



**ACCREDITATION OF SERVICE
PROVIDERS
FOR CONTESTABLE SERVICES**

LEVEL 3 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 3 APPLICATION FORM

CHECKLIST and CORE REQUIREMENTS FOR LEVEL 3 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 3 requested class – criteria's 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 evidence of Professional Indemnity certificate of currency (minimum cover of \$2M)
- Provide payment of accreditation fee
- Each listed employee/subcontractor must Sign the "*I declare that I have competency and working knowledge with the standards required by relevant DNSPs for OH and or UG construction as applied for*" declaration on page 5
- Sign the undertakings and declaration on page 8

Level 3 subcontractor additional requirements

- If you are using subcontractors for Class 3A, 3B, 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 the company you are subcontracting from must be an existing Accredited Service Provider (ASP)*

- All subcontractor letters must be signed and dated within one month of submission**

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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

Level 3	<input type="checkbox"/> Class 3A – Overhead Design	<input type="checkbox"/> Class 3B – Underground Design
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Does the applicant hold an existing Level 3 accreditation under the scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details of existing accreditation: <i>Note existing accreditations of the same level will be cancelled upon successful processing of this application</i>		
Accreditation Number: (4 digits)		Grade: N/A
Level:		Class:

ASP Number: Internal use		Date Application Received:	
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The **Level 3 New Accreditation Application fee** is \$468.00 (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 after 1st July 2017 will incur a 0.4% credit card surcharge fee.

Please debit my nominated credit card account the level 3 New Accreditation Application fee of **\$468.00 * Credit Card payments will incur an additional 0.4% surcharge of \$1.87**

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

Once registered the following employees or subcontractors will be seeking authorisation from the Distributors.

Level 3 Employee/Subcontractor Full Name <i>(include middle name)</i> <i>Photo ID and evidence of qualifications/training to be attached for each person listed</i>	Class 3A <i>(design of overhead electricity reticulation)</i>	Class 3B <i>(design of underground electricity reticulation)</i>	Sub-contractor Y/N <i>See Page 2 for required evidence</i>	Declaration Signature: <i>"I declare that I have competency and working knowledge with the standards required by relevant DNSPs for OH and or UG construction as applied for."</i>	ASP Scheme Internal Use
<i>Eg. John Michael Citizen</i>	✓	✓	N	<i>John Citizen</i>	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 one of the three criteria requirements (e.g. copies of certificates with record of results) – See Qualification and training requirements on page 6

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

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Level 3 ASP Qualification and training requirements

(There are 3 entry criteria, each applicant must meet one of these, and provide evidence, to be eligible to apply)

Class 3A: Design of overhead electricity reticulation	Class 3B: Design of underground electricity reticulation
<p>Criteria 1 – Professional qualifications:</p> <p>a) Professional qualifications:</p> <ol style="list-style-type: none"> 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; <p>and</p> <ul style="list-style-type: none"> • 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)); and • provide a declaration indicating the applicant has knowledge of the electricity distributors’ construction Standards and specifications relevant to overhead construction. 	<p>Criteria 1 – Professional qualifications:</p> <p>a) Professional qualifications:</p> <ol style="list-style-type: none"> i. Professional Engineer with the Institution of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; or, iii. Engineering Technologist or Associate with the institute of Engineers Australia, National Engineering Registration (NER) in the Electrical area of practice; <p>and</p> <ul style="list-style-type: none"> • 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 • provide a declaration indicating the applicant has knowledge of the electricity distributors’ construction Standards and specifications relevant to underground construction.
<p>Criteria 2 Industry specific training qualifications:</p> <p>a) Completion of training package UET60212 - Advanced Diploma of ESI - Power Systems including elective units:</p> <ul style="list-style-type: none"> • UETDRDS31A: Draft and layout a power system overhead distribution extension • UETDRDS33A: Draft and layout a power system street lighting system • UETDRDS34A: Draft and layout a power system distribution substation minor upgrade • UETDRDS35A: Design overhead 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 <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>Criteria 2 - Industry specific training qualifications:</p> <p>a) Completion of training package UET60212 - Advanced Diploma of ESI - Power Systems including elective units:</p> <ul style="list-style-type: none"> • 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 <p>and</p> <p>(b) provide a declaration indicating the applicant has knowledge of the electricity distributors’ construction Standards and specifications relevant to underground construction.</p>
<p>Criteria 3 Industry Experience:</p> <ol style="list-style-type: none"> a) documentary evidence of at least 5 years industry experience in designing electricity overhead 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 overhead reticulation design; and, c) provide a declaration indicating the applicant has knowledge of the electricity distributors’ construction Standards and specifications relevant to overhead construction. 	<p>Criteria 3 Industry Experience:</p> <ol style="list-style-type: none"> 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.

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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 on 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 3 applicants

The Applicant undertakes that, if accredited:

1. Only design work for which accreditation is held will be undertaken and that all designs will be prepared in accordance with all Acts, regulations, this scheme and the local electricity distributors' standards and specifications, including all applicable laws and regulations concerning the protection of the environment
2. Only persons qualified and experienced in the design of the type of electricity works required will submit design work to the local electricity distributor
3. Records will be maintained on:
 - the qualifications of personnel undertaking designs;
 - designs completed and by which qualified person;
 - the required insurances will be maintained for the duration of the accreditation period, and
4. 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.
5. The applicant agrees to notify the Scheme of any circumstances that may affect the conditions of the accreditation,
6. 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.
7. 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.
8. 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 C Table 11** 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

.....
Applicant signature

In the presence of:

.....
Print witness' full name

.....
Witness' signature

On this day:

.....
Date