



ACCREDITATION OF SERVICE PROVIDERS FOR CONTESTABLE SERVICES

LEVEL 1 APPLICATION FORM

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

Please send your completed application forms to:

EMAIL:

asp.scheme@planning.nsw.gov.au

POST:

Department of Planning, Industry and Environment

ASP Scheme

PO Box 435 | Parramatta | NSW 2124

FOR ASSISTANCE:

T: 02 8275 1960

February 2020

LEVEL 1 APPLICATION FORM

CHECKLIST and CORE REQUIREMENTS FOR LEVEL 1 APPLICANTS

Before submitting your application please ensure you:

- Complete all sections of the application form
- Complete the information for employees/subcontractors who will be seeking registration under your accreditation (subcontractor additional requirements below)
- Provide evidence that employees/subcontractors satisfy accreditation criteria for Level 1 requested class – required evidence listed on page 6
- Provide Drivers Licence, Proof of Age card or Travel Passport for each listed employee/subcontractor
- Provide evidence of Public and Products Liability certificate of currency (minimum cover of \$20M)
- Ensure “**Electricity Distributors of NSW**” are noted as interested parties on the Public and Products Liability certificate of currency
- Provide payment of accreditation fee
- Sign the undertakings and declaration on page 8

Level 1 subcontractor additional requirements	
<input type="checkbox"/>	<p>If you are using subcontractors for Class 1A, 1B, 1C, you are required to provide the following with your application:</p> <p>A letter from the company each employee works for on letterhead, naming the specific employee and the class to be sub contracted, and signed by the Owner, Director, or HR representative giving permission for that employee to subcontract to you.</p> <p><i>*Please note for Class 1A, 1B, 1C, the company you are subcontracting from, <u>must</u> be an existing Accredited Service Provider (ASP)</i></p>
<input type="checkbox"/>	<p>If you are using subcontractors for Class 1X you are required to provide the following with your application:</p> <p>A letter from the company each employee works for on letterhead, naming the specific employee to be sub contracted and signed by the Owner, Director, or HR representative giving permission for that employee to subcontract to you.</p> <p><i>*Please note for Class 1X, the company you are subcontracting from does not need to be an existing Accredited Service Provider (ASP).</i></p>
<input type="checkbox"/>	<p>All subcontractor letters must be signed and dated within one month of submission</p>

LEVEL 1 APPLICATION FORM

Business Information

Business Name (Name of accreditation):	
Trading Name (if applicable):	
Australian Business Number (ABN):	

Please note that the main office details provided below, will be used for all correspondence and will also be listed on our website.

Main Office Address:	Address				
	Suburb		State		Postcode
Main Contact Details:	Name			Phone	
	Email				

Alternate Office Address (if applicable):	Address				
	Suburb		State		Postcode
Alternate Office Contact Details:	Name			Phone	
	Email				

Accreditation details

***Please note:** Class A-C are seeking authorisation to work on or near the electrical network.
Class X is seeking authorisation to work on or near physical assets

Level 1	<input type="checkbox"/> Class 1A – Overhead <input type="checkbox"/> Class 1B – Underground	<input type="checkbox"/> Class 1C – Underground Poly Only <input type="checkbox"/> Class 1X – Electrically Unqualified
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Does the applicant hold an existing Level 1 accreditation under the scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please provide details of existing accreditation:

Note existing accreditations of the same level will be cancelled upon successful processing of this application

Accreditation Number: (4 digits)		Grade:	
Level:		Class:	

ASP Number: Internal use		Date Application Received:	
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LEVEL 1 APPLICATION FORM

The **Level 1 New Accreditation Application fee** is \$1979.00 (inc GST).

**Note: all fees are non-refundable.*

Please forward this application form and payment to:

Email: asp.scheme@planning.nsw.gov.au

Post:

Department of Planning, Industry and Environment
ASP Scheme
PO Box 435
PARRAMATTA 2124

Accreditation Name: _____

Contact Name: _____

Business Address: _____

Contact Telephone Number: _____

If paying by **credit card** please complete the following section. Please note that all credit card transactions will incur a 0.4% credit card surcharge fee.

Please debit my nominated credit card account the level 1 New Accreditation Application fee of **\$1979.00** *Credit Card payments will incur an additional 0.4% surcharge of **\$7.92**

Please tick one: MasterCard Visa

Card number: ____ / ____ / ____ / ____ Expiry date: ____ / ____

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

Signature of cardholder: _____

Date: ____ / ____ / ____

Cheque Payment:

If paying by **cheque**, please make it payable to: **Department of Planning, Industry and Environment**

ASP Number: Internal use		Date Application Processed:	
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LEVEL 1 APPLICATION FORM

Registration of employee or subcontractor seeking authorisation to work on or near the electricity network

Once registered the following employees or subcontractors will be seeking, under the accreditation of the applicant, authorisation to work on or near the network:

***Available classes for Level 1 ASP**

1A – Overhead (OH)

1B – Underground Paper lead (UG)

1C – Underground Polymeric (only) (UG Poly)

1X – Electrically Unqualified (EU)

Level 1 Employee/Subcontractor Full Name (include middle name) <i>Photo ID and evidence of qualifications/training to be attached for each person listed</i>	Class 1A (O/H)	Class 1B (U/G)	Class 1C (U/G Poly)	Class 1X (EU)	Sub contractor Y/N <i>See page 2 for additional requirements</i>	ASP Scheme Internal Use
<i>Eg. John Michael Citizen</i>	✓		✓		N	<i>Example Only</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

#You must provide Drivers licence, Proof of age card or travel passport for each person listed

#You must provide evidence of how each person satisfies the qualifications/training requirements (e.g. copies of certificates with record of results from both the core and the mandatory competency columns listed on page 6)

*** For subcontractors please see page 2 for additional requirements**

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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)
Class 1A – carry out work on or near the overhead electricity network	UET30612 – Certificate III in ESI – Power Systems – Distribution Overhead	UETDRRF11A - Testing of connections to low voltage electricity networks
Class 1B – carry out work on or near the underground electricity network including both paperlead and polymeric and associated underground asset installation works	UET30812 – Certificate III in ESI – Power Systems – Distribution Cable Joining	UETDRCJ21A – Lay ESI electrical cables AND UETDRCJ22A – Install & maintain de-energised LV UG paper insulated cables AND UETDRCJ23A - Install and maintain de-energised high voltage underground paper insulated cables AND UETDRRF11A - Testing of connections to low voltage electricity networks
Class 1C – carry out work on or near the underground electricity network and associated underground asset installation works limited to polymeric cables only	UET30812 – Certificate III in ESI – Power Systems – Distribution Cable Joining OR UEE30811 – Certificate III in Electro-technology Electrician (or equivalent) OR UET30612 – Certificate III in ESI – Power Systems – Distribution Overhead	UETDRCJ21A – Lay ESI electrical cables AND UETDRCJ26A – Install & maintain de-energised low voltage underground polymeric cables AND UETDRCJ27A – Install & maintain de-energised high voltage underground polymeric cables AND UETDRRF11A - Testing of connections to low voltage electricity networks
<p>Note 1: Upon verification; those holding an equivalent qualification to:</p> <ul style="list-style-type: none"> 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 and/or UTT30301 documented in the UTT98 Training Package will also meet the qualification requirements noted in this Level 1 table; or UEE30811 documented in the UEE11 Training Package and all corresponding units of competency that proceed back to and are inclusive of UTE31199 documented in the UTE99 Training Package will also meet the qualification requirements noted in this Level 1 table. <p>Note 2: 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>		

There are no qualifications required for 1X, only Drivers licence, Proof of age card or Travel passport

LEVEL 1 APPLICATION FORM

Conditions of Accreditation to provide Contestable Works

DEFINITIONS

Words used in this accreditation have the same meaning as defined in the *Electricity Supply Act 1995* except where otherwise defined below:

Act means the *Electricity Supply Act 1995*

ASP means the accredited service provider who has been granted accreditation to carry out contestable services under this grant of accreditation

Department means the NSW Department of Planning, Industry & Environment,

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

Scheme Rules means the latest version of the Scheme Rules made by the Minister for Industry, Resources and Energy under clause 26 of the Regulation.

Service and Installation Rules means the Service and Installation Rules of New South Wales published by the Department on November 2018, as amended or replaced from time to time

CONDITIONS

1. The ASP may only provide contestable services for which accreditation is held under this accreditation.
2. A person may only carry out work under this accreditation if they are registered under the Scheme Rules.
3. A person who is registered under the Scheme Rules to carry out work under this accreditation must maintain his or her qualification for the duration of the work carried out under this accreditation.
4. Any person carrying out work under this accreditation must provide all contestable services in a safe manner and in accordance with:
 - (a) the Act and the Regulation;
 - (b) the Scheme Rules;
 - (c) the Service and Installation Rules;
 - (d) the relevant local electricity distributor's safety management plan; and
 - (e) the ASP's safety management systems.
5. An ASP is responsible for ensuring that any subcontractor it engages to undertake contestable work on its behalf is accredited for the appropriate class of contestable services.
6. An ASP is responsible for ensuring that its staff or the staff of a subcontractor it engages are appropriately qualified and competent for the contestable services they will undertake and that they are authorised as required by the relevant electricity distributor.
7. The ASP must maintain records of all contestable services provided under this accreditation, including:
 - (a) work carried out on behalf of the ASP and under this accreditation; and
 - (b) details of the person who undertook the work.Such records must be provided to the local electricity distributor on inspection of the works, or to the Department on request.
8. The ASP must maintain their management systems for the duration of this accreditation.
9. The ASP must maintain current policies for all insurances held as at the date of this grant of accreditation for the duration of this accreditation.
10. The ASP, in providing contestable services under this accreditation, must use equipment and systems that ensure the safety of the person undertaking the work and the public.
11. The ASP must comply with any reasonable request of an officer appointed by the Department to conduct an independent audit of the ASP's records, equipment and works to determine whether the ASP has complied with these conditions of accreditation.
12. The ASP must notify the Department when an employee who is registered under the Scheme Rules to provide contestable services under this accreditation ceases to be employed by the ASP

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Undertakings & Declaration for Level 1 applicants

The Applicant undertakes that, if accredited:

1. Only contestable work for which accreditation is held will be undertaken;
2. All work will be undertaken in a safe manner and in accordance with all Acts, regulations, this Scheme and the local electricity distributor's standards, safety management system (see cl. 5 *Electricity Supply (Safety and Network Management) Regulation 2014*) and electrical safety rules;
3. The Applicant, and its employees, subcontractors or other agents, will not carry out work on or near the distribution system of a NSW electricity distributor that adopts this Scheme unless each of them is qualified under the relevant requirements of the local electricity distributor's safety management system to carry out the work, and unless the work is carried out in accordance with the relevant requirements of that plan;
4. Records of contestable works undertaken, including details of qualified personnel who undertook the work, will be maintained for a period of three years. Such records shall be provided to the local electricity distributor on inspection of the works, or to the NSW Department of Planning, Industry & Environment on request;
5. Suitable equipment will be used for the construction of contestable works and that equipment will be maintained to ensure safe operation;
6. The required insurances will be maintained for the duration of the accreditation period; and
7. The Applicant will indemnify the local electricity distributor against any loss or damage incurred as a result of any contestable works provided by the Applicant.
8. Management systems will be maintained to ensure compliance with the local electricity distributor's standards and safety management system;
9. The applicant acknowledges 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.
10. The applicant agrees to the exchange of ASP data between the ASP Scheme and the distributors, including but not limited to ASP name, ASP contact details, registered employees, number of projects, defects and non-conformances as necessary for the effective running of the Scheme.
11. The applicant agrees to notify the Scheme of any circumstances that may affect the conditions of the accreditation,
12. Evidence of management systems for Level 1 must be produced on site to the Scheme's representative at time of assessment and be made available at any time as requested by the Scheme (please note you are not required to send evidence of management systems with your application form). This declaration that the management systems are in place is a pre-requisite to the application being processed.

By checking these boxes, I declare that as per **Appendix A Table 9** of the Scheme Rules I have the following management systems in place to a high standard relevant to the work practices I am undertaking for the Level and Class that I am applying for:

- | | |
|------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Work health and safety management | <input type="checkbox"/> Business management |
| <input type="checkbox"/> Resource management | <input type="checkbox"/> Environmental management |
| <input type="checkbox"/> Performance management | |

Signed by the Applicant:

Print applicants full name

Applicants signature

In the presence of:

Print witness' full name

Witness' signature

On this day:

Date: _____