



**ACCREDITATION OF SERVICE
PROVIDERS**
FOR CONTESTABLE SERVICES

LEVEL 2 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 2 APPLICATION FORM

CHECKLIST and CORE REQUIREMENTS FOR LEVEL 2 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 2 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 \$10M)
- 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 2 subcontractor additional requirements

- If you are using subcontractors for Class 2A, 2B, 2C, 2D you are required to provide the following with your application:**

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.

**Please note for Class 2A, 2B, 2C, 2D the company you are subcontracting from, must be an existing Accredited Service Provider (ASP)*
- If you are using subcontractors for Class 2X you are required to provide the following with your application:**

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.

**Please note for Class 2X, the company you are subcontracting from does not need to be an existing Accredited Service Provider (ASP).*
- All subcontractor letters must be signed and dated within one month of submission**

LEVEL 2 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-D are seeking authorisation to work on or near the <u>electrical network</u> . Class X is seeking authorisation to work on or near <u>physical assets</u>	
Level 2	<input type="checkbox"/> Class 2A – Disconnect/Reconnect <input type="checkbox"/> Class 2D – Energising Service Equipment <input type="checkbox"/> Class 2B – Underground <input type="checkbox"/> Class 2X – Electrically Unqualified <input type="checkbox"/> Class 2C – Overhead

Electrical Contractors Licence Number:		Expiry Date:	
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Does the applicant hold an existing level 2 accreditation under the scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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:		Classes:

ASP Number: Internal use		Date Application Received:	
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LEVEL 2 APPLICATION FORM

The **Level 2 New Accreditation Application fee** is \$411.00 (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 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 after 1st July 2017 will incur a 0.4% credit card surcharge fee.

Please debit my nominated credit card account the level 2 New Accreditation Application fee of **\$411.00 * Credit Card payments will incur an additional 0.4% surcharge of \$1.64**

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 2 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 2 ASP**

2A – Disconnect / Reconnect
 2B – Underground
 2C - Overhead

2D – Energising Service Equipment
 2X – Electrically Unqualified

Level 2 Employee/Subcontractor Full Name (include middle name) <i>Photo ID and evidence of qualifications/training to be attached for each person listed</i>	Class 2A (Disconnect/Reconnect)	Class 2B (Underground Services)	Class 2C (Overhead Services)	Class 2D (Energising Service Equipment)	Class 2X (Electrically Unqualified)	sub contractor Y/N <i>See Page 2 for required evidence</i>	ASP Scheme Internal Use
<i>Eg. John Michael Citizen</i>	✓		✓			N	Example Only
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**

LEVEL 2 APPLICATION FORM

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)
Class 2A – Disconnect and reconnect at connection point	Meet requirements for class 2B or 2C OR Currently registered for Disconnect / reconnect (former Level 2 Category 1)	UETTDREL16A - Working safely near live electrical apparatus AND UETDRRF11A - Testing of connections to low voltage electricity networks
Class 2B – Underground Services	UEE30811 – Certificate III in Electro-technology Electrician (or equivalent) OR UET30812 – Certificate III in ESI – Power Systems – Distribution Cable Jointing	UETTDRIS55A – Install and maintain low voltage underground services AND UETDRRF11A - Testing of connections to low voltage electricity networks
Class 2C – Overhead Services	UEE30811 – Certificate III in Electro-technology Electrician (or equivalent) OR UET30612 – Certificate III in ESI – Power Systems – Distribution Overhead	UETTDRIS56A – Install and maintain low voltage overhead services AND UETDRRF11A - Testing of connections to low voltage electricity networks
Class 2D – Energising service equipment – including disconnect and reconnect	UEE30811 – Certificate III in Electro-technology Electrician (or equivalent)	UETTDREL16A - Working safely near live electrical apparatus AND UEENEEK142A - Apply environmentally and sustainable energy procedures in the energysector AND in relation to a basic meter installation request received by the distributor prior to 1 December 2017 either (i) UETTDRIS60A – Install and replace power system meters and associated equipment, or, (ii) UEENEEG171A install, setup and commission interval metering 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 2 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 2 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 2 table.</p>		

LEVEL 2 APPLICATION FORM

CONDITIONS OF ACCREDITATION TO PROVIDE CONTESTABLE SERVICES

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.

LEVEL 2 APPLICATION FORM

Undertakings & Declaration for Level 2 applicants

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;
4. 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 Planning, Industry & Environment on request.
5. Procedures must be in place to ensure that authorised personnel undertaking services have access to current local electricity distributor standards.
6. The applicant, and its employees, subcontractors 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*).
7. The required insurances must be maintained for the duration of the accreditation period.
8. 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.
9. 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 **Class B** and **C** work: polarity, phase rotation (where applicable), insulation resistance and earthing integrity.
 - For **Class D** 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 class 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.
10. 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.
11. The applicant agrees to notify the Scheme of any circumstances that may affect the conditions of the accreditation,
12. 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.
13. 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.
14. This declaration that the management systems are in place is a pre requisite to the application being processed. These management systems must be produced and be made available if requested by the Scheme.

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"/> Performance management |

Signed by the Applicant:

In the presence of:

On this day:

Date: _____