



Trade &
Investment

ACCREDITATION OF PROVIDERS OF CONTESTABLE SERVICES

**CLASS:
LEVEL 2**

Clause 26 Electricity Supply (Safety and Network Management) Regulation 2014

March 2015

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1 Introduction

This document sets out the accreditation scheme (the Scheme) for providers of contestable services under the *Electricity Supply Act 1995* (the Act). The Scheme has been *recognised* by the Minister for Resources and Energy under clause 26 of the *Electricity Supply (Safety and Management) Regulation 2014* (the Regulation).

The Act establishes the framework for competition in the design, construction and installation of electricity works that comprise or are connected to the electricity distribution networks in NSW. These networks are owned and operated by Ausgrid, Essential Energy and Endeavour Energy.

Contestable services are customer connection services that customers may be required to carry out under Part 3 Division 4 of the Act. Those services include the installation of service lines, transformers, meters and other equipment. A customer can choose a service provider to provide contestable services, but the service provider must be accredited¹. The Act sets out the types of services that are contestable:

Under the *NSW Code of Practice: Contestable Works* contestability may also be extended, with the agreement of the local electricity distributor to other 'recoverable works' such as asset relocations requested by and funded by individuals or organisations to suit site developments.

The Scheme is intended to facilitate competition in the provision to end customers of services related to the design, construction and completion of physical connection to the electricity distribution network.

The Scheme accredits Level 1, Level 2 and Level 3 Accredited Service Providers (ASPs) for different types of work.

Level 1 ASPs undertake work to extend the overhead or underground electricity network or to increase the capacity of the existing network.

Level 2 ASPs install, repair or maintain the overhead or underground service lines between the electrical wiring on a customer's premises and the electricity network. This includes installing electricity metering equipment, connecting service lines to the network and making the connection 'live'.

Level 3 ASPs design distribution network assets, both underground and overhead.

ASPs are required to comply with the electricity distributor's safety management system, the electrical safety rules and other relevant policies.

Accreditation indicates that an ASP has a level of skills, resources and competence generally considered necessary to undertake contestable services. Accreditation does not certify or guarantee an ASP's ability to satisfactorily complete any project.

An ASP is only permitted to undertake, or to sub-contract, the type of work for which it is accredited. More information on sub-contracting is in Section 2.6.

¹ Section 31 of the *Electricity Supply Act 1995*.

The NSW Department of Trade and Investment is the recognised accrediting agency for the Scheme. The Scheme does not adopt a scheme of accreditation prepared by any other accrediting agency and is not operated jointly with another accrediting agency. Where any decision or other action is to be made or carried out by the Scheme under the Scheme, unless expressly stated otherwise, that decision or action can be made or carried out by the Manager Accreditation Services, Division of Resources and Energy.

Further information about contestable services and about this scheme can be obtained from the local electricity distributor or from the Scheme at:

Manager, Accreditation Services
Division of Resources and Energy
Level 12, 10 Valentine Ave
PARRAMATTA NSW 2051

Phone: 02 9842 8636
Email: asp.scheme@trade.nsw.gov.au

2 General Information

2.1 Grant and renewal of accreditation

To become accredited under this Scheme, an applicant must apply in writing, using the application form at the end of this document. Applicants must submit:

- (a) the completed application form;
- (b) evidence of the required competencies;
- (c) the completed form for the registration of persons who will be seeking to be authorised by the electricity distributor/s to undertake contestable services;
- (d) evidence of meeting the insurance requirements; and
- (e) the application fee.

Accreditation is valid for a twelve month period from the date it is granted (unless suspended or terminated during that time) and must be renewed annually. Applications for renewal will require payment of the relevant fee and evidence that the ASP holds current insurance policies of the types required.

Accreditation is available to natural persons or corporations.

Accreditation is not transferable. If there is a change in the identity of the applicant's legal entity or a change in control of the entity this is treated as a transfer and the newly constituted entity must re-apply for accreditation.

The means by which a person applying for accreditation can give evidence of his or her qualifications, experience and training is set out in the application form and in the description of required capabilities set out in Part 2 of this document. Applicants will also be required to give undertakings as set out in the application form.

2.2 Insurance requirement

ASPs are required to hold the following types of insurance cover at all times:

- Workers Compensation or Personal Accident Insurance;
- Public/Products Liability;
- Motor Vehicle Comprehensive or Third Party Property Damage Insurance; and
- (for Level 3 only) Professional Indemnity.

It is important to note the requirement that public/product liability insurance needs to cite as 'interested parties 'the electricity distributors of NSW''. Applications for accreditation or for renewal cannot be completed unless the public/product liability insurance policy notes these interested parties.

Evidence of current insurance policies with a reputable insurer needs to be provided with an application. This evidence is also required to be provided with each annual renewal.

2.3 Requirements regarding personnel and sub-contractors

It is a condition of accreditation that an ASP has access to the appropriate number of personnel with the required qualifications in order to undertake work as an accredited service provider. This includes ensuring that all personnel undertaking contestable work on or near a distribution network:

- have the competency to do so;
- are registered with the Scheme; and
- are authorised by the local electricity distributor to work on or near the distribution system for the level of accreditation and the work to be undertaken.

2.4 Registration of personnel

All ASPs are required to **register** with the Scheme any personnel (for example, an employee, director or sub-contractor of the ASP) who will be performing work on or near existing electricity network assets on behalf of the ASP and for which the ASP is accredited. An ASP must apply to the Scheme for such registration using the separate form provided for this purpose. For new applicants, a copy of this form is included with the application form at the end of this document.

No separate fee for registration is required at the time of initial accreditation or where an existing ASP needs to have additional personnel registered because it is applying to add a category of accreditation.

Following registration, the local electricity distributor/s will require personnel to undertake training in relevant safety and operating procedures.

An ASP should notify the Scheme of changes in staff. Personnel, including employees and sub-contractors, will not be able to be authorised by the local electricity distributor until they have been registered by the Scheme.

2.5 Authorisation of personnel

Following registration, an ASP must seek to have those personnel **authorised** by the local electricity distributor. Only personnel who are currently registered with the Scheme can be authorised.

The local electricity distributor is responsible for determining who is authorised to work on or near the distribution network. The electricity distributor/s will require registered personnel to undertake training in relevant safety and operating procedures and be familiar with and show they can comply with their respective safety management systems, electrical safety rules and other relevant policies.

Information on the authorisation process and how to contact the distributors regarding authorisation is in Part 1 of this document.

Note: Authorisation is only required for personnel who will be working on or near the local electricity distributor's system. This will include a greenfield site where work is to be undertaken on or near existing electricity network assets. However, some greenfield sites will not require authorisation if no work is to be undertaken on or near any assets which can be energised. A service provider must be accredited before employees can perform any contestable work.

If registration of an individual is cancelled or suspended, that person's authorisation by the electricity distributor will automatically be cancelled or suspended accordingly.

2.6 Sub-contracting

Sub-contracting is permitted under the following conditions:

- (a) an ASP engaged by a customer as the principal ASP must be accredited in a specific category before it is permitted to sub-contract contestable work in that category to another ASP (with the appropriate accreditation). There is an exception to this rule that a Level 1 ASP can sub-contract Level 2 contestable work to a Level 2-accredited entity;
- (b) a sub-contractor must be accredited in its own right for any contestable work it undertakes. A principal is responsible for ensuring a sub-contractor holds the appropriate accreditation for the contestable work it is undertaking;
- (c) a principal ASP needs to register any sub-contractor/s personnel under their accreditation with the Scheme. Once the sub-contractor/s personnel are registered they must be authorised by the local electricity distributor;
- (d) the principal ASP is responsible for ensuring the completion of any corrective action required concerning defects in the contestable work performed by its sub-contractor; and
- (e) if a principal ASP that engages individuals (ie. an entity that is not accredited in its own right) to perform contestable work on their behalf then it is presumed that the principal ASP is to be the employer of those individuals and is required to ensure those individuals are covered by the insurance policies held by the principal ASP. It is the responsibility of the principal ASP to ensure such an individual is registered and authorised for any contestable work if applicable.

2.7 Change to the entity holding accreditation

If an ASP changes its name (but retains the same underlying legal ownership) it is not necessary to re-apply for accreditation, but you must notify the Scheme within 10 days of the change of name.

If an ASP changes to operate under a new ABN/ACN (eg. it is bought by another company or otherwise becomes a new legal entity) the company will be required to make an application for a new accreditation, register its personnel under that new accreditation and seek new authorisation for those personnel.

3 Performance Review

3.1 Grading of an ASP

The Scheme will assign a grading to an ASP at the time of accreditation. More information on grading is provided in section 6 of this document.

An ASP can request a review of its grading for the purpose of obtaining a higher grading. A request for review should be made in writing to the Scheme. More details on the process for applying and the scoring methodology, are set out in Part 2 of this document.

After receiving all relevant information and evidence, the Scheme will review the performance of the ASP.

The Scheme will inform the ASP of the outcome of the review in writing.

3.2 Performance monitoring by electricity distributors

The performance of ASPs along with their personnel and any sub-contractors is monitored and regulated by the local electricity distributors in accordance with this Scheme and their obligations under the *Electricity Supply (Safety and Network Management) Regulation 2014*.

Each local electricity distributor will develop and operate a system to assess and manage an ASP's project performance, using its own internal assessment tools. Further information can be obtained from the relevant distributor.

If a local electricity distributor becomes aware of a safety breach or construction defect it will issue a non-conformance notice to the ASP.

In the event of a major safety breach the local electricity distributor may withdraw authorisation of the responsible individuals and take other measures as set out below. In the event of a construction defect, if the works do not comply with the relevant safety management system or policies, the distributor may require the disconnection and/or physical removal of defective work from the system.

If a local electricity distributor advises the Scheme that it has concerns about the capacity of an ASP or a registered person to complete contestable services with an appropriate level of safety and technical performance, the Scheme may in its discretion do any of the following:

1. request further information from the local electricity distributor;
2. request a report from the relevant ASP;
3. request a report from an independent inspector;
4. review the circumstances; or
5. downgrade, suspend or cancel the ASP's accreditation as appropriate, and in accordance with the *Electricity Supply (Safety and Network Management) Regulation 2014*.

The Scheme may, in its discretion, refer any concerns regarding the performance of an ASP or a registered person to an electricity distributor and request from the electricity distributor a report on the capacity of the ASP or registered person to undertake contestable services safely.

3.3 Suspension of accreditation or registration

The Scheme may suspend the accreditation of an ASP at any times on the ground of safety, for the duration and on conditions imposed by the Scheme in its absolute discretion.

3.4 Cancellation of accreditation

The Scheme may cancel an ASP's accreditation if satisfied that:

- (a) the ASP is no longer competent to provide the contestable service for which the ASP is accredited (having regard to the results of any inspection by the Scheme or any audit of the ASP's performance); or
- (b) the ASP has been convicted of an offence against the Act or the Electricity (Consumer Safety) Act 2004 or any regulations under those Acts; or
- (c) the ASP was accredited on the basis of false or misleading information or a failure to disclose or provide required information; or
- (d) the ASP has breached any undertaking given by it to the Scheme; or

- (e) it is necessary to do so on any other grounds relating to the standard of the work carried out or to public safety.

3.5 Cancellation of registration

The Scheme may suspend or cancel a registration if satisfied that:

- (a) the person registered is no longer competent to provide the contestable service for which they are registered (having regard to the results of any inspection by the Scheme or any audit of performance); or
- (b) the person has been convicted of an offence against the Act or the Electricity (Consumer Safety) Act 2004 or any regulations under those Acts; or
- (c) the person was registered on the basis of false or misleading information or a failure to disclose or provide required information; or
- (d) the person has breached any undertaking given by it to the Scheme; or
- (e) it is necessary to do so on any other grounds relating to the standard of the work carried out or to public safety.

3.6 Appeals against decisions regarding accreditation or registration

The *Electricity Supply (Safety and Network Management) Regulation 2014* provides a right of appeal for any person who is the subject of a decision about accreditation including a decision not to grant accreditation or to downgrade, suspend or cancel accreditation.

Information about appeals is in Part 3 of the Regulation. Appeals must be made in writing within 28 days after the person has received notice of the decision, stating the reasons why the appellant considers that the decision should be reviewed. The Scheme must review the decision and give written reasons for its decision. The Scheme will endeavour to complete a review and inform the ASP of the outcome within a reasonable time.

If dissatisfied with the outcome of the review the ASP can request in writing a further appeal through the use of alternative dispute resolution procedures or independent arbitration. If alternative dispute resolution is unsuccessful, the ASP may refer the appeal to arbitration. Information about these processes including time limits for lodging a further appeal is also in part 3 of the Regulation.

The same process will apply in the event of a decision to cancel or suspend registration of an individual.

3.7 Definition of safety breach

A safety breach is an act or omission that:

- threatens or has the potential to threaten the safety of any person or damage any property or disrupt the electricity network; or
- is not compliant with relevant Acts and regulations; or
- is not compliant with the local electricity distributor's safety rules or Safety management system under the *Electricity Supply (Safety and Network Management) Regulation 2014*.

3.8 Definition of construction defect

A construction defect consists of a significant non-conformance to specifications, material and/or project drawings. Non-compliance with a local electricity distributor's standards and specifications will be regarded as a construction defect. See Appendix C for examples.

4 Definitions

In this Scheme, unless defined below, terms have the same meaning as stated in the Act.

“**accreditation**” depending on the context, means:

1. the legislation-based approval required by a person to provide contestable services as defined in the Act; or
2. the act of granting recognition to a person who meets the terms of this Scheme.

“**accreditation criteria**” means the criteria set out in section 6.2.

“**Accredited Service Provider**” or “**ASP**” means a person who has been accredited through a ministerially-recognised accreditation scheme to undertake contestable services.

“**Act**” means the *Electricity Supply Act 1995*.

“**applicant**” means an applicant for accreditation as an ASP.

“**authorisation**” means permission in writing to an individual given by the local electricity distributor to undertake works on or near their distribution system in accordance with the local electricity distributor’s safety management system. Authorisation is required from each electricity distributor in whose network area the works are undertaken.

“**point of common coupling**” means the point at which the service line connects to the distribution system.

“**construction defect**” is defined in section 3.7.

“**customer**” means the person wishing to have the contestable services carried out.

“**distribution system**” for the purposes of this scheme, means electricity works operated by an electricity distributor to convey and control the conveyance of electricity from a transmission system up to the point of supply of wholesale or retail electricity customers.

“**electricity distributor**” means the electricity distribution network service provider in whose network area the electricity works are or will be located.

“**independent assessor**” means a competent person independent of the local electricity distributor and the accrediting agency.

“**major breach**” means according to the context a safety breach or a construction defect of a material or non-trivial nature as defined in Section 3.7 and 3.8.

“**near**” is as defined in the National Electricity Network Safety Code (ENA Doc 001–2008) as follows: “*a situation where there is a reasonable possibility of a person, either directly or through any conducting medium, coming within the relevant safe approach distances.*”

“**person**” includes an individual, corporation, a body corporate or body politic or more than one of any of these as defined in the *Interpretation Act 1987*.

“**point of supply**” means the junction of an electricity distributor’s conductors with consumers mains

“**recognised**” means the Minister has by order published in the Gazette, declared that a specified scheme or body is recognised as an accreditation scheme or body in relation to the scheme.

"recoverable works" means works on the electricity network, undertaken at the request of customers or other external parties, but which are not for the purpose of establishing a new or upgraded connection to the electricity network. Repairs to electricity assets damaged by third parties may also be included. Examples of this type of work include:

- undergrounding of electricity assets at the customer's request;
- relocation of electricity assets to allow other activity such as road works; and
- emergency repairs to electricity assets following damage such as from vehicle impacts or excavation works.

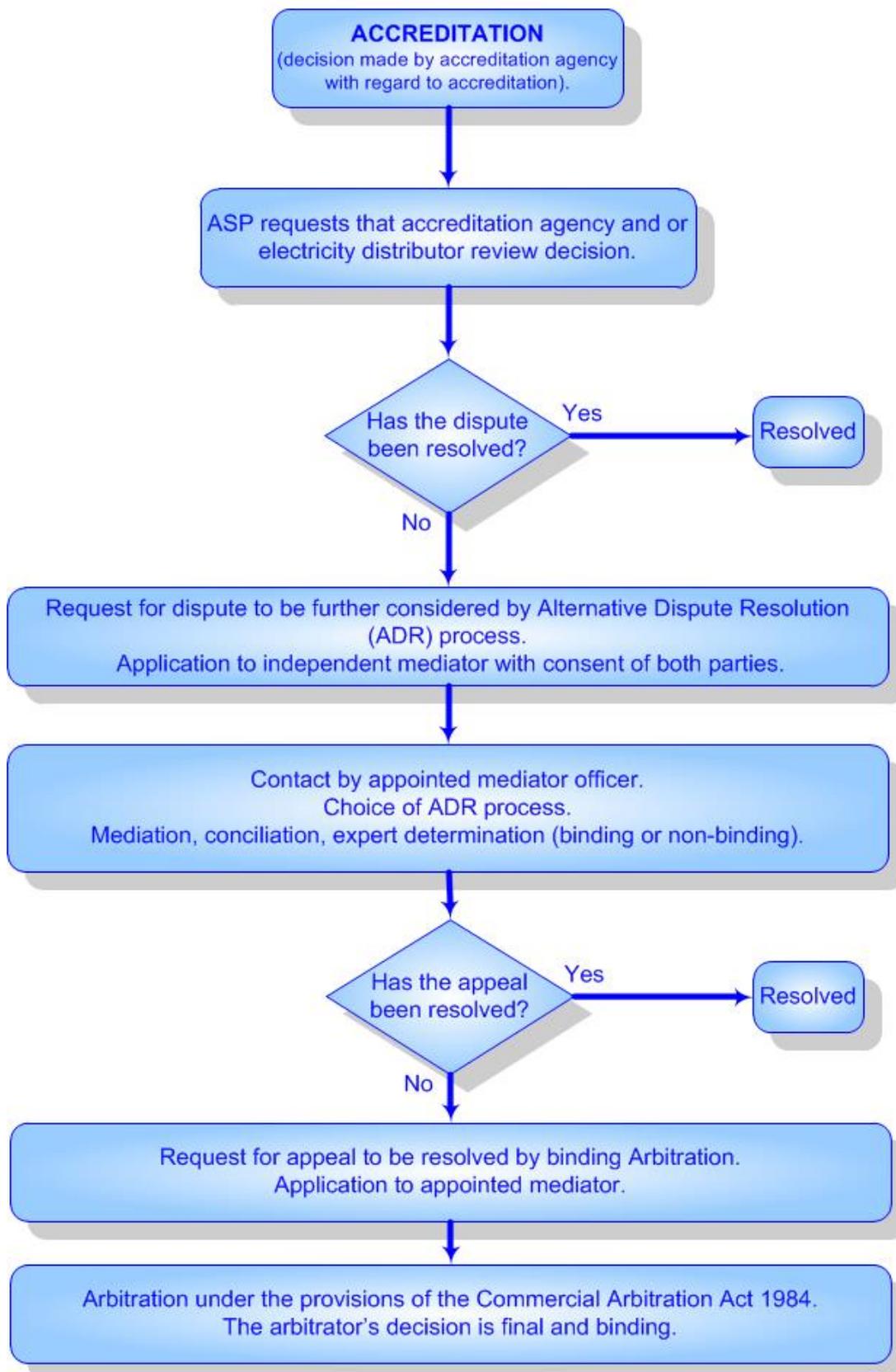
"Regulation" means the *Electricity Supply (Safety and Network Management) Regulation 2014*

"safety breach" is defined in section 3.7

"Scheme" and **"Accreditation Scheme"** means a Scheme for the Accreditation of Service Providers to Undertake Contestable Services recognised by the Minister for Resources and Energy.

5 Dispute Resolution

Dispute Resolution Process



PART 2

LEVEL 2 SERVICE PROVIDERS: CONNECTION SERVICES

6. Level 2 Accreditation

6.1 Services that can be provided under Level 2 accreditation

The services that can be undertaken by a Level 2 ASP consist of work on electricity distribution network assets **between the point of common coupling and the point of supply**. Examples include:

- install, repair or maintain the overhead or underground service lines between the electrical wiring on the customer's premises and the electricity network;
- install electricity metering equipment;
- connect service lines to the network and make the connection 'live'; and
- disconnect premises from the network.

An entity that is accredited as a Level 2 ASP can be accredited in any of three categories:

2. *Underground service lines*

- remove and replace a local electricity distributor security seal in accordance with local electricity distributor procedures;
- installation and connection of underground service lines up to the point of supply;
- disconnection and reconnection of service lines/consumers mains to the point of common coupling; and
- replacement of service fuse(s), service active and neutral links.

3. *Overhead service lines*

- remove and replace a local electricity distributor security seal in accordance with local electricity distributor procedures;
- installation and connection of overhead service lines to the point of common coupling;
- relocate/upgrade an existing overhead service line and restore supply on completion;
- disconnection and reconnection of service lines at the point of supply and point of common coupling; and
- replacement of service fuse(s), service active and neutral links.

4. *Installing metering (meter types 5 to 6) and control equipment and energising installations*

- remove and replace a local electricity distributor security seal in accordance with

local electricity distributor procedures;

- installation and removal of whole current metering equipment in accordance with the local distributor's published standards; and
- energising installations.

The removal or installation of meter types 1 to 4 requires Level 2 Category 4 accreditation. In addition, an ASP may only remove or install meters of types 1 to 4 if the ASP is also accredited as a meter provider with the Australian Energy Market Operator (AEMO) **or** is undertaking this work as a sub-contractor to another company which is properly accredited by AEMO for this purpose. This replaces the previous Level 2 Category 5 accreditation.

Within level 2 accreditation, ASPs are graded from A to C, with A being the highest and C the lowest. These grades are intended to reflect the general level of competence and expertise of each ASP. When work is completed by an ASP, the inspection fee charged by the local electricity distributor will vary according to the ASP's grade. These fees are set by an independent economic regulator, the Australian Energy Regulator.

When granting accreditation the Scheme will assign an initial grading to each ASP.

6.2 Accreditation criteria

To become accredited under this Scheme, an applicant must apply to the Scheme in writing, lodging the application form in this document with the necessary details and application fee.

An applicant for accreditation will need to provide the names of an appropriate number of persons who are available and who possess the required competencies and qualifications to undertake this work. Evidence of these qualifications, including copies of certificate(s) with record of results, will need to be provided with the application.

Appendix B outlines the competencies required of a Level 2 ASP. Further information about required competencies can be obtained from a recognised training organisation.

6.3 Accreditation fees

Accreditation fees for Level 2 ASPs are set out in the Application Form, are payable by cheque or credit card and are non – refundable. These fees may be adjusted each year in accordance with the rate of change of the Sydney Consumer Price Index for each full year published by the Australian Bureau of Statistics for the June quarter of each year.

The electricity distributors will be charged a fee for accreditation determined by the Minister for Resources and Energy from time to time and published in the NSW Government Gazette.

6.4 Authorisation to work on or near the network

The local electricity distributor(s) should be contacted for more information about authorisation and the requirements for each ASP and personnel. For Level 2 ASPs the contacts are:

Local electricity distributor	Contact
Essential Energy	02 6643 7791
Ausgrid	02 4399 8138 asplevel2@ausgrid.com.au or fax 4399 8013
Endeavour Energy	02 9853 6946

ASPs must use the information provided by the local electricity distributor(s) to ensure their employees remain familiar with the applicable standards, work practices and general requirements for this type of work being undertaken.

The electricity distributors may charge a fee for the authorisation of each ASP employee. This fee is set by the Australian Energy Regulator (AER).

6.5 Applications for additional categories

Existing Level 2 ASPs who are not accredited in all categories (eg. category 2 and category 4 only) may apply to expand their accreditation to other categories. A new application form is required along with supporting evidence including evidence of access to qualified staff.

A separate fee will be charged for these applications.

6.6 Applications for upgrades

In order to be granted a higher grade, a Level 2 ASP must obtain the appropriate score in the table below

GRADE	MINIMUM FREQUENCY OF INSPECTIONS OF SERVICES	DEFECT REPORTS PERMITTED TO MAINTAIN GRADING (as a % of services inspected)
A	1 in 25	Less than 3%
B	1 in 5	3% to 5%
C	All	More than 5% to 20%

Following an application for an upgrade, the Scheme will request each relevant distributor to provide data on the services completed by that ASP and inspected by the electricity distributor.

A minimum number of services will need to be completed before an ASP (who also satisfies the defect requirement for the higher grade) can progress through the grades, as follows:

- B grade to A grade: a minimum of 30 inspections
- C grade to B grade: a minimum of 50 inspections

Appendix A – Level 2 Equipment

The following indicates the equipment a Level 2 ASP may need to provide contestable services.

Category 2

- Insulated hand tools including pliers and screwdriver;
- 500 volt insulation resistance tester;
- 415 volt test lamps;
- earth continuity lead;
- enclosure access tools;
- phase rotation meter;
- approved insulated gloves;
- approved safety helmet;
- approved protective clothing;
- rescue kits for overhead and underground;
- insulated ground mats; and
- street light column protective insulation kit.

Appendix A – Level 2 Equipment

Category 3

- Insulated hand tools including pliers and screwdriver;
- 500 volt insulation resistance tester;
- 415 volt test lamps;
- earth continuity lead;
- phase rotation meter;
- approved insulated gloves;
- approved safety helmet;
- approved lineworkers safety belt and pole strap;
- approved protective clothing;
- 6.4 metre insulated extension ladder plus lashings;
- rescue kits for overhead and underground; and
- insulated mats overhead.

Category 4

- Insulated hand tools including pliers and screwdriver;
- 500 volt insulation resistance tester;
- 415 volt test lamps;
- earth continuity lead;
- phase rotation meter;
- approved insulated gloves;
- approved safety helmet;
- approved protective clothing; and
- rescue kits for overhead and underground.

Appendix B – Individual Competencies

Level 2 registration - Mandatory training/competency requirements

Applicants must have successfully attained the relevant nationally recognised training components, specified in Table A, that has been delivered by a Registered Training Organisation (RTO) possessing the relevant scope of registration.

Training certificates issued prior to the date of Gazettal (refer footer note) and which appear to meet the requirements of the scheme for Level 2 registration will be assessed by the Scheme.

Level 2 ASP registration is issued by the Scheme.

The means in which person/s applying for accreditation and/or registration can give details of the categories that they are applying for as set out in the Level 2 Application Form. Supporting evidence of their qualifications, experience and training must be also submitted, such as:

- Certificate/s (refer to Table A);
- Record of results (transcript); and
- Recent training and employment records.

Note: Following registration an individual will still be required to complete induction training provided by the relevant electricity distributor/s and meet any further requirements for authorisation.

Apprentices and Trainees

Apprentices and trainees under the direct and immediate on site supervision of a person suitably qualified for the type of work involved may carry out work for training purposes.

Appendix B – Individual Competencies

Qualification/s requirements for Level 2 ASP accreditation and/or registration

Table A – Qualification Requirements for Level 2 ASP categories for accreditation and/or registration

Accredited Service Provider (ASP) Scheme Categories <i>(type of work)</i>	ASP Scheme Qualification Criterion for Level 2 ASPs		Recognised Training Organisation (RTO) requirements
	Core Qualifications (refer Note 1)	Additional Mandatory Competency Units	
Category 2 – Underground Services	NSW Electrical Qualified Supervisors Certificate OR <u>UET30812</u> – Certificate III in ESI – Power Systems – Distribution Cable Jointing	<u>UETTDRIS55A</u> – Install and maintain low voltage underground services AND <u>UETTDRRF11A</u> - Testing of connections to low voltage electricity networks	Must be Registered with Australian Skills Quality Authority or their state training authority. Must have scope to deliver training and/or assessment in the relevant units of competency.
Category 3 – Overhead Services	NSW Electrical Qualified Supervisors Certificate OR <u>UET30612</u> – Certificate III in ESI – Power Systems – Distribution Overhead	<u>UETTDRIS56A</u> – Install and maintain low voltage overhead services AND <u>UETTDRRF11A</u> - Testing of connections to low voltage electricity networks	Must be Registered with Australian Skills Quality Authority or their state training authority. Must have scope to deliver training and/or assessment in the relevant units of competency.
Category 4 – Metering & Energising Installations	NSW Electrical Qualified Supervisors Certificate	<u>UETTDRIS16A</u> - Working safely near live electrical apparatus AND <u>UEENEK142A</u> - Apply environmentally and sustainable energy procedures in the energy sector AND <u>UETTDRIS60A</u> – Install and replace power system meters and associated equipment AND <u>UETTDRRF11A</u> - Testing of connections to low voltage electricity networks	Must be Registered with Australian Skills Quality Authority or their state training authority. Must have scope to deliver training and/or assessment in the relevant units of competency.
Note 1: Upon verification by the Scheme administrator; an individual holding an equivalent qualification to UET30612 and/or UET30812 documented in the UET12 Training Package and all corresponding units of competency that proceed back to and are inclusive of UTT30101 documented in the UTT98 Training Package will also meet the qualification requirements noted in Table A.			

Appendix B – Individual Competencies

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Transitional arrangements

- (a) All existing Level 2 ASPs and personnel registered before the date of Gazettal will continue to have their training recognised as before and to hold the relevant categories of registration.
- (b) From the date of Gazettal, any evidence of training which complies with Appendix B will be accepted as part of an application for registration.
- (c) Until 31 December 2015, the scheme administrator will accept training certificates issued under the previous method used to train Level 2 ASPs as part of an application for registration. This will allow RTOs to transition to the new training requirements and allow individuals to complete their training and submit an application in a timely manner.
- (d) From 1 January 2016, only training which complies with Appendix B will be accepted as part of an application for registration unless an individual has been registered previously as per (a) above.

Appendix C – Examples of Construction Defects

Common to all Categories

- Low Insulation Resistance;
- High Connection Resistance;
- Earthing Integrity Failure;
- Incorrect Polarity;
- Use of unspecified equipment, eg connectors, clamps, etc;
- Exposed live parts;
- Failure to test prior to energising; and
- Failure to submit Notification of Service Work (NOSW) form.

Categories 2 and 3

- Inadequate clearance height;
- Property encroachment;
- Incorrect depth;
- Incorrect type of cable enclosure; and
- Failure to secure column or pillar.

Category 4

- Incorrect connection of metering equipment;
- Notification of incorrect meter equipment or tariff on Notification of Service Work form;
- Connection of unsafe electrical installation; and
- Exposed live parts.

Appendix D – Evidence of Insurance

A Certificate of Currency or other evidence of current insurance for the undertaking of contestable works is required for each of the following:

TYPE OF INSURANCE	MINIMUM INFORMATION REQUIRED	OTHER REQUIREMENTS
Workers' compensation or Personal accident	<ul style="list-style-type: none"> ▪ Name of insured ▪ Name of insurer ▪ Policy Number ▪ Period of insurance 	
Comprehensive motor vehicle, or Motor vehicle third party property damage	<ul style="list-style-type: none"> ▪ Name of insured ▪ Name of insurer ▪ Policy Number ▪ Limit of Liability (minimum \$10 million any one occurrence) ▪ Deductable ▪ Period of insurance 	
Public/products liability covering claims arising out of or as a consequence of the performance of the contestable works in respect of: loss of, or damage to, or loss of use of, any real or personal property, and the personal injury, disease or illness to, or death of, any person, and any occurrence in relation to any unregistered plant or unregistered vehicles used directly or indirectly in respect of the contestable works.	<ul style="list-style-type: none"> ▪ Name of insured ▪ Name of insurer ▪ Policy Number ▪ Limit of Liability (minimum \$10 million any one occurrence in respect of public liability and a minimum of \$10 million any one occurrence and in the aggregate any one period in respect of product liability) ▪ Period of insurance 	<ol style="list-style-type: none"> 1. The interests of the Electricity Distributors of New South Wales and their respective employees, consultants or agents must be noted on the insurance policy. The insurer is required to waive all rights, remedies or relief to which it might become entitled by way of subrogation against the Electricity Distributors of New South Wales. 2. If any products are supplied the insurance must be maintained for a minimum of three years from the date of last supply of any products in respect of contestable works.

LEVEL 2 ASP – APPLICATION FORM

HOW DO YOU APPLY?

Complete and lodge this application form with any other documents and the **relevant fee** with the Department of Trade & Investment (see below).

Following accreditation you will receive a letter of accreditation and a letter of registration for staff and sub-contractors. It will be necessary for you to take these to the electricity distributor/s to apply for authorisation for individual staff you will employ to work on or near the distribution networks.

FEES

	Fee	GST	Total
Applications	\$373.64	\$37.36	\$411
Renewals	\$266.36	\$26.64	\$293
Registrations	\$172.73	\$17.27	\$190

Send completed applications to:

Manager, Accreditation Services
Division of Resources and Energy
Level 12, 10 Valentine Avenue
PARRAMATTA NSW 2051

Cheques should be made payable to the *Department of Trade and Investment*

Enquiries may be directed to the Scheme by:

Phone: 02 9842 8636
Email: asp.scheme@trade.nsw.gov.au

PLEASE ALLOW A MINIMUM OF TEN (10) WORKING DAYS FOR PROCESSING OF
YOUR APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

CHECKLIST FOR LEVEL 2 APPLICATIONS

Before submitting your application please ensure you

- Complete the application form
- Complete the information for persons who will be seeking authorisation under your accreditation on page 28
- Provide evidence (eg. copies of certificates with record of results) that your staff or sub-contractors have the required training in the categories you are requesting
- Provide evidence of insurance details (see Appendix E)
 - Public and Products Liability (**minimum \$10M**)
 - Comprehensive Motor Vehicle Insurance policy
 - Workers Compensation Insurance **or** Personal Accident Insurance
- Ensure the **Electricity Distributors of NSW are noted as interested parties** on the Public and Products Liability Insurance Policy
- Provide payment of the accreditation fee (page 29)
- Sign the application form on page 31

LEVEL 2 APPLICANT DETAILS

Applicant: _____

(print full name of applicant – i.e. individual, all partners or corporation)

Corporate applicants must also provide details of directors in this form

Business name: _____

Please provide **one** of the following if appropriate:

ACN _____ OR ABN _____

OR

NSW Business Registration Number _____

Address _____

_____ Postcode _____

Telephone: _____ Facsimile: _____

Mobile: _____ E-mail address: _____

Electrical Contractor's Licence no: _____ Expires _____

If the Applicant is already accredited under this Scheme then please provide:

i) Accreditation Number: _____ Level/Category of Accreditation: _____

ii) Accreditation Number: _____ Level/Category of Accreditation: _____

Category of Accreditation applied for: (please tick as appropriate):

- Category 2 Underground Service Lines
- Category 3 Overhead Service Lines
- Category 4 Metering and Energising installations

CORPORATION DIRECTORS

Corporation Name _____

_____ ACN _____

Details of all directors are to be provided (*residential addresses to be given*)

Surname: _____ Given names: _____

Address _____

_____ Post code _____

Surname: _____ Given names: _____

Address _____

_____ Post code _____

Surname: _____ Given names: _____

Address _____

_____ Post code _____

Surname: _____ Given names: _____

Address _____

_____ Post code _____

Surname: _____ Given names: _____

Address _____

_____ Post code _____

(Please photocopy this form if insufficient space available)

REGISTRATION OF PERSONS SEEKING AUTHORISATION TO WORK ON OR NEAR THE ELECTRICITY NETWORK

Once registered the following people will be seeking, under the accreditation of the applicant, authorisation to work on or near the network in the stated electricity distribution areas:

Employee Name	Essential Energy (formerly Country Energy)	Ausgrid (formerly EnergyAustralia)	Endeavour Energy (formerly Integral Energy)	Categories*
1.				
2.				
3.				
4.				
5.				

(Please photocopy this form if insufficient space available)

Evidence of how each person satisfies the qualifications/training requirements (eg copies of certificates) must be attached.

* Categories for employees of Level 2 ASPs:

2. Underground service lines
3. Overhead service lines
4. Installing metering (types 5 -6) and control equipment and energising installations

PAYMENT DETAILS

Please make cheques for accreditation fees payable to:

Department of Trade and Investment

If paying by credit card, please complete the following:

Name: _____

Address: _____

Daytime Telephone No. _____

Please debit my credit card account **\$411**

Please tick one: MasterCard Visa

Card number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Expiry date: ____/____

Cardholder's name (as shown on credit card): _____

Signature of cardholder: _____

Date: ____/____/____

UNDERTAKINGS

The Applicant undertakes (if accredited) to comply with the following conditions:

1. Only contestable work for which accreditation is held will be undertaken. All work will be undertaken in a safe manner and in accordance with all relevant Acts, regulations, this Scheme, the local electricity distributor's safety management system, the customer installation safety plan and the Service & Installation Rules for NSW.
2. Suitable equipment will be used for the construction of contestable services and the equipment will be maintained to ensure safe operation.
3. Records must be maintained on:
 - the qualifications of personnel undertaking contestable services;
 - contestable services completed and by which authorised person; and
 - routine testing undertaken;

For a period of three years from the completion of the services. Such records shall be provided to the local electricity distributor on inspection of works, or to the Department of Trade & Investment on request.

4. Procedures must be in place to ensure that authorised personnel undertaking services have access to current local electricity distributor standards.
5. The applicant, and its employees, sub-contractors or other agents, will not carry out work on or near the transmission or distribution system of a NSW electricity distributor unless each is authorised under the relevant requirements of the electricity distributor's safety management system to carry out the work and the work is carried out in accordance with the relevant requirements of that plan (see cl. 5 *Electricity Supply (Safety and Network Management) Regulation 2014*).
6. The required insurances must be maintained for the duration of the accreditation period.
7. The Applicant will indemnify the local electricity distributors of NSW against any loss or damage incurred as a result of any defective contestable services undertaken by the Applicant.
8. The Service Provider must ensure that the following tests on all works are carried out before connecting them to supply to ensure safe operation, and, where applicable, compliance with clause 1.9.3 of AS/NZS 3000 (the Wiring Rules).

For Categories 2 and 3 work: polarity, phase rotation (where applicable), insulation resistance and earthing integrity.

For Category 4 work where applicable, to ensure compliance with AS/NZS 3000, testing procedures shall be adopted from the *AS/NZS 3017 Electrical Installations – Testing Guidelines* (a copy must be retained by the Service Provider). Service Providers engaged in this category of work must not energise the installation past the main switch unless they are in possession of a copy of the relevant Certificate of Compliance - Electrical Work (CCEW) or have completed such a document indicating that all tests required have been performed.

9. The Service Provider must carry out all electrical work in accordance with any directions from the local electricity distributor. Fixtures and equipment owned by the local electrical distributor must be left in good order or returned to the distributor within 7 days after being accessed by the Service Provider.

The Applicant agrees to notify the Scheme of any circumstances that may affect the conditions of the accreditation.

The Applicant accepts as a condition of accreditation that the Scheme may commission an independent audit of records, equipment and works to confirm compliance with the conditions of accreditation.

Signed by the Applicant:

_____ print Applicant's full name _____ Applicant's signature

in the presence of:

_____ print Witness' full name _____ Witness' signature

on this day:

_____ Date