ASP General Information
Electrical Safety & Authorisations

Ausgrid

Alert Number: GI33_19   **17 October 2019**

Subject: ASP2 Authorisation Process - Pegasus

Dear ASP2s,

Ausgrid and Pegasus are nearing completion of the development of our ASP Authorisation Management System and are planning to go live from **6 November 2019** for ASP2 authorisations. The following information details the transition requirements and changes that will come into effect once the ASP Authorisation Management System goes live.

Contents

System Benefits

As detailed in previous general information notices, the benefits the ASP Authorisation Management System will provide to ASPs include:

- A web based online ASP Portal which provides ASP companies the ability to:
  - View, track and manage all documentation and evidence required for company and individual ASP authorisations with Ausgrid; and
  - View, track and manage workers registered and authorised with the ASP company, including the option to allow workers to view or manage their own ASP authorisation, training and competency documentation.
- A more streamlined application and renewal process with guidance notes (Business Rules) for the required documents and evidence relevant to the ASP authorisations;
- Increased support for ASP authorisation applications via the Pegasus support team;
- Automated email reminders that are sent out prior to any competency, training or requirement expiration date; and
- An individual's training and competency documentation, once uploaded and verified, is shown as compliant for all other roles.

Changes to the current process

ASP2 Company Authorisation

The current ASP2 authorisation process requires an individual to include information for the ASP2 company as part of their ASP2 authorisation application. Ausgrid review the submitted application and documents to check the individual and company meet compliance requirements. Once compliance of all requirements is met the ASP2 individual is issued or renewed an ASP2 authorisation.

With the implementation of the ASP Authorisation Management System the above process for individual and company authorisations will separate. This will see the requirement for a formal annual ASP2 company authorisation which is independent to any individual ASP2 authorisation.

Individual authorisations will not need to be renewed, provided the training that supports the authorisation is maintained.

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

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

A revised ASP2 company authorisation agreement will be available in the ASP Authorisation Management System as a pdf to download. The ASP2 company authorisation agreement is required to be signed and uploaded annually as part of the ongoing compliance of the ASP2 company authorisation.

The Sales Order will be available in the ASP Authorisation Management System. This document provides ASP2s with the ASP2 company authorisation fees and approval for Ausgrid to charge for the ASP2 authorisation services. The Sales Order is required to be signed and uploaded annually as part of the ongoing compliance of the ASP2 company authorisation. The fees are outlined below on page 3.

ASP2 Company Authorisation meeting

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

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

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

ASP Authorisation Applications – Company and Individual

All ASP company and individual authorisation applications from 6 November 2019 will be made via the Ausgrid ASP Authorisation Management System (ASP portal). The Ausgrid ASP portal will provide information for ASPs to be able to register in the system, assign roles[1] and upload all required documents for ASP authorisations. Pegasus have a support team that will be able to help ASPs through the process if required.

The ASP Portal will provide ASP companies the ability to view their authorised workers, the roles (authorisations) they hold, and any competency required for that role. Where a competency has an expiry date the ASP company will receive reminder notifications from Pegasus. This provides ASP companies with an ASP authorisation management tool for their own workforce and should help ensure that the company and workers remain compliant for any ASP authorised work they perform on Ausgrid's network.

ASP Individual Authorisation Sessions

As part of the development of the ASP Authorisation Management System, Ausgrid has reviewed the requirements for ASP individuals to attend an initial ASP authorisation session. It has been identified that the ASP Authorisation Management System can host online eLearning courses. Based on the ASP authorisation process review and capability of the new system Ausgrid has developed an online eLearning course to replace the current ASP authorisation classroom sessions.

With the implementation of the new system all ASP individuals applying for an ASP authorisation will be required to complete the online ASP authorisation session eLearn course as part of their application process. The online course will be valid for 3 years and will require refresher to remain current. This course may also be updated over time and reissued to all current ASPs to complete as part of their requirement to maintain ASP authorisation.

To ensure compliance and accuracy of records, all ASP individuals will be required to complete the online ASP authorisation session eLearn course. This will require any currently authorised ASP individuals to complete this as part of the ASP authorisation renewal process in the ASP Authorisation Management System.

ASP2 Individual Authorisation Agreements

The current ASP2 individual authorisation agreements that are required to be signed and submitted annually as part of the ASP authorisation process have been reviewed. The ASP2 individual authorisation agreement will only be required to be signed and uploaded at an ASPs initial authorisation for each company an individual is authorised under.

Where the ASP2 individual maintains their requirements to be authorised and has no breach or disciplinary actions taken against them, this agreement will remain valid perpetually. The ASP2 individual authorisation agreement may need to be resigned where an authorisation is suspended/cancelled, or changes/revisions have been made. All ASP2 individual initial

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[1] Roles in the ASP Authorisation Management System define individual ASP authorisation classes and required documents/evidence for that class.

and renewal applications in the ASP Authorisation Management System will be required to sign the revised ASP2 individual authorisation agreement when they first enter the system.

ASP Authorisation Card

The ASP Authorisation Management System will provide individuals with a Pegasus ID card. This Pegasus ID card will have the individuals name, Pegasus ID number, passport style photo and a QR code and will replace the current Ausgrid issued ASP authorisation card. Ausgrid staff will be able to check an individual's authorisations and relevant competencies via a mobile app. This will allow quicker onsite checks by Ausgrid and provide more accurate up to date information to ensure that all individuals performing contestable work on or near Ausgrid's network are compliant.

Please note that the Pegasus ID card is for use as an ASP authorisation compliance and auditing tool. It does not replace any regulatory or other governing body requirements to have suitable training and competency documentation/evidence available on site.

Field Safety Audits

Ausgrid has reviewed the process and requirements for ASP2 Field Safety Audits. As part of the change to the ASP Authorisation Management System, ASP2 Field Safety Audits will no longer be required as part of the ASP2 authorisation process. Any ASP2 authorisation that expires from 6 November 2019 will no longer be required to have a Field Safety Audit to maintain their ASP2 authorisation.

While the requirement to have a Field Safety Audit will be removed from the ASP2 authorisation process, Ausgrid is reviewing alternate options to have a more targeted and efficient approach for both ASPs and Ausgrid for the auditing of ASP2s. Further information will be provided once an alternate process has been developed.

ASP Authorisation fees

Ausgrid has reviewed the ASP authorisation fees in line with the process changes and current Australian Energy Regulator (AER) 2019-24 regulatory control period. The fees have been simplified to be either initial (new) authorisation or maintain authorisation fee. As part of the authorisation process ASPs will need to sign and submit a sales order accepting the authorisation fees.

One advantage of the ASP Authorisation Management System is that once an individual holds a valid ASP Authorisation with Ausgrid under an ASP company, they can add or upgrade their authorisation with that company at any time and without any additional fee(s).

The current ASP2 authorisation fees cover the verification and administration of ASP2 company and individual authorisation compliance. This existing fee will be split, as shown below, to cover the ASP2 company authorisation and ASP2 individual authorisation as separate items. A separate Sales Order will be required for each company and individual service provided.

Table 1 below details the new fees applicable to ASP2 companies and individuals once the ASP Authorisation Management System goes live. A description of the fees follows the table.

Table 1 – ASP2 authorisation fees
(excluding GST as of 6 November 2019)

Proposed Service (FY20)	Fixed or quoted	New Fee
ASP - Individual Authorisation - Initial	Fixed	$111.19
ASP - Individual Authorisation - Maintain	Fixed	$47.46
ASP2 - Company Authorisation - Initial	Fixed	$301.65
ASP2 - Company Authorisation - Maintain	Fixed	$117.46

ASP - Individual Authorisation - Initial (per Company)

This fee is required for an individual applying for authorisation with Ausgrid. It is applicable for each company an ASP individual applies to be authorised under.

ASP - Individual Authorisation - Maintain (per Company)

This annual fee is required for an individual maintaining authorisation with Ausgrid. This fee is applicable for each company an ASP individual applies to be authorised under.

Note: This fee will be charged for all currently authorised ASP individuals when first entering the system.

ASP2 - Company Authorisation - Initial

This fee is required for an ASP company applying for authorisation with Ausgrid.

This fee is applicable to all current ASP2 companies and new companies from 6 November 2019 to cover the initial ASP2 company authorisation setup in the ASP Authorisation Management System.

ASP2 - Company Authorisation - Maintain
This annual fee is required for an ASP company <u>maintaining</u> authorisation with Ausgrid.

Planned Implementation Strategy and Transition

There may be challenges during the implementation and transition to the ASP Authorisation Management System and again Ausgrid appreciates your patience and understanding during this change.

Ausgrid is aware that during the transition period, particularly where authorisations are due for renewal, there will be times where <u>ASPs will need to resubmit documentation to Pegasus which has already been submitted to Ausgrid</u>. Though inconvenient, this will ensure that compliance requirements for ASP authorisations are met and set a solid base for the ASP Authorisation Management System.

Where ASP2 individuals hold <u>existing</u> authorisations, they will be required to upload all relevant training and competency documentation as part of the renewal process. This will include any previously submitted trade qualifications and accreditation registration letters. Where ASPs do not have these documents they can escalate, through Pegasus, to have Ausgrid review and either provide a copy of previously submitted documents or a 'grandfathered' exemption for the individual.

Understanding there may be issues and possible delays for ASPs, Ausgrid will look to provide a grace period for requests that are escalated for review. Provided all relevant mandatory training and competencies are in date Ausgrid will not look to suspend ASPs during an escalation review. This will be determined on a case by case basis.

6 November 2019 – ASP2 Go Live

6 November 2019 will see the ASP Authorisation Management System go-live for all ASP2 company and individual authorisation applications. This includes initial applications and renewals (maintain authorisation).

ASP2 Company Authorisation

ASP2 companies will need to apply for ASP authorisation with Ausgrid through the ASP Authorisation Management System (via the ASP portal). From 6 November 2019, ASP2 companies can start to register in the system and set up their ASP2 company authorisation.

To assist in the transition to the new system, existing ASP2s do not need to register and set up their ASP2 company authorisation immediately. However, you must ensure that your ASP2 company is registered and has a compliant ASP2 company authorisation **prior to the expiry of any current individual ASP2 authorisation** and application for their renewal. As such we recommend that you register and set up your ASP2 company authorisation at least **4 weeks** prior to the expiry of any ASP2 authorised individuals who work for your company.

As mentioned above, there may be issues and delays as we transition to the ASP Authorisation Management System. To minimise the impact, ASP2 authorisations due to expire from 6 November 2019 will have a default extension to 30 November 2019 for their ASP2 authorisation. This will allow enough time to register and set up an ASP2 company authorisation to be able to renew the individual ASP2 authorisation.

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

ASP2 Individual Authorisation

Applications can be made for individuals under an authorised ASP2 company. ASP2 companies need to register an individual in the ASP Authorisation Management System and then assign any relevant role(s) to the individual. The roles in the ASP Authorisation Management System represent the class(es) of ASP authorisation and hold all relevant training and competency requirements for that authorisation.

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

When a role is assigned, a link will be sent allowing the individual to access the ASP authorisation session eLearn course. Once the individual successfully completes this course and all other required training and competency documentation is uploaded and verified by Pegasus, the individual's authorisation will become compliant.

Pegasus cards are sent out during the authorisation process, this card may be received prior to authorisation being compliant. ASPs must be aware that until all the required training and competency documentation has been provided <u>and verified,</u> and the individual has <u>successfully completed</u> the ASP authorisation session eLearn course the individual <u>is not authorised</u> (non-compliant).

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ASP companies must check the individual's status in the ASP Portal to confirm that they are compliant for an ASP authorisation and received their Pegasus ID card before allowing them to perform contestable work on or near Ausgrid's network.

Current Authorisation Applications

Renewal Applications

Ausgrid is currently receiving renewal applications for ASP2 individuals who may not be due to renew until after the ASP Authorisation Management System goes live. To assist with the transition to the new system Ausgrid will no longer be processing authorisation applications for ASP2 Individuals where their authorisations expire from 6 November 2019. These renewal applications will need to be made through the ASP Authorisation Management System.

Renewal applications already completed for individuals that expire after ASP Authorisation Management System goes live will retain their current Ausgrid ASP authorisation card as evidence of their ASP authorisation. While this card and their ASP authorisation will remain valid up to their stated expiry date, the ASP company can opt to register the individual in Pegasus prior to this expiry date.

Note: This would require Ausgrid to charge the *ASP - Individual Authorisation - Maintain* fee to cover the cost of setting up the authorisation and issue of the Pegasus card, this would be additional to any authorisation fee charged previously for this renewal and would reset the individual's authorisation expiry date. This will also require the ASP2 to have registered and set up their ASP2 company authorisation.
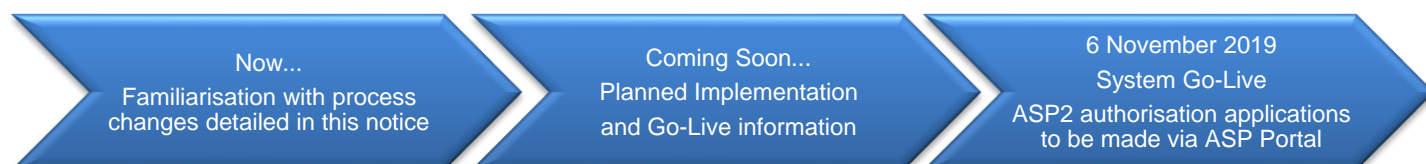
Initial Applications

Ausgrid currently has initial individual ASP authorisation sessions booked into November and December 2019. With the change to the ASP Authorisation Management System these individuals will no longer be required to attend the face to face session, replaced by the ASP authorisation session eLearn course. These initial applications will need to be made through the ASP Authorisation Management System after 6 November 2019.

Ausgrid understands that this will require ASPs to re submit their authorisation application information but will potentially allow ASPs the ability to obtain their ASP authorisation earlier than the currently booked sessions.

Pegasus communications

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

Next Steps.......

Now... Familiarisation with process changes detailed in this notice	Coming Soon... Planned Implementation and Go-Live information	6 November 2019 System Go-Live ASP2 authorisation applications to be made via ASP Portal

Contact information

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

The ASP Portal will provide ASPs with access to help, guides and resources related to the ASP Authorisation Management System. It is recommended that ASPs review this information as it will address the majority of your questions.

Pegasus

Please do not contact Pegasus prior to 6 November 2019

Phone: 1300 208 498
Email: ausgrid@pegasus.net.au

Ausgrid

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

Phone: 02 4910 1808
Email: ASPAuthorisations@ausgrid.com.au

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

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

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

Phone: 02 4399 8138
Email: ASPLevel2@ausgrid.com.au

Ausgrid

Electrical Safety & Authorisations