



Trade &
Investment

**ACCREDITATION OF SERVICE PROVIDERS
TO UNDERTAKE CONTESTABLE SERVICES**

LEVEL 1

Cl. 88 *Electricity Supply (General) Regulation 2001*

September 2011

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1 Introduction

This document sets out the accreditation scheme (the Scheme) for providers of contestable services under the *Electricity Supply Act 1995* (the Act). The Scheme has been *recognised* by the Minister for Resources and Energy under clause 88 of the *Electricity Supply (General) Regulation 2001* (the Regulation).

The Act establishes the framework for competition in the design, construction and installation of electricity works that comprise or are connected to the electricity distribution networks in NSW. These networks are owned and operated by Ausgrid, Essential Energy and Endeavour Energy.

A customer can choose a service provider to provide contestable services, but the service provider must be accredited¹. The Regulation sets out the types of services that are contestable²:

1. any service comprising work relating to an extension of the distribution system or an increase in the capacity of the system; and
2. customer connection services, being
 - a. the connection of any premises to the distribution system,
 - b. an increase in the maximum capacity of any premises' existing connection to the distribution system, and
 - c. the maintenance of the capability for electricity to be supplied to any premises from the distribution system,

including the installation of service lines, transformers, meters and other equipment.

The Scheme is intended to facilitate competition in the provision to end customers of services related to the design, construction and completion of physical connection to the electricity distribution network.

The Scheme accredits Level 1, Level 2 and Level 3 Accredited Service Providers (ASPs) for different types of work.

Level 1 ASPs undertake work to extend the overhead or underground electricity network or to increase the capacity of the existing network.

Level 2 ASPs install, repair or maintain the overhead or underground service lines between the electrical wiring on a customer's premises and the electricity network. This includes installing electricity metering equipment, connecting service lines to the network and making the connection 'live'.

Level 3 ASPs design distribution network assets, both underground and overhead.

ASPs are required to comply with the local electricity distributor/s' network management plan, the electrical safety rules and other relevant policies.

An ASP is only permitted to undertake, or sub-contract, the type of work for which it is accredited.

¹ Section 31 of the *Electricity Supply Act 1995*.

² Part 10 of the *Electricity Supply (General) Regulation 2008*.

Accreditation indicates that an ASP has a level of skills, resources and competence generally considered necessary to undertake contestable services. Accreditation does not certify or guarantee a service provider's ability to satisfactorily complete any project.

The NSW Trade & Investment is the recognised accrediting agency for the Scheme. The Scheme does not adopt a scheme of accreditation prepared by any other accrediting agency and is not operated jointly with another accrediting agency. Where any decision or other action is to be made or carried out by NSW Trade & Investment under the Scheme, unless expressly stated otherwise, that decision or action can be made or carried out by the Manager Accreditation Services, Division of Resources and Energy.

Further information about contestable works and about this scheme can be obtained from the local electricity distributor or from:

Manager, Accreditation Services
Division of Resources and Energy
GPO Box 3889
SYDNEY NSW 2001

Phone: 02 8281 7780
Fax: 02 8281 7750
Email: asp.scheme@industry.nsw.gov.au

2 General Information

2.1 Grant and renewal of accreditation

To become accredited under this Scheme, an applicant must apply to the Department in writing, using the application form at the end of this document. Applicants must submit:

- (a) the completed application form;
- (b) evidence of the required competencies;
- (c) the completed form for the registration of persons who will be seeking to be authorised by the electricity distributor/s to undertake contestable services;
- (d) evidence of meeting the insurance requirements; and
- (e) the application fee.

Accreditation is valid for a twelve month period from the date it is granted (unless suspended or terminated during that time) and must be renewed annually. Applications for renewal will require payment of the relevant fee and evidence that the ASP holds current insurance policies of the types required.

Accreditation is available to natural persons or corporations.

Accreditation is not transferable. If there is a change in the identity of the applicant's legal entity or a change in control of the entity this is treated as a transfer and the newly constituted entity must re-apply for accreditation.

The means by which a person applying for accreditation can give evidence of his or her qualifications, experience and training is set out in the application form and in the description of required capabilities set out in Part 2 of this document. Applicants will also be required to give undertakings as set out in the application form.

2.2 Insurance requirement

ASPs are required to hold the following types of insurance cover at all times:

- Workers Compensation or Personal Accident Insurance;
- Public/Products Liability;
- Motor Vehicle Comprehensive or Third Party Property Damage Insurance; and
- (for Level 3 only) Professional Indemnity.

It is important to note the requirement that public/product liability insurance needs to cite as interested parties 'the electricity distributors of NSW'. Applications for accreditation or for renewal cannot be completed unless the public/product liability insurance policy notes these interested parties.

Evidence of current insurance policies with a reputable insurer needs to be provided with an application. This evidence is also required to be provided with each annual renewal.

2.3 Requirements regarding employees

It is a condition of accreditation that an ASP has access to the appropriate number of staff with the required qualifications in order to undertake work as an accredited service provider. This includes ensuring that all employees working on or near a distribution network:

- have the competency to do so;
- are registered with the Department; and
- are authorised by the local electricity distributor to work on or near the transmission and/or distribution system for the level of accreditation and the work to be undertaken.

2.4 Registration of employees

All ASPs are required to **register** with the Department themselves and/or any of their employees who will be performing work on behalf of the ASP and for which the ASP is accredited. An ASP must apply to the Department for the registration of employees using the separate form provided for this purpose. For new applicants, a copy of this form is included with the application form at the end of this document.

Note that no separate fee for registration is required for an applicant for accreditation or where an existing ASP is applying to add a category of accreditation.

Following registration, the local distributor/s will require employees to undertake training in relevant safety and operating procedures.

An ASP should notify the Department of changes in staff. New employees will not be able to be authorised by the local electricity distributor until they have been registered by the Department.

2.5 Authorisation of employees

Following registration and training, an ASP must seek to have those employees **authorised** by the local electricity distributor.

The local electricity distributor is responsible for determining who is authorised to work on or near the distribution network. The distributor/s will require employees of an ASP to be familiar with and show they can comply with their respective network management plans, electrical safety rules and other relevant policies.

Information on the authorisation process and how to contact the distributors regarding authorisation is in Part 1 of this document.

Note: Authorisation is only required for employees who will be working on or near the local electricity distributor's system. Authorisation is not required when employees are working on a part of the system which cannot be energised by operation of electrical apparatus (eg. a greenfield site). However, a service provider must be accredited before employees can perform any contestable work.

2.6 Change of name

If an ASP changes its name (but retains the same underlying legal ownership) it is not necessary to re-apply for accreditation, but you must notify the Department within 10 days of the change of name.

3 Performance Review

3.1 Application by ASP to upgrade

Where different grades are contained within a level of accreditation, an ASP can request a review of its grading for the purpose of obtaining a higher grading. A Level 1 ASP may only request a review of its grading after 12 months at the existing grade or 12 months after previous application for review.

A request for review should be made in writing to the Department. There is no prescribed form for this type of application. More details on the process for applying and the scoring methodology are set out in Part 2 of this document.

After receiving all relevant information and evidence, the Department will review the performance of the ASP.

The Department will inform the ASP of the outcome of the review in writing.

3.2 Performance monitoring by distributors

The performance of ASPs is monitored and regulated by the local electricity distributors in accordance with this Scheme and their obligations under the *Electricity Supply (Safety and Network Management) Regulation 2008*.

Each local electricity distributor will develop and operate a system to assess and manage an ASP's project performance, using its own internal assessment tools. Further information can be obtained from the relevant distributor.

If a local electricity distributor becomes aware of a safety breach or construction defect it will issue a non-conformance notice to the ASP.

In the event of a major safety breach the local electricity distributor may withdraw authorisation of the responsible individuals and take other measures as set out below. In the event of a construction defect, if the works do not comply with the relevant network management plan or policies, the distributor may require the disconnection and/or physical removal of defective work from the system.

If a local electricity distributor advises the Department that it has concerns about an ASP's capacity to undertake contestable services safely due to one or more major breaches, the Department may in its discretion do any of the following:

1. request further information from the local electricity distributor
2. request a report from the ASP
3. request a report from an independent inspector
4. review the circumstances
5. downgrade, suspend or cancel the ASP's accreditation as appropriate, and in accordance with the *Electricity Supply (General) Regulation 2001*.

3.3 Suspension of accreditation

The Department may suspend the accreditation of an ASP at any times on the ground of safety, for the duration and on conditions imposed by the Department in its absolute discretion.

3.4 Cancellation of accreditation

The Department may cancel an ASP's accreditation if satisfied that:

- (a) the ASP is no longer competent to provide the contestable service for which the ASP is accredited (having regard to the results of any inspection by the Department or any audit of the ASP's performance), or
- (b) the ASP has been convicted of an offence against the Act or the *Electricity (Consumer Safety) Act 2004* or any regulations under those Acts, or
- (c) the ASP was accredited on the basis of false or misleading information or a failure to disclose or provide required information, or
- (d) the ASP has breached any undertaking given by it to the Department, or
- (e) it is necessary to do so on any other grounds relating to the standard of the work carried out or to public safety.

3.5 Appeals against decisions regarding accreditation

The *Electricity Supply (General) Regulation 2001* provides a right of appeal for any person who is the subject of a decision about accreditation including a decision not to grant accreditation or to downgrade, suspend or cancel accreditation.

Information about appeals is in Part 10 of the Regulation. Appeals must be made in writing within 28 days after the person has received notice of the decision, stating the reasons why the appellant considers that the decision should be reviewed. The Department must review the decision and give written reasons for its decision.

If dissatisfied with the outcome of the review the ASP can request in writing a further appeal through the use of alternative dispute resolution procedures or independent arbitration. If alternative dispute resolution is unsuccessful, the ASP may refer the appeal to arbitration. Information about these processes including time limits for lodging a further appeal is also in part 10 of the Regulation.

3.6 Definition of safety breach

A safety breach is an act or omission that:

- Threatens or has the potential to threaten the safety of any person or damage any property or disrupt the electricity network; or
- Is not compliant with relevant Acts and regulations; or
- Is not compliant with the local electricity distributor's safety rules or Network Management Plan under the *Electricity Supply (Safety and Network Management) Regulation 2008*.

3.7 Definition of construction defect

A construction defect consists of a significant non-conformance to specifications, material and/or project drawings. Non-compliance with a local electricity distributor's standards and specifications will be regarded as a construction defect. See Appendix D for examples.

4 Definitions

In this Scheme, unless defined below, terms have the same meaning as stated in the Act.

“**accreditation**” depending on the context, means:

1. the legislation-based approval required by a person to provide contestable services as defined in the Act; or
2. the act of granting recognition to a person who meets the terms of this Scheme.

“**accreditation criteria**” means the criteria set out in section 6.3.

“**Accredited Service Provider**” or “**ASP**” means a person who has been accredited through a ministerially-recognised accreditation scheme to undertake contestable works.

“**Act**” means the *Electricity Supply Act 1995*.

“**applicant**” means an applicant for accreditation as an ASP.

“**authorisation**” means permission in writing to an individual given by the local electricity distributor to undertake works on or near their transmission and/or distribution system in accordance with the local electricity distributor’s network management plan. Authorisation is required from each distributor in whose network area the works are undertaken.

“**connection point**” means the point at which the service line connects to the distribution system.

“**construction defect**” is defined in section 3.7.

“**customer**” means the person wishing to have the contestable services carried out.

“**distribution system**” for the purposes of this scheme, means electricity works operated by an electricity distributor to convey and control the conveyance of electricity from a transmission system up to the point of supply of wholesale or retail electricity customers.

“**electricity distributor**” means the electricity distribution network service provider in whose network area the electricity works are or will be located.

“**independent inspector**” means a competent person independent of the local electricity distributor and the accrediting agency.

“**major breach**” means according to the context a safety breach or a construction defect of a material or non-trivial nature as defined in Section 3.7 and 3.8.

“**near**” is as defined in the National Electricity Network Safety Code (ENA Doc 001–2008) as follows: “*a situation where there is a reasonable possibility of a person, either directly or through any conducting medium, coming within the relevant safe approach distances.*”

“**person**” includes an individual, corporation, a body corporate or body politic or more than one of any of these as defined in the *Interpretation Act 1987*.

“**point of supply**” means the junction of an electricity distributor’s conductors with consumers mains

“**recognised**” means the Minister has by order published in the Gazette, declared that a specified scheme or body is recognised as an accreditation scheme or body in relation to the scheme.

"Recoverable Works" means works on the electricity network, undertaken at the request of customers or other external parties, but which are not for the purpose of establishing a new or upgraded connection to the electricity network. Repairs to electricity assets damaged by third parties may also be included. Examples of this type of work include:

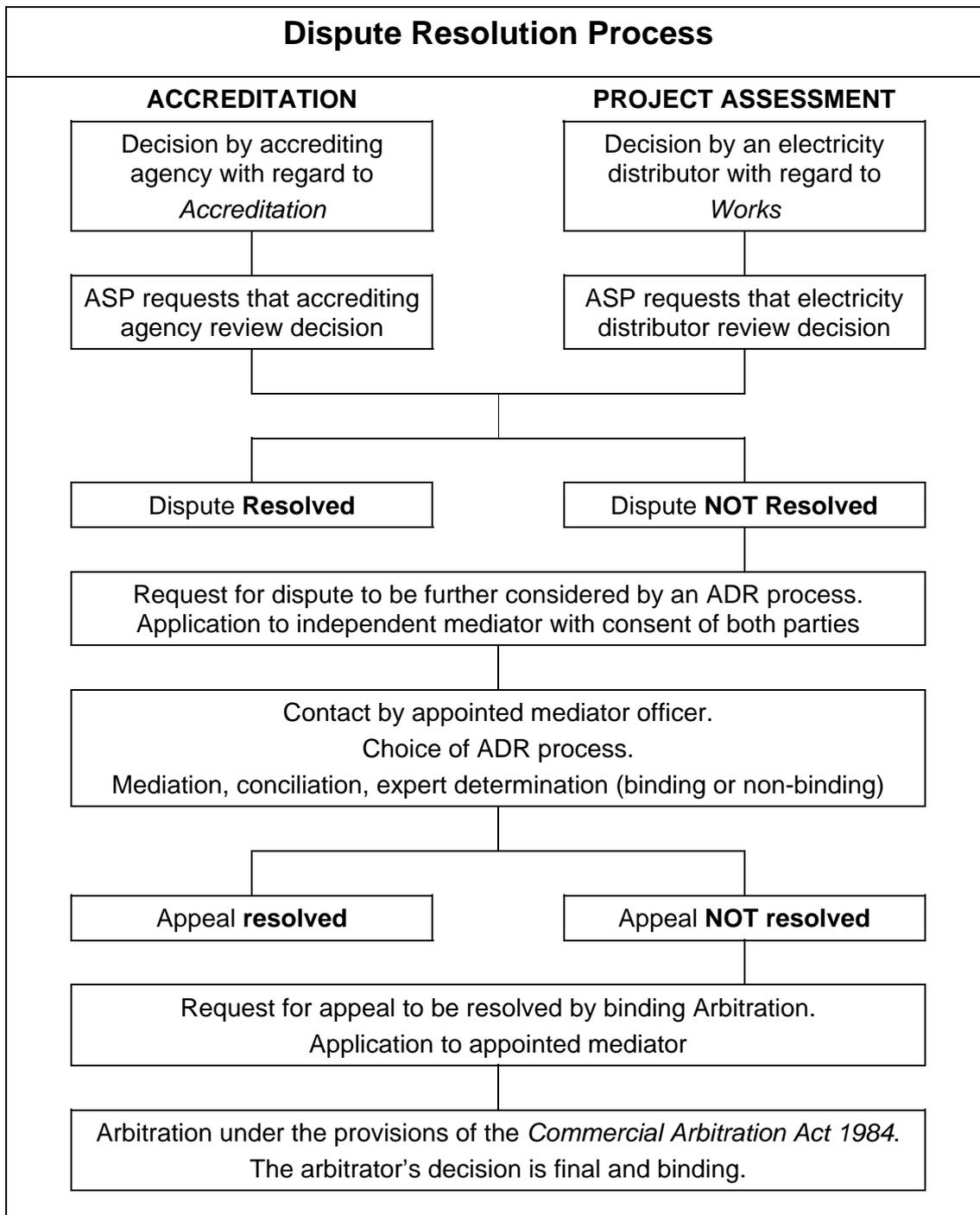
- undergrounding of electricity assets at the customer's request;
- relocation of electricity assets to allow other activity such as road works; and
- emergency repairs to electricity assets following damage such as from vehicle impacts or excavation works.

"Regulation" means the *Electricity Supply (General) Regulation 2001*

"safety breach" is defined in section 3.6

"Scheme" and **"Accreditation Scheme"** mean a Scheme for the Accreditation of Service Providers to Undertake Contestable Services recognised by the Minister for Resources and Energy.

5 Dispute Resolution



PART 2

LEVEL 1 SERVICE PROVIDERS: CONSTRUCTION SERVICES

6. Level 1 Accreditation

6.1 Services that can be provided under Level 1 accreditation

The services that can be provided by a Level 1 ASP consist of **constructing and installing electricity distribution works** to enable the provision of customer connection services. Examples include:

- the laying and stringing of electricity cables as well as the jointing of cables;
- erecting electricity poles and excavating underground cable trenches;
- 'line work' such as working with live electricity cables;
- building or working on or inside electricity sub-stations; and
- construction work that may include the use of plant and equipment

Other network services may be carried out under the auspices of contestable services at the discretion of the local electricity distributor.

An entity that is accredited as a Level 1 ASP can be accredited in one or both of the following categories:

1. *Overhead (O/H)*

Includes pole erection, tower construction, conductor stringing and tensioning, street lighting works comprising pole erection, stringing of conductors and luminaire erection and pole substation construction.

2. *Underground (U/G)*

Includes cable trench excavation, duct laying, cable pit construction, pillar installation, cable laying and jointing, street lighting works comprising pole erection, cable laying and luminaire erection and substation construction.

Within level 1 accreditation, ASPs are graded from A to C, with A being the highest and C the lowest. These grades are intended to reflect the general level of competence and expertise of each ASP. When work is completed by an ASP, the inspection fee charged by the local distributor will vary according to the ASP's grade. These fees are set by an independent economic regulator, the Australian Energy Regulator (AER).

When granting accreditation the Department will assign an initial grading using the assessment method in Appendix D.

6.2 Assessment of applications

For Level 1 applicants, a detailed assessment is required of the applicant's ability to meet the accreditation criteria through demonstration of its capabilities, performance and systems. This will usually include an on-site assessment. The Department will arrange for the assessment and some costs may be required to be met by the applicant. More information is provided below.

6.3 Accreditation criteria

Applicants must show they have:

1. implemented a Quality Assurance system;
2. competent and qualified staff available to provide contestable services (see Appendix C for more detail);
3. provided suitable plant tools and equipment (see checklist in Appendix A);
4. implemented an adequate sub-contractor management plan;
5. implemented adequate health and safety systems;
6. implemented adequate environmental management systems;
7. satisfactory past work performance; and
8. satisfactory past safety performance.

Appendix D provides further details of requirements within each category and the scoring matrix used in the assessment of applications. An applicant who scores a zero in any category will not qualify for accreditation.

6.4 Accreditation fees

Accreditation fees for Level 1 ASPs are set out in the Application Form, are payable by cheque or credit card and are non – refundable. These fees will be adjusted on 1 September each year in accordance with the rate of change of the Sydney Consumer Price Index for each full year published by the Australian Bureau of Statistics for the June quarter of each year.

The electricity distributors will be charged a fee for accreditation determined by the Minister for Resources and Energy from time to time and published in the NSW Government Gazette.

6.5 Qualifications, experience and training required for accreditation

An applicant for accreditation will need to provide the names of an appropriate number of persons who available and who possess the required competencies and qualifications to undertake this work. Evidence of these qualifications, including copies of professional or trade qualifications, will need to be provided to the Department.

Appendix C outlines the competencies required of a Level 1 ASP. Further information about required competencies can be obtained from the local electricity distributor. Details of recognised electricity supply industry training, including refresher courses, and registered training organisations for individuals seeking to work on or near a local electricity distributor's networks may be obtained from the:

National Training Information Service
www.ntis.gov.au

6.6 Authorisation to work on or near the network

Each distributor has determined a process for granting authorisation to an employee and the requirements each employee and ASP must meet. Details on the authorisation process should be obtained from the local electricity distributor:

Local electricity distributor	Phone number
Essential Energy (formerly Country Energy)	02 6643 7791
Ausgrid (formerly EnergyAustralia)	02 4399 8139
	02 4399 8140
	02 4399 8135
	Fax 02 4399 8013
Endeavour Energy (formerly Integral Energy)	02 9853 6946

ASPs must use the information provided by the local electricity distributor(s) to ensure their employees remain familiar with the applicable standards, work practices and general requirements applicable to the type of work being undertaken.

The electricity distributors may charge a fee for the authorisation of each ASP employee. This fee is set by the Australian Energy Regulator (AER).

6.7 Assessment of applications

Applicants for accreditation as a Level 1 ASP are required to be assessed by an assessor appointed by the Department. The results of the assessment will be used by the Department to determine whether to grant accreditation.

An applicant, including existing ASPs applying for accreditation in further categories, need to provide the Department with sufficient evidence such that an assessor can reasonably undertake the required assessment. The Department may in its discretion decline to carry out an assessment of those applications that lack sufficient information to allow an assessor to provide advice.

The fee for a Level 1 application includes a charge to cover some of the costs of the assessor. However, in some cases the assessor will be required to incur additional travel and accommodation costs. These additional costs will be the responsibility of the applicant.

6.8 Applications for upgrades

In order to be granted a higher grade, a Level 1 ASP must obtain the appropriate score determined by the assessment scheme in Appendix D of this document.

A detailed assessment will be required as for new applications. The Department will arrange for this to occur once a completed application has been provided. A separate fee will be charged for these applications.

Applicants should enclose all relevant information when applying for an upgrade. This should address performance matters set out in Appendix D. The Department may request additional information from the ASP. The Department will obtain information or evidence from the

relevant distributor/s before considering the application, including information about any major breaches reported on work undertaken by the ASP.

Appendix A – Level 1 Equipment

The following indicates the typical equipment a Level 1 ASP will need to provide overhead and underground contestable services.

Underground

Cable Laying Equipment

- Winch – Tractor, truck or trailer mounted
- Rollers
- Steel or synthetic hauling rope to suite length of cable pull
- Pulling swivel, D shackles
- Cable stockings
- Bell mouths
- Cable cutting and end sealing equipment
- Equipment to provide cable pulling tension measurement or control.

Cable Termination Jointing Equipment

- Equipment suitable for heat shrink use
- Hydraulic crimper and dies
- Cable Cutter
- Appropriate hand tools
- Fire extinguisher

Test Equipment

- 1,000 Volt insulation resistance tester
- Earth resistance tester
- Phasing out device

Overhead

Pole Erection

- Lifter/Borer
- Pole dressing tools

Stringing/Tensioning

- 4 x 4 tray utility, truck or suitable vehicle
- Line truck
- Tension stringing plant/equipment – winches, tensioners, pullers, line tools, rollers
- Cable stockings
- Cable drum stands/trailer
- Pulling rope to suit length of pull
- D shackles

Terminating

- Insulated line covers
- Insulated ladders
- Approved pole top platforms
- Personal Protective Equipment
- Hydraulic crimpers and dies
- Cable cutting equipment
- Appropriate hand tools
- Fire extinguisher

Test Equipment

- Soil resistivity/earth system testers
- 1000 Volt insulation resistance tester
- Test lamps
- Phasing out device/polarity indicator
- Multimeter

Appendix B - Competencies

Apprentices and trainees under the direct and immediate on site supervision of a person authorised for the type of work involved may carry out work for training purposes.

TYPE OF WORK	TRAINING		CERTIFICATION	NOTES	
	Primary	#Secondary			
Network construction and maintenance tasks requiring electrical trade skills and covering the following work categories:- <ul style="list-style-type: none"> ▪ Substation construction & maintenance ▪ Protection & voltage regulation ▪ Telecontrol ▪ Metering ▪ Installation Inspection ▪ System operation 	<ul style="list-style-type: none"> ▪ Electrical trade apprenticeship 		Trade Certificate of Proficiency or Craftsman's Certificate	(#) Typically each worker only requires a selection of secondary training and this will be determined by the nature of the work that they do, as determined by the Network Operator. This list of secondary training is not an exhaustive list. Further training of electricians may be provided in specified or limited types of work, such as limited line work, jointing of particular types of cable etc. Multi-trade training (eg electrician-lineworker or electrician-cable jointer) is also possible. Training may also be required in such areas as confined spaces procedures, traffic control, etc.	
		<ul style="list-style-type: none"> ▪ Specialist training as required by the type of work to be undertaken (as indicated in the "Type of Work" column). 	<ul style="list-style-type: none"> ▪ Resuscitation and release/rescue training (see below) ▪ Knowledge of relevant work instructions and safety procedures 		Documented by employer
	▪ Entry to Substations				Documented by employer
	▪ Electrician's licence		Qualified Supervisor's Certificate		
	▪ Operating Elevating Work Platform		WorkCover Certificate		
	▪ Crane Operation		WorkCover Certificate		
	▪ Dogging		WorkCover Certificate		
	▪ Accepting Access Permits		Certificate issued by a Registered Training Organisation		

TYPE OF WORK	TRAINING		CERTIFICATION	NOTES
	Primary	#Secondary		
<p>Network construction and maintenance tasks requiring line work skills and covering the following</p> <p>work categories:</p> <ul style="list-style-type: none"> ▪ LV overhead mains ▪ HV overhead mains 	Line work training as provided by a Registered Training Organisation		Trade Certificate of Proficiency or Craftsman's Certificate	
		<ul style="list-style-type: none"> ▪ Resuscitation and rescue training (see below) ▪ Knowledge of relevant work instructions and safety procedures 	<p>Documented by employer</p> <p>Evidence of testing recorded by employer</p>	<p>(#) Typically each worker only requires a selection of secondary training and this will be determined by the nature of the work that they do, as determined by the Network Operator.</p> <p>This list of secondary training is not an exhaustive list. Further training of lineworkers may be provided in specified or limited types of work, such as operating or field switching, jointing of particular types of cable etc. Multi-trade training (eg lineworker-cable jointer) is also possible.</p> <p>Training may also be required in such areas as confined spaces procedures, traffic control, etc.</p>
		<ul style="list-style-type: none"> ▪ Entry to Substations 	Documented by employer	
		<ul style="list-style-type: none"> ▪ Operating Elevating Work Platform 	WorkCover Certificate	
		<ul style="list-style-type: none"> ▪ Crane Operation 	WorkCover Certificate	
		<ul style="list-style-type: none"> ▪ Dogging 	WorkCover Certificate	
		<ul style="list-style-type: none"> ▪ Rigging 	WorkCover Certificate	
		<ul style="list-style-type: none"> ▪ Operating other minor plant 	WorkCover Certificate if required	e.g. chainsaws, cable winches, etc.
	<ul style="list-style-type: none"> ▪ Issuing/accepting Access Permits 	Certificate issued by a Registered Training Organisation		

TYPE OF WORK	TRAINING		CERTIFICATION	NOTES
	Primary	#Secondary		
<p>Network construction and maintenance tasks requiring HV live line work skills for the following work categories:</p> <ul style="list-style-type: none"> ▪ Hot stick ▪ Glove and barrier ▪ Bare hand (conductive suit) 	Live line work training as provided by a Registered Training Organisation		Trade Certificate of Proficiency or Craftsman's Certificate	Note that this is in addition to a normal line work qualification
<p>Network construction and maintenance tasks requiring cable jointing skills for one or more of the following categories of cable:</p> <ul style="list-style-type: none"> ▪ distribution – i.e. up to 22kV polymeric and paper-lead ▪ transmission – i.e. Oil & gas pressure cables, EHV polymeric cables 	Cable jointing training provided by a Registered Training Organisation		Trade Certificate of Proficiency or Craftsman's Certificate	
	Specialist training in jointing of transmission cables	<ul style="list-style-type: none"> ▪ Resuscitation and rescue training (see below) ▪ Knowledge of relevant work instructions and safety procedures 	<p>Documented by employer</p> <ul style="list-style-type: none"> ▪ Evidence of testing recorded by employer 	<p>(#) Typically each worker only requires a selection of secondary training determined by the nature of the work that they do, as determined by the Network Operator.</p> <p>This is not an exhaustive list.</p> <p>Further training of cable jointers may be provided in specified or limited types of work, such as operating or field switching, limited line work, etc.</p>
		<ul style="list-style-type: none"> ▪ Entry to Substations 	Documented by employer	
		<ul style="list-style-type: none"> ▪ Operating Plant 	WorkCover Certificate	e.g. EWP, crane, etc, as appropriate
	<ul style="list-style-type: none"> ▪ Issuing/accepting Access Permits 	Certificate issued by a Registered Training Organisation		

TYPE OF WORK	TRAINING		CERTIFICATION	NOTES	
	Primary	#Secondary			
Network construction and maintenance tasks requiring live line work skills for 1500 volt DC traction systems	Line work training for live 1500 volt traction systems as provided by a Registered Training Organisation		Certificate issued by a Registered Training Organisation		
		<ul style="list-style-type: none"> ▪ Resuscitation and rescue training (see below) ▪ Knowledge of relevant work instructions and safety procedures 	<p>Documented by employer</p> <p>Evidence of testing recorded by employer</p>	<p>(#) Typically each worker only requires a selection of secondary training and this will be determined by the nature of the work that they do, as determined by the Network Operator.</p> <p>This list of secondary training is not an exhaustive list. Further training of DC traction lineworkers may be provided in specified or limited types of work, such as limited operating or field switching, jointing of particular types of cable, etc.</p> <p>Multi-trade training (eg DC traction lineworker-cable jointer, or general purpose lineworker – DC traction lineworker) is also possible.</p>	
		▪ Entry to Substations	Documented by employer		Training may also be required in such areas as confined spaces procedures, traffic control, etc.
		▪ Rail traffic control	Documented by employer		
		▪ Operating Plant	WorkCover Certificate	e.g. EWP, crane, etc, as appropriate	
		▪ Issuing/accepting Access Permits	Certificate issued by a Registered Training Organisation		

TYPE OF WORK	TRAINING		CERTIFICATION	NOTES		
	Primary	#Secondary				
<ul style="list-style-type: none"> ▪ Work near the network in one of the following work categories: ▪ Cable installation ▪ Bulk Street Lamp Replacement ▪ Substation Cleaning 	Training as required by the type of work to be undertaken (as indicated in the "Type of Work" column).	<ul style="list-style-type: none"> ▪ Resuscitation and rescue training (see below) ▪ Knowledge of relevant work instructions and safety procedures 	<p>Documented by employer</p> <p>Evidence of testing recorded by employer</p>	<p>(#) Typically each worker only requires a selection of secondary training and this will be determined by the nature of the work that they do, as determined by the Network Operator.</p> <p>This list of secondary training is not an exhaustive list.</p>		
		<ul style="list-style-type: none"> ▪ Trade Assistant 	<ul style="list-style-type: none"> ▪ Entry to Substations 		<p>Documented by employer</p>	<p>Training may also be required in such areas as confined spaces procedures, traffic control, etc.</p>
		<ul style="list-style-type: none"> ▪ Tree Trimming 	<ul style="list-style-type: none"> ▪ 'Electrical Awareness' training 		<p>Certificate issued by a Registered Training Organisation or accredited provider</p>	<p>This is a WorkCover requirement for work involving plant near live exposed conductors.</p>
<ul style="list-style-type: none"> ▪ Pole and Line inspection 	Training in pole & line inspection as provided by a Registered Training Organisation		<p>Certificate issued by a Recognised Industry Training Body</p>			
<ul style="list-style-type: none"> ▪ Traffic control 	RTA-approved training course in traffic control		<p>Certificate issued by RTA or accredited provider</p>			
		<ul style="list-style-type: none"> ▪ Operating Plant 	<p>WorkCover Certificate</p>	<p>e.g. EWP, crane, etc, as appropriate</p>		
		<ul style="list-style-type: none"> ▪ Accepting Access Permits 	<p>Certificate issued by a Registered Training Organisation</p>			

TYPE OF WORK	TRAINING		CERTIFICATION	NOTES
	Primary	#Secondary		
Work near the network on telecommunications cables attached to poles or line supports	Training in – <ul style="list-style-type: none"> ▪ electrical awareness and hazard control ▪ working procedures when in the proximity of low voltage conductors 		Certificate issued by a Network Operator and documented by employer	An example of appropriate training is the course based on Optus Communications document ' <i>Training Outline for Working Near Supply Authority Conductors</i> '
		<ul style="list-style-type: none"> ▪ Resuscitation and rescue training (see below) ▪ Knowledge of relevant work instructions and safety procedures 	Documented by employer Evidence of testing recorded by employer	(#) Typically each worker only requires a selection of secondary training and this will be determined by the nature of the work that they do, as determined by the Network Operator. This list of secondary training is not an exhaustive list. Training may also be required in such areas as confined spaces procedures, traffic control, etc.
		<ul style="list-style-type: none"> ▪ Operating Plant 	WorkCover Certificate	e.g. EWP, crane, etc, as appropriate
		<ul style="list-style-type: none"> ▪ Accepting Access Permits 	Certificate issued by a Registered Training Organisation	

Resuscitation and Release / Rescue

At least once every 12 months, personnel who work on or near electricity works must demonstrate their competence in resuscitation and release / rescue appropriate to the area of work concerned, as follows:

- cardio-pulmonary resuscitation
- releasing a person from live electricity works
- rescuing a person from a pole, other line support structure, or elevating platform
- rescuing a person from a confined space

Procedures and associated training and assessment regimes should be established and authorised by employers. Personnel who assist those working on or near electricity works should be similarly trained and competent in resuscitation and release / rescue as appropriate.

Appendix C - Level 1: Assessment of Grading

QUALITY SYSTEM DEVELOPMENT

PROGRESS	SCORE
<i>No QA, No intention to seek QA</i>	0
<i>Positive steps made to set up a Quality System and seek Certification</i>	1
<i>Quality Statement in place</i>	1.5
<i>Early stages of Quality Manual development</i>	
<i>Completed Quality Manual</i>	2
<i>Quality System set up</i>	
<i>Certification underway</i>	2.5
<i>Certification by an appropriate body with non-conformances</i>	
<i>Certification by an appropriate body with correction action underway</i>	3
<i>Full Certification by an appropriate body</i>	

Note: A score of zero in any category will result in refusal of accreditation.

CAPABILITY EVALUATION

1) Availability of Trained Staff

PROGRESS	SCORE
<i>Incapable of nominating any trained personnel</i>	0
<i>Incapable of nominating sufficient trained personnel</i>	1
<i>Capable of nominating sufficient trained personnel</i>	2
<i>Capable of nominating sufficient trained personnel plus has training/orientation program maintained for these personnel.</i>	3

Note: A score of zero in any category will result in refusal of accreditation.

Appendix C- Level 1: Assessment of Grading

2) **Suitable Plant, Tools, Equipment** (Refer Appendixes A and B – Equipment)

PROGRESS	EVALUATION SCORE
<i>Suitable plant, tools, equipment not available</i>	0
<i>Insufficient suitable plant, tools equipment available</i>	1
<i>Sufficient suitable plant, tools, equipment available but not owned, leased or hired by primary contractor.</i>	2
<i>Sufficient suitable plant, tools, equipment available and owned, leased or hired by primary contractor and regular maintenance systems in place.</i>	3

Note: A score of zero in any category will result in refusal of accreditation.

3) **Health and Safety Systems**

PROGRESS	EVALUATION SCORE
<i>No health and safety policy or practices</i>	0
<i>Established safety policy, objectives and targets for implementation of a SMS⁴</i>	1.0
<i>Established monitoring programme to assess current status of SMS⁴ which can then be used to improve safety performance</i>	1.5
<i>Action plan to establish procedures and policies for a SMS⁴</i>	
<i>Completed health and safety environment (OH & S Manual) reference manual and critical procedures.</i>	2.0
<i>SMS⁴ audit and found to comply with the requirements of a recognised Australian or International Standard (eg. SCC*, AS/NZS 4801-2001 (Occ. Health and Safety Management) etc.)</i>	
<i>Risk assessment to identify risks inherent to business (eg. AS/NZS ISO 31000)</i>	2.5
<i>Program to develop SMS⁴ to address risk profile of business</i>	
<i>Certification to a comprehensive safety protocol which certifies SMS⁴ achievement significantly above requirements of AS/NZS 4801-2001</i>	3.0
<i>Comprehensive SMS⁴</i>	

Note: A score of zero in any category will result in refusal of accreditation.

⁴ Safety Management System

* Safety Contractor's Certificate

Appendix C - Level 1: Assessment of Grading

4) **Environmental Management**

PROGRESS	EVALUATION SCORE
<i>No systematic environmental management procedure.</i>	0
<i>Environmental statement of intent to develop an EMS.</i>	0.5
<i>Environmental policy and procedure action plan in place. Specific training program procedures for staff inclusion in Environmental Management procedures.</i>	1.0
<i>Erosion and sediment control procedures developed for working in proximity to roads, drains, water courses or other drainage flow lines.</i>	1.5
<i>Active sediment control devices such as filter fencing, filter fabric available at all sites and or on all vehicles.</i>	2
<i>EMS audit conducted and found to comply with the relevant Australian International Standard.</i>	2.5
<i>Certification of an EMS to the requirements of AS/NZS ISO 14000</i>	3.0

Note: A score of zero in any category will result in refusal of accreditation.

5) **Capability Score Total**

1	<i>Availability of Trained staff</i>	/3
2	<i>Suitable plant, tools, equipment</i>	/3
3	<i>Health and Safety Systems</i>	/3
4	<i>Environmental Management Systems</i>	/3
AVERAGE SCORE		/3

Appendix C - Level 1: Assessment of Grading

PAST PERFORMANCE**Work Performance**

CRITERIA	POINTS
<i>Evidence of poor work on 2 or more jobs *</i>	0
<i>No known work history (or fewer than 2 jobs)</i>	1.0
<i>References attesting satisfactory work on 2 jobs*</i>	1.5
<i>References attesting satisfactory work on more than 2 jobs</i>	2.0
<i>References attesting satisfactory work on 2 jobs * performed that specifically relate to electricity distribution.</i>	2.5
<i>References attesting satisfactory work on more than 2 jobs * performed that specifically relate to electricity distribution</i>	3.0

* A job is defined as electrical works exceeding \$10,000 in value.

Note: A score of zero in any category will result in refusal of accreditation.

Safety Performance

CRITERIA	POINTS
<i>Evidence of 2 or more separate breaches of Acts or Regulations relating to safety per \$50,000 worth of work in last 2 years relating to safety AND no safety program in place</i>	0
<i>As above – but safety program in place</i>	1
<i>Between 1 & 2 breaches of Acts or regulations relating to safety per \$50,000 of work in the last 2 years and no known history. Safety programme in place</i>	2
<i>Less than 1 breach of Acts or regulations relating to safety per \$50,000 worth of work in the last 2 years and no known history. Safety programme in place</i>	3

Note: A score of zero in any category will result in refusal of accreditation.

Past Performance Score Total

1	Work Performance	/3
2	Safety Performance	/3
AVERAGE SCORE		/3

Appendix C - Level 1: Assessment of Grading

SCORE AND RATING SHEET

	<i>Initial Assessment</i>	<i>Renewal</i>	<i>Score</i>
<i>Quality System Development</i>	<i>Appendix D</i>	<i>Appendix D</i>	<i>/3</i>
<i>Capability</i>	<i>Appendix D</i>	<i>Appendix D</i>	<i>/3</i>
<i>Past Performance/Experience</i>	<i>Appendix D</i>	<i>Appendix E</i>	<i>/3</i>
TOTAL SCORE			/9

Note: Where assessment in any sub category is 1 or less, a comment must be included by the assessor to explain that score.

Rating Table		
	Score	Rating
	8.5 - 9	A
<i>All pre-requisites satisfied</i>	5.5 – 8.4	B
<i>AND</i>	1.5 – 5.4	C
<i>No score of zero in any of the above tables</i>	0 – 1.4	Nil

Note: A score of zero in any category will result in refusal of accreditation.

Appendix D – Examples of Construction Defects

Overhead:

1. Pole or street light column of incorrect height or strength or installed in incorrect location.
2. Pole or street light column not installed with the correct depth of burial or footing strength.
3. Structure foundation or rag bolt assembly not installed with the correct footing strength.
4. Conductor erected of the wrong type or incorrectly tensioned.
5. Crossarm or other structural component of incorrect size or type for the design requirements.
6. Pole or crossarm of a type different to that specified by the local electricity distributor but meets structural or design requirements.

Underground:

1. Cable laid in different location to the design requirements or standard street allocation.
2. Cable laid to the incorrect depth or backfilled incorrectly.
3. Pillar installed in incorrect location.
4. Cables incorrectly installed and terminated in the pillar.
5. Cables incorrectly jointed.
6. Service cable not identified at termination point.
7. Service cable installed with incorrect polarity

NB This list is not exhaustive.

Appendix E – Evidence of Insurance

A Certificate of Currency or other evidence of current insurance for the undertaking of contestable works is required for each of the following:

TYPE OF INSURANCE	MINIMUM INFORMATION REQUIRED	OTHER REQUIREMENTS
Workers' compensation or Personal accident	<ul style="list-style-type: none"> ▪ Name of insured ▪ Name of insurer ▪ Policy Number ▪ Period of insurance 	
Comprehensive motor vehicle , or Motor vehicle third party property damage	<ul style="list-style-type: none"> ▪ Name of insured ▪ Name of insurer ▪ Policy Number ▪ Limit of Liability (minimum \$20 million any one occurrence) ▪ Period of insurance 	
Public/products liability covering claims arising out of or as a consequence of the performance of the contestable works in respect of: loss of, or damage to, or loss of use of, any real or personal property, and the personal injury, disease or illness to, or death of, any person, and any occurrence in relation to any unregistered plant or unregistered vehicles used directly or indirectly in respect of the contestable works.	<ul style="list-style-type: none"> ▪ Name of insured ▪ Name of insurer ▪ Policy Number ▪ Limit of Liability (minimum \$20 million any one occurrence in respect of public liability and a minimum of \$20 million any one occurrence and in the aggregate any one period in respect of product liability) ▪ Period of insurance 	<ol style="list-style-type: none"> 1. The interests of the Electricity Distributors of New South Wales and their respective employees, consultants or agents must be noted on the insurance policy. The insurer is required to waive all rights, remedies or relief to which it might become entitled by way of subrogation against the Electricity Distributors of New South Wales. 2. If any products are supplied the insurance must be maintained for a minimum of three years from the date of last supply of any products in respect of contestable works.

LEVEL 1 ASP APPLICATION FORM

HOW DO YOU APPLY?

Complete this application form using the **checklist** on p.37. Lodge your application with the required documents and the **relevant fee** with NSW Trade & Investment.

Following accreditation you will receive a letter of accreditation and a letter of registration for staff and sub-contractors. It will be necessary for you to take these to the electricity distributor/s to apply for authorisation for individual staff you will employ to work on or near the distribution networks.

FEES

	Fee	GST	Total
Applications	\$1,300	\$130	\$1,430
Renewals	\$250	\$25	\$275
Registrations	\$170	\$17	\$187
Additional category	\$1,000	\$100	\$1,100

Completed applications should sent to:

Manager, Accreditation Services
Division of Resources and Energy
GPO Box 3889
SYDNEY NSW 2001

Cheques should be made payable to *NSW Trade & Investment*

Enquiries may be directed to the Department by:

Phone: 02 8281 7780
Fax: 02 8281 7750
Email: asp.scheme@industry.nsw.gov.au

A TECHNICAL ASSESSMENT OF ALL APPLICANTS IS REQUIRED BEFORE ACCREDITATION IS GRANTED AND THIS WILL REQUIRE ADDITIONAL TIME

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

LEVEL 1 APPLICANT DETAILS

Applicant: _____

(print full name of applicant – ie individual, all partners or corporation)

Corporate applicants must also provide details of directors in this form

Business name: _____

Please provide **one** of the following:

ACN _____ OR ABN _____

OR

NSW Business Registration Number _____

Address _____

_____ Postcode _____

Telephone: _____ Facsimile: _____

Mobile: _____ E-mail address: _____

Category of accreditation required

Overhead Underground Both

The Applicant may be sub-contracting out contestable services: (please circle) Yes / No

If the Applicant is **already accredited under this Scheme** then please provide:

i) Accreditation Number: _____

Level/Category of Accreditation: _____

ii) Accreditation Number: _____

Level/Category of Accreditation: _____

CORPORATION DIRECTORS

Corporation Name _____

_____ ACN _____

Details of all directors are to be provided (*residential addresses to be given*)

Surname: _____ Given names: _____

Address _____

_____ Post code _____

Surname: _____ Given names: _____

Address _____

_____ Post code _____

Surname: _____ Given names: _____

Address _____

_____ Post code _____

Surname: _____ Given names: _____

Address _____

_____ Post code _____

Surname: _____ Given names: _____

Address _____

_____ Post code _____

(Please photocopy this form if insufficient space available)

EMPLOYEES SEEKING AUTHORISATION

The following people will be seeking, under the accreditation of the applicant, authorisation to work on or near the network in the stated electricity distribution areas:

Employee Name	Essential Energy (formerly Country Energy)	Ausgrid (formerly EnergyAustralia)	Endeavour Energy (formerly Integral Energy)	Categories*
1.				
2.				
3.				
4.				

Evidence of how each person satisfies the qualifications/training requirements (eg copies of certificates) must be attached.

SUB-CONTRACTORS SEEKING AUTHORISATION

The following sub-contractors or employees will be seeking, under the accreditation of the applicant, authorisation to work on or near the network in the stated electricity distribution areas:

Employee Name	Essential Energy (formerly Country Energy)	Ausgrid (formerly EnergyAustralia)	Endeavour Energy (formerly Integral Energy)	Categories*
1.				
2.				
3.				
4.				

Evidence of how each person satisfies the qualifications/training requirements (eg copies of certificates) must be attached.

* Categories for Level 1 ASPs:

1. Overhead (O/H)
2. Underground (U/G)
 - a. all - polymeric and paper/lead cable jointing
 - b. part - polymeric cable jointing only

PAYMENT DETAILS

Please make cheques for accreditation fees payable to:

NSW Trade & Investment

If paying by credit card, please complete the following:

Name: _____

Address: _____

Daytime Telephone No. _____

Please debit my credit card account **\$1, 430**

Please tick one: MasterCard Visa

Card number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Expiry date: ____/____

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

Signature of cardholder: _____

Date: ____/____/____

PLEASE USE THE CHECKLIST BEFORE YOU SUBMIT YOUR APPLICATION

CHECKLIST FOR LEVEL 1 APPLICATIONS

Before submitting your application please ensure you:

- Complete the application form
- Complete the information for persons who will be seeking authorisation under your accreditation on page 35
- Provide evidence (eg. copies of craft certificates) that your staff or sub-contractors have the required training in the categories you are requesting
- Provide evidence that you have or can obtain the minimum necessary equipment for the services you wish to be accredited to perform
- If you will use sub-contractors, include a letter from them stating that they are willing and able to provide relevant staff and/or equipment
- Provide evidence of the required quality and management systems
- Provide evidence you have the capability to provide these services
- Provide evidence of relevant past performance
- Provide evidence of insurance details (see Appendix E)
 - Public and Products Liability (**Minimum \$20M**)
 - Comprehensive Motor Vehicle Insurance policy
 - Workers Compensation Insurance **or** Personal Accident Insurance
- Ensure the **Electricity Distributors of NSW are noted as interested parties** on the Public and Products Liability Insurance Policy.
- Provide payment of the accreditation fee (page 36)
- Sign the application form on page 38

UNDERTAKINGS

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, network management plan (see cl. 18 *Electricity Supply (Safety and Network Management) Regulation 2008*) and electrical safety rules;
3. the Applicant, and its employees, sub-contractors 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 network management plan 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 Trade & Investment 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. management systems will be maintained to ensure compliance with the local electricity distributor's standards and network management plan;
7. the required insurances will be maintained for the duration of the accreditation period; and
8. 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.

The Applicant agrees to notify the Department of any circumstances that may affect the conditions of the accreditation.

The Applicant accepts as a condition of accreditation that the Department may commission an independent audit of records, equipment and works to confirm compliance with the conditions of accreditation.

Signed by the Applicant:

print Applicant's full name

Applicant's signature

in the presence of:

print Witness' full name

Witness' signature

on this day:

date