

# ***SCHEME RULES***

NSW ACCREDITED SERVICE PROVIDER (ASP)

Schedule 1 Scheme Rules

December 2017

## **ACCREDITATION OF PROVIDERS OF CONTESTABLE SERVICES**

**LEVEL 1 - Construction of network assets**

**LEVEL 2 - Service work/connection services**

**LEVEL 3 - Design of network assets**

# ***SCHEME RULES***

NSW ACCREDITED SERVICE PROVIDER (ASP) - December 2017

Published by NSW Department of Planning and Environment

## **NSW Accredited Service Provider (ASP) Scheme Rules**

Published December 2017

### **More information**

Made by the Minister for Energy and Utilities under clause 26 of the *Electricity Supply (Safety and Network Management) Regulation 2014*

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# ***SCHEME RULES***

*NSW ACCREDITED SERVICE PROVIDER (ASP) - December 2017*

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## INTRODUCTION

This document sets out the rules for the accreditation of providers of contestable network services under Part 3 of the *Electricity Supply Act 1995* (the **Act**). Under section 31A of the Act, a person who provides contestable network services must be accredited, in accordance with the *Electricity Supply (Safety and Network Management) Regulation 2014* (the **Regulation**), to provide those services (an **accredited service provider** or **ASP**).

Clause 26 of the Regulation provides that the Minister may make Scheme Rules for the purposes of Part 3 of the Regulation (Accreditation of providers of contestable services). These Scheme Rules establish a framework for an ASP to provide contestable network services in a safe and competent manner for the design, construction and installation of electricity works that comprise of or are connected to the electricity distribution networks in NSW (**ASP Scheme**).

**Part 1** sets out the **background** to accreditation and the **conditions of accreditation** a person must satisfy to maintain accreditation under the Scheme.

**Part 2** sets out the **Scheme Rules** relating to:

- Classes of contestable network services in respect of which a person may be accredited
- Eligibility requirements for an accreditation or for renewal of an accreditation
- How to apply for an accreditation or for renewal
- How an applicant for an accreditation or renewal can give evidence of eligibility
- Fees required for the application for, or renewal of, an accreditation, and
- How to apply for a review.

## PART 1: BACKGROUND

### A. General

Customers who need certain services to physically connect to the distribution network may be required to pay for these services. In relation to some of these services, the customer can choose whether those services are provided by the distributor or another service provider. These are called 'contestable network services'. In many cases, customers will need to engage their own service provider. The Act requires that these service providers be accredited.

Contestable network services may involve (but are not limited to) the installation of underground and overhead services, service equipment, transformers, switchgear, protection equipment, augmentation and design work. The Scheme supports an environment where these contestable services can be carried out in a safe and competent manner.

An applicant for accreditation under the ASP Scheme may be any legal person, including a company or an individual. An individual may also apply for accreditation under their business name. To be accredited, a person must meet the eligibility requirements for their particular class of accreditation.

The eligibility requirements for accreditation (see Part 2 below) include having:

- a specified person or persons who are appropriately qualified and competent to perform work aligned to certain classes of accreditation
- specified insurance policies, and
- specified management systems in place.

Once an individual and or company (hereafter referred to as Business) is accredited as an ASP, any person engaged to carry out contestable work on behalf of that ASP must be:

- registered with the ASP Scheme, and,
- authorised by the relevant local electricity distributor to perform contestable network services.

Accreditation is not transferable. Therefore, if an ASP changes to operate under a new ACN (e.g. by dissolving a company and forming another), the new company will be required to make a new application to be accredited under the ASP Scheme.

### **B. Conditions of accreditation**

Accreditation is subject to the following general conditions:

- (a) contestable network services are only to be carried out in accordance with the Level and grading of the ASP;
- (b) contestable network services are only to be carried out by personnel registered and authorised to carry out that class of contestable network service;
- (c) ASPs must maintain their management systems (see Part 2, section B of the Scheme Rules);
- (d) ASPs must maintain current policies of relevant insurances (see Part 2, section B of the Scheme Rules);
- (e) all work must be undertaken in a safe manner and in accordance with:
  - i. all relevant Acts, Regulations and this Scheme;
  - ii. the Service and Installation Rules of NSW;
  - iii. the relevant aspects of the local electricity distributor's electricity network safety management system; and
  - iv. the ASP's safety management systems.
- (f) ASPs must use appropriate personal protective equipment, tools and equipment which ensure the safety of public and persons when carrying out contestable network services.

The Secretary may, in addition to the general conditions, impose specific conditions on the accreditation of a particular person or class of persons where the Secretary considers it is appropriate to do so in all the circumstances.

The conditions of accreditation for an ASP will be set out in the letter granting accreditation or renewal of accreditation. An ASP must comply with those conditions.

A breach of a condition of accreditation may lead to the suspension or cancellation of a person's accreditation under clause 22 of the Regulation or a refusal to renew accreditation under clause 18 of the Regulation.

### **C. 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 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 must notify the Scheme of changes in staff. Personnel, including employees and sub-contractors, will not be able to be authorised by the local

### D. Authorisation of personnel

For a Business to be accredited, an applicant must nominate at least one person that is appropriately qualified and competent to perform services within the relevant class of accreditation, and who will be registered under the Scheme Rules. That person must meet the eligibility requirements for accreditation as an ASP. Once accreditation is granted, contestable network services can only be carried out on behalf of the ASP by the personnel who are registered under the Scheme Rules in respect of that class of accreditation.

Local electricity distributors will also only allow a person to carry out contestable network services on or near their network if that person is:

- registered with the ASP Scheme, and
- authorised by that distributor.

Note that on or near the assets includes physical proximity to or contact with an asset, not just the electrical circuit component of the assets.

### E. Grading ASPs

Level 1 and 2 ASPs will be graded from A to C at the time of accreditation, with A being the highest and C the lowest. These grades are intended to reflect the general level of competence and expertise of the ASP. When work is completed by an ASP, the inspection fees charged by the local electricity distributor may vary according to the ASP's grade.

For Level 2 ASPs these fees are calculated according to the number of inspections for each grade and are charged when each Notice of Service Work (NOSW) is lodged.

These fees are set by an independent economic regulator, the Australian Energy Regulator (AER).

A Level 1 and 2 ASP may request a review of its grading for the purpose of obtaining a higher grading (grade progression review). A request for review must be made in writing to the Manager, Energy Networks and ASPs at the Division of Resources and Energy and include payment of the appropriate regrading application fee.

To be eligible for a grade progression review, an ASP must not have had, in the 12 months prior to the application for grade progression review, any suspension or cancellation applied to their accreditation.

In the event that any cancellation or suspension (excepting temporary action that may have been applied while an investigation was being carried out by a network operator) has been applied to:

- (a) the authorisation of any employee working for the ASP; or
- (b) the authorisation of any sub contracted authorised person engaged by and working on the project of the applicant ASP,

the Secretary may impose a cessation of any grade progression review up to a maximum of 12 months from the latest suspension and or cancellation.

A grade progression review will not proceed if an investigation being carried out by a network operator or the ASP scheme is underway on any matter involving the ASP, their employee(s) or any subcontractor(s).

A suspension in this context does not include a suspension applied for accreditation and or authorisation expiration purposes.

Conditions attached to an accreditation with respect to grading will have precedence in application over any grade progression review. The Secretary may commence an assessment at any point in time to determine if the grading of an ASP is appropriate.

### 1. Grading for Level 1 ASPs:

When accreditation is granted under the Regulation, a Level 1 ASP will be graded in accordance with the grading assessment method set out below. Once graded, a Level 1 ASP may only apply for a higher grade after the later date of 12 months at the existing grade or 12 months after the previous application for review.

As set out in the Scheme Rules below, applicants seeking accreditation as a Level 1 ASP must be assessed by an independent assessor appointed by the Secretary. The grading of Level 1 ASPs is carried out by an independent assessor at the time of the assessment of the management system under the Scheme Rules (see Part 2 B (3) of the Scheme Rules).

**Step 1:** When the independent assessor assesses the applicant's management systems under the Scheme Rules (in accordance with the table at Appendix A), each individual management system must obtain a score of 55% or more to be eligible for a grading assessment. An applicant who scores below 55% for one or more management systems will not qualify for accreditation, or in the event of having accreditation at the time of assessment, will have their accreditation suspended.

**Step 2:** If all management systems have scored 55% or more then the independent assessor's total score of all management systems in the form at Appendix A (out of 284), when converted to a percentage ( $\text{score}/284 \times 100$ ), will determine the applicant's grading in accordance with the table 1 below.

Table 1: Level 1 Assessment Grading

Maximum Total Score possible	Assessor's Total Score	Applicant's Percentage	Applicant's ranking	Grading
284 (see Appendix A)		$\frac{\text{total score}}{284}$	Greater than 85%	A
			>70% and ≤85%	B
			≥55% and ≤70%	C
			Less than 55%	UNSUCCESSFUL

### 2. Grading for Level 2 ASPs:

An applicant for a Level 2 ASP will be given an initial grade of B when granted accreditation unless previous history and or accreditation conditions prevent this. The Secretary has the authority to allocate a different grade.

In order to obtain a higher grade or to maintain a current grading, a Level 2 ASP must obtain the relevant score in the table 2 below, using the ASP's activity from the 12 months prior to the assessment.

Table 2: Level 2 Assessment Grading

Grade	Minimum number of inspections of services	Relevant Score (Number of defects as a % of inspections)
A	1 in 25	Less than 3%
B	1 in 5	3% to 5% inclusive
C	1 in 1	Greater than 5% to 20%

Following an application for re-grading, the ASP Scheme will request each relevant electricity 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 to a higher grade, as follows:

- B grade to A grade: a minimum of 150 projects (nominally 30 inspections)
- C grade to B grade: a minimum of 50 projects (nominally 50 inspections)

For the purposes of these minimums, the ASP Scheme may use a period greater than 12 months prior to the application.

### 3. Grading for Level 3 ASPs:

There is currently no grading of Level 3 applicants or Level 3 ASPs.

## PART 2: SCHEME RULES

### A. Classes of contestable network services

There are three types of contestable network services under the Scheme Rules (Levels 1 to 3). Within each type, there are multiple classes of accreditation that enable an ASP to carry out contestable network services. The types and classes of accreditation are set out below.

#### 1. Level 1 ASP

The services that can be provided by a Level 1 ASP consist of constructing and installing electricity distribution works to enable the provision of customer connection services (these are services related to a new connection or alteration to a connection as defined in section 24(3) of the Electricity Supply Act 1995 and chapter 5A of the National Electricity Rules). Examples include:

- the laying and stringing of electricity cables as well as the jointing of cables;
- erecting electricity poles and excavating underground cable trenches;
- 'line work' such as working with live electricity cables (but not live High Voltage);
- building or working on or inside electricity distribution sub-stations; and
- construction work that may include the use of plant and equipment.

A Business that is accredited as a Level 1 ASP can be accredited in any of following four classes:

**Class 1A** – Overhead – work on or near the overhead electricity network:

- examples include pole erection, tower construction, conductor stringing and tensioning, street lighting works comprising pole erection, stringing of conductors and luminaire erection and substation construction.

**Class 1B** – Underground Paper lead and Polymeric – work on or near the underground electricity network, including polymeric and paper lead cables:

- examples include cable trench excavation, duct laying, cable pit construction, pillar installation, cable laying and jointing, street lighting works comprising underground standard erection, cable laying and luminaire erection and substation construction.

**Class 1C** – Underground Polymeric only– work on or near the underground electricity network as described for Class 1B but excluding work on paper lead or CONSAC cables.

**Class 1X** – Non-electrically qualified. This class allows non-electrically qualified personnel to be registered with the ASP Scheme in accordance with the Scheme Rules. It also allows application to be made to a distributor for authorisations not covered in the Scheme Rules, where the requirements for those authorisations are set by the Distributors. Examples of specific authorisations that may be required by a distributor include:

- 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 persons engaged by a telecommunications network operator on telecommunications assets attached to electricity network operator assets,
- trades assistant work such as safety observer, rescue assistant and plant operator.

## 2. Level 2 ASP

The services that can be undertaken by a Level 2 ASP are as follows (but not limited to):

**Class 2A** – Disconnect and reconnect.

- Disconnection and reconnection of service lines at the connection point – but only work at the connection point that does not involve accessing network operator assets and no mechanical changes to network assets are required.

**Class 2B** – Work on underground service conductors including:

- remove and replace a local electricity distributor security seal in accordance with local electricity distributor procedures;
- installation and connection of underground service lines in accordance with the NSW Service & Installation Rules;
- relocate/upgrade an existing underground service line and restore supply on completion;
- disconnection and reconnection of underground service lines at the point of common coupling and the connection point; and
- replacement of a service protection device (including where it includes a meter protection device) and service active and neutral links.

**Class 2C** – Work on overhead service conductors including.

- remove and replace a local electricity distributor security seal in accordance with local electricity distributor procedures;
- installation and connection of overhead service lines in accordance with the Service & Installation Rules of NSW;
- relocate/upgrade an existing overhead service line and restore supply on completion;
- disconnection and reconnection of overhead service lines at the point of common coupling and the connection point; and
- replacement of a service protection device (including where it includes a meter protection device) and service active and neutral links.

### **Class 2D** – Energising Network Operator service equipment including service protection devices/fuses

- remove and replace a local electricity distributor security seal in accordance with local electricity distributor procedures;
- disconnection and reconnection of the service equipment (including service protection devices/fuses) at the connection point;
- installation, replacement and removal of service protection devices/fuses as required by distributors in accordance with the NSW Service and Installation Rules
- energising service equipment including service protection devices/fuses
- In relation to a basic meter (as defined in Schedule 6 of the *Electricity Supply Act 1995*) request received by the distributor prior to 1 December 2017, the installation and removal of whole current metering equipment in accordance with the local distributor's published standards to the extent that such installation or removal relates to a basic meter.

An ASP may only remove or install meters if the ASP is accredited as a meter provider with the Australian Energy Market Operator (AEMO) or the ASP is undertaking this work as a sub-contractor to another company which is properly accredited by AEMO for this purpose.

### **Transitional arrangement**

From 1 December 2017, it will not be possible to install a basic meter under the National Electricity Rules due to changes to the Rules that commence on that date. However, if a distributor received a request to install a basic meter by 30 November 2017, Schedule 6 of the *Electricity Supply Act* provides that Part 3, Division 4 of the Act as in force on 30 June 2016 (and which includes section 29 of the Act) continues to apply. This means, where a distributor receives a request to install a basic meter immediately before 1 December 2017, section 29 allows the customer to choose to have that meter installed by an ASP in accordance with these Rules. For this purpose, the ASP Class 2D can continue to install and remove whole current metering equipment.

### **Class 2X** – Non-electrically qualified.

This class allows non-electrically qualified personnel to be registered with the ASP Scheme in accordance with the Scheme Rules. It also allows application to be made to a distributor for authorisations not covered in the Scheme Rules, where the requirements for those authorisations are set by the Distributors. Examples of specific authorisations that may be required by a distributor include:

- 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 persons engaged by a telecommunications network operator on telecommunications assets attached to electricity network operator assets,
- trades assistant work such as safety observer, rescue assistant and plant operator.

## **3. Level 3 ASP**

Level 3 ASPs design electricity network assets, underground and/or overhead.

A person that is accredited as a Level 3 ASP can be accredited in the following classes:

### **Class 3A** – Design of overhead electricity reticulation. For example:

- Evaluate cost estimations, design overhead distribution networks, design distribution substations, develop high and low voltage distribution 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.

**Class 3B** – Design of underground electricity reticulation. For example:

- Evaluate cost estimations, design underground distribution networks, design distribution substations, develop high and low voltage distribution 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: From a pragmatic perspective, 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 padmount 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.

## B. Eligibility requirements

A person cannot be accredited to carry out a class of contestable network services unless they meet the eligibility requirements for that class of accreditation. All of the eligibility requirements must be maintained for the duration of a person's accreditation.

**Note:** Clause 22 of the Regulation provides that the Secretary may suspend or cancel a person's accreditation if the Secretary considers the person no longer satisfies the eligibility requirements for an accreditation or for renewal of an accreditation under the Scheme Rules.

A person will only be eligible for accreditation to carry out a particular class of contestable network services if they have (or, in the case of a business, they have personnel who have) obtained the appropriate qualifications and training to carry out that class of contestable network services and have demonstrated competence within the last 12 months in safety and testing procedures appropriate for the classification.

### 1. Qualification and training requirements

A person will satisfy the qualification and training requirements for a class of contestable network services if they satisfy one or more of the following requirements:

- a) they are currently registered within the ASP scheme to carry out the contestable network services within that class; or
- b) they hold the relevant Australian Qualification Framework (AQF) training qualification/s, and have undergone the relevant training for that class of contestable network services, as set out in the tables below. The training must have been delivered by a Registered Training Organisation (RTO) as set out in the tables below; or
- c) they are a former employee of a NSW electricity distributor and can satisfy the Secretary that they meet all of the following requirements:
  - (i) they have worked with the electricity distributor in a period no more than 24 months prior to the date of application for accreditation or registration and their core work was trade related work aligned to the class of accreditation or registration they are applying for (this must be supported by a conclusive and unambiguous statement from the electricity distributor);
  - (ii) they were authorised by the electricity distributor to carry out the work that aligns to the class of accreditation they are applying for;
  - (iii) they have obtained a qualification or certification relevant to the type of work within the class of accreditation they are applying for; and,
  - (iv) (for Level 1 and Level 2 applications) they can provide evidence of competency from the electricity distributor or have a current statement of attainment from an RTO for the unit of competency UETDRRF11A – Testing of connections to low voltage electricity networks.

Table 3: Level 1 ASP Qualification and training requirements

Level 1 ASP Qualification and training requirements		
Accredited Service Provider (ASP) Scheme Classes of Contestable network services (type of work)	ASP Scheme Qualification Criterion for Level 1 ASPs <i>Training organisations must be registered with Australian Skills Quality Authority or their state training authority and must have the relevant qualification and unit of competency on their scope of registration to deliver training and/or assessment</i>	
	Core Qualifications (refer Note 1)	Additional Mandatory Competency Units (refer to Note 2)
<b>Class 1A</b> – carry out work on or near the overhead electricity network	<b>UET30612</b> – Certificate III in ESI – Power Systems – Distribution Overhead	<b>UETDRRF11A</b> - Testing of connections to low voltage electricity networks
<b>Class 1B</b> – carry out work on or near the underground electricity network including both paperlead and polymeric and associated underground asset installation works	<b>UET30812</b> – Certificate III in ESI – Power Systems – Distribution Cable Jointing	<b>UETDRCJ21A</b> – Lay ESI electrical cables <b>AND</b> <b>UETDRCJ22A</b> – Install & maintain de-energised LV UG paper insulated cables <b>AND</b> <b>UETDRCJ23A</b> - Install and maintain de-energised high voltage underground paper insulated cables <b>AND</b> <b>UETDRRF11A</b> - Testing of connections to low voltage electricity networks
<b>Class 1C</b> – carry out work on or near the underground electricity network and associated underground asset installation works limited to <b>polymeric cables only</b>	<b>UET30812</b> – Certificate III in ESI – Power Systems – Distribution Cable Jointing <b>OR</b> <b>UEE30811</b> – Certificate III in Electro- technology Electrician (or equivalent) <b>OR</b> <b>UET30612</b> – Certificate III in ESI – Power Systems – Distribution Overhead	<b>UETDRCJ21A</b> – Lay ESI electrical cables <b>AND</b> <b>UETDRCJ26A</b> – Install & maintain de-energised low voltage underground polymeric cables <b>AND</b> <b>UETDRCJ27A</b> – Install & maintain de-energised high voltage underground polymeric cables <b>AND</b> <b>UETDRRF11A</b> - Testing of connections to low voltage electricity networks
<p><b>Note 1:</b> Upon verification; those holding an equivalent qualification to:</p> <ul style="list-style-type: none"> <li><b>UET30612</b> and/or <b>UET30812</b> documented in the <b>UET12</b> Training Package and all corresponding units of competency that proceed back to and are inclusive of <b>UTT30101</b> and/or <b>UTT30301</b> documented in the <b>UTT98</b> Training Package will also meet the qualification requirements noted in this Level 1 table; or</li> <li><b>UEE30811</b> documented in the <b>UEE11</b> Training Package and all corresponding units of competency that proceed back to and are inclusive of <b>UTE31199</b> documented in the <b>UTE99</b> Training Package will also meet the qualification requirements noted in this Level 1 table.</li> </ul> <p><b>Note 2:</b> Registered Training Organisations (RTO's) must ensure that any/all prerequisite units of competency (as specified within each of the relevant competency standards) have been achieved prior to awarding any of the units of competency specified within the "Additional Mandatory Competency Units" column of Level 1 table.</p>		

Details are to be submitted in the qualifications section of the Level 1 ASP Application Form

Table 4: Level 2 ASP Qualification and training requirements

Level 2 ASP Qualification and training requirements		
Classes of Contestable Services (type of work)	ASP Scheme Qualification Criterion for Level 2 ASPs <i>Training organisations must be registered with Australian Skills Quality Authority or their state training authority and must have the relevant qualification and unit of competency on their scope of registration to deliver training and/or assessment</i>	
	Core Qualifications (refer Note 1)	Additional Mandatory Competency Units (refer to Note 2)
<b>Class 2A</b> –Disconnect and reconnect at connection point	<b>Meet</b> requirements for class 2B or 2C <b>OR</b> Currently registered for Disconnect / reconnect (former Level 2 Category 1)	<b>UETTDREL16A</b> - Working safely near live electrical apparatus <b>AND</b> <b>UETDRRF11A</b> - Testing of connections to low voltage electricity networks
<b>Class 2B</b> –Underground Services	<b>UEE30811</b> – Certificate III in Electro-technology Electrician (or equivalent) <b>OR</b> <b>UET30812</b> – Certificate III in ESI – Power Systems – Distribution Cable Jointing	<b>UETTDRI55A</b> – Install and maintain low voltage underground services <b>AND</b> <b>UETDRRF11A</b> - Testing of connections to low voltage electricity networks
<b>Class 2C</b> –Overhead Services	<b>UEE30811</b> – Certificate III in Electro-technology Electrician (or equivalent) <b>OR</b> <b>UET30612</b> – Certificate III in ESI – Power Systems – Distribution Overhead	<b>UETTDRI56A</b> – Install and maintain low voltage overhead services <b>AND</b> <b>UETDRRF11A</b> - Testing of connections to low voltage electricity networks
<b>Class 2D</b> –Energising service equipment – including disconnect and reconnect	<b>UEE30811</b> – Certificate III in Electro-technology Electrician (or equivalent)	<b>UETTDREL16A</b> - Working safely near live electrical apparatus <b>AND</b> <b>UEENEEK142A</b> - Apply environmentally and sustainable energy procedures in the energy sector <b>AND in relation to a basic meter installation request received by the distributor prior to 1 December 2017 either</b> (i) <b>UETTDRI60A</b> – Install and replace power system meters and associated equipment, or, (ii) <b>UEENEEG171A</b> install, setup and commission interval metering <b>AND</b> <b>UETDRRF11A</b> - Testing of connections to low voltage electricity networks
<p><b>Note 1:</b> Upon verification; those holding an equivalent qualification to:</p> <ul style="list-style-type: none"> <li><b>UET30612</b> and/or <b>UET30812</b> documented in the <b>UET12</b> Training Package and all corresponding units of competency that proceed back to and are inclusive of <b>UTT30101</b> and/or <b>UTT30301</b> documented in the <b>UTT98</b> Training Package will also meet the qualification requirements noted in this Level 2 table; or</li> <li><b>UEE30811</b> documented in the <b>UEE11</b> Training Package and all corresponding units of competency that proceed back to and are inclusive of <b>UTE31199</b> documented in the <b>UTE99</b> Training Package will also meet the qualification requirements noted in this Level 2 table.</li> </ul> <p><b>Note 2:</b> Registered Training Organisations (RTO's) must ensure that any/all prerequisite units of competency (as specified within each of the relevant competency standards) have been achieved prior to awarding any of the units of competency specified within the "Additional Mandatory Competency Units" column of Level 2 table.</p>		

Details are to be submitted in the qualifications section of the Level 2 ASP Application Form

Table 4: Level 3 ASP Qualification and training requirements

Level 3 ASP Qualification and training requirements	
<p><b>Class 3A:</b> Design of overhead electricity reticulation</p>	<p><b>Criteria 1 – Professional qualifications:</b></p> <p>(a) Professional qualifications:</p> <p>(i) Professional Engineer with the Institution of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; or,</p> <p>(ii) Engineering Technologist or Associate with the institute of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice;</p> <p>and</p> <p>(b) Minimum 12 months industry experience in designing electricity reticulation systems for overhead (evidenced by a statement of duties and experience from previous and or current employer(s));</p> <p>and</p> <p>(c) And provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to overhead construction</p> <p>OR</p> <p><b>Criteria 2 Industry specific training qualifications:</b></p> <p>(a) Completion of training package <b>UET60212</b> - Advanced Diploma of ESI - Power Systems including elective units:</p> <ul style="list-style-type: none"> <li>• UETDDRDS31A Draft and layout a power system overhead distributionextension</li> <li>• UETDDRDS33A Draft and layout a power system street lighting system</li> <li>• UETDDRDS34A Draft and layout a power system distribution substation minorupgrade</li> <li>• UETDDRDS35A Design overhead distribution power systems</li> <li>• UETDDRDS37A Design power system distribution substations</li> <li>• UETDDRDS38A Design power system public lighting systems</li> <li>• UETDDRDS39A Prepare and manage detailed construction plans for electricalpower system infrastructure</li> </ul> <p>and</p> <p>(b) provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to overhead construction.</p> <p>OR</p> <p><b>Criteria 3 Industry Experience:</b></p> <p>a) documentary evidence of at least 5 years industry experience in designing electricity overhead reticulation systems of the category for which accreditation is required;</p> <p>b) at least one written reference from an electricity distributor or similar organisation confirming the designer's experience and competence in overhead reticulation design;and,</p> <p>c) provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to overhead construction.</p>

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## Class 3B:

Design of underground electricity reticulation

### Criteria 1– Professional qualifications:

#### (a) Professional qualifications:

(i) Professional Engineer with the Institution of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; or,

(ii) Engineering Technologist or Associate with the institute of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice;

and

(b) minimum 12 months industry experience in designing electricity reticulation systems for underground (evidenced by a statement of duties and experience from previous and or current employer(s));

and

(c) provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to underground construction.

OR

### Criteria 2 - Industry specific training qualifications:

(a) Completion of training package **UET60212** - Advanced Diploma of ESI - Power Systems including elective units:

- UETDRDS32A Draft and layout a power system underground distribution extension
- UETDRDS33A Draft and layout a power system street lighting system
- UETDRDS34A Draft and layout a power system distribution substation minor upgrade
- UETDRDS36A Design underground distribution power systems
- UETDRDS37A Design power system distribution substations
- UETDRDS38A Design power system public lighting systems
- UETDRDS39A Prepare and manage detailed construction plans for electrical power system infrastructure

and

(b) provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to underground construction

OR

### Criteria 3 Industry Experience:

(a) documentary evidence of at least 5 years industry experience in designing electricity underground reticulation systems of the category for which accreditation is required;

(b) at least one written reference from an electricity distributor or similar organisation confirming the designer's experience and competence in underground reticulation design; and

(c) provide a declaration indicating the applicant has knowledge of the electricity distributors' construction Standards and specifications relevant to underground construction.

Details are to be submitted in the qualifications section of the Level 3 ASP Application Form

### 2. Insurance requirements

A person must hold current policies for the following insurances:

- a) Public/Products Liability Insurance covering loss of at least \$20 million for Level 1 ASPs and \$10 million for Level 2 and 3 ASPs; and
- b) (for Level 3 ASPs only) Professional Indemnity Insurance covering loss of at least \$2 million.

Details are to be submitted in the insurance section of the appropriate Level 1, 2 or 3 Application Forms

### 3. Requirements for Management Systems

A person must have the following management systems in place:

- work health & safety management systems;
- business management systems;
- environmental management systems;
- resource management systems; and
- performance management systems.

The criteria for assessing the management systems for each class of accreditation are set out in the following appendices:

Level 1 ASP – refer to Appendix A

Level 2 ASP – refer to Appendix B

Level 3 ASP – refer to Appendix C

The management systems for a Level 1 ASP applicant will be reviewed by an independent ASP Assessor appointed by the Department. This assessment may take place at the applicant's place of work.

Level 2 ASP applicants and Level 3 ASP applicants must submit a declaration of compliance and copies of their management systems with their application as evidence that the management systems comply with Appendices B and C respectively. The Secretary may determine that an applicant needs to alter their management system to be compliant with these requirements.

#### C. How to give evidence of eligibility

Applicants must provide evidence that they meet the eligibility requirements for accreditation as follows:

- Qualifications and training: Certified copy of the relevant certificate and a transcript (record of results) relevant to the qualification and training carried out must accompany an application form.

**Note:** a Certificate of Proficiency relevant to the class of contestable network services will be accepted as a part of the AQF. Classes 1X and 2X only require registration with the department, with evidence of qualifications and training to be submitted to a distributor if specific authorisation is sought with that Distributor.

- Management systems: Evidence of management systems for Level 1 must be provided to the Scheme's assessor on site during the assessment. Declarations and evidence of management systems for Levels 2 and 3 requires documents (in hard or soft copy) to accompany an application form.
- Insurances: A copy of a certificate of currency for each type of insurance.

Evidence can be provided electronically, or in hard copy.

### D. How to apply for a grant or renewal of accreditation

A person may apply for an accreditation or for the renewal of an accreditation, by completing the appropriate application form as in force from time to time and published on the Contestable network services website:

<http://www.resourcesandenergy.nsw.gov.au/asp>

There is a different application form for each level of accreditation (Level 1, 2 and 3 ASP). Applications must be accompanied by the relevant fee for processing the application (refer to paragraph E below).

As noted above, the applicant must provide evidence that they satisfy the eligibility requirements at the time of submitting the application form. Processing of an application will not occur unless all required evidence is supplied.

If an applicant has any questions about the Scheme Rules please contact the ASP Scheme on 02 9842 8636 or email [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au)

Completed application forms must be submitted to:

Manager, Accreditation Services  
Division of Resources and Energy  
Locked Bag 5123  
PARRAMATTA NSW 2124,  
or by email to [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au)

### E. Fees for the grant or renewal of accreditation

The fees required for an application for accreditation or for renewal of accreditation are set out below. Fees can be paid by card or cheque. See the appropriate application form for further details.

The fee for a Level 1 ASP application includes some of the costs of the assessor. However, in some cases the independent assessor will be required to incur additional travel and accommodation costs. The applicant will be required to cover these additional costs.

Table 6: Level 1 ASP Fees

	Fee	GST	Total
Accreditation application	\$1,799.09	\$179.91	\$1,979
Registrations*	\$177.27	\$17.73	\$195
Renewal of accreditation	\$266.36	\$26.64	\$293
Regrading application	\$1436.36	\$143.64	\$1580
Accreditation for an additional class	\$1,476.36	\$147.64	\$1,624

\*(per block of 5 or part thereof, not applicable when submitted as part of Accreditation application)

## Table 7: Level 2 ASP Fees

	Fee	GST	Total
Accreditation application	\$373.64	\$37.69	\$411
Registrations*	\$177.27	\$17.73	\$195
Renewal of accreditation	\$266.36	\$26.64	\$293
Regrading application	\$177.27	\$17.73	\$195

\*(per block of 5 or part thereof, not applicable when submitted as part of Accreditation application)

## Table 8: Level 3 ASP Fees

	Fee	GST	Total
Accreditation application	\$425.45	\$42.55	\$468
Registrations*	\$177.27	\$17.73	\$195
Renewal of accreditation	\$266.36	\$26.64	\$293

\*(per block of 5 or part thereof, not applicable when submitted as part of Accreditation application)

### F. How to apply for a decision review

Under the Regulation, a person may apply for a review of any decision to:

- refuse an application for accreditation
- refuse an application for renewal of accreditation
- impose or vary particular conditions of the accreditation
- refuse an application to vary or revoke any conditions of the accreditation
- suspend or cancel an accreditation; or
- not to act on a suspension of accreditation.

An application for a review of a decision of the Secretary must:

- a) be in writing;
- b) be served on the Secretary no later than:
  - ii) in the case of a decision to not act on a suspension – 56 days after the decision; or
  - iii) in any other case – 28 days after the person receives written notice of the decision; and
- c) state the reasons why the applicant considers that the decision should be reviewed.

The Secretary will review the application for review and make a determination in accordance with clause 25 of the Regulation.

## APPENDIX A

**Table 9: Level 1 ASP Management Systems**

Level 1 ASP Management System			
System Component	Evidence	Score	Total Score
<b>WORK HEALTH &amp; SAFETY MANAGEMENT</b>			
<b>Safety Plan</b>	WHS Policy Statement – evidence that the safety plan has been implemented	/7	/7
<b>Hazard risk assessment (HRA)</b> (verify that HRA are being used in the field)	Evidence of hazard risk assessment procedures in place (hard or soft copy).	/7	
	Forms – evidence of use, validity & accessibility to all employee/s.	/7	/14
<b>Safe work method statements (SWMS)</b> (verify that SWMS are being used in the field)	Systematic approach – evidence of hardcopy or electronic procedures in place.	/7	
	SWMS – evidence of use, validity & accessibility to all employee/s.	/7	
	WHS requirement – evidence that a comprehensive collection of SWMS have been developed that covers all relevant electrical & construction work activities.	/7	/21
<b>Safety equipment</b> (verify through evidence of photos and/or registers)	Personal protective equipment (PPE) - appropriate & in good condition.	/7	
	Working at heights– available if required & in good condition.	/7	
	First aid kit/s – available all sites & vehicles.	/7	
	Tools – available & are in accordance with industry standards for working on electricity.	/7	
	Rescue Kit/s – Pole top & or confined spaces – available at all relevant sites.	/7	/35
<b>Safety management certification</b>	Certification to AS/NZS 4801 – evidence of certifying body & expiry date.	/3	/3
<b>Work Health &amp; Safety Management Total</b>			<b>/80</b>

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BUSINESS MANAGEMENT		Score	Total Score
Business management plan	Evidence of hardcopy or electronic procedures in place.	/7	
	Register – evidence that a register has been established and maintained.	/7	
	Worksite management plan – e.g. traffic & pedestrian control, signage etc.	/7	
	Review – evidence hardcopy or electronic review processes are in place	/7	/28
Quality system certification	Certification to AS/NZS 9001 – evidence of certifying body and expiry date	/3	/3
<b>Business Management Total</b>			<b>/31</b>
ENVIRONMENTAL MANAGEMENT		Score	Total Score
Environment procedures and equipment	Evidence of hardcopy or electronic procedures in place – specific to working in proximity to roads, drains, water or other drainage flow lines.	/7	
	Erosion sediment control kit/s.	/7	
	Oil spill kit/s.	/7	/21
Environment system certification	Certification to AS/NZS 14000 – evidence of certifying body & expiry date.	/3	/3
<b>Environmental Management Total</b>			<b>/24</b>
RESOURCE MANAGEMENT		Score	Total Score
Equipment	Evidence of hardcopy or electronic procedures in place.	/7	
	Maintenance schedule/register	/3	
	Suitable plant, tools, equipment available	/3	/13
Qualifications and training	Evidence of hardcopy or electronic procedures in place.	/7	
	Personnel qualifications – relevant & current.	/7	
	Employee/s – evidence of capability to nominate qualified personnel.	/7	
	Register – evidence that a register has been established and maintained for training.	/7	/28

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<b>Sub-contractors</b>	Evidence of hardcopy or electronic procedures in place.	/7	
	Evidence that applicant is aware of the obligations of the Principal ASP.	/7	
	Contracting out to other ASPs – evidence that systems are in place	/7	/21
<b>Resource Management Total</b>			<b>/58</b>
<b>PERFORMANCE MANAGEMENT</b>		<b>Score</b>	<b>Total Score</b>
<b>Monitor and review</b>	Evidence of hardcopy or electronic procedures in place	/7	
	Review – Evidence of reviews being carried out for employees	/7	/14
<b>Corrective and preventive actions (CAPA)</b>	Evidence of hardcopy or electronic procedures in place.	/7	
	Register – evidence that a CAPA register has been established and maintained.	/7	
	Corrective action/s – evidence of actions taken to incidents and how non-conformance reports are being managed.	/7	
	Preventive action/s – evidence of actions taken to limit and or prevent an incident or non-conformance from occurring again.	/7	
	WHS legislation – evidence of non-conformance in the last 12 months.	/7	
	Electricity distributor/s – evidence of non-conformances in the last 12 months.	/7	/42
<b>Project management</b>	Evidence of hardcopy or electronic procedures in place.	/7	
	Process to identify or appoint a project manager	/7	/14
<b>Work performance</b>	Completed project/s – evidence of industry & client references for projects related to electricity network and exceeding \$10,000.	/7	
	Compliance – evidence showing that work is being carried out satisfactorily.	/7	/14
<b>Safety performance</b>	Completed project/s – evidence of projects related to electricity network and exceeding \$10,000 have no safety breaches.	/7	/7
	<b>Performance Management Total</b>		<b>/91</b>

## APPENDIX B

**Table 10: Level 2 ASP Management System Table**

Level 2 ASP Management System Checklist			
System component	Evidence	Tick the appropriate box	
		Yes	No
<b>WORK HEALTH &amp; SAFETY MANAGEMENT</b>		<b>Yes</b>	<b>No</b>
Safety Plan	Endorsed and operational.	<input type="checkbox"/>	<input type="checkbox"/>
Hazard risk assessment (HRA)	Forms current & accessible to all personnel.	<input type="checkbox"/>	<input type="checkbox"/>
Safe work method statements (SWMS) (for each Class of Accreditation)	SWMS – being used, current & accessible to all personnel.	<input type="checkbox"/>	<input type="checkbox"/>
Safety equipment	Personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
	Working at heights equipment	<input type="checkbox"/>	<input type="checkbox"/>
	Tools – available & are in accordance with industry standards for the electrical supply industry for working on electricity.	<input type="checkbox"/>	<input type="checkbox"/>
	Rescue kit/s	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUSINESS MANAGEMENT</b>		<b>Yes</b>	<b>No</b>
Qualifications (qualifications are relevant for ASP personnel who work on or near the electricity network)	Personnel/s qualifications – relevant & current.	<input type="checkbox"/>	<input type="checkbox"/>
Document control (knowing where your documents are and that they are the latest version available)	Register for HRAs and SWMS	<input type="checkbox"/>	<input type="checkbox"/>
<b>RESOURCE MANAGEMENT</b>		<b>Yes</b>	<b>No</b>
Qualifications and training	Register established and maintained of training for personnel and sub-contractors.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	Maintenance schedule/register.	<input type="checkbox"/>	<input type="checkbox"/>
	Suitable plant, tools, equipment available.	<input type="checkbox"/>	<input type="checkbox"/>
Sub-contracting	Applicant is aware of the obligations of being a Principal ASP.	<input type="checkbox"/>	<input type="checkbox"/>
	Contracting out to other ASPs – systems are in place.	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERFORMANCE MANAGEMENT</b>		<b>Yes</b>	<b>No</b>
Corrective and preventive actions (CAPA)	CAPA register	<input type="checkbox"/>	<input type="checkbox"/>
	Corrective Action/s – process to determine, manage & review	<input type="checkbox"/>	<input type="checkbox"/>
	Preventive Action/s – process to determine, manage & review	<input type="checkbox"/>	<input type="checkbox"/>

## APPENDIX C

Table 11: Level 3 ASP Management System Table

Level 3 ASP Management System Checklist			
System component	Evidence	Tick the appropriate box	
		Yes	No
<b>WORK HEALTH &amp; SAFETY MANAGEMENT</b>		<b>Yes</b>	<b>No</b>
Safety Plan	For field work	<input type="checkbox"/>	<input type="checkbox"/>
Hazard risk assessment (HRA)	Forms current & accessible to all personnel.	<input type="checkbox"/>	<input type="checkbox"/>
Safe work method statements (SWMS) (for each Class of Accreditation)	SWMS – being used, current & accessible to all personnel.	<input type="checkbox"/>	<input type="checkbox"/>
Safety equipment	Personal protective equipment (PPE) - appropriate & in good condition	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUSINESS MANAGEMENT</b>		<b>Yes</b>	<b>No</b>
Document control (knowing where your documents are and that they are the latest version available)	Register – a register has been established and maintained	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate design review and approval systems/procedures in place and being used.	<input type="checkbox"/>	<input type="checkbox"/>
	Review – hardcopy or electronic review processes are in place.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL MANAGEMENT</b>		<b>Yes</b>	<b>No</b>
	Plans – incorporate electricity networks in proximity to drains, water or other drainage flow lines	<input type="checkbox"/>	<input type="checkbox"/>
	Erosion sediment control specifications incorporated into design work	<input type="checkbox"/>	<input type="checkbox"/>
	Environmental assessment techniques	<input type="checkbox"/>	<input type="checkbox"/>
<b>RESOURCE MANAGEMENT</b>		<b>Yes</b>	<b>No</b>
Qualifications and training	Personnel – capability to nominate qualified personnel	<input type="checkbox"/>	<input type="checkbox"/>
	Register – a register has been established & maintained for training	<input type="checkbox"/>	<input type="checkbox"/>
Sub-contracting	Applicant is aware of the obligations of being a Principal ASP.	<input type="checkbox"/>	<input type="checkbox"/>
	Contracting out to other ASPs – systems are in place.	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERFORMANCE MANAGEMENT</b>		<b>Yes</b>	<b>No</b>
Monitor and review	Reviews – process for reviews to be carried out fir employee/s and sub-contractors – desktop or worksite	<input type="checkbox"/>	<input type="checkbox"/>

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Corrective and preventive actions (CAPA)	CAPA register	<input type="checkbox"/>	<input type="checkbox"/>
	Corrective Action/s – process to determine, manage & review	<input type="checkbox"/>	<input type="checkbox"/>
	Preventive Action/s – process to determine, manage & review	<input type="checkbox"/>	<input type="checkbox"/>