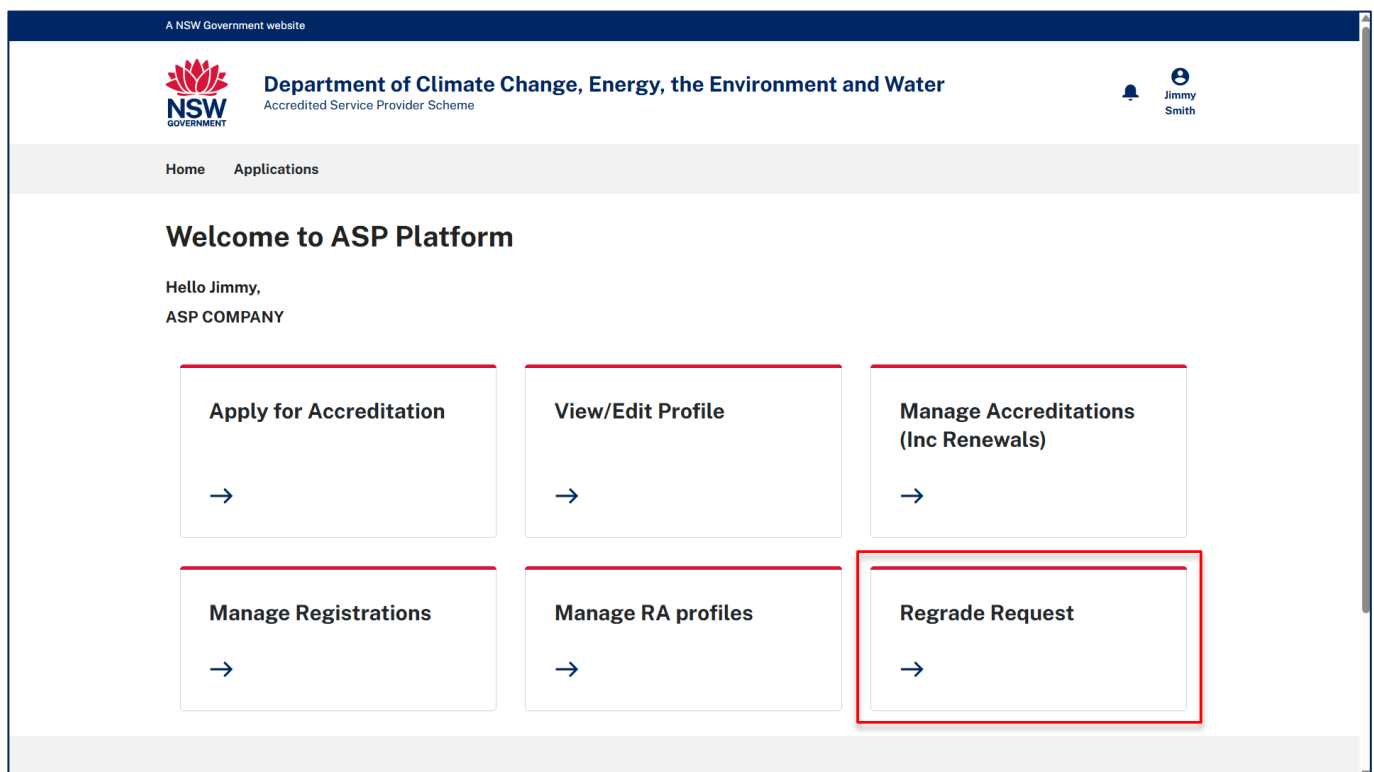


ASP Scheme – ASP Portal User Guide

How-to: Apply for a regrade in the ASP Platform

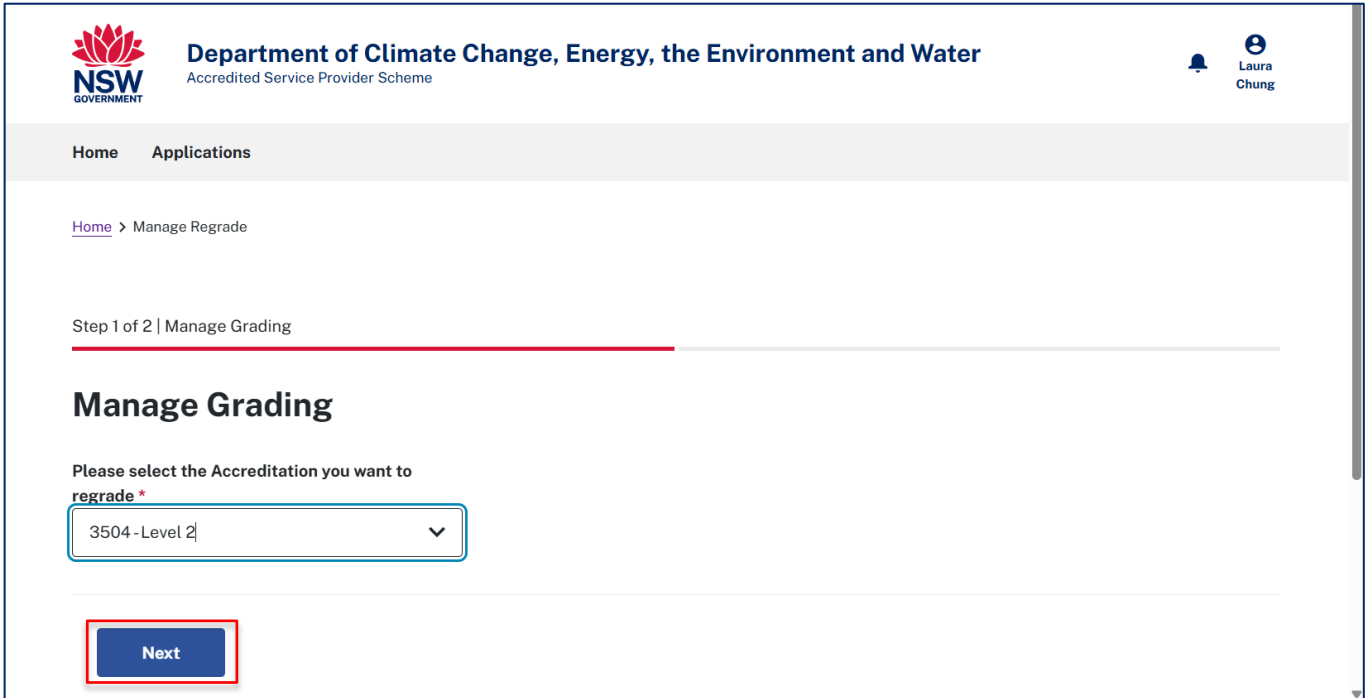
Step 1

On the homepage of your ASP Platform, click on **Regrade Request**.



Step 2

Select the accreditation that you would like to have assessed for regrading and click **Next**.



Step 3

Read the information on the following page and tick the checkbox to indicate that you have read and agree to the information and disclaimers. Then click the **Submit & Pay** button.

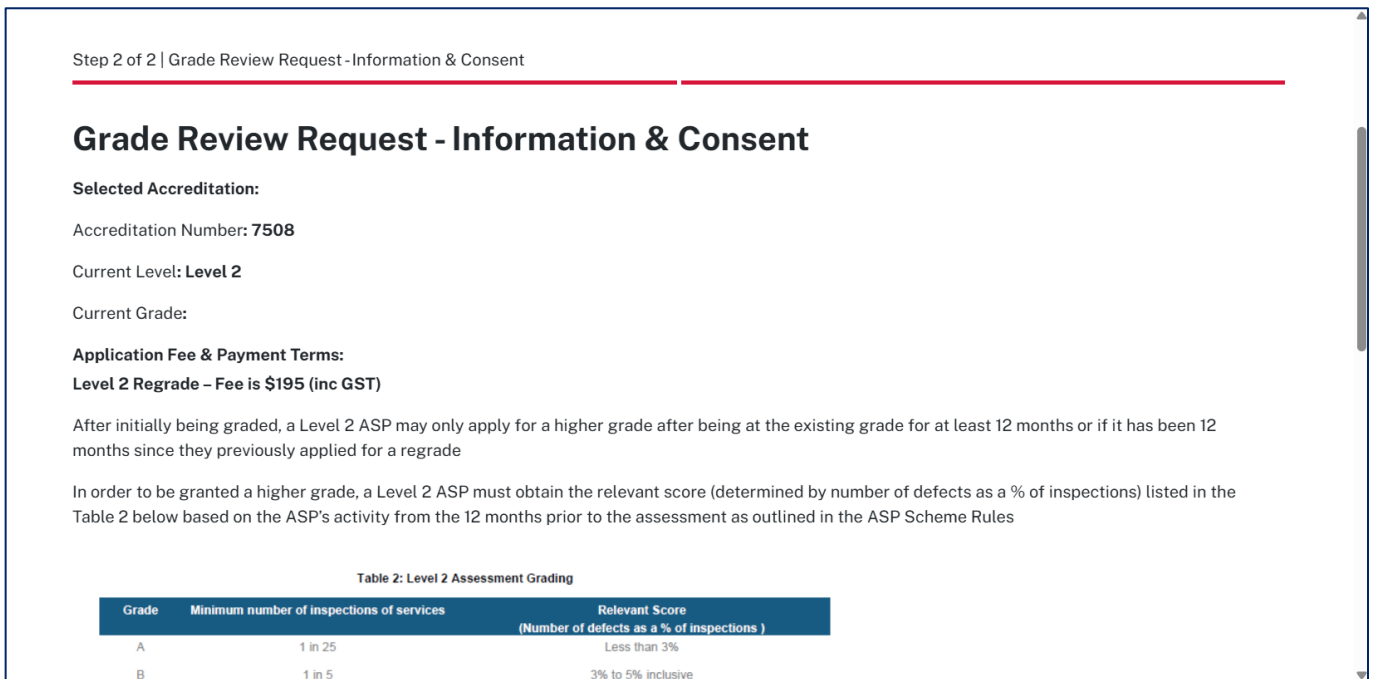


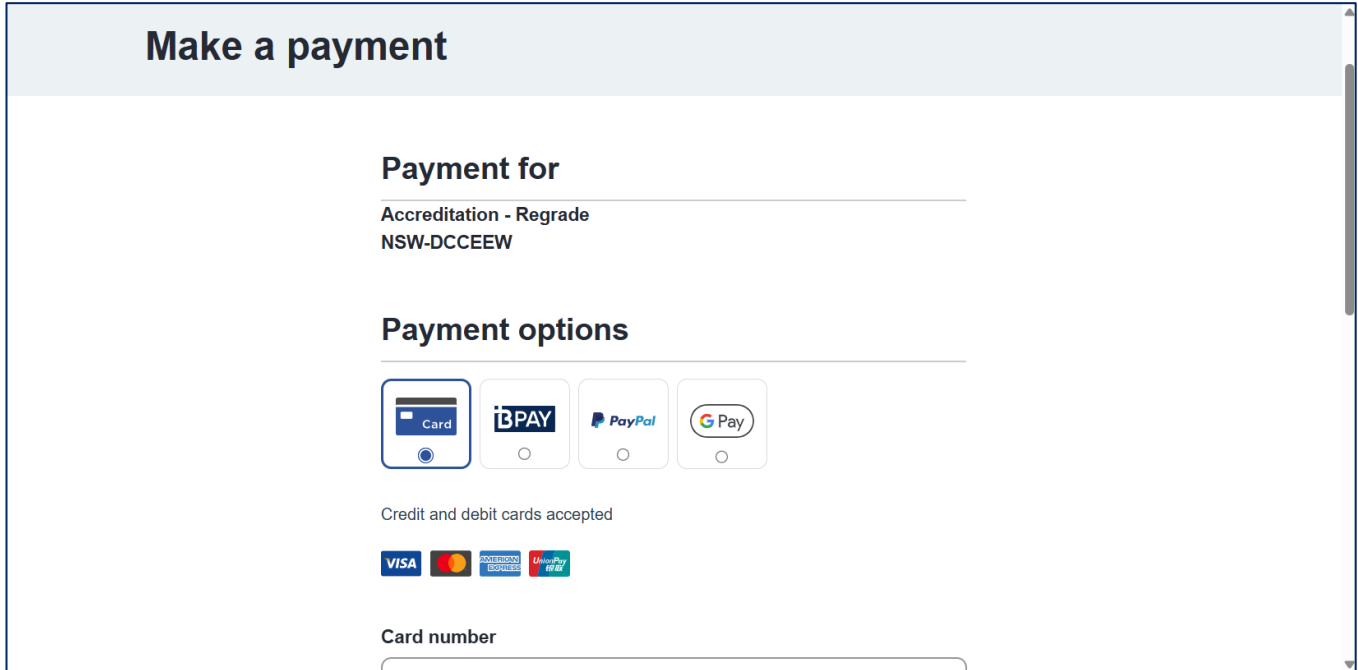
Table 2: Level 2 Assessment Grading

| 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 |

Step 5

Make your payment using the payment portal.

For information on how to pay for your application, please refer to the **ASP Platform User Guide – Making a Payment**.

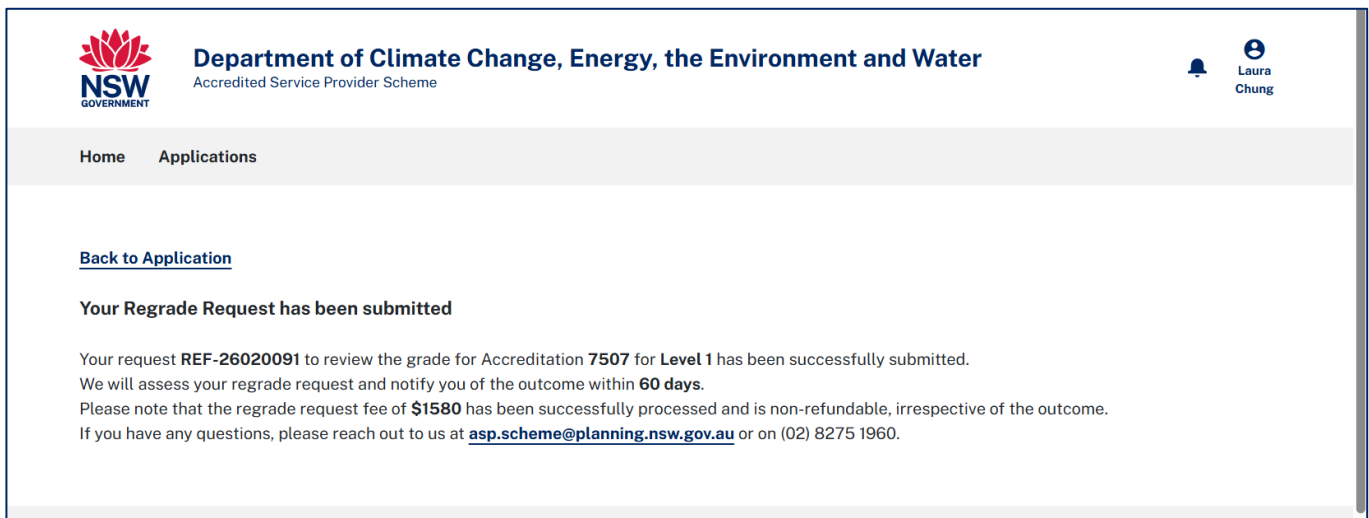


The screenshot shows a web interface titled "Make a payment". Under "Payment for", it lists "Accreditation - Regrade NSW-DCCEEW". Under "Payment options", there are four buttons: "Card", "iBPAY", "PayPal", and "G Pay". The "Card" option is selected. Below the buttons, it states "Credit and debit cards accepted" and shows logos for VISA, Mastercard, American Express, and UnionPay. A "Card number" input field is visible at the bottom.

Step 6

Once you have made your payment, you will be redirected to a page confirming that your regrade request has been submitted. You will also receive a confirmation email.

Please note the processing time and payment required as specified in the submission confirmation, as this varies by Level.



The screenshot shows a confirmation page from the Department of Climate Change, Energy, the Environment and Water. The header includes the NSW Government logo and the text "Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme". A user profile for "Laura Chung" is visible in the top right. The main content area has a navigation bar with "Home" and "Applications". Below this, there is a link "Back to Application" and a heading "Your Regrade Request has been submitted". The body text reads: "Your request REF-26020091 to review the grade for Accreditation 7507 for Level 1 has been successfully submitted. We will assess your regrade request and notify you of the outcome within 60 days. Please note that the regrade request fee of \$1580 has been successfully processed and is non-refundable, irrespective of the outcome. If you have any questions, please reach out to us at asp.scheme@planning.nsw.gov.au or on (02) 8275 1960."



Dear ASP COMPANY PTY LIMITED,

We have received your request to review the grade for the following accreditation:

Accreditation Number: 7507

Accreditation Level: Level 1

Submission Date: 13/2/2026

We will assess your regrade request and notify you of the outcome within 60 days.

Please note that the regrade request fee of \$1,580.00 has been successfully processed and is non-refundable, irrespective of the outcome.

If you need help or have questions, please contact us at esp.scheme@planning.nsw.gov.au or on (02) 9275

Step 7

When your regrade has been approved, you will receive an email confirming your new grade.



Dear Sir,

I am writing to inform you that the accreditation of ASP COMPANY PTY LIMITED has been upgraded to Level 1 Class 1A; 1B A Grade .

The upgrade will become effective 14 days from today and your accreditation will expire at midnight on 12/2/2027. Please retain this letter as evidence of accreditation for the period.

The local electricity distributors in the areas where you hold authorisations have been advised about your change in grade. However, please lodge a copy of this letter with each of those distributors as evidence of current accreditation and to ensure that the correct audit fee is applied.

It should be noted that this accreditation is subject to continued compliance with the Accreditation Scheme's