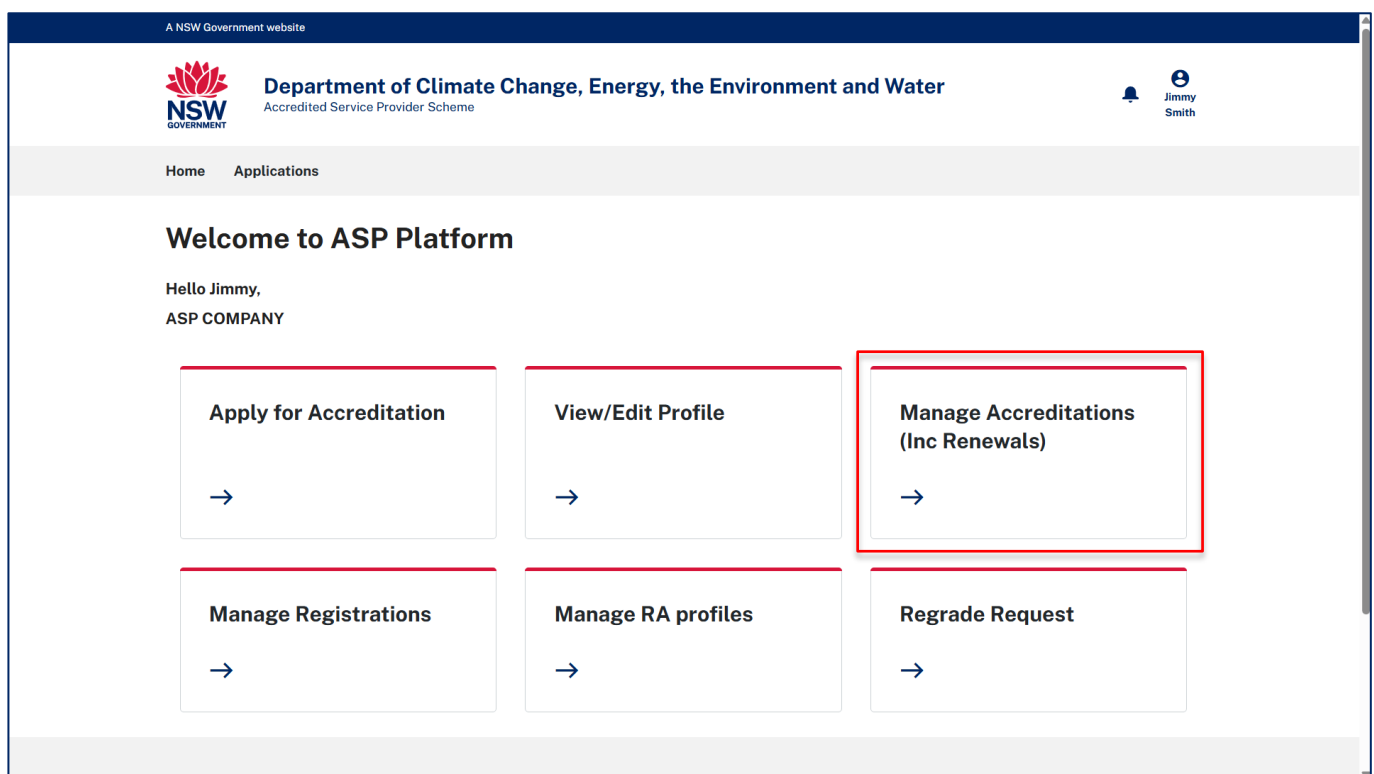


# ASP Scheme – ASP Platform User Guide

## How-to: Renew your Accreditation in the ASP Platform

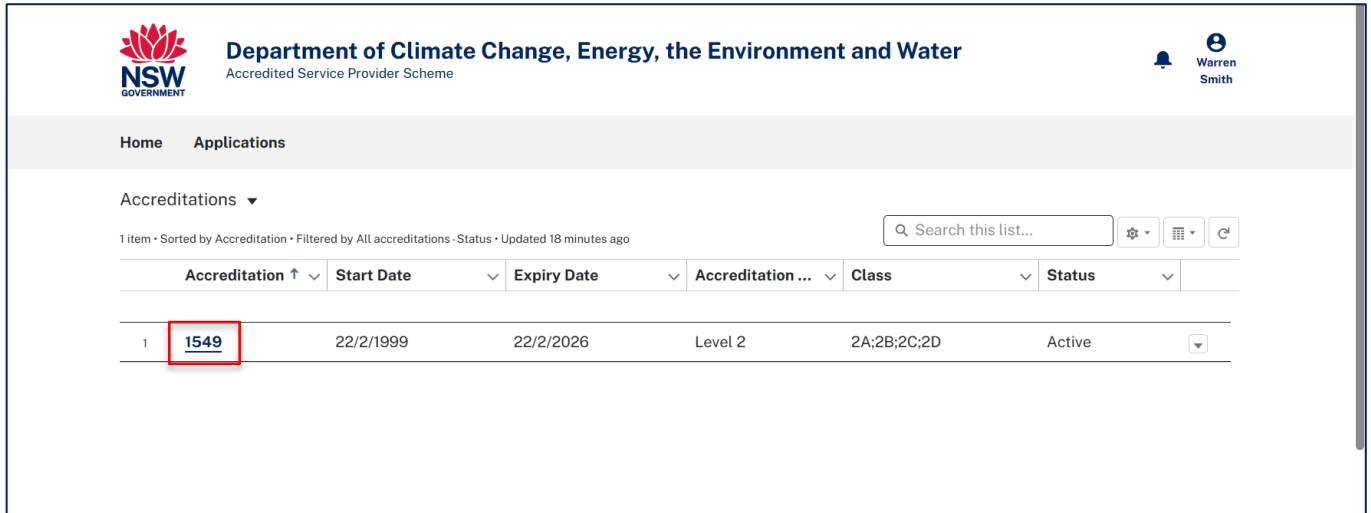
### Step 1

When you log into the ASP Platform, select **Manage Accreditations** (Inc Renewals) from the homepage.



## Step 2

Click on the accreditation number for the accreditation you would like to renew.

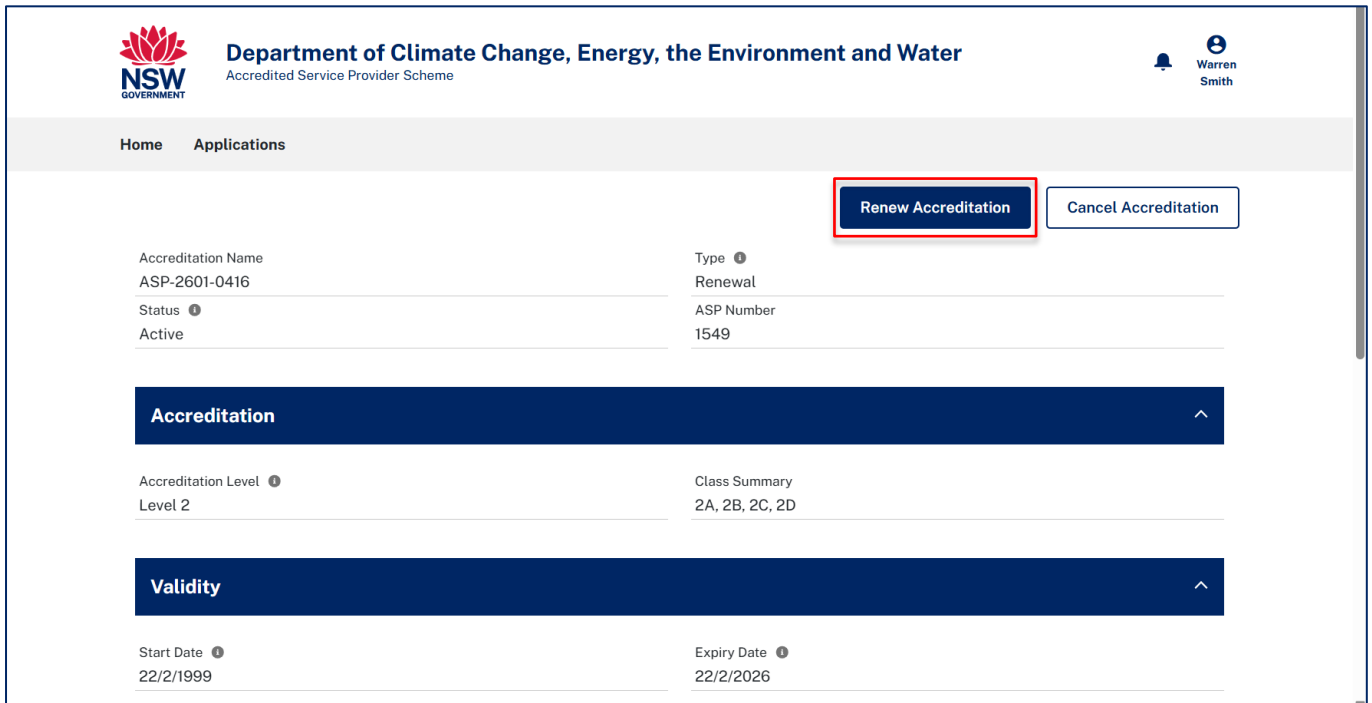


The screenshot shows the user interface of the ASP Scheme Platform. At the top, there is a header with the NSW Government logo and the text "Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme". A user profile for "Warren Smith" is visible in the top right. Below the header, there are navigation tabs for "Home" and "Applications". The main content area is titled "Accreditations" and includes a search bar and a table of accreditation records. The table has columns for "Accreditation", "Start Date", "Expiry Date", "Accreditation ...", "Class", and "Status". One record is shown with the accreditation number "1549" highlighted by a red box.

Accreditation	Start Date	Expiry Date	Accreditation ...	Class	Status
1549	22/2/1999	22/2/2026	Level 2	2A;2B;2C;2D	Active

## Step 3

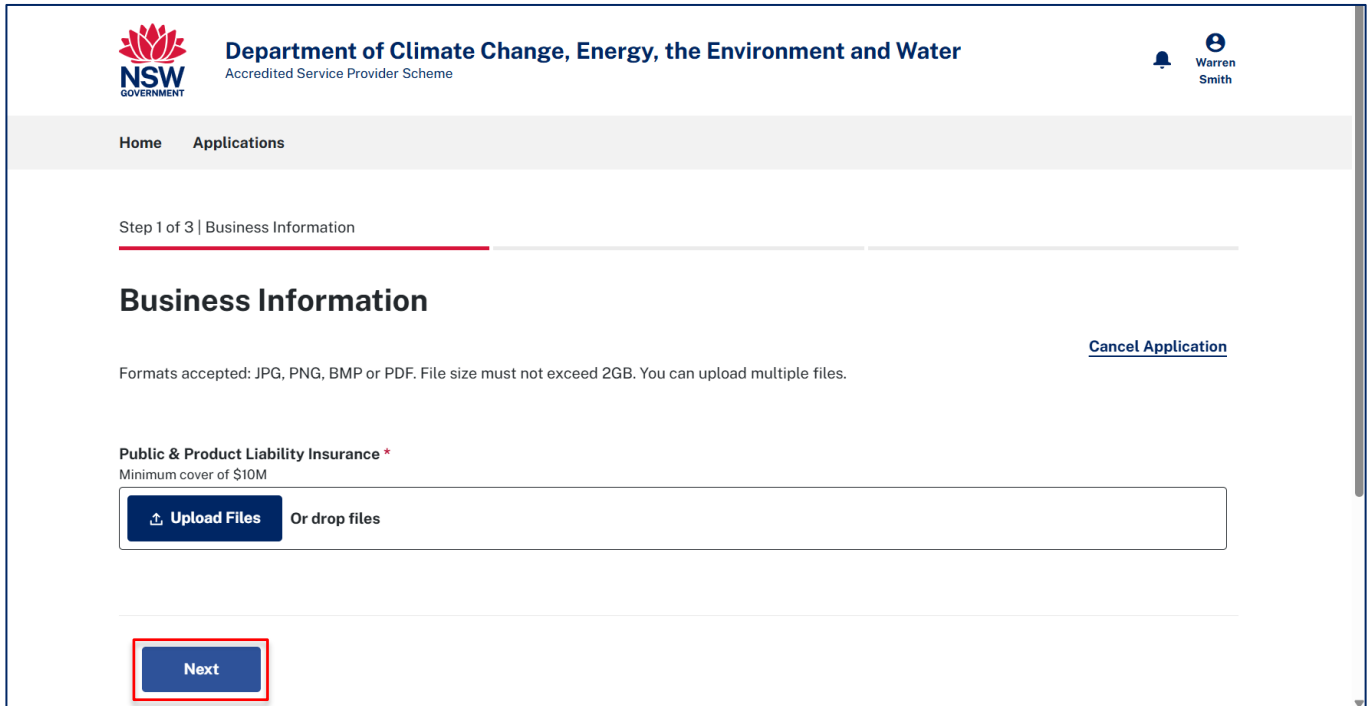
Click on the Renew Accreditation button.



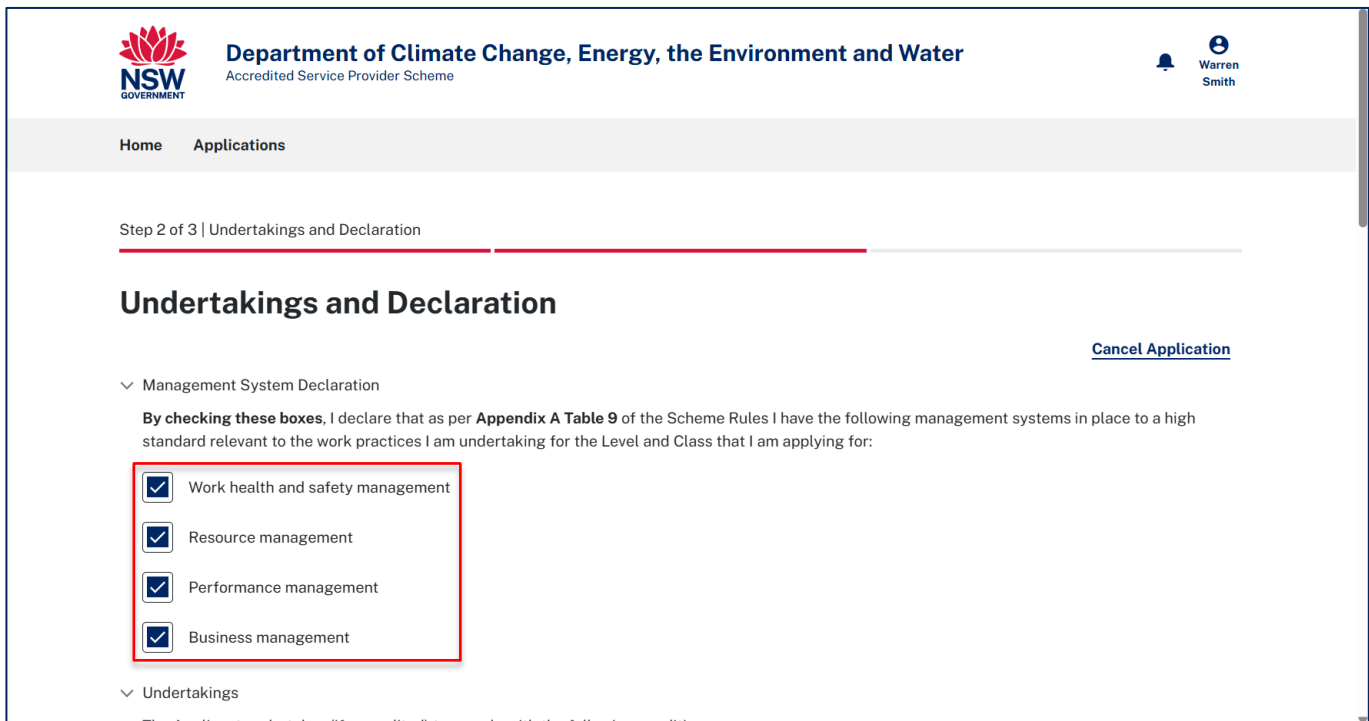
The screenshot shows the details of an accreditation. At the top, there is a header with the NSW Government logo and the text "Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme". A user profile for "Warren Smith" is visible in the top right. Below the header, there are navigation tabs for "Home" and "Applications". The main content area shows the details of an accreditation. At the top right, there are two buttons: "Renew Accreditation" (highlighted with a red box) and "Cancel Accreditation". Below the buttons, there are several sections: "Accreditation Name" (ASP-2601-0416), "Type" (Renewal), "Status" (Active), "ASP Number" (1549), "Accreditation Level" (Level 2), "Class Summary" (2A, 2B, 2C, 2D), and "Validity" (Start Date: 22/2/1999, Expiry Date: 22/2/2026).

## Step 4

Upload your required documentation and make your required declarations.



The screenshot shows the 'Business Information' step of the application process. At the top, the NSW Government logo and the department name are visible. The user is logged in as Warren Smith. The page title is 'Business Information' and it indicates 'Step 1 of 3 | Business Information'. A 'Cancel Application' link is in the top right. Below the title, it states 'Formats accepted: JPG, PNG, BMP or PDF. File size must not exceed 2GB. You can upload multiple files.' A section for 'Public & Product Liability Insurance \*' with a minimum cover of \$10M is shown, featuring an 'Upload Files' button and a 'Or drop files' area. At the bottom, a 'Next' button is highlighted with a red box.



The screenshot shows the 'Undertakings and Declaration' step of the application process. The page title is 'Undertakings and Declaration' and it indicates 'Step 2 of 3 | Undertakings and Declaration'. A 'Cancel Application' link is in the top right. Under the heading 'Management System Declaration', there is a declaration statement: '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:'. Below this, a list of four management systems is shown, each with a checked checkbox: 'Work health and safety management', 'Resource management', 'Performance management', and 'Business management'. This list is enclosed in a red box. Below the list, there is a section for 'Undertakings' with a partially visible declaration statement.

## Step 5

Check the final declaration and click on the **Submit** button.

For Class B 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 prerequisite to the application being processed. These management systems must be produced and be made available if requested by the Scheme.

▼ ASP Director/Owner/Authorised Person Declaration

I, Warren Smith, as the Director/Owner or authorised person on behalf of the applying ASP:

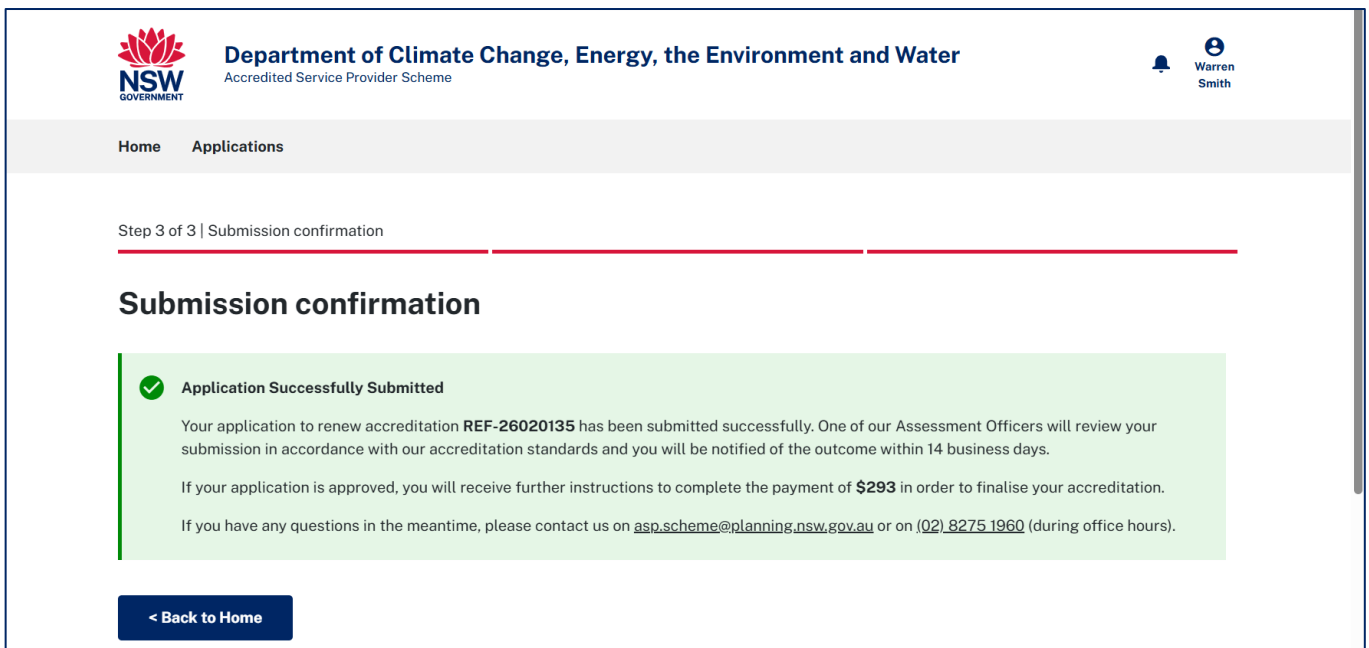
Declare that I confirm to have understood and accepted the fit and proper person criteria as a required standard of conduct of ASPs to be accredited.

**Submit**

[← Previous](#)

## Step 6

You will be redirected to a page confirming your submission and you will also receive a confirmation email.



The screenshot shows the 'Submission confirmation' page. At the top left is the NSW Government logo and the text 'Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme'. At the top right is a user profile for 'Warren Smith'. Below the header is a navigation bar with 'Home' and 'Applications'. The main content area shows 'Step 3 of 3 | Submission confirmation' with a progress bar. The title 'Submission confirmation' is followed by a green success message: 'Application Successfully Submitted'. The message text states: 'Your application to renew accreditation REF-26020135 has been submitted successfully. One of our Assessment Officers will review your submission in accordance with our accreditation standards and you will be notified of the outcome within 14 business days. If your application is approved, you will receive further instructions to complete the payment of \$293 in order to finalise your accreditation. If you have any questions in the meantime, please contact us on [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au) or on (02) 8275 1960 (during office hours)'. At the bottom left is a blue button labeled '< Back to Home'.



Dear ASP Company Pty Ltd,

Thank you for submitting your request to renew your Level 2 accreditation 1549.

One of our Assessment Officers will review your submission in accordance with our accreditation standards. Please note that the review process may take up to 14 business days depending on your renewal expiry date. Should we require any additional information or clarification during this period, we will contact you.

If your request is approved, we will send you further instructions to complete the payment of \$293.00 to finalize renewal of your accreditation.

If you have any questions in the meantime, please contact us at [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au) or on (02) 8275 1960 (business office hours).

## Step 7

Once the ASP Assessments Team approves your application, you will receive an email prompting you to submit payment.

Follow the link to provide your payment details through the secure payment portal.



Dear Warren,

Your application to renew accreditation 1549 has been conditionally approved.

To proceed to final renewal, you are required to complete payment by clicking the link below:

[Payment Link](#)

Amount Due: \$293.00

Due Date: 3/3/2026

Once payment is received and verified, you will receive a confirmation of your final accreditation status.

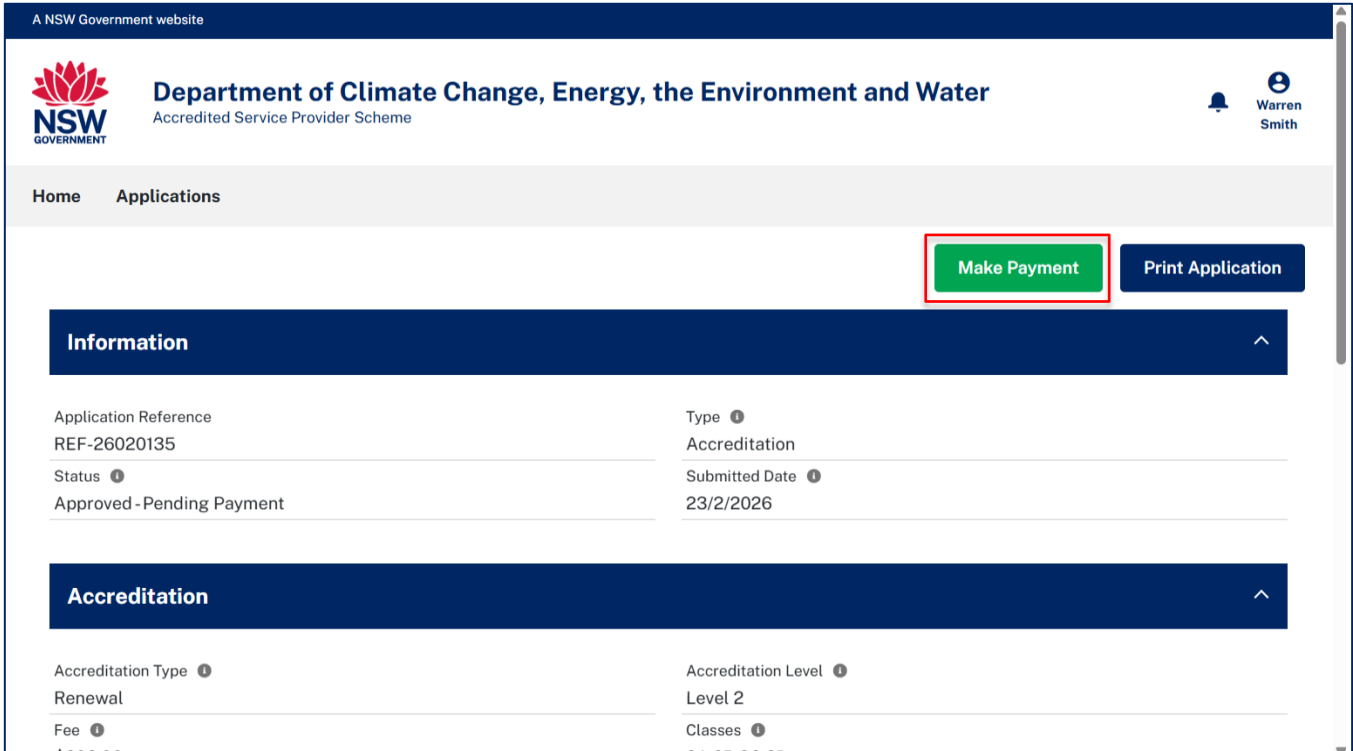
If you need help or have questions, please contact us at [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au) or on (02) 8275 1960.

Thanks

## Step 8

You will enter the ASP Platform, where you click **Make Payment**, then **Continue**.

Note: you can also access this page by clicking **Applications > Submitted Applications > Your Application Number**.



A NSW Government website

NSW GOVERNMENT Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme

Home Applications

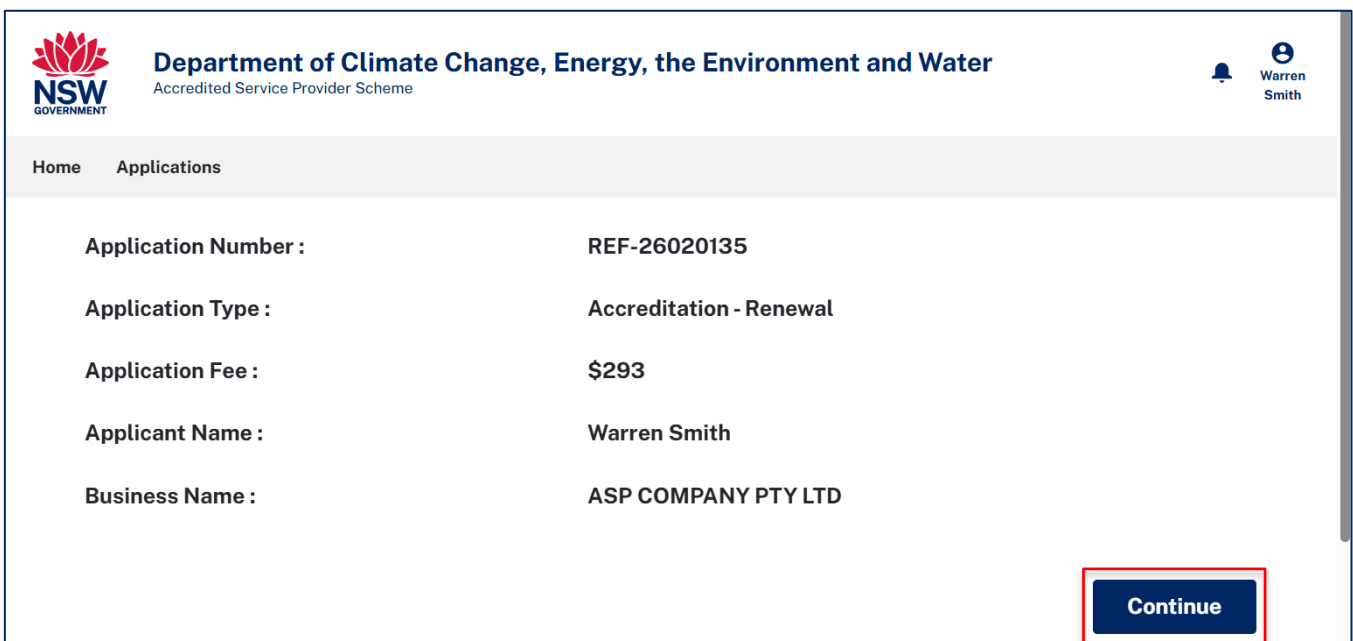
Make Payment Print Application

**Information**

Application Reference REF-26020135	Type Accreditation
Status Approved - Pending Payment	Submitted Date 23/2/2026

**Accreditation**

Accreditation Type Renewal	Accreditation Level Level 2
Fee	Classes



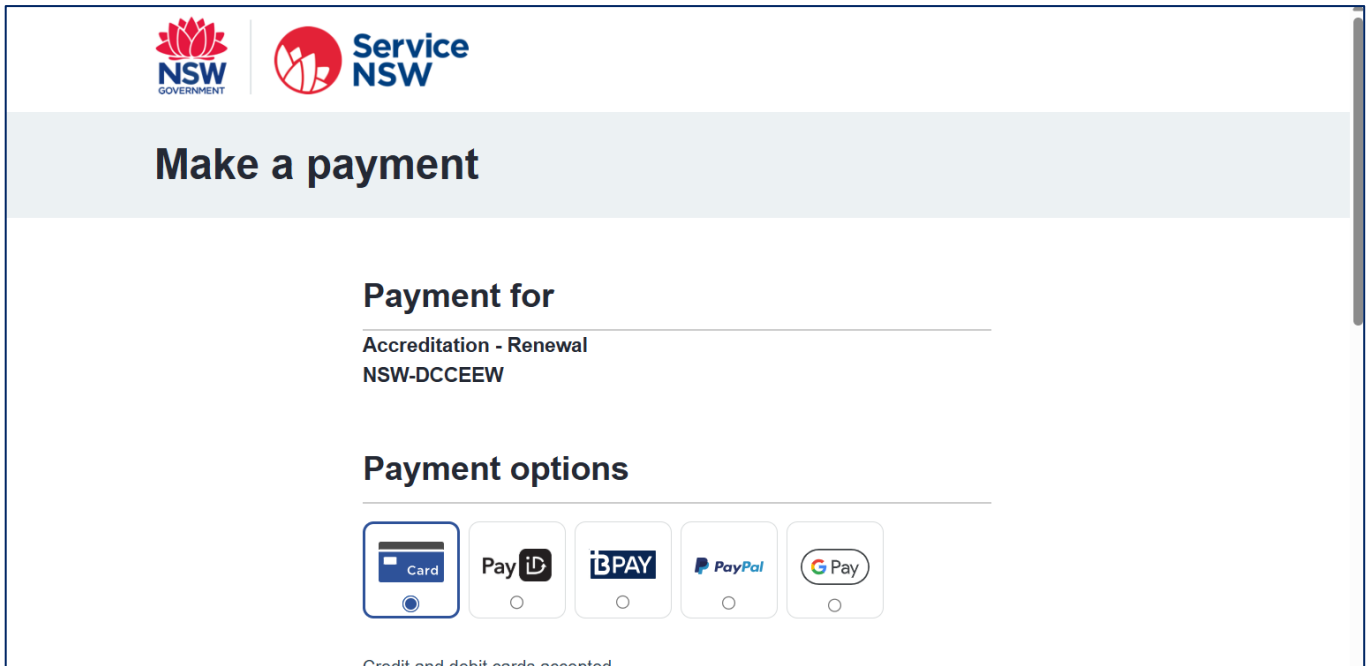
NSW GOVERNMENT Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme

Home Applications

Application Number :	REF-26020135
Application Type :	Accreditation - Renewal
Application Fee :	\$293
Applicant Name :	Warren Smith
Business Name :	ASP COMPANY PTY LTD

Continue

## Step 9

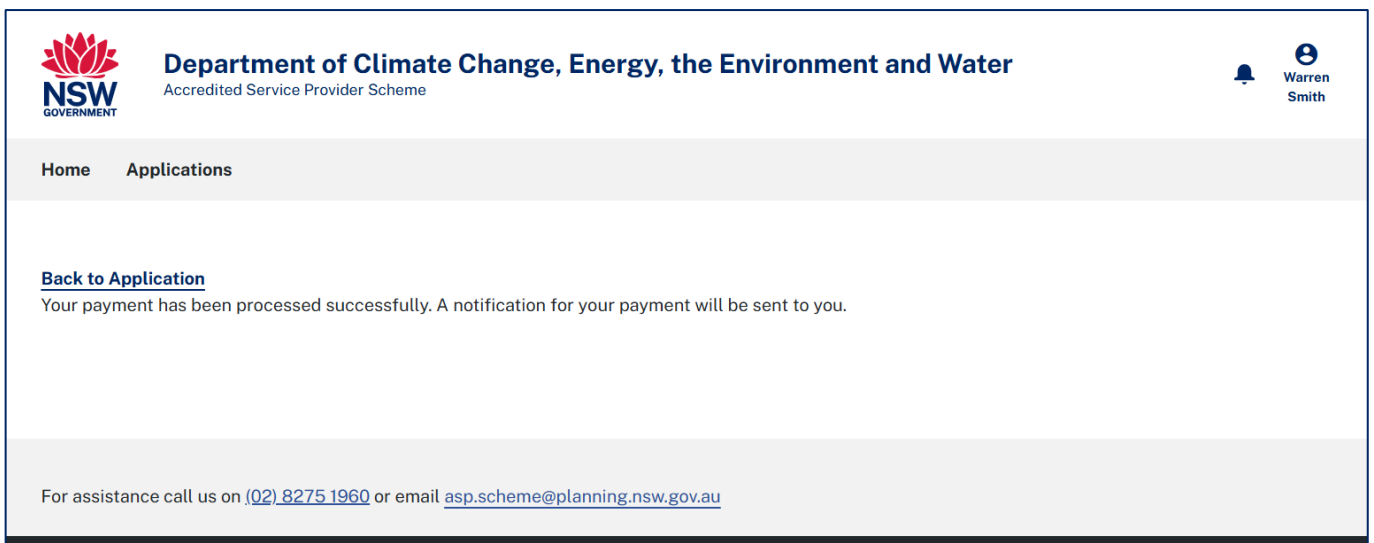


Follow the prompts to make your payment.

For more help with making a payment through the ASP Platform, please see the [ASP Platform User Guide – Making a Payment](#).

## Step 10

Once you make your payment, you will be redirected to a payment confirmation page and receive an email confirming that you have successfully renewed your accreditation.





Dear Warren Smith,

I am writing to inform you that accreditation for ASP COMPANY PTY LTD t/as ASP COMPANY under the NSW Accredited Service Providers (ASP) scheme has been renewed until midnight on 23/2/2027.

Please retain this email as evidence of accreditation for ASP COMPANY PTY LTD t/as ASP COMPANY. Please note that accreditation needs to be renewed annually.

I would like to take this opportunity to remind you that any person who will be providing contestable services on or near the distribution system must be suitably qualified, registered with this scheme and authorised by the local electricity distributor.

Please note that this accreditation is subject to continued compliance with the conditions of the ASP Scheme, including maintenance of the required insurance policies. Please advise us immediately if any of the