards; and
- Breaches of Ausgrid's Code of Conduct or Statement of Business Ethics.

Breaches of an individual's ASP/3 authorisation will lead to corrective or disciplinary action that may include the suspension or cancellation of their authorisation.

14.0 WORK NOT REQUIRING AUTHORISATION

14.1 General

An electrical contractor does not require authorisation or accreditation under the Scheme Rules to perform the following work.

14.2 Determining the method of connecting supply and metering requirements

Electrical contractors can determine the method of connecting supply to a premise and the associated provisions to be made for the location of service equipment in accordance with the Service Rules. This includes any new installations, additions, alterations, relocations or repairs.

Ausgrid must be notified of the proposed method of connecting supply using an appropriate Connection Application form.

14.3 Replacing blown service fuse elements

In emergency situations involving failure of electricity supply to a customer's installation, licensed electrical contractors are permitted to break the seals on the service fuse holders and replace blown service fuse elements. A risk assessment must be carried out to ensure the work can proceed safely.

Electrical contractors must not, attempt to either:

- Replace the service protective device (service fuse base or circuit breaker); or
- Replace the elements in older style fuse holders that are mounted on "hinged-down" wooden panels.

Only Ausgrid or a suitably authorised Level 2 ASP can carry out this work.

Where seals have been broken, Electrical Contractors must arrange for an authorised person with approved sealing pliers to attend site and reseal the service equipment within two (2) working days. Refer to the Service Rules for further details and conditions for disconnection and removal of service fuses.

Seals to other metering equipment must not be broken by unauthorised electrical contractors. Unauthorised interference with metering equipment or any other Ausgrid equipment will result in prosecution.

14.4 Installation and maintenance of type 1-4 metering

Where an AEMO accredited metering provider installs or maintains a Type 1-4 metering installation, ASP/2 accreditation and authorisation is not required. This includes the removal of Ausgrid Type 5 or 6 metering.

The AEMO Accredited Metering Provider must work in accordance with the provisions for installation of advanced meters by retailers and metering providers provided in the Electricity Supply Act.

15.0 INSTALLATION AND CONNECTION OF CONSUMERS MAINS IN SUBSTATIONS

Electrical contractors (ECs) and ASPs are NOT permitted to enter any of Ausgrid's energised substations (including kiosk substations) to pull in consumers mains; this includes excavating under an energised kiosk substation. The pulling in of consumer mains to substations must be carried out in accordance with one (1) of the three (3) scenarios below, as appropriate.

- (a) At new contestable customer substations, where the new contestable customer substation is under construction (under an equipping permit) by an ASP/1. The ASP/1 constructing the substation (nominated on the equipping permit) must pull-in and install the consumers mains within the substation and connect them to the substation LV board, on behalf of the EC, before the substation is commissioned. The EC must coordinate directly with the ASP/1 to arrange the completion of this contestable work.
- (b) At existing substations, where the existing substation is under access by an ASP/1, for associated contestable substation upgrading works or asset relocation works. The ASP/1 must pull-in and install the consumer's mains within the substation and connect them to the substation LV board, on behalf of the EC, before the substation is re-energised. The EC must coordinate directly with the ASP/1 to arrange the completion of this contestable work.
- (c) At all other substations (eg existing substations with no associated contestable substation upgrading works or asset relocation works), Ausgrid will pull-in and install the consumers mains within the substation and connect them to the substation LV board, on behalf of the EC.

Ausgrid costs associated with options 2 and 3, such as switching and issuing of permits by District Operators, LV parallels to allow de-energising of adjacent LV panels, screening of the LV board etc will be recovered by Ausgrid in accordance with Ausgrid's publication Connection Policy – Connection Charges.

Note: A minimum of four (4) weeks' notice must be provided to Ausgrid so that suitable arrangements can be made to schedule the work.

The Electrical Contractor must carry out all of the following associated work:

- Supply and install the consumers mains left coiled up at a point close to the substation nominated by the ASP/1 or Ausgrid, as appropriate;
- Provide the consumers mains cable termination lugs and suitable equipment for the installation and if practical, install the lugs on the consumer's mains. Alternatively, the ASP/1 or Ausgrid, as appropriate, may quote to install the lugs on the consumer's mains, on behalf of the EC; and
- Seal or reseal any penetrations associated with the consumer's mains to provide suitable fire protection as well as water and vermin proofing.

Note: ECs are reminded to take extra care and avoid machine excavation when excavating in the vicinity of substations to avoid damaging the substation earthing or other cables. The requirements of Ausgrid's publication S0083 NS156 Working Near or Around Underground Cables and S0082 NS141 Site Selection and Site Preparation Standards for Kiosk Type Substations must be followed.

16.0 RECORDKEEPING

The table below identifies the types of records relating to the process, their storage location and retention period.

Table 8 – Recordkeeping

Type of Record	Storage Location	Retention Period*
Approved copy of the network standard	BMS Network sub process Standard – Company	Unlimited
Draft Copies of the network standard during amendment/creation	HPRM Work Folder for Network Standards (HPRM ref. 2014/21250/205)	Unlimited
Working documents (emails, memos, impact assessment reports, etc.)	HPRM Work Folder for Network Standards (HPRM ref. 2014/21250/205)	Unlimited

* The following retention periods are subject to change eg if the records are required for legal matters or legislative changes. Before disposal, retention periods should be checked and authorised by the Records Manager.

17.0 AUTHORITIES AND RESPONSIBILITIES

For this network standard the authorities and responsibilities of Ausgrid employees and managers in relation to content, management and document control of this network standard can be obtained from the Company Procedure (Network) – Production/Review of Engineering Technical Documents within BMS. The responsibilities of persons for the design or construction work detailed in this network standard are identified throughout this standard in the context of the requirements to which they apply.

18.0 DOCUMENT CONTROL

Branch Manager : Head of Asset Engineering, Policy & Standards
Content Coordinator : Manager – Electrical Safety & Authorisations

Annexure A - ASP/1 Authorisation Application Form (Initial/Renewal/Upgrade)



Authorisation Initial
 Authorisation Renewal
 Upgrade/Addition of classes
 Preferred Location: Oatley Somersby

Applicants First Name: _____ Surname: _____
 Applicants Authorisation Expiry Date: _____ Applicants AUP No: _____
(For renewals/upgrades only) (For renewals/upgrades only)
 Applicants Contact Number: _____ Applicants D.O.B: _____
 Company Name: _____ Company AUC No: _____
(Applicant to be authorised under)
 ASP/1 Company Authorisation Agreement Expiry Date: _____ Applicants Key No: _____
(Must be current) (For those issued with a key only)

INSERT
RECENT
PHOTO
HERE

Level 1 Service Provider authorisation classes Select the classes the applicant is to be authorised as:	Training required for applicable classes: <small>Note: Evidence of training currency is to be provided with all applications</small>	Documentation required for applicable classes There are different options to select, please select which applies to you: <small>Note: Copies of documentation to be provided with applications for Initial or Upgrade authorisations only</small>
<input type="checkbox"/> 1A. Lineworker	<ul style="list-style-type: none"> Mandatory Training¹ UETTDRRF11A 	<input type="checkbox"/> OH Lineworker Craftsmans Certificate (ex distributor staff only) or ; <input type="checkbox"/> Certificate of Proficiency in OH Linework and ; <input type="checkbox"/> NSW Dept. of Planning & Environment Registration - Class 1A
<input type="checkbox"/> 1B. Cable Jointer (Paper Lead & Polymeric)	<ul style="list-style-type: none"> Mandatory Training¹ UETTDRRF11A 	<input type="checkbox"/> UG Jointer Craftsman Certificate (ex distributor staff only) or ; <input type="checkbox"/> Certificate of Proficiency in UG Jointing and ; <input type="checkbox"/> NSW Dept. of Planning & Environment Registration - Class 1B
<input type="checkbox"/> 1C. Cable Jointer (Polymeric)	<ul style="list-style-type: none"> Mandatory Training¹ UETTDRRF11A 	<input type="checkbox"/> UG Jointer Craftsman Certificate (ex distributor staff only) or ; <input type="checkbox"/> Certificate of Proficiency in UG Jointing or ; <input type="checkbox"/> Electrician or Lineworker with UG Poly training qualifications and ; <input type="checkbox"/> NSW Dept. of Planning & Environment Registration - Class 1C
<input type="checkbox"/> 1Xd. Electrician	<ul style="list-style-type: none"> Mandatory Training¹ UETTDRRF11A 	<input type="checkbox"/> Electrical Certificate of Proficiency or ; <input type="checkbox"/> Qualified Electrical Supervisors Licence or ; <input type="checkbox"/> Electrical Contractors Licence endorsed with a (Q) and ; <input type="checkbox"/> NSW Dept. of Planning & Environment Registration - Class 1X
<input type="checkbox"/> 1Xe. Contestable Work Assistant (CWA)	<ul style="list-style-type: none"> Mandatory Training¹ 	<input type="checkbox"/> NSW Dept. of Planning & Environment Registration - Class 1X
<input type="checkbox"/> 1Xf. NBN Worker	<ul style="list-style-type: none"> Mandatory Training¹ 	<input type="checkbox"/> NSW Dept. of Planning & Environment Registration - Class 1X
<input type="checkbox"/> 1Xg. Apprentice <small>1Xg(L) - Lineworker 1Xg(J) - Cable Jointer 1Xg(E) - Electrician</small>	<ul style="list-style-type: none"> Mandatory Training¹ 	<input type="checkbox"/> NSW Dept. of Planning & Environment Registration - Class 1X <input type="checkbox"/> Apprenticeship Training Contract (Australian Apprenticeship Centre)

Mandatory Training	Date of Latest Training <small>(Initial or Refresher)</small>	Ausgrid Use Only	Notes
Ausgrid's Electrical Safety Rules ²		<input type="checkbox"/>	1. Additional training for individuals working in the vicinity of overhead mains: - UETTDRRF02B Provide Pole Top Rescue - Mandatory if an individual is required to conduct or observe overhead work from a ladder or pole. - UETTDRRF03B Provide EWP Rescue - Mandatory if an individual is required to conduct or observe overhead work utilising an EWP. - UETTDRRF08B EWP Escape (CDD) - Mandatory if an individual is required to conduct overhead work utilising an EWP. - UETTDREL14A /UETTDREL16A or NS209 - Mandatory if an individual is required to operate or observe crane and plant (Including an EWP) operating in the vicinity of overhead mains.
Ausgrid's Environmental Procedures ²		<input type="checkbox"/>	
HLTAID001 - Provide Cardio Pulmonary Resuscitation ²		<input type="checkbox"/>	
UETTDRRF06B - Provide LV Release & Rescue ²		<input type="checkbox"/>	
UETTDRRF09B - Network Access Procedures ²		<input type="checkbox"/>	
UETTDRRF10B - Provide First Aid in an ESI Environment ²		<input type="checkbox"/>	
SC1100 - Safe Work Near UG Cables or equivalent		<input type="checkbox"/>	
Safe Work NSW General Construction Induction (White Card)		<input type="checkbox"/>	
Additional Training			
UETTDRRF02B - Provide Pole Top Rescue ^{1 & 2}		<input type="checkbox"/>	2. Denotes training that requires an annual refresher. 3. Denotes training that requires an annual refresher for non-electrical qualified persons only. (Classes 1Xe, 1Xf & 1Xg)
UETTDRRF03B - Provide EWP Rescue ^{1 & 2}		<input type="checkbox"/>	
UETTDRRF08B - Provide EWP Escape ^{1 & 2}		<input type="checkbox"/>	
UETTDREL14A/UETTDREL16A/NS209 - Working safely near live electrical apparatus ^{1 & 3}		<input type="checkbox"/>	
UETTDRRF11A - Testing of Connections to LV electricity networks ²		<input type="checkbox"/>	

Annexure B – ASP/1 Individual Competency Requirements

Mandatory Training Requirements for all Level 1 Authorised Individuals

- Ausgrid's Electrical Safety Rules (ESRs) (See notes 1 & 2);
- Ausgrid's Environmental Procedures (NS174) (See notes 1 & 2);
- HLTAID001 – Provide Cardiopulmonary Resuscitation (See note 1);
- UETDRRF06B – Perform rescue from a live LV panel (See note 1);
- UETDRRF09B – Apply access procedures to work on or near electrical network infrastructure (See note 1);
- UETDRRF10B – Provide first aid in an ESI environment (See note 1);
- SC1100A – Safe work near underground assets or equivalent; and
- SafeWork NSW General Construction Induction (White Card)

Additional Mandatory Training Requirements for Level 1 Authorised Individuals working in the vicinity of overhead mains

- UETDRRF02B - Provide Pole Top Rescue – Mandatory if an individual is required to conduct or observe work in the vicinity of overhead mains from a ladder or pole (See note 1)
- UETDRRF03B - Provide EWP Rescue – Mandatory if an individual is required to observe work in the vicinity of overhead mains utilising an EWP (See note 1)
- UETDRRF08B - Provide EWP Escape (CDD) – Mandatory if an individual is required to conduct work in the vicinity of overhead mains utilising an EWP (See note 1)
- UETDREL14A /UETDREL16A or NS209 - Working safely near live electrical apparatus – Mandatory if an individual is required to operate or observe crane and plant (Including an EWP) operating in the vicinity of overhead mains (See note 3)

ASP/1 Classes and Training Requirements for level 1 Authorisation

Accredited Service Provider (ASP) Classes (See note 4)	Training and Qualification for Level 1 ASP's	
	Core Evidence For Authorisation (See note 5)	Additional Mandatory Competency Units (See note 5)
Class 1A - Line worker (Previously ASP/1 - Category 4)	Certificate of Proficiency - ESI Power Systems – Distribution Overhead Note: "Overhead Line Workers" Craftsman's Certificate is accepted in accordance with the Scheme rules for ex-Distributor trained staff only	<u>UETDRRF11A</u> – Testing of Connections to LV Electricity Networks (See note 1)
Class 1B - Cable Jointer (Paper lead and Polymeric cables) (Previously ASP/1 - Category 3)	Certificate of Proficiency - ESI Power Systems – Distribution Cable Jointing Note: "Underground Cable Jointers" Craftsman's Certificate is accepted in accordance with the Scheme rules for ex-Distributor trained staff only	<u>UETDRRF11A</u> – Testing of Connections to LV Electricity Networks (See note 1) AND <u>UETDRCJ21A</u> – Lay ESI cables AND <u>UETDRCJ22A</u> – Install and maintain de-energised low voltage underground paper insulated cables AND <u>UETDRCJ23A</u> – Install and maintain de-energised high voltage underground paper insulated cables AND <u>UETDRCJ26A</u> – Install and maintain de-energised low voltage underground polymeric cables AND <u>UETDRCJ27A</u> – Install and maintain de-energised high voltage underground polymeric cables Note: The live jointing of cables is currently suspended on the Ausgrid network. Should the suspension be lifted, Ausgrid will provide further information on the training required to conduct the task.

Annexure B – ASP/1 Individual Competency Requirements

Accredited Service Provider (ASP) Classes (See note 4)	Training and Qualification for Level 1 ASP's	
	Core Evidence For Authorisation (See note 5)	Additional Mandatory Competency Units (See note 5)
Class 1C - Cable Jointer (Polymeric cables only) (Previously ASP/1 - Category 3)	Certificate of Proficiency - ESI Power Systems – Distribution Overhead OR Certificate of Proficiency - ESI Power Systems – Distribution Cable Jointing OR Certificate of Proficiency - Electrician OR Qualified Electrical Supervisors Licence OR Electrical Contractors Licence endorsed with a (Q) Note: "Underground Cable Jointers" Craftsman's Certificate is accepted in accordance with the Scheme rules for ex-Distributor trained staff only	<u>UETDRRF11A</u> – Testing of Connections to LV Electricity Networks (See note 1) AND <u>UETDRCJ21A</u> – Lay ESI cables AND <u>UETDRCJ26A</u> – Install and maintain de-energised low voltage underground polymeric cables AND <u>UETDRCJ27A</u> – Install and maintain de-energised high voltage underground polymeric cables. Note: The live jointing of cables is currently suspended on the Ausgrid network. Should the suspension be lifted, Ausgrid will provide further information on the training required to conduct the task.
Class 1Xd – Electrician (Previously ASP/1 - Category 1)	Certificate of Proficiency - Electrician OR Qualified Electrical Supervisors Licence OR Electrical Contractors Licence endorsed with a (Q)	
Class 1Xe - Contestable Work Assistant (Previously ASP/1 – Categories 5 & 6)	Nil	
Class 1Xf – NBN Worker	Nil	
Class 1Xg – Apprentices: Sub-Classes: 1Xg (E) - Electrician 1Xg (J) - Cable Jointer 1Xg (L) - Line Worker (Previously ASP/1 – Categories 7 - 9)	Apprenticeship Training Contract as either an Electrician, Line Worker or Cable Jointer from the Australian Apprenticeship Centre	

Notes:

- This training requires an **annual refresher**. Ausgrid will accept either the reissue of the initial unit of competency or the relevant skill set refresher as evidence to meet the refresher requirement/s.
- Ausgrid's Electrical Safety Rules (ESRs) and Environmental Procedures (NS174) training is to be delivered through Ausgrid's Training Group only. Training provided by another RTO or Distributor will not be recognised.
- Information regarding the relevant training requirements is listed below.
 - Only an **electrically qualified** person is eligible to complete *UETTDREL16A Working safely near live electrical apparatus*.
 - A **Non-electrically qualified** person is to complete *UETTDREL14A Working safely near live electrical apparatus as a non-electrical worker*.
 - Individuals deemed to be electrically qualified ie. Electricians, Cable Jointers and Line workers, only need to complete the appropriate training once. For individuals deemed non-electrically qualified ie. Apprentices, Contestable Works Assistants and NBN workers, the appropriate training needs to be refreshed annually.
 - ASPs that have completed training in 5099, ISSC26 or NS209 will be grandfathered. Where required, all refresher training must be in accordance with the associated relevant national units of competency listed.
- From the **1 May 2017** all new applications for authorisation or requests for authorisation upgrade in any class must provide an *accreditation* letter issued from the NSW Department of Planning & Environment for the corresponding class they wish to be authorised as.
- Upon verification by Ausgrid; an individual holding an equivalent qualification and/or unit of competency will also meet the qualification and/or unit of competency requirements noted in the table above.

Annexure C – Substation Construction Key Request Form



Applicant's Details:

Individuals Name:		Contact Number:	
Individuals Authorisation (AUP) No:		Work Location:	
Trade Classification: <input type="checkbox"/> Electrician; or <input type="checkbox"/> Jointer.			
Training: <input type="checkbox"/> SC1000 Substation Entry; or <input type="checkbox"/> SC1200 Substation Entry & Safe Work near Underground Assets.		Training Date:	
Evidence to be attached to request <ul style="list-style-type: none"> • Current ASP1 Authorisation Card; • Evidence of completion in either Ausgrids SC1000 Substation Entry or SC1200 Substation Entry & Safe Work near Underground Assets training. 			Copy Attached <input type="checkbox"/> Evidence Attached <input type="checkbox"/>

Company Details:

Company Name:	Company Accreditation (AUC) No:
----------------------	--

Company Management's Endorsement:

<p>I can confirm the employee nominated above requires an Ausgrid substation construction key to conduct ASP1 contestable works on behalf of our company. I acknowledge this key is the responsibility of the individual and our company. Should the individual nominated above cease employment with our company it is the responsibility of our company to recover the key and return it to Ausgrid or have it reissued to a suitably authorised person within our company. If the key is to be reissued to another individual please complete this form for the person the key is to be issued to.</p>			
Name:	Position:	Signed:	Date:

Preferred key collection location:
Note: The employee has to attend in person to collect the key and will need to bring in their Level 1 ASP authorisation card and ESI Skills Passport to show that they have the required pre-requisites.
Collection Location: <input type="checkbox"/> Oatley (33-45 Judd St, Oatley); or <input type="checkbox"/> Somersby (33 Kangoo Rd, Somersby).

Forward completed forms to Level1asp@ausgrid.com.au

Annexure D - ASP/2 Initial Application or Change of Details Form



I am an Accredited Service Provider and request to be authorised to carry out Level 2 contestable work in Ausgrid's Distribution area as detailed in Ausgrid's *ES4 - Accredited Service Provider Authorisation*.

- Initial Authorisation Upgrade/Addition of categories Re-authorisation of an expired Authorisation
 Change of employer Change of employer name

Details - Authorised Person (Please use BLOCK LETTERS)

Applicant - First Name: _____ Surname: _____
Mailing Address: _____
Date of Birth: _____ Existing AUP No: _____
Phone: _____ Fax: _____ Mobile: _____
Electrician's Lic No. (Fair Trading Lic): _____ Expiry: _____ Type (contractor/supervisor): _____
Sealing Plier No: _____ Sealing Pliers issued by: Ausgrid Endeavour Energy Essential Energy Other _____

Level 2 Authorisation categories requested:

- Class 2A Disconnect/Reconnect Class 2B Underground Service Mains Class 2C Overhead Service Mains Class 2D Metering & Energising Class 2X Non-Electrical

Note: Refer to ES4 Appendix H for additional training requirements for specific service work. Evidence is required to be supplied at the time of authorisation.

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

Trading name (as appears on the letter from NSW Department of Planning & Environment and the ASIC website)

Company Name: _____
ABN: _____ ACN: _____ Company contractor Lic No: _____
Company Email Address: _____ Company contractor Lic Expiry: _____
Company Phone: _____ Fax: _____ Mobile: _____
AUC Number: _____ Expiry Date: _____ Grade: A B C

I certify that I have:

- A copy of and have read Ausgrid's *ES4 - Accredited Service Provider Authorisation* document
 A copy of and have read *ISSC14 Guide to Electrical Workers Safety Equipment* (copy from www.resourcesandenergy.nsw.gov.au)
 All tools and safety equipment required to carry out all work under the requested categories

I certify that I have attached copies of:

- | | |
|--|--|
| <input type="checkbox"/> Current NSW Department of Planning & Environment company accreditation letter (receipt not accepted) | <input type="checkbox"/> The required mandatory training that I have completed, including training for each category of authorisation requested as stated in <i>ES4 - Appendix H</i> |
| <input type="checkbox"/> Current NSW Department of Planning & Environment individual accreditation letter (receipt not accepted) | <input type="checkbox"/> The company's Electrical Contractor licence (not required for Class 2X) |
| <input type="checkbox"/> Current digital colour passport style photograph | <input type="checkbox"/> Supervisor or Electrical Contractor's licence (not required for Class 2X) |
| <input type="checkbox"/> The company's current Risk assessment process and Safe Work Method Statement's for each category of authorisation | <input type="checkbox"/> Completed ASP/2 authorisation agreement documentation |

I would like to arrange to have my baseline audit & initial interview at the following office:

*An admin officer will notify you of the authorisations compliance officer & location for the audit/interview.

- Oatley Somersby

Please refer to Ausgrid's *ES4* document for the list of items to bring to the initial interview. Company's are required to have a company director present at the interview and/or require a letter of authority on a company letter head granting the applicant permission to sign Ausgrid documents on behalf of the company.

Applicant Signature: _____ Date: _____

*Please send completed form and supporting documentation to: ASPLLevel2@ausgrid.com.au

Contact phone numbers: Authorisation Compliance Officer: Michael Frost: 9394 6563, MFrost@ausgrid.com.au - Sydney South
Brendon Sloey: 4399 8083, BSloey@ausgrid.com.au - Sydney North, Central Coast, Hunter

Annexure E - ASP/2 Re-Authorisation Application Form



I request to be re-authorised to carry out Level 2 contestable work in Ausgrid's Distribution area as detailed in Ausgrid's *ES4 - Accredited Service Provider Authorisation*.

(Please use BLOCK LETTERS)

Name of Applicant: _____

Mailing Address: _____

AUP Number: _____ Sealing Plier No: _____

Phone: _____ Fax: _____ Mobile: _____

Company Name: _____

AUC Number: _____

Company Email Address: _____

ABN: _____ ACN: _____

Company Phone: _____ Fax: _____ Mobile: _____

AUP Classes

- Class 2A (D&R) Class 2B (U/G) Class 2C (O/H) Class 2D (Metering) Class 2X (Non-Electrical)

Please note: *Equipment & administration audits* are no longer a requirement for reauthorisation.

If a *Field safety audit (on-site)* is required please select the nearest ASP compliance depot:

*An admin officer will notify you of the ASP Compliance Officer & contact details to arrange the audit (not required for Class 2X).

- Oatley Zetland Homebush Hornsby Somersby Wallsend N/A (Audit slip attached)

Please confirm you have attached the following documents:

- | | |
|---|---|
| <input type="checkbox"/> Current NSW Department of Planning & Environment company accreditation letter (receipt not accepted) | <input type="checkbox"/> Current digital colour passport style photograph |
| <input type="checkbox"/> Supervisor or Electrical Contractors licence (not required for Class 2X) | <input type="checkbox"/> Proof of current refresher training as per ES4 Appendix H (transcript & attendance certificate)
<small>*Transcript must have date stamped</small> |
| <input type="checkbox"/> The company's Electrical Contractors licence (not required for Class 2X) | <input type="checkbox"/> Completed ASP2 re-authorisation agreement documentation |

*Please note, failure to submit all of the above documents will delay your authorisation

Signature AUP: _____ Date: _____

Please send completed form to **ASPLLevel2@ausgrid.com.au** with all required documentation.

Annexure F - ASP/2 Agreement for Authorisation

Schedule A - Individual Agreement for Authorisation



Applicants First Name: _____ Surname: _____

Applicants Contact Number: _____ Applicants D.O.B: _____

Applicants Authorisation Expiry Date: _____ Applicants AUP No: _____

Applicants Fair Trading Electrical / Contractors Lic No: _____ Licence Expiry Date: _____
(Electrical Applicants only)

Company Name: _____ Company AUC No: _____
(Applicant to be authorised under)

Level 2 Accredited Service Provider Authorisation Classes

Select the classes the applicant is to be authorised as:

- Class 2A Disconnect/Reconnect Class 2B UG Service Mains Class 2C OH Service Mains Class 2D Metering & Energising Class 2X Non-Electrical

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;
- 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.

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.

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?

I (name) _____ of (Address) _____

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

Applicant Sign: _____

Date: _____

Ausgrid Office Use Only

Ausgrid Auth CO: _____

Auth CO Signature: _____

Date Signed: _____

Annexure G - ASP/2 Agreement for Authorisation

Schedule B - Company Agreement for Authorisation



AUC Name: _____ ABN/ACN: _____

Postal Address: _____

NSW Dept. of Planning & Environment ASP Number: _____ Accreditation Expiry Date: _____

Company's Fair Trading Electrical Contractor Lic No: _____ Licence Expiry Date: _____

Name of individual being authorised: _____

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 provide 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 and your company:

- have a safety management system for undertaking work on the network;
- have obtained copies of the relevant systems/electrical safety rules of Ausgrid;
- have reviewed the relevant systems/electrical safety rules of Ausgrid; and
- that the relevant systems/electrical safety rules are consistent with your 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 application and that accreditation will remain current whilst any of my employees or individual subcontractors are authorised under this agreement.
- acknowledge and agree that Ausgrid may suspend or cancel the authorisation of any of your employees or individual subcontractors authorisation at any time on the grounds of safety or non-compliance (by me, or my employees or individual subcontractors) 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).

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.

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.

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?

Signed by the Authorised Company Representative or the ASP's Legal Representative:

Signed: _____

Name: _____

Position: _____

Date: _____

Ausgrid Office Use Only

Ausgrid Auth CO: _____

Auth CO Signature: _____

Date Signed: _____

Annexure H – ASP/2 Individual Competency Requirements

Mandatory Training Requirements for all Level 2 Authorised Individuals

- Ausgrid's Electrical Safety Rules (ESR) (See Note 1);
- Ausgrid's Environmental Procedures (NS174) (See Note 2);
- UETDRRF01B - Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus (See notes 1 & 3);
- HLTAID001 – Provide Cardiopulmonary Resuscitation (See note 3);
- UETDRRF06B – Perform rescue from a live LV panel (See note 3);
- UETDRRF09B – Apply access procedures to work on or near electrical network infrastructure (See note 3);
- UETDRRF10B – Provide first aid in an ESI environment (See note 3); and
- SafeWork NSW General Construction Induction (White Card)

Additional Mandatory Training Requirements for Level 2 Authorised Individuals working in the vicinity of overhead mains

- UETDRRF02B - Provide Pole Top Rescue – Mandatory if an individual is required to conduct or observe work in the vicinity of overhead mains from a ladder or pole (See note 3)
- UETDRRF03B - Provide EWP Rescue – Mandatory if an individual is required to observe work in the vicinity of overhead mains utilising an EWP (See note 3)
- UETDRRF08B - Provide EWP Escape (CDD) – Mandatory if an individual is required to conduct work in the vicinity of overhead mains utilising an EWP (See note 3)
- UETDREL14A /UETDREL16A or NS209 - Working safely near live electrical apparatus – Mandatory if an individual is required to operate or observe crane and plant (Including an EWP) operating in the vicinity of overhead mains (See note 4)

ASP/2 Classes and Training Requirements for Level 2 Authorisation

Accredited Service Provider (ASP) Classes (See note 5)	Training and Qualifications for Level 2 ASPs	
	Core Evidence For Authorisation (See note 6 & 7)	Additional Mandatory Competency Units (See note 6 & 7)
Class 2A – Disconnect and Reconnection (D&R) at the Point of Attachment (Previously ASP/2 - Category 1)	Meet the requirements for Class 2D – Metering & Energising Installations AND Previously authorised with ASP/2 - Category 1 as at the 30 December 2016	<u>UETDRRF11A</u> - Testing of connections to low voltage electricity networks (See note 3) AND <u>UETDREL16A</u> - Working safely near live electrical apparatus as an electrical worker.
Class 2B – Underground Services (Previously ASP/2 - Category 2)	Certificate of Proficiency - ESI Power Systems – Distribution Cable Jointing OR Certificate of Proficiency - Electrician OR Qualified Electrical Supervisors Licence OR Electrical Contractors Licence endorsed with a (Q) Note: “Underground Cable Jointers” Craftsman’s Certificate is accepted in accordance with the Scheme rules for ex-Distributor trained staff only	<u>UETDRRF11A</u> - Testing of connections to low voltage electricity networks (See note 3) AND <u>UETDRIS55A</u> – Install and maintain low voltage underground services Note: ASPs required to conduct the termination or jointing of service cables above 100A and up to and including 400A must have the following units of competency: <u>UETDRCJ21A</u> – Lay ESI cables AND <u>UETDRCJ26A</u> – Install and maintain de-energised low voltage underground polymeric cables
Class 2C – Overhead Services (Previously ASP/2 - Category 3)	Certificate of Proficiency - ESI Power Systems – Distribution Overhead OR Certificate of Proficiency - Electrician OR Qualified Electrical Supervisors Licence OR Electrical Contractors Licence endorsed with a (Q) Note: “Overhead Line Workers” Craftsman’s Certificate is accepted in accordance with the Scheme rules for ex-Distributor trained staff only	<u>UETDRRF11A</u> - Testing of connections to low voltage electricity networks (See note 3) AND <u>UETDRIS56A</u> – Install and maintain low voltage overhead services

Annexure H – ASP/2 Individual Competency Requirements

Accredited Service Provider (ASP) Classes (See note 5)	Training and Qualifications for Level 2 ASPs	
	Core Evidence For Authorisation (See note 6 & 7)	Additional Mandatory Competency Units (See note 6 & 7)
Class 2D – Metering & Energising Installations (Previously ASP/2 - Category 4)	Certificate of Proficiency - Electrician OR Qualified Electrical Supervisors Licence OR Electrical Contractors Licence endorsed with a (Q)	<u>UETDRRF11A</u> - Testing of connections to low voltage electricity networks (See note 3) AND <u>UETDREL16A</u> - Working safely near live electrical apparatus as an electrical worker. AND <u>UEENEEK142A</u> - Apply environmentally and sustainable energy procedures in the energy sector AND either <u>UETDRIS60A</u> – Install and replace power system meters and associated equipment; OR <u>UEENEEG171A</u> – install, setup and commission interval metering
Class 2X – Non-electrically qualified person	Apprentices must supply Apprenticeship Training Contract as either an Electrician, Line Worker or Cable Jointer from the Australian Apprenticeship Centre	

Notes:

1. All ASP2s must complete their initial Ausgrid Electrical Safety Rules (ESR) training with Ausgrid's Training Group. After the initial training the annual refresher training required is "UETDRRF01B - Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus", which can be completed with Ausgrid's Training Group or a Registered Training Organisation (RTO) approved to deliver the Ausgrid aligned training.
2. When ASP2s attend their initial Ausgrid Electrical Safety Rules (ESR) training they will also complete Ausgrid's Environment Procedures (NS174) training. ASP2s are not required to complete an annual refresher in Ausgrid's Environmental Procedures (NS174) training.
3. This training requires an **annual refresher**. Ausgrid will accept either the reissue of the initial unit of competency or the relevant skill set refresher as evidence to meet the refresher requirement/s.
4. Information regarding the relevant training requirements is listed below.
 - i. Only an **electrically qualified** person is eligible to complete UETDREL16A Working safely near live electrical apparatus.
 - ii. A **Non-electrically qualified** person is to complete UETDREL14A Working safely near live electrical apparatus as a non-electrical worker.
 - iii. Individuals deemed to be electrically qualified ie. Electricians, Cable Jointers and Line workers, only need to complete the appropriate training once. For individuals deemed non-electrically qualified ie. Apprentices, Contestable Works Assistants and NBN workers, the appropriate training needs to be refreshed annually.
 - iv. ASPs that have completed training in 5099, ISSC26 or NS209 will be grandfathered. Where required, all refresher training must be in accordance with the associated relevant national units of competency listed.
5. From the **1 July 2017** all new applications for authorisation or requests for authorisation upgrade in any class must provide an *accreditation* letter issued from the NSW Department of Planning & Environment for the corresponding class they wish to be authorised as.
6. Upon verification by Ausgrid; an individual holding an equivalent qualification and/or unit of competency will also meet the qualification and/or unit of competency requirements noted in the table above
7. Ausgrid will accept the following approved industry training for persons who have been authorised with Ausgrid prior to 31 December 2015:
 - i. Category 1 – Disconnect and Reconnect. For external RTOs, training must include Movement of Point of Attachment. Note: Movement of Point of Attachment training is not required if combined with CAT 3 training in overhead *service mains*.
 - ii. Category 2 – Underground Service Cables.
 - iii. Category 3 – Overhead Service Mains 100-400A.
 - iv. Category 4 – Metering & Energising Installations.

From 1 January 2016, only training which complies with the above table will be accepted as part of an application for authorisation unless an individual has been authorised previously.

Annexure I - ASP/2 Field Safety Audit Request



*Please note, this is for an audit only. A re-authorisation application form must be completed for re-authorisation.

I would like to request a Field safety audit to prepare for my Level 2 re-authorisation as detailed in Ausgrid's ES4 - Accredited Service Provider Authorisation.

(Please use BLOCK LETTERS)

Name of applicant: _____

Mailing Address: _____

AUP Number: _____ Sealing Plier No: _____

Phone: _____ Fax: _____ Mobile: _____

Company Name: _____

AUC Number: _____

Company Email Address: _____

ABN: _____ ACN: _____

Company Phone: _____ Fax: _____ Mobile: _____

AUP Categories Class 2A Class 2B Class 2C Class 2D Class 2X

Authorisation Expiry Date: _____

Address where the Field safety audit will take place:

Street Number: _____ Street Name: _____

Suburb: _____ Postcode: _____

Date of Job: _____ Time of Job: _____

Please select the nearest ASP Compliance depot:

Oatley Zetland Homebush Hornsby Somersby Wallsend

Please confirm the type of work which will be completed on the day:

I have a copy of Ausgrid's ES4 and understand my requirements as a Level 2 ASP Yes No

Signature AUP: _____ Date: _____

Please send the completed form to ASPLLevel2@ausgrid.com.au

The below list is provided as a guide for Level 2 ASPs to assist them in preparation for their Safety Audit required as part of the ASP/2 Authorisation process. The list includes tools, equipment and documentation that may be required to conduct Level 2 Service Provider work on Ausgrid's network.

Some equipment is class specific and must be produced at depot audits, field safety audits and when requested.

ASPs must ensure that they have all the relevant required equipment & documentation prior to applying for Authorisation or Re-authorisation with Ausgrid.

Documentation

- Personal Identification i.e. Drivers licence
- Evidence of current regulatory safety training (completed within the previous 12 months)
- Risk Assessment Documents
- Safe Work Method Statements (SWMS) for all applicable classes
- Asbestos Handling Procedure (NS211)
- Meter Tracking system (Should effectively manage meter allocation and locations installed)
- Current Ausgrid Electrical Safety Rules (ESR)
- Relevant standards to your authorisation classes i.e. ES3 A&B, NS174C, NS211, NS124
- These can be found at www.ausgrid.com.au > Industry > Network Standards

All Classes

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Test Lamp (Fused, Cat IV) <input type="checkbox"/> Insulation Resistance Tester <input type="checkbox"/> Phase Sequence Indicator (Cat III minimum) <input type="checkbox"/> Earth Continuity Lead <input type="checkbox"/> Proximity Tester <input type="checkbox"/> IPC Spanner <input type="checkbox"/> Insulated pliers and screwdrivers <input type="checkbox"/> Extension & appliance leads tested & tagged <input type="checkbox"/> Approved Sealing Pliers (if issued) <input type="checkbox"/> Including the following equipment required for your applicable classes: | <ul style="list-style-type: none"> <input type="checkbox"/> Hard hat (no more than 2 years old) <input type="checkbox"/> Insulating gloves (as per electrical safety rules) <input type="checkbox"/> Protective clothing (as per electrical safety rules) <input type="checkbox"/> Safety glasses (as per electrical safety rules) <input type="checkbox"/> Hi-visibility vests (if required) <input type="checkbox"/> LV rescue kit (as per electrical safety rules) <input type="checkbox"/> First Aid kit (Electrical workers) <input type="checkbox"/> Traffic cones (4 minimum) |
|--|--|

Class 2A

(OH Connection Points)

- Linesman's Harness (<10 years)
- Linesman's Lanyard (pole strap/belt <10 years)
- Extension ladder with rope & flag

Class 2B

- 5mm Insulated T spanner
- Insulating Mat
- Insulating Pillar Screening kit

Class 2C

- Linesman's Harness (<10 years)
- Linesman's Lanyard (pole strap/belt <10 years)
- OH Mains Wire Brush
- Insulating Line Covers
- OH Pole Rescue kit
- Extension ladder with rope & flag

Class 2D

- Nil

EWP Requirements

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Insulation test within 6 months of last test date <input type="checkbox"/> RMS licence, stand & operate permit <input type="checkbox"/> Base control, Dead man Switch, Controlled Descent Device in good working condition | <ul style="list-style-type: none"> <input type="checkbox"/> Overall condition of hydraulic system, no leaks <input type="checkbox"/> EWP & Operator has completed training in operating cranes and plant in proximity to overhead powerlines i.e. 5099, ISSC 26, NS209, UETTDREL14A or UETTDREL16A |
|---|--|

Annexure K – ASP/2 Major Safety Breaches

Ausgrid Comments on the Code of Practice – Installation Safety Management (2015)

Ausgrid classes the major safety breaches listed in the Code as those departures from AS/NZS 3000 which are **immediately** or **potentially** dangerous to life, health or property. Any major safety breaches must not be connected to the network or, if already connected, must not be left connected.

Any other departures from AS/NZS 3000 are classed as minor safety breaches, which are not immediately or potentially dangerous. Minor safety breaches do not warrant immediate disconnection or isolation. Minor safety breaches must be repaired or rectified within a reasonable time. Ausgrid recommends that minor safety breaches are repaired or disconnected as soon as practicable.

The minimum acceptable insulation resistance for **new** electrical low voltage wiring is 1,000,000 ohms (1M Ω) as detailed in section 8 of AS/NZS 3000. Insulation resistance values measuring less than the requirements of section 8 of AS/NZS 3000 shall be classed as a **major** safety breach.

The minimum acceptable insulation resistance for **existing** low voltage wiring in electrical installations is 250,000 ohms. This reduced minimum insulation resistance is accepted as the minimum safe value for the insulation of existing wiring which has been subject to the ageing process.

The minimum insulation resistance between conductors and between conductors and earth of new *service mains* shall not be less than 50,000,000 ohms (50M Ω).

Extract from:

CODE OF PRACTICE - INSTALLATION SAFETY MANAGEMENT

Issue Date August 2015

Appendix 3: Major Safety Breaches

For the purpose of this Code of Practice, major safety breaches are regarded as those departures from AS 3000 SAA Wiring Rules, which are dangerous to life, health or property. In general the following types of safety breaches are to be regarded as major safety breaches:

a) Exposed live parts

- exposed live terminals on accessible equipment. *This does not include lamp holders and fuse bases.* Accessible shall be taken to mean access by unauthorised persons, without the use of a tool or key.
- exposed conductors of unterminated or damaged cables which can be energised by the operation of a switch, or circuit-breaker or insertion of a fuse,
- bare aerial conductors in accessible positions.

b) Earthing System

- open circuit or high resistance (>2 ohms) from any point on the installation required to be earthed to the neutral conductor of the supply system,
- unearthed exposed metal which is in an earthed situation.

c) Insulation Resistance

- low resistance (<100,000 ohms) between live conductors and earthing conductors of a cable,
- low resistance (<10,000 ohms) between live parts and earthed parts of appliances which incorporate a heating element;
- low resistance (<100,000 ohms) on other low voltage equipment.

Annexure K – ASP/2 Major Safety Breaches

d) Overloaded Equipment

- socket outlets, switches, switchboard equipment, cables and accessories operating in excess of 125% of current rating,
- appliances and cables which have overheated to such an extent that serious damage or fire has occurred or could be expected to occur

e) Overcurrent Protection and Earth Leakage Current Protection

- no overcurrent device, or residual current device provided where required.

f) Polarity

- incorrect connection of active, neutral and earthing conductors at socket outlets, lampholders, switchboard equipment and appliances, isolating device not operating in active conductor(s).

g) Unsuitable Equipment

- equipment, exposed to the weather or other damp situations, which is not adequately protected against the ingress of water,
- equipment, installed in a hazardous location, which is not of an explosion protected type or equivalent,
- equipment used in a dangerous manner,
- equipment, installed for the supply of fire and smoke control equipment and lifts, which does not provide the required level of protection against fire & mechanical protection.

Annexure L – ASP/2 Meter Security Form



Meter Security Increase / Decrease Request

Important – Prior to completing this form, please ensure that you email ASPLLevel2@ausgrid.com.au to confirm your existing ASP/2 security account details.

I wish to increase / decrease my ASP/2 security deposit as detailed in Ausgrid's *ES4 – Service Provider Authorisation*

Details – ASP/2		
Contact Name:	AUC#:	
Company Name (Trading as):	Phone number:	
Address:	Postcode:	
Security Account #: _____ Confirmed with Ausgrid as requested above: <input type="checkbox"/> Yes (mandatory)		
Current Meter Security Deposit		
Current Meter Security Held:		
_____ Meters x \$50 = \$ _____ (A)	Confirmed with Ausgrid as requested above: <input type="checkbox"/> Yes (mandatory)	
Proposed Meter Security Deposit		
Proposed Total Meter Security Amount (including existing security):		
_____ Meters x \$50 = \$ _____ (B)		
Note: Any increase or decrease must be in multiples of five (5) meters		
The meter security deposit is required to be increased / decreased by : \$ _____ (C) - Difference between A & B		
<u>For increases in security only:</u>		
I can confirm that I have paid the additional security required (C) into my security account and the receipt number is below: <input type="checkbox"/> Yes (mandatory)		
Receipt Number #: _____(mandatory)		
<i>Note: To make a payment to your Security Account via Phone, please call 13 13 65 (an automated service). Once payment is made, a receipt number will be issued that must be noted above.</i>		
I have completed the requirements above and confirm that I am requesting my security deposit to be increased/decreased as per the above details.		
_____	_____	____/____/____
Name	Signed	Date
Completed forms are to be emailed to ASPLLevel2@ausgrid.com.au .		
OFFICE USE ONLY		
Security Account # _____	Previous Balance: \$ _____	
Is Refund Required? Yes/No	Amount refunded/paid: \$ _____	
	TOTAL \$ _____	
	Processed by: _____	
Metering Business System		
Existing maximum issue: _____	New maximum Issue: _____	
	MBS updated by: _____	
SAP updated: _____	AUC record updated by: _____	

Annexure M – ASP/2 Application for Bulk Issue of Approved Electronic Metering

Application and Agreement



This application and agreement is to participate in special arrangements for limited bulk issuing of single and three phase, single electronic (E1, E3, B1 and B3) meters. Ausgrid will provide these meters under these arrangements from the local regional meter issuing office to Class 2D Accredited Service Providers qualifying under the conditions set out in this form.

Conditions

I am currently authorised by Ausgrid as a Class 2D Accredited Service Provider (ASP) (in accordance with Ausgrid's publication ES4 – Accredited Service Provider Authorisation) and agree that:

1. I have had no meters previously issued to me that were or are overdue.
2. I will lodge a Connection Application form with Ausgrid and obtain an installation Job Number before installing any metering instruments in accordance with the current Ausgrid conditions for Authorisation.
3. I will maintain currency of Accreditation and Authorisation during the period meters are issued in bulk to me and abide by the conditions in particular the requirement to submit a *Notification of Service Work (NOSW)* form to Ausgrid within 2 days of energising an installation.
4. I will ensure the number of uninstalled instruments (issued by Ausgrid) at any one time does not exceed the limit as determined by my meter security deposit and Authorisation.
5. I will only install the instruments supplied by Ausgrid on installations connected to Ausgrid's distribution network.
6. I have demonstrated to Ausgrid that I will keep an up to date meter tracking system that will indicate the physical location of all meters issued to me at any given time (i.e. in vehicle No., at workshop, installed at xxx address on xxx date, NOSW submitted xxx Date, Ausgrid job number etc). An extract of this system must be submitted to Ausgrid when applying for approval for bulk issue meters and at re-authorisation.
7. I will install or return to Ausgrid all instruments issued under these arrangements within 30 days of their issue date.
8. I will return all instruments I remove from existing installations to Ausgrid as per the requirements of my current Authorisation.
9. I acknowledge that my meter issue history will be reviewed at my re-authorisation interview and a breach of these conditions will result in the suspension or cancellation of the arrangements with Ausgrid for the bulk Issue of electronic metering equipment.
10. If my Authorisation is cancelled, I agree that Ausgrid has the right to use my security deposit to recover any outstanding metering costs associated with carrying out *authorised work*.

Company: _____ AUC Number: _____ Meter Tracking system attached

Name: _____ AUP Number: _____ Signed: _____ Date: _____

All completed forms should be forwarded to Ausgrid's Authorisations group at ASPLLevel2@ausgrid.com.au for assessment.

Ausgrid's Authorisations group will inform you if your application has been successful and will advise the local Network Services group of your new arrangement.



NOTIFICATION OF SERVICE WORK (NOSW)

The Accredited Service Provider (ASP) **MUST** submit this fully completed form by either hand delivering to a Field Operations regional office, faxing or e-mailing directly to the Data Group within **TWO** working days of completion of the project.

Section A - CUSTOMER & METERING DETAILS (Please use BLOCK LETTERS)

Job No.

Customer's Surname: _____	National Metering Identifier (NMI):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer's Given Names: _____	Pole/Pillar No: _____								
Address: _____ <small>(Lot No./Street No./Unit No.) (Street) (Suburb) (Post Code)</small>									
Phone: _____					Nearest Cross Street: _____				
Substation No. _____ Is the service connected to a low voltage link pole/pillar, what is the Link No. _____					Meter Position/Location: <input type="checkbox"/> L/H <input type="checkbox"/> R/H <input type="checkbox"/> FRONT <input type="checkbox"/> REAR <input type="checkbox"/> UNMETERED Details of other location: _____				

METER STATUS: REMOVED (R) - INSTALLED (I) - EXISTING (E) - NO 3 PHASE LOAD INSTALLED (IN)

R / I / E IN	METER PREFIX	METER NUMBER	DIALS		SIZE (AMPS)	No. OF PHASES	READING	Meter Structure	TARIFF
			No.	Dec.					

LOAD CONTROL EQUIPMENT: REMOVED (R) - INSTALLED (I) - EXISTING (E)

R / I / E	EQUIPMENT PREFIX	EQUIPMENT NUMBER	TYPE Freq/Clock	CHANNEL No./TIME	TARIFF		
					OP1	OP2	Other/Str

Office Use	
Verified By	
Confirmed By	
Date	

Section B - SERVICE WORK DETAILS (indicate X in all appropriate boxes and AUP number of staff completing specific work)

Type of work:	AUP Completing Specific Work	Associated ASP (NOSW)/Electrical Contractor (CCEW) details:
<input type="checkbox"/> Class 2A Disc/Reco	AUP: _____	NOSW: Name: _____
<input type="checkbox"/> Class 2B U/G Service Line	AUP: _____	Address: _____
<input type="checkbox"/> Class 2C O/H Service Line	AUP: _____	AUC Number: _____
<input type="checkbox"/> Class 2D Metering	AUP: _____	Category: 2A <input type="checkbox"/> 2B <input type="checkbox"/> 2C <input type="checkbox"/> 2D <input type="checkbox"/>
<input type="checkbox"/> Defect Rectification	AUP: _____	
Service details:		CCEW: Name: _____
<input type="checkbox"/> New Installation <input type="checkbox"/> Alteration/Addition to Existing Service		Address: _____
<input type="checkbox"/> UGOH <input type="checkbox"/> Suspended/Mid Span OH Service		Licence Number: _____
<input type="checkbox"/> Service greater than 100A, AG to Inspect before energising		
<input type="checkbox"/> Special Small Service, AG to Inspect		<input type="checkbox"/> Perm/Disc
		Installation connected to: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Phase(s)

Section C - TEST REPORT proving that the work complies with the required safety standards.

1. Point of Attachment Bonded/Effectively Earthed <input type="checkbox"/>	2. Polarity <input type="checkbox"/>	3. Phase Rotation <input type="checkbox"/>	4. External Metalwork not Alive <input type="checkbox"/>
5. Insulation Resistance <input type="checkbox"/>	6. Earth Integrity <input type="checkbox"/>	7. Neutral Integrity Test as per AS4741 <input type="checkbox"/>	8. Correct Meter Connection <input type="checkbox"/>
9. Pre-energising Check <input type="checkbox"/>	10. De-energising Check <input type="checkbox"/>		

Section D - CERTIFICATION BY AUTHORISED SERVICE PROVIDER

I/we notify that the service work described in this notice complies with Ausgrid's requirements and Service and Installation Rules of NSW and has been completed as follows:

Energised to: MAIN SWITCH (Tagged Off) COMPLETE INSTALLATION PERM/DISC Date: _____

Phone Number _____ Fax Number _____

Accredited Service Provider: _____

 Work tested, energised and sealed by: _____
 Signature: _____
 A.428 Inspector's Comments: _____

Accreditation No: _____
 Authorised Person No: _____
 Date _____



NOTIFICATION OF SERVICE WORK (NOSW)

DIAGRAM of OH and/or UG Service Line to the Point of Attachment

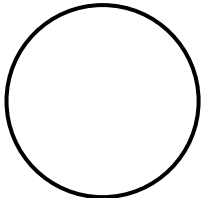
Job No.

House/Lot No. _____ Street _____

Nearest Cross Street _____

Suburb _____ Service Provider AUC No. _____

(North Point)



For Unmetered Installations

Customer Site ID: _____

GPS Co-ordinates: _____

Office use Only

Private Lead in Pole A.....Y/N

Complex NOSW.....Y/N

Sent to GIS - Date.....Y/N

PL: _____

Cov: _____

NP No: _____

BK: _____ / _____

The sketch of the service main route to the customer's POA must show the following details:

General:

- Street alignments
- Lot boundaries
- Lot/House numbers
- Name of street and suburb
- North point
- Nearest cross street
- Accredited Service Provider's name and phone number
- Route of service mains
- Reference points from which all measurements were taken
- As per Service and Installation Rules of NSW

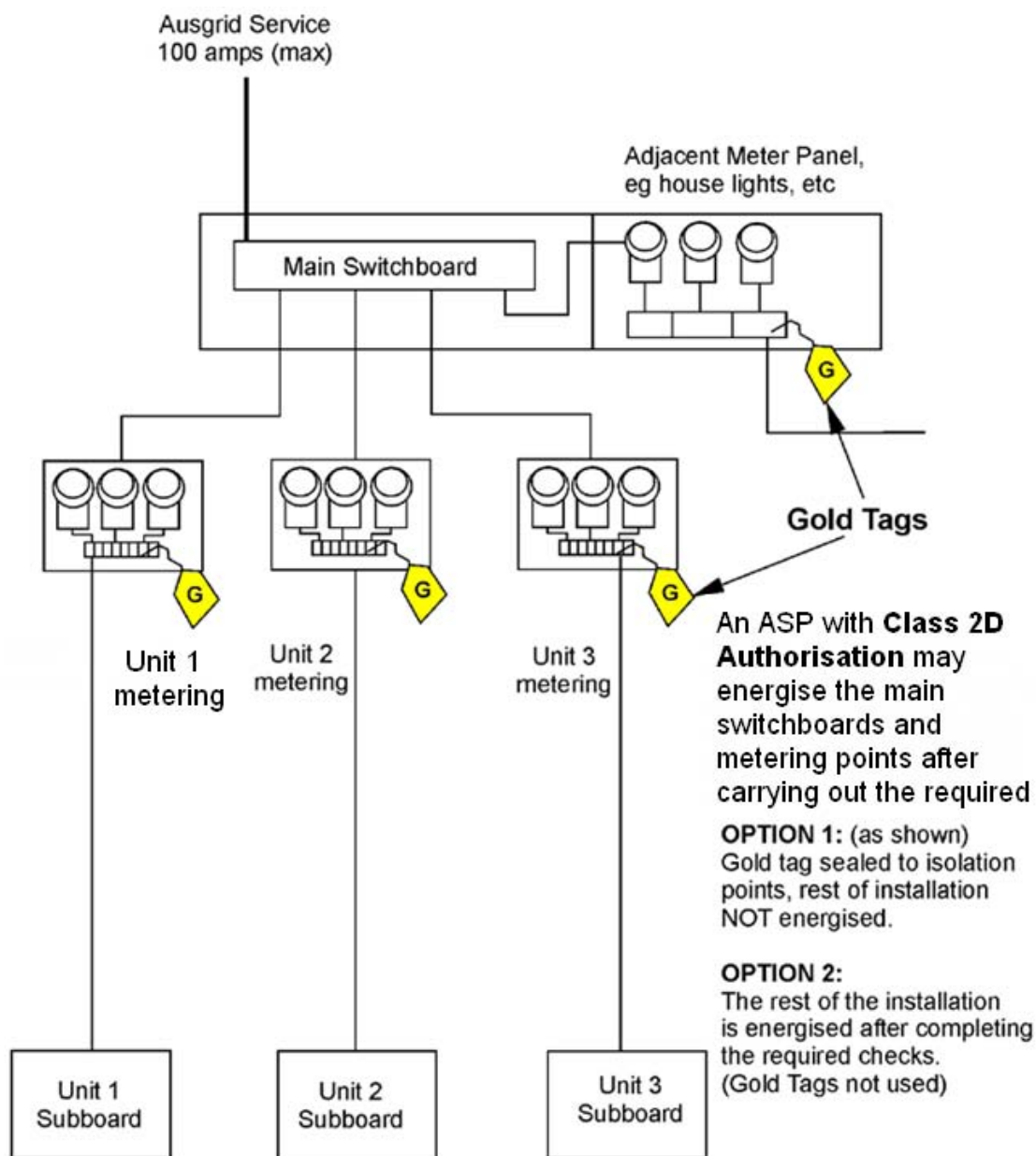
Underground:

- Pillar/Pole Number, indicate any open points, (which side).
- Reference the position of the service in the ground
- Depth of cover over the service
- Position of cable joints and conduits (and their end points)
- Type of joint (if applicable)
- All deviation points

Overhead:

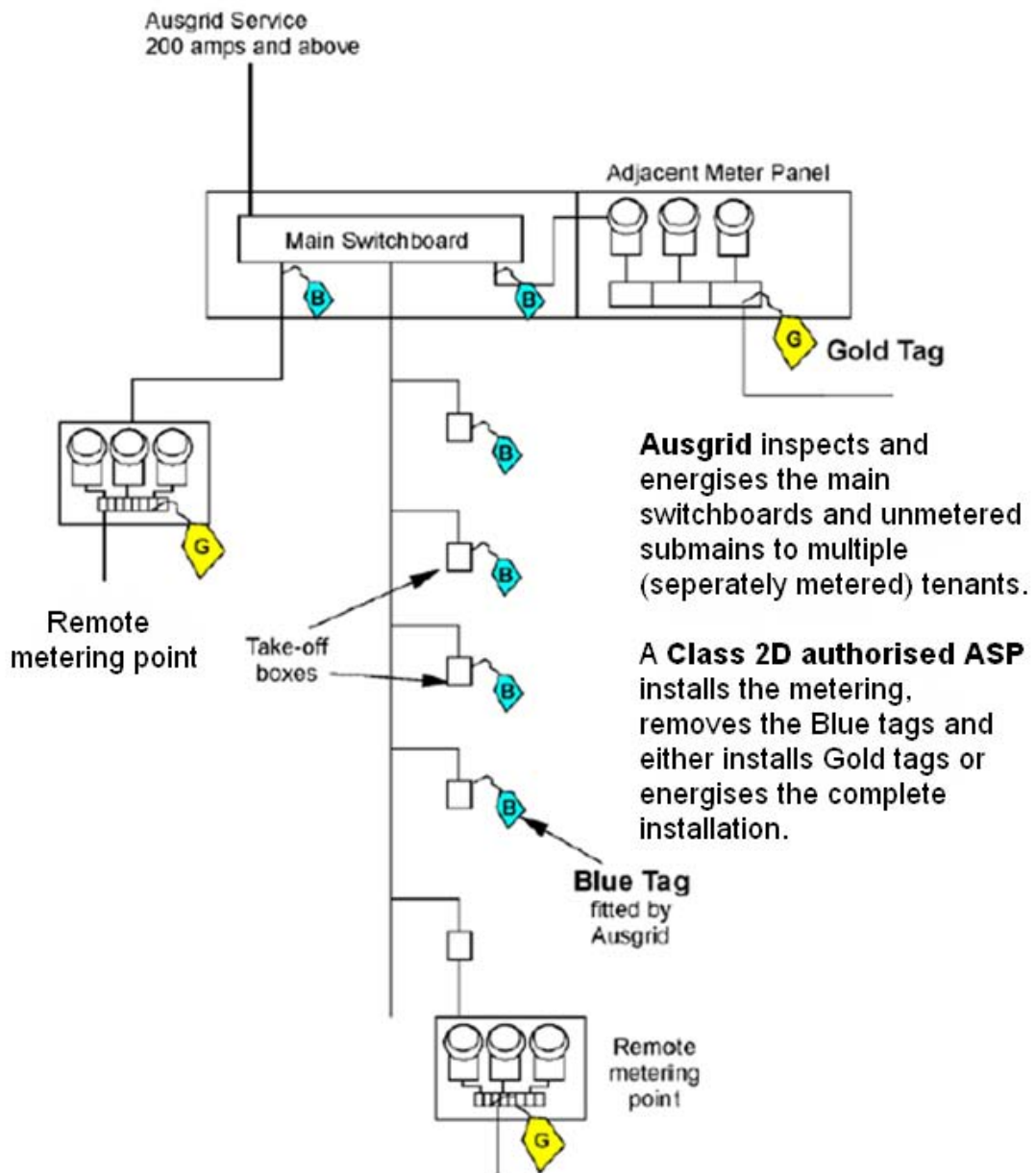
- Pole number
- Service connection side at distributor pole
- Position of new service in relation to open points (which side)

Annexure O – Energising Installations with Multiple Units



EXAMPLE 1: (load 100 amps or less) - Gold Tag Option

Annexure O – Energising Installations with Multiple Units



EXAMPLE 2: (load exceeds 100 amps) - Blue Tag Option

Annexure P – Training Contacts List and Booking Request Form



Applicant's Details:

First Name:	Surname:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Classification:	D.O.B:	ASP/1 <input type="checkbox"/> ASP/2 <input type="checkbox"/>
Contact No:	USI *:	AUP: (existing ASPs only)
Company:	Email:	AUC:
Preferred Training Location: Sydney <input type="checkbox"/> Central Coast <input type="checkbox"/> Newcastle <input type="checkbox"/>		

* Unique Student Identifier. For more information and to register, please visit usi.gov.au.

Note: Bookings should be made at least **three months prior** to the date the training is required.

Training Courses/Unit of Competency	Who can deliver the training	Tick Box/s for all course/s you wish to book into
Ausgrids Electrical Safety Rules (ESRs) / UETDRRF01B – Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus (See note 1); And Ausgrid's Environmental Procedures (NS174) (See note 2); And UETDRRF09B - Apply access procedures to work on or near electrical network infrastructure	<u>ASP/1s:</u> Ausgrid ONLY <u>ASP2s:</u> Initial – Ausgrid ONLY Refresher – Ausgrid or an approved RTO (See note 1)	Initial: <input type="checkbox"/> Refresher: <input type="checkbox"/>
UETDRRF10B - Provide first aid in an ESI environment	Ausgrid OR External RTO	Initial: <input type="checkbox"/> Refresher: <input type="checkbox"/>
HLTAID001 – Provide Cardiopulmonary Resuscitation	Ausgrid OR External RTO	Initial: <input type="checkbox"/> Refresher: <input type="checkbox"/>
UETDRRF06B – Perform rescue from a live LV panel	Ausgrid OR External RTO	Initial: <input type="checkbox"/> Refresher: <input type="checkbox"/>
UETDRRF02B – Perform pole top rescue	Ausgrid OR External RTO	Initial: <input type="checkbox"/> Refresher: <input type="checkbox"/>
UETDRRF08B - Perform EWP controlled descent escape	Ausgrid OR External RTO	Initial: <input type="checkbox"/> Refresher: <input type="checkbox"/>
UETDRRF03B - Perform EWP Rescue	Ausgrid OR External RTO	Initial: <input type="checkbox"/> Refresher: <input type="checkbox"/>
UETDRRF11A - Testing of connections to low voltage electricity network	Ausgrid OR External RTO	Initial: <input type="checkbox"/> Refresher: <input type="checkbox"/>
TTDO1653 – Application of Overhead Low Voltage Short Circuits	Ausgrid ONLY	<input type="checkbox"/>
TTDO1804C – Application of Overhead Access Permit and Working Earths – Combined EWP and Ladder	Ausgrid ONLY	<input type="checkbox"/>
Access Permit Recipient training	Ausgrid ONLY	Initial - Restricted: <input type="checkbox"/> Initial – Un-restricted: <input type="checkbox"/> Refresher Either: <input type="checkbox"/>
M2325B - Triple End Cable Sealing	Ausgrid ONLY	<input type="checkbox"/>
SC1000A - Substation Entry	Ausgrid ONLY	<input type="checkbox"/>
SC1000 - Substation Entry Package (See note 3)	Ausgrid ONLY	<input type="checkbox"/>
SC1100A - Work Near or Around Underground Cables	Ausgrid ONLY	<input type="checkbox"/>
SC1100 - Work Near or Around Underground Cables Package (See note 3)	Ausgrid ONLY	<input type="checkbox"/>
SC1200 - Substation Entry and Work Near or Around Underground Cables (See note 3)	Ausgrid ONLY	<input type="checkbox"/>

For enquiries regarding Ausgrid Training please contact our training group on **8745 1561** or **4951 0853** during business hours.

All training requests to Ausgrid must be emailed to training@ausgrid.com.au.

Annexure P – Training Contacts List and Booking Request Form



Notes:

1. All ASP/2s must complete their initial Ausgrid Electrical Safety Rules (ESR) training with Ausgrid's Training Group. After the initial training the annual refresher training required is "UETDRRF01B - Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus", which can be completed with Ausgrid's Training Group or a Registered Training Organisation (RTO) approved to deliver the Ausgrid aligned training. A list of Approved RTO's are listed on the ASP Level 2 page which can be accessed from the Ausgrid website www.ausgrid.com.au.
2. When ASP/2s attend their initial Ausgrid Electrical Safety Rules (ESR) training they will also complete Ausgrids Environment Procedures (NS174) training. ASP/2s are not required to complete an annual refresher in Ausgrids Environmental Procedures (NS174) training.
3. Training Package Descriptions - The following training packages are available through Ausgrid's Training Group.

SC1000 - Substation Entry Training Package (2.5 days) this includes:

- SC1000A - Substation Entry;
- Ausgrids Electrical Safety Rules (ESRs);
- Ausgrid's Environmental Procedures (NS174);
- UETDRRF06B – Perform rescue from a live LV panel;
- UETDRRF09B – Apply access procedures to work on or near electrical network infrastructure;
- UETDRRF10B – Provide first aid in an ESI environment; and
- HLTAID001 – Provide Cardiopulmonary Resuscitation.

SC1100 - Work Near or Around Underground Cables Training Package (2.5 days) this includes:

- SC1100A - Work Near or Around Underground Cables;
- Ausgrids Electrical Safety Rules (ESRs);
- Ausgrid's Environmental Procedures (NS174);
- UETDRRF06B – Perform rescue from a live LV panel;
- UETDRRF09B – Apply access procedures to work on or near electrical network infrastructure;
- UETDRRF10B – Provide first aid in an ESI environment; and
- HLTAID001 – Provide Cardiopulmonary Resuscitation.

SC1200 - Substation Entry & Work Near or Around Underground Cables Training Package (3 days) this includes:

- SC1000A - Substation Entry;
- SC1100A - Work Near or Around Underground Cables;
- Ausgrids Electrical Safety Rules (ESRs);
- Ausgrid's Environmental Procedures (NS174);
- UETDRRF06B – Perform rescue from a live LV panel;
- UETDRRF09B – Apply access procedures to work on or near electrical network infrastructure;
- UETDRRF10B – Provide first aid in an ESI environment; and
- HLTAID001 – Provide Cardiopulmonary Resuscitation..

General Notes:

- ASP/1s Refer to Appendix B for training requirements
- ASP/2s Refer to Appendix H for training requirements
- Registered training Organisation (RTO) must have the unit of competency on their scope of registration
- Individuals completing refresher training within 12months of the Expiry Date (Which is within 24months since the training was undertaken) will only be required to undertake refresher training, whilst training which has lapsed for longer than 12months of the Expiry Date, will require the individual to retake full initial training.
- Ausgrid does not deliver either of the following courses:
 - UETDREL14A Working safely near live electrical apparatus as a non-electrical worker; or
 - UETDREL16A Working safely near live electrical apparatus.

Annexure Q - Replacement Electricity Supply Industry (ESI) Skills Passport Application Form



Details - Applicant (Please use BLOCK LETTERS)

Applicant - First Name: _____ Surname: _____

Mailing Address: _____

Date of Birth: _____ Gender: Male Female

Phone: _____ Fax: _____ Mobile: _____

USI No: _____ * Unique Student Identifier. For more information and to register, please visit usi.gov.au.

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

Non Electrical

For replacement passports, please supply your previous passport number: 60

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

Annexure R - ASP/3 Authorisation Application or Change of Details Form



This form is required to request authorisation as a Level 3 Accredited Service Provider in Ausgrid's distribution area to access Ausgrid's network information to prepare and submit contestable designs.

Initial Authorisation Re-Authorisation Change of employer

Details - Authorised Person (Please use BLOCK LETTERS)

Applicant - First Name: _____ Surname: _____ AUP No: _____

H ID#: (existing ASP's only): _____ Category of Accreditation: Overhead (3A) Underground (3B)

Email Address: (Must be a unique email address): _____

Phone: _____ Mobile: _____

Note: If the applicant does not have a **H ID#** then they must complete the *ASP3 Training ID Information Form* and submit it to **ASPLLevel3@ausgrid.com.au** requesting the number be created. This number will be required when logging into the eLearning page to complete the *Information Security Awareness* training.

Details - Level 3 Accredited Service Provider company (Please use BLOCK LETTERS)

Trading name (as appears on the letter from the NSW Department of Planning & Environment and the ASIC website)

Company Name: _____

AUC Number: _____ Expiry Date: _____ Class of Accreditation: Overhead (3A) Underground (3B)

ABN/ACN: _____ Company Email Address: _____

Postal Address: _____

Company Phone: _____ Company Mobile: _____

I certify that I have attached copies of:

- A copy of an AFP National Police Check certificate (completed within the last six months)
- A copy of a current drivers license or passport
- A copy of the company's Department of Planning & Environment accreditation letter (receipt not accepted)
- A copy of the individual's Department of Planning & Environment accreditation letter (receipt not accepted)
- A 'JPEG' passport style photo of the applicant

I certify that I have:

- A copy of and have read and understand Ausgrid's Code of Conduct & Statement of Business Ethics
- Completed Ausgrid's Information Security Awareness training. Date: _____

By signing below, you are confirming that:

- you have obtained copies of and reviewed the relevant Ausgrid network standards and policies relevant to your work;
- the relevant network standards and policies are consistent with your arrangements for performing Level 3 Accredited Service Provider work in Ausgrid's Distribution area;
- you will protect and safeguard the network information against unauthorised publication or disclosure;
- you will ensure that the network information is held solely within Australia, and not accessible from outside Australia;
- you will not to use network information for any reason or purpose except as required for the preparation and submission of a proposed design scope or contestable design;
- you will comply with any security measures in connection with network information that may be required by Ausgrid;
- you acknowledge your obligations with regards to the network information under this authorisation continue after the completion or termination of any employment with the Level 3 ASP, engagement or assignment in relation to contestable projects; and
- you acknowledge and agree that Ausgrid may suspend or cancel your authorisation at any time on the grounds of non-compliance with Ausgrid policies and the conditions of your authorisation and accreditation with the NSW Department of Planning & Environment's Accreditation of Providers of Contestable Services (Scheme Rules).

Applicant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Ausgrid Office Use Only

Auth Officer: _____

Auth Officer sign: _____

Date Signed: _____

*Please send completed form and supporting documentation to: **ASPLLevel3@ausgrid.com.au** (Enquires should be via email to the same address)

Annexure S – Field Recording of Network Assets Authorisation Application Form



Applicant's Details:		Initial Authorisation <input type="checkbox"/>	Reauthorisation <input type="checkbox"/>
Individuals Name:		Contact Number:	
Male <input type="checkbox"/> Female <input type="checkbox"/>	D.O.B:	USI *:	
Email Address:		Company Contact No:	
Company Name:		Company Email Address:	
Company Postal Address:			

* Unique Student Identifier. For more information and to register, please visit usi.gov.au.

Required Prerequisites and Training:

<p>1. Qualifications or Experience (Initial Applications Only)</p> <p><input type="checkbox"/> Diploma (or higher qualification) in Electrical Engineering; or <input type="checkbox"/> Diploma (or higher qualification) in Civil Engineering; or <input type="checkbox"/> Diploma (or higher qualification) in Geographic Information System (GIS); or <input type="checkbox"/> Diploma (or higher qualification) in Mapping; or <input type="checkbox"/> Diploma (or higher qualification) in Drafting; or <input type="checkbox"/> Diploma (or higher qualification) in Surveying; or <input type="checkbox"/> Minimum twelve (12) months experience in the field recording of utility company assets within the previous three (3) years (See Note). Note: Evidence of experience must include an accompanying portfolio with a minimum of three (3) previously completed field recordings of utility company assets and a letter from the employer confirming employment.</p>	<p>Copy Attached <input type="checkbox"/></p> <p>Copy Attached <input type="checkbox"/></p> <p>Copy Attached <input type="checkbox"/></p> <p>Copy Attached <input type="checkbox"/></p> <p>Copy Attached <input type="checkbox"/></p> <p>Copy Attached <input type="checkbox"/></p> <p>Evidence Attached <input type="checkbox"/></p> <p>N/A (Reauthorisation) <input type="checkbox"/></p>
<p>2. SafeWork NSW General Construction Induction card – “White Card”</p>	<p>Copy Attached <input type="checkbox"/></p>
<p>3. Mandatory Safety Training</p> <p><input type="checkbox"/> Ausgrid's Electrical Safety Rules (ESRs) (See notes 1 & 2); <input type="checkbox"/> Ausgrid's Environmental Procedures (NS174) (See notes 1 & 2); <input type="checkbox"/> <u>HLTAID001</u> – Provide Cardiopulmonary Resuscitation (See note 1); <input type="checkbox"/> <u>UETTDRRF06B</u> – Perform rescue from a live LV panel (See note 1); <input type="checkbox"/> <u>UETTDRRF09B</u> – Apply access procedures to work on or near electrical network infrastructure (See note 1); <input type="checkbox"/> <u>UETTDRRF10B</u> – Provide first aid in an ESI environment (See note 1); <input type="checkbox"/> <u>SC1100A</u> – Safe work near underground assets or equivalent; and Note: To arrange any of the required mandatory safety training please refer to Appendix P</p>	<p>Evidence Attached <input type="checkbox"/></p>
<p>4. Field Recording of Network Assets training (AMGS0001)</p> <p><input type="checkbox"/> Completed already <input type="checkbox"/> Required - Training will be arranged following the successful assessment of Items 1-3 above. Training will be conducted at either Silverwater or Wallsend.</p>	<p>Evidence Attached <input type="checkbox"/></p> <p>Preferred Training Location: Silverwater <input type="checkbox"/> Wallsend <input type="checkbox"/></p>
<p>5. ID Photo (Preferably in JPEG format)</p>	<p>Copy Attached <input type="checkbox"/></p>
<p>6. Do you consent to having your companies contact details added to the list of authorised Field Recorders available on the Ausgrid website? Which Ausgrid Network Area are you proposing to work in? Ausgrid Network Area relates to the geographic area North and/or South of the Hawkesbury River in which the nominated company has indicated they are willing to conduct the field recording of network assets.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Ausgrid Network Area: North of the Hawkesbury <input type="checkbox"/> South of the Hawkesbury <input type="checkbox"/> Both <input type="checkbox"/></p>

Company Management's Approval:

I confirm that the applicant should be assessed for compliance with the prerequisites for Field Recording of Network Assets training, and if assessed to meet these requirements, be authorised/reauthorised to conduct this work.

Name:	Position:	Signed:	Date:
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Initial application forms to gis@ausgrid.com.au

Reauthorisation application forms to Electricalauthorisations@ausgrid.com.au

Notes:

- This training requires an **annual refresher**.
- Ausgrid's Electrical Safety Rules (ESRs) and Environmental Procedures (NS174) training is to be delivered through Ausgrid's Training Group only. Training provided by another RTO or Distributor will not be recognised.