



# ELECTRICAL SAFETY AUTHORISATIONS

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## Authorisations Manual

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## Electrical Safety & Performance

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March 2018

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## 1.0 INTRODUCTION

### 1.1 Purpose

This manual has been developed for workers and their managers to outline the purpose of authorisation functions, detail the various authorisation functions requirements for work on or near the network, the process of becoming authorised and the requirements to access the network.

*Note: This document is designed to be viewed on an electronic device to enable enlarging of small print and accessing of hyperlinks throughout the text.*

#### 1.1.1 Work 'on or near'

Only persons authorised persons, instructed persons or persons under the appropriate level of supervision of an authorised person may work on or near Endeavour Energy's network.

- **Authorised person**  
*A person with technical knowledge or sufficient experience who has been approved, or who has the delegated authority to act on behalf of Endeavour Energy, to perform the duty concerned.*
- **Instructed person**  
*A person adequately advised by an Authorised Person or who has sufficient training and experience in the safety requirements for the work being undertaken to enable them to avoid the dangers which electricity may create.*

#### Ordinary Person Clearance

Persons without sufficient training or experience to enable them to avoid the dangers which electrical apparatus may create must maintain at least 3 metres from exposed electrical network apparatus up to 132kV

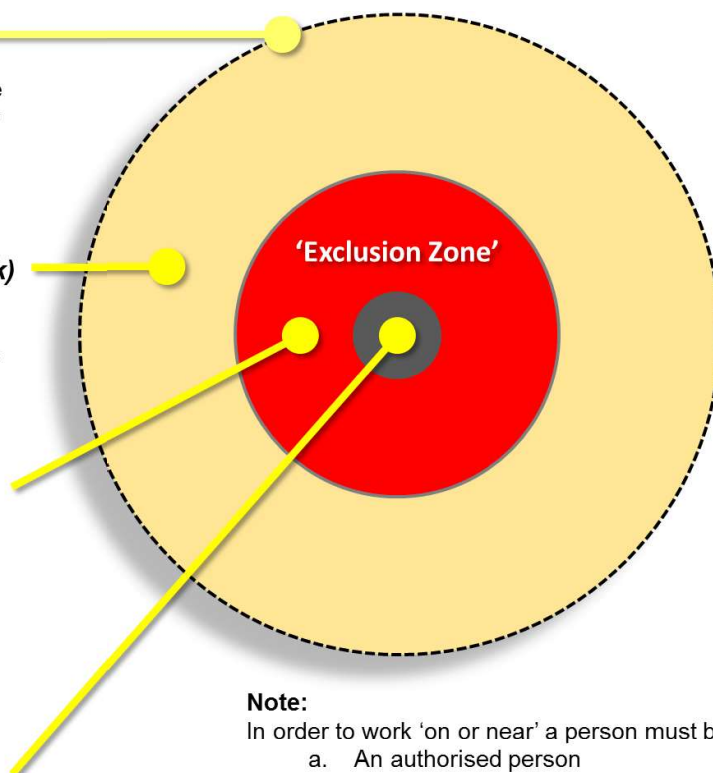
#### Working Near (within 3 metres of the network)

A situation where there is a reasonable possibility of a person, either directly or through any conducting medium, coming within the relevant safe approach distance or beyond a substation access control point

#### Working On (within Safe Approach Distance)

Persons shall not allow any portion of their bodies or any object which they are in contact with (except when using approved equipment for testing, operating or working on live electrical apparatus) to come within the relevant safe approach distances as detailed in Endeavour Energy Electrical Safety Rules Table A (the 'exclusion zone') of live exposed electrical apparatus.

#### Working On (in contact with the network)

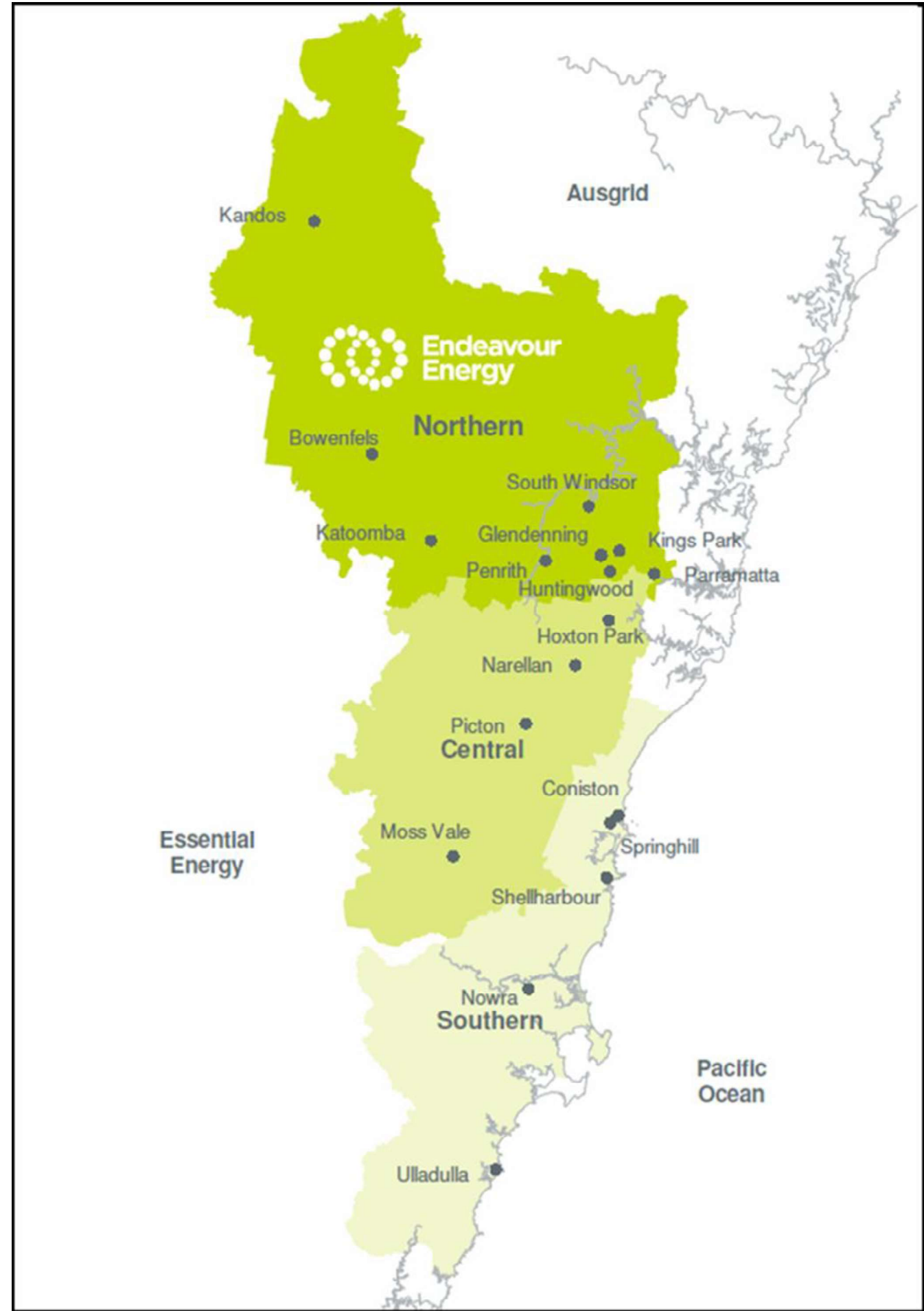


**Note:**

In order to work 'on or near' a person must be:

- An authorised person
- An instructed person
- Under the appropriate level of supervision of an authorised person

1.1.2 Endeavour Energy Franchise Area





## 1.2 Safety management

Authorisation functions are developed as part of an overall safety management system. They provide assurance that individuals working on or near the network have the necessary knowledge and skills to perform particular tasks (or functions) safely.

The authorisations framework incorporates various functions that define the competency requirements for performing tasks on or near the network. These are broken into categorised profiles such as switching, permit recipients, substation access requirements and trade-based role outcomes, etc.

The authorisations framework additionally contains specific functions deemed as having a significant impact on network integrity, high risk tasks or requiring a high level of ongoing competency management.

The competency requirements are designed to provide assurance for the ability of an individual to adequately identify, assess and control electrical safety hazards. They do not, however, provide assurance of the quality of work outcomes.

The authorisations framework is designed to assist the understanding of the competency requirements required for various tasks. It does not substitute the necessary oversight managers must have over their workers when working on or near Endeavour Energy's network.



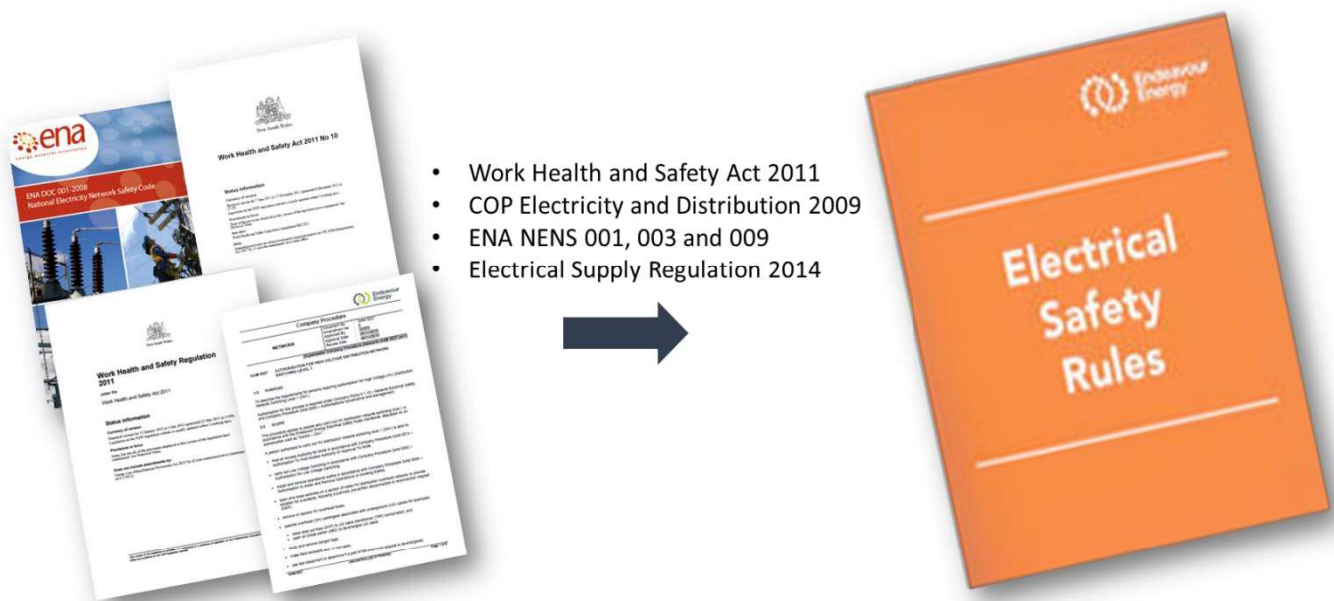
### 1.3 Electrical Safety Rules

Authorisation functions are developed in accordance with the Endeavour Energy Electrical Safety Rules as detailed within *Company Procedure GAM 0089 Authorisations Governance and Management*.

Endeavour Energy establishes and maintains Electrical Safety Rules (ESR) that form part of its Electricity Network Safety Management System, produced to meet the requirements of the *Electricity Supply (Safety and Network Management) Regulation 2014*.

These rules provide the minimum safe working practices for persons, when working or testing on or near electrical apparatus associated with the distribution of electricity.

It is the responsibility of the authorised persons working on or near the network to ensure that they understand and apply the requirements of the ESRs.



- [Endeavour Energy Electrical Safety Rules July 2016](#)
- [Endeavour Energy Electrical Safety Rules associated procedures](#)

If you have an enquiry about electrical safety, please contact:  
[electrical.safety@endeavourenergy.com.au](mailto:electrical.safety@endeavourenergy.com.au)

## 1.4 Mandatory asbestos awareness training

All authorisations where asbestos containing material is likely to be encountered require the worker to undertake a basic asbestos safety introduction e-learning module.

This module is free and will take between 20-30 minutes to complete. Applicants will need to print a copy of the completed certificate to submit with their authorisation application.

For the free asbestos awareness e-learning module, please visit:  
<https://lms.energyspace.com.au/mod/scorm/view.php?id=155353>

Please log in as a guest and follow the instructions below:

The image consists of two side-by-side screenshots of the Energy Space LMS interface.

**Left Screenshot: Login Page**

- Header: **energy space** | online resources
- Section: **LOG IN**
- Fields: Username, Password
- Checkbox: ☐ Remember username
- Buttons: **LOG IN**
- Links: [Forgotten your username or password?](#), [Cookies must be enabled in your browser ?](#)
- Text: *Some courses may allow guest access*
- Button: **LOG IN AS A GUEST** (circled in red)

**Right Screenshot: Asbestos Safety Module Page**

- Header: **ASBESTOS SAFETY MODULE**
- Text: *Click Here to begin the free electrical industry asbestos e-learning package.* (The link "Click Here" is circled in red)
- Text: *In this course you will learn about how asbestos was used in the electrical industry. You will also learn about the safety controls that you should have in place to minimise the risk of inhaling asbestos.*
- Text: *Please consult your local workplace authority for further information on legislated asbestos awareness training requirements in your jurisdiction.*
- Text: **NOTE: You may need to select "login as guest" before launching the module.**
- Footer: **CALENDAR**

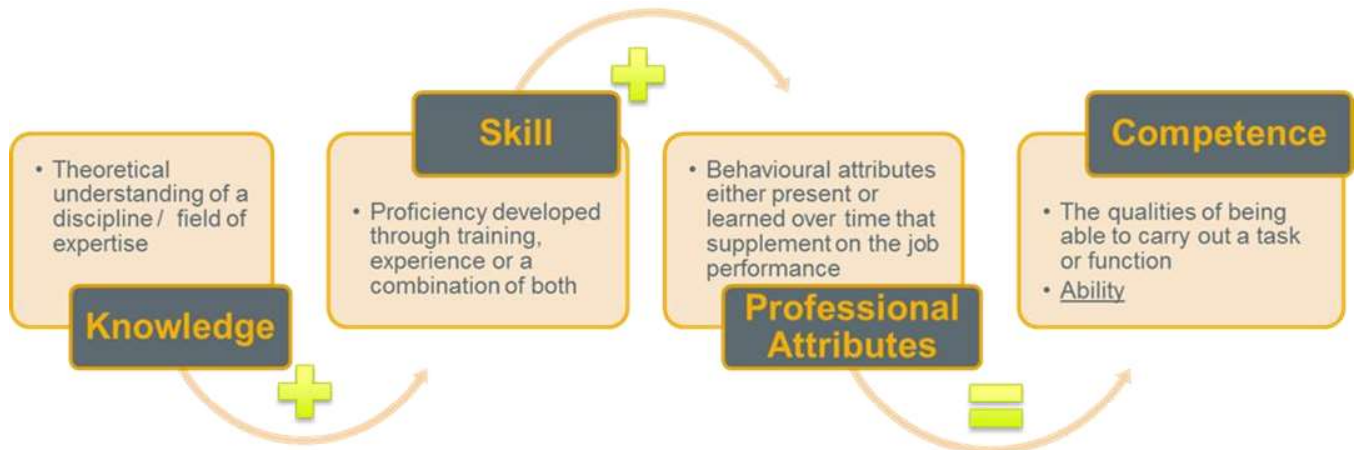


## 2.0 PRINCIPLES OF AUTHORISATION

### 2.1 Competency

Each authorisation function has a series of competency requirements that must be satisfied. The specific competency or suite of competencies required for authorisation functions is explained further within Schedules 1-11.

Competency essentially means the consistent transfer and application of knowledge and skill to the standard of performance ability required in the workplace. Competency may be demonstrated by successful completion of theoretical and/or practical assessment of skills as nominated in the relevant procedure. Contributing factors that supplement technical competence include professional and personal attributes which should be viewed holistically in terms of competence rather than in isolation.



Competency recognition may be applicable for any authorisation function subject to the specifications, review and endorsement of the Manager Electrical Safety & Performance. Such recognition must be determined through either recognition of current competency (RCC) and/or recognition of prior learning (RPL).

RCC and RPL assessments may be a formal competency assessment undertaken by a Registered Training Organisation (RTO) to align with national units of competency, or alternatively for non-formal training outcomes, an assessment to determine the alignment of current competency with specified learning outcomes.

The Manager Electrical Safety & Performance will specify and review training courses and competency outcomes required to provide the required competencies for each individual authorisation.



## 2.2 Line manager support of competency

It is a requirement under NSW Work Health and Safety obligations that a person is competent to perform the tasks they are employed to undertake. Endeavour Energy's electrical safety authorisation framework provides a competency management process for workers to enable specific tasks relating to work on the network to be carried out.

It is the line manager's responsibility to satisfy themselves that the worker has received appropriate training and is competent to hold an authorisation function initially, and has also maintained the necessary competency each year when the authorisation is renewed.

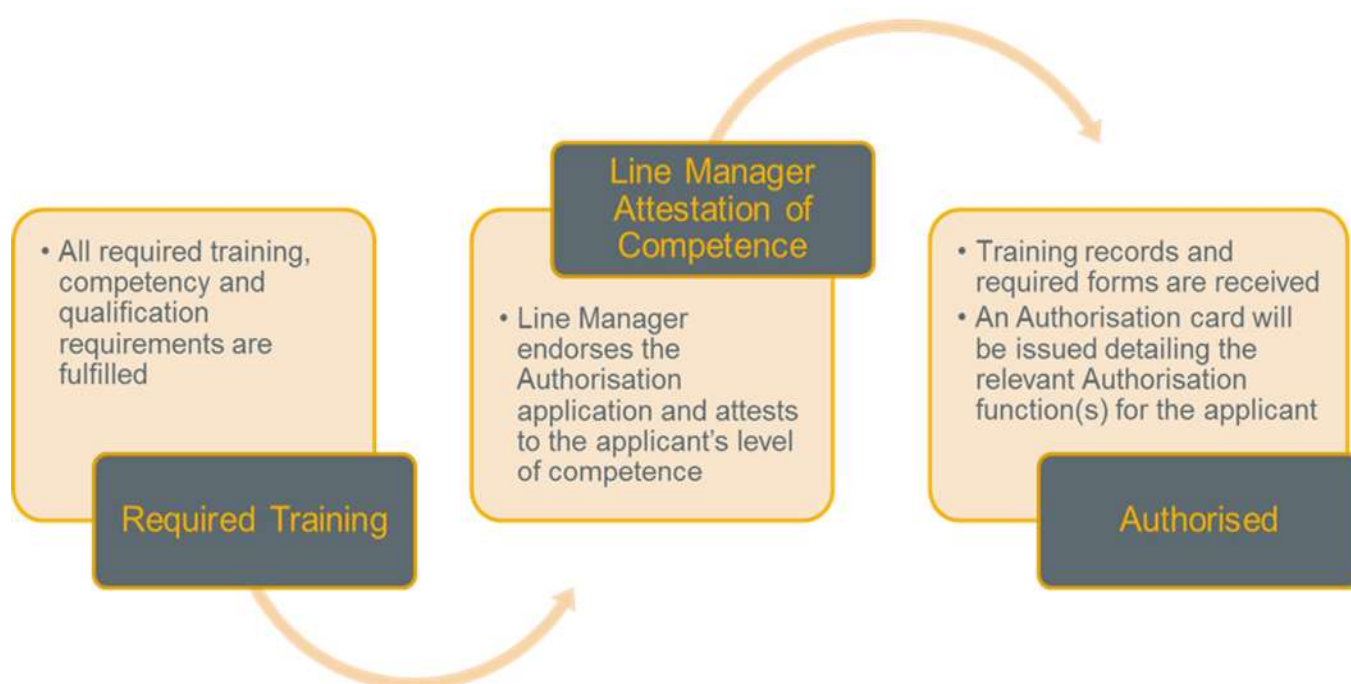
There are a range of requirements specified for each authorisation function. These generally include a qualification, certain specialised initial training courses, and a range of refresher training that needs to be completed each year.

In addition to training, managers must also attest to the competency of workers to carry out various tasks. Specifically, managers are required to confirm applicants have been sufficiently exposed to a variety of work/tasks of significant complexity on the network (relevant to the specific functions to be held) in order to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.

There are various ways that a manager may satisfy themselves that their staff have maintained competency such as (but not limited to):

- having a comprehensive oversight over work schedules/programs
- regular workplace and onsite interactions
- documenting safety toolbox talks, collating workplace forms and other documented evidence
- independent 3rd party references from a previous employer/supervisor
- verification of competency assessments (VOC)

This is a three stage process where an individual completes all necessary required training in addition to holding any required qualification(s), the individual's line manager attests to the competence of the individual, and finally, submits the necessary documentation for the authorisation to be issued.





## 3.0 TRAINING REQUIREMENTS

### 3.1 Endeavour Energy Technical Training Delivery

Endeavour Energy is a registered training organisation (RTO) that offers qualifications and national unit of competency outcomes such as Cardiopulmonary Resuscitation (CPR), Low Voltage Rescue, First Aid and various rescue training that is required for authorisation. These annual refresher units that are necessary for authorisation are offered by Endeavour Energy to external candidates for a fee.

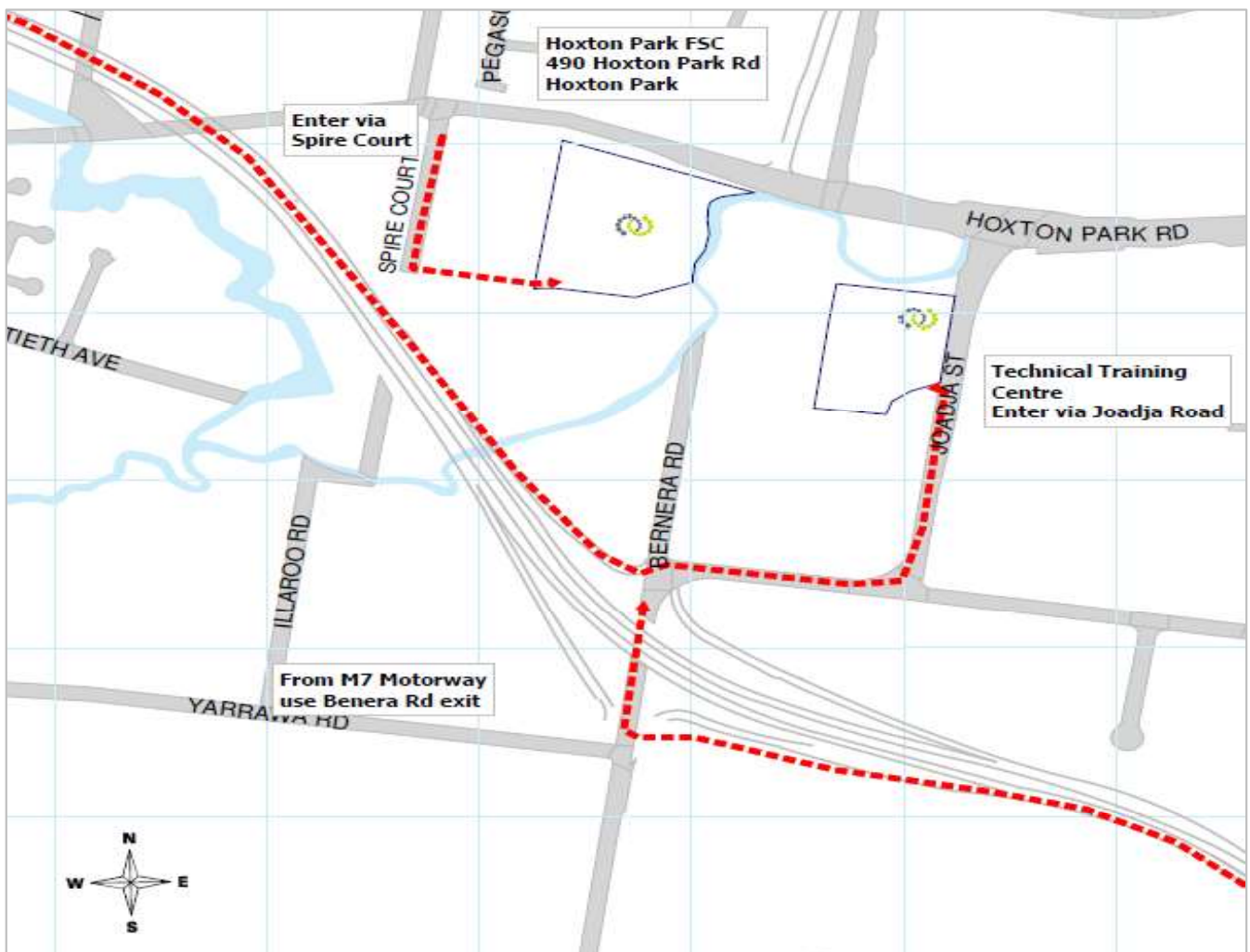
Endeavour Energy also provides specialist training courses, these courses incorporate areas where organisational context is required at a high level and particular subject matter expertise is required. It should be noted that these training courses cannot be delivered by any other provider and are offered by Endeavour Energy free of charge. The training courses offered exclusively by Endeavour Energy's Technical Training Delivery Branch include the following:

- Initial Electrical Safety Rules training
- Substation entry training
- Access Authority training
- LV and HV switching training

Contact:

- Email: [technical.training@endeavourenergy.com.au](mailto:technical.training@endeavourenergy.com.au)
- Phone: 9853 7522

Endeavour Energy Technical Training Delivery is located at 109 Joadja Road Prestons 2171 NSW.



### 3.2 External Registered Training Organisations (RTOs)

Within Schedules 1-11 shown further in this document, certain authorisation functions require national unit of competencies in order to gain the necessary training for authorisation such as CPR, Low Voltage Rescue, First Aid, etc.

This training is more general in nature and in most cases national standards of training are available such as a recognised qualification or unit of competency outcome. There are a range of RTOs that can offer qualifications and national unit of competency outcomes that are required for authorisation.

These units of competency and a list of available training providers can be found at <http://training.gov.au/>. This training largely relates to rescue and resuscitation type requirements within the electricity supply industry under the 'UET12 - Transmission, Distribution and Rail Sector Training Package' - <http://training.gov.au/Training/Details/UET12>

### 3.3 Endeavour Energy Accredited Registered Training Organisations (RTOs)

Endeavour Energy facilitates an arrangement where external training providers are accredited to deliver training as a third party provider to employees of contracted companies (external) to work on or near the company's network.

Specific training is managed through this process where a heavy reliance of industry subject matter expertise is required however; there are no national units of competency available.

At present, Endeavour Energy has non-exclusive arrangements with:

- vegetation management/arboriculture specialists in order to deliver Close Approach Vegetation Control (CAVC) training and assessment
- civil specialists to undertake verification of competency (VoC) assessments on personnel operating powered excavation plant/equipment
- RTOs with capability and experience in the electricity supply industry to deliver ESR refresher training to Accredited Service Providers (Initial ESR may only be delivered by Endeavour Energy)



### 3.3.1 Accredited RTOs (as at September 2017)

RTO name		ESR Refresher	CAVC	Excavation VOC
<b>Endeavour Energy</b> 02 9853 7522 <a href="http://www.endeavourenergy.com.au">www.endeavourenergy.com.au</a>		Accredited to deliver		Accredited to deliver
<b>Coates / Admire Workplace Safety</b> <a href="http://www.coateshire.com.au/training/">www.coateshire.com.au/training/</a> (02) 9612 0200 <a href="http://admireworkplacesafety.com.au/">http://admireworkplacesafety.com.au/</a> (02) 4869 5663	 <b>coateshire</b>	Accredited to deliver		
<b>IAC</b> 1300 887 317 <a href="http://www.iacsafety.com.au/">www.iacsafety.com.au/</a>		Accredited to deliver		Accredited to deliver
<b>Pipeline Training Australia</b> (02) 9679 0066 <a href="http://www.pipelinetraining.com.au/">www.pipelinetraining.com.au/</a>		Accredited to deliver		Accredited to deliver
<b>TAFE – Hunter Institute</b> 131225 <a href="http://www.hunter.tafensw.edu.au/pages/default.aspx">www.hunter.tafensw.edu.au/pages/default.aspx</a>		Accredited to deliver		
<b>TAFE – (SWSI)</b> (02) 9643 4500 <a href="https://swsi.tafensw.edu.au/">https://swsi.tafensw.edu.au/</a>		Accredited to deliver		
<b>Enersafe Training</b> (02) 8602 2000 <a href="https://www.enersafe.com.au/">https://www.enersafe.com.au/</a>		Accredited to deliver		
<b>NECA Training</b> (02) 9188 4424 <a href="http://www.necatrainig.com.au">www.necatrainig.com.au</a>		Accredited to deliver		
<b>Essential Energy Training Services</b> 13 23 91 <a href="http://www.essentialenergy.com.au">www.essentialenergy.com.au</a>		Accredited to deliver		
<b>Aurecon Group</b> (08) 8919 9777 <a href="https://www.aurecongroup.com/">https://www.aurecongroup.com/</a>		Accredited to deliver		
<b>Power Safety Training</b> <i>(formerly Workspace Training)</i> (07) 3288 8800 <a href="http://www.powersafetytraining.com.au">www.powersafetytraining.com.au</a>		Accredited to deliver	Accredited to deliver	
<b>Interlink Training</b> 1300 731 669 <a href="http://www.interlinktraining.com.au">www.interlinktraining.com.au</a>			Accredited to deliver	
<b>Thoughtplanters</b> +64 9522 8711 <a href="https://www.thoughtplanters.com/">https://www.thoughtplanters.com/</a>			Accredited to deliver	
<b>CTC Safety</b> 02 9979 7888 <a href="http://ctcsafety.com.au/">http://ctcsafety.com.au/</a>		Accredited to deliver		Accredited to deliver



## 4.0 REQUIREMENTS FOR SUPERVISION

### 4.1 General

A person who is not authorised to undertake a particular task must only undertake that task where they are under the appropriate level of supervision (as determined by risk assessment) of a person who is authorised to carry out the function.

This supervision is to be such that the non-authorised person remains under the appropriate level of supervision of the authorised person for the duration of the task requiring authorisation. Numbers to be supervised must be manageable.

The level and pattern of control exercised over a person who does not hold the required authorisation must be identified through risk assessment, and can be classified under the following:

- direct supervision – this includes dedicated oversight of all activities performed whilst conducting direct supervision with the supervising worker remaining in direct visual and audible contact at all times
- general supervision – a situation in which the supervising worker is not constantly reviewing the un-authorised worker but remains in frequent face-to-face contact during the task/s to confirm that they are working within the requirements of the ESRs. The supervising worker must be contactable for assistance or instruction. Required in all cases where the person being supervised is not authorised to work on or near Endeavour Energy's network.
- broad supervision – broad supervision is only suitable for workers who have previously demonstrated an ability to conduct autonomous work. In this situation, the supervising worker need only make occasional face-to-face contact but should continue to provide instruction.



General Information on apprentice supervision:

[NSW Department of Industry Supervising your apprentice or trainee](#)

## 5.0 ACCESSING THE NETWORK

### 5.1 Network Access Card




In order to provide evidence of appropriate authorisation, a network access authorisation card must be issued listing the specific functions a person is authorised to carry out.

The functions will be listed on the back of the card (a complete list of authorisation functions is shown further in this document).

Authorisation functions exist within a hierarchy. In some cases, higher level authorisations provide authorisation to carry out other functions. It should be noted that if a higher level authorisation is held, the lesser level authorisation functions will not be listed on the card.

An overview of the authorisation hierarchy is shown further in this document.

Sample network access authorisation card show below:

<p>The holder of this card may perform the following functions:</p> <ul style="list-style-type: none"><li>Carry out HV Live Work - Glove and Barrier up to and including 33KV</li><li>Carry out HV Live Work - Stick up to and including 33KV</li><li>Construct and Maintain OH Mains - Distribution</li><li>Distribution Network Switching 2 - DN2</li><li>Zone/transmission substations (without) restriction</li></ul>		<p>Only the functions listed on the card or contained within the hierarchy of a function may be performed</p> 
<p>It is an authorisation requirement to notify Endeavour Energy of any changes in the particulars of the holder of this authorisation</p>		
<h3>Network Access Authorisation</h3>		
	<p>This card certifies that <b>John Smith</b> is authorised to carry out the functions listed on the reverse associated with work under the Electrical Safety Rules on or near the Endeavour Energy electricity network while employed by <b>Endeavour Energy</b>.</p> <p>Ty Christopher General Manager Asset Management</p>	
<p>Anniversary: 18/03/2018</p>		<p><b>Endeavour Energy</b></p>

Authorised persons must provide their date of birth, passport quality recent photo of themselves (jpg format) and their legal first and last name.

Managers, supervisory personnel and individuals themselves must confirm the necessary authorisation functions for the task(s) concerned are held and displayed on the back of the card.



## 6.0 AUTHORISATION FUNCTIONS

### 6.1 Authorisation hierarchy

Authorisation functions exist in a hierarchical order where more advanced level authorisations include the ability to carry out the work of the authorisation functions below it.

Further information can be found within the scope statements in the schedule documents (6.4 – 6.14)

#### Example 1:

*A Distribution Network Switcher 3 – DN3 will only have 'Switch DN3' displayed on the authorisation card however; is able to carry out the following additional functions without them specifically being displayed on the card:*

- *Hold Low Voltage Access Authority (LVAA)*
- *Hold Access Authority for Work (AAW)*
- *Install and Remove Working Earths*
- *Install and Remove Operational Earths*
- *Switch DN1(OH)*
- *Switch DN1(UG)*
- *Switch DN2*



#### Example 2:



*A person authorised to Construct and Maintain UG Mains – Distribution will only have 'Construct and Maintain UG Mains – Distribution' however; is also able to carry out the following additional functions without them specifically being displayed on the card:*

- *Disconnect and Reconnect – Class 2A*
- *Work on Underground Service Conductors – Class 2B*

#### Example 3:

*A person authorised to Construct and Maintain OH Mains – Transmission Towers will only have 'Construct and Maintain OH Mains – Transmission Towers' however; is also able to carry out the following additional functions without them specifically being displayed on the card:*

- *Disconnect and Reconnect – Class 2A*
- *Work on Overhead Service Conductors – Class 2C*
- *Construct and Maintain OH Mains – Distribution*
- *Construct and Maintain OH Mains – Transmission*



## 6.2 List of authorisation functions

### Schedule 1 – Permit Recipient and Earthing Authorisations



*This schedule applies to persons required to hold an electrical permit and/or apply earthing and short circuiting equipment.*

- *Permits (known as Access Authorities) provide an administrative protocol for electrical apparatus to be isolated and enable work to be carried out on de-energised apparatus. Generally speaking, worksite coordinators/supervisory personnel hold these authorisation functions.*
- *Earthing is an integral step in providing safe access to de-energised HV apparatus under an Access Authority. This is a fundamental component of establishing permit requirements for worksite safety and is an activity that is carried out under the direction of authorised switching officers in order to assist the switching process.*

*Further detail in section 6.4*

- Hold Low Voltage Access Authority (LVAA)
- Hold Access Authority for Work (AAW) – Personal Issue
- Hold Access Authority for Work (AAW)
- Hold Access Authority for Test (AAT)
- Cancel and Reissue Access Authorities
- Install and Remove Working Earths
- Install and Remove Operational Earths

### Schedule 2 – Distribution Switching Authorisations

*This schedule applies to persons carrying out switching activities on the distribution network (up to and including 22kV) including overhead conductors and underground cables.*

*These authorisation functions require a high level of technical competence, knowledge of network configurations and understanding of various switchgear operations.*

*Authorised switchers are responsible for issuing Access Authorities to work parties and establishing safe worksite conditions to access de-energised apparatus.*

*Further detail in section 6.5*



- Low Voltage Network Switching
- Distribution Network Switching Level 1 (OH) – DN1 (OH)
- Distribution Network Switching Level 1 (UG) – DN1 (UG)
- Distribution Network Switching Level 2 – DN2
- Distribution Network Switching Level 3 – DN3



### Schedule 3 – Transmission Switching Authorisations



*This schedule applies to persons carrying out switching activities on the transmission network (up to and including 132kV).*

*Similar to distribution switching activities, these authorisation functions require the same high level of technical competence, knowledge of network configurations and understanding of various switchgear operations on a more complex scope at much higher voltages.*

*Authorised switchers are responsible for issuing Access Authorities to work parties and establishing safe worksite conditions to access de-energised apparatus.*

*Further detail in section 6.6*

- Protection Mandatory Isolations (PMI)
- Transmission Mains Switching - TM
- Transmission Substation Switching (Limited up to 22kV) – TS1A
- Transmission Substation Switching (Limited up to 132kV) – TS2A
- Transmission Substation Switching (Unrestricted up to 22kV) – TS1
- Transmission Substation Switching (Unrestricted up to 132kV) – TS2

### Schedule 4 – System Operator Authorisation

*This schedule applies to persons required to operate Endeavour Energy's network using Supervisory Control and Data Acquisition (SCADA) and associated computerised equipment systems.*

*System Operators oversee all network activity in order to manage system safety, reliability and security.*

*Further detail in section 6.7*

- System Operators (Control Room)

### Schedule 5 – Substation Entry Authorisations

*This schedule applies to the requirements to access/enter electrical substations.*

*These authorisation functions detail the requirements for entry into an electrical station in addition to the competencies/attributes for supervising others within an electrical station.*

*Workers seeking authorisation with the ability to supervise others within an electrical station must be able to demonstrate sufficient supervisory and risk identification experience, training, or a combination of both.*

*Further detail in section 6.8*



- Access distribution substations (including low voltage ancillary equipment)
- Access to zone/transmission substations – personal entry only
- Access to zone/transmission substations – Supervise non-invasive work
- Access to zone/transmission substations (without restriction)

## Schedule 6 – Vegetation Management Authorisations



*This schedule applies to the requirements for various techniques in managing vegetation near powerlines.*

*As part of a carefully managed twelve month cycle, we employ the services of trained horticulturalists, arborists and tree trimmers so we can continue to deliver a safe and reliable electricity supply.*

*Included in the schedule are a range of supporting activities that assist the overall vegetation management function and the relevant competencies required for this high risk work environment.*

*Further detail in section 6.9*

- Chipper Operator
- Vegetation Controller Scoper/Auditor
- Ground Machinery Operator/Observer
- Vegetation Control - Specialised Machinery Operator/Observer
- Vegetation Control - Ground Vegetation Control
- Vegetation Control - EWP Operator/Observer
- Vegetation Control - Within tree (climbing)
- Close Approach Vegetation Control - Ground Vegetation Control
- Close Approach Vegetation Control - EWP Operator/Observer
- Carry out Tree Management Activities

## Schedule 7 – Overhead Line and Ground Line Inspection Authorisations

*This schedule applies to the requirements for carrying out inspections of network assets and identifying defective equipment. These authorisations require careful analysis of asset condition in addition to the consideration of the surrounding environmental factors that may impact reliability and performance.*

*Whilst the majority of inspection techniques are limited to visual inspection, some invasive techniques such as drilling are employed to determine the internal structural integrity of timber pole.*

*Groundline inspectors may also carry out preservative chemical treatments to timber poles requiring comprehensive knowledge of safe chemical handling procedures.*

*Further detail in section 6.10*



- Carry out Desktop Overhead Line Inspection (Carry Out OLI)
- Carry out Overhead Line Inspection (Carry Out OLI)
- Carry out Overhead Line Inspection and Ground Line Inspection (Carry Out OLI/GLI)
- Carry out Pole-top (EWP) Inspections of Wood Poles



## Schedule 8 – Service and Metering Authorisations



*This schedule applies to the requirements for carrying out low voltage service and metering work including the testing, installation and maintenance of service conductors and associated equipment.*

*The authorisation functions range from work on overhead and/or underground service conductors in addition to the installation of metering equipment in low voltage switchboards.*

*Note: the ability to perform service and metering work is also included within the relevant trade based functions detailed in Schedule 10.*

*Further detail in section 6.11*

- Carry out Trade Assistance (Non-Electrically Qualified) – Class 2X
- Disconnect and Reconnect – Class 2A
- Work on underground service conductors – Class 2B
- Work on overhead service conductors – Class 2C
- Install Type 5 and 6 metering – Class 2D

## Schedule 9 – Plant and Equipment Authorisations

*This schedule applies to the requirements for operating and/or observing plant and equipment near overhead powerlines and underground cables.*

- *Operate/Observe plant near overhead powerlines details the competency requirements for safe work practices with observers for close approach activities using plant within 3 metres of powerlines.*
- *Observe excavation work near the network details the requirements for the identification and locating of underground services through site inspections and interpretation of relevant plans/drawings.*
- *Carry out excavation work combines the observe excavation requirements in addition to verification of competency that a person carrying out excavation work near underground services can operate plant safely and maintain control over the movement of powered excavation equipment.*

*Note: Some trade based authorisation functions listed in Schedule 10 may include the ability to operate/observe plant near overhead powerlines and/or observe excavation work near the network.*

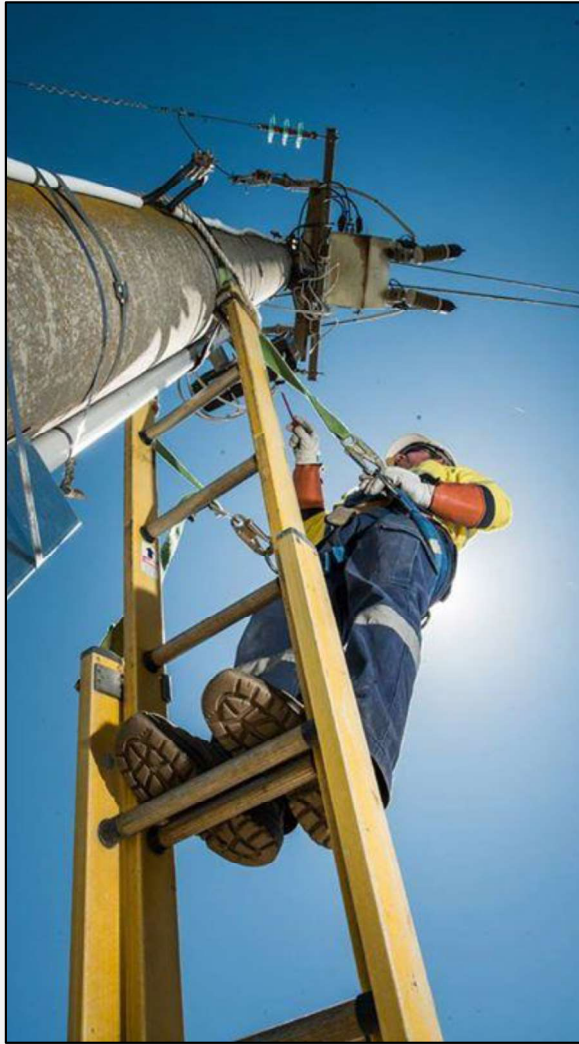
*Further detail in section 6.12*



- Operate or Observe Plant Near Overhead Electrical Apparatus
- Observe Excavation Work Near the Network
- Carry Out Excavation Work Near the Network



## Schedule 10 – Trade Based Authorisations



*This schedule serves as a competency profile for electrical tradespeople carrying out a range of specialist tasks or trade based functions on the network. There are seven streams within this schedule with similar trade groupings in order to provide adequate guidance on competency requirements and scope specifications.*

*The streams include:*

- *non-trade qualified (assistant type roles)*
- *electrical testing and inspection (limited scope for qualified personnel carrying out minor non-construction type activities)*
- *communications technicians (non-electrical network activities limited to work for the purpose of communications equipment only)*
- *transmission technologists (work on primary and secondary network activities)*
- *distribution substation activities (workers constructing and maintaining distribution substations, switchgear and associated equipment)*
- *linework (installation, maintenance and inspection poles, structures and associated hardware used on poles and structures)*
- *cable jointing (laying, installation and maintenance of underground cables and the installation and maintenance of electrical equipment)*

*Further detail in section 6.13*

*Note: The trade based functions listed may include limited energised low voltage connection work however; do not include energised overhead linework practices detailed in Schedule 11. Further information in the specific scope requirements in the schedules.*

- Carry out trade assistance functions (Ground)
- Carry out trade assistance functions (Overhead)
- Carry out electrical testing and inspection (Ground)
- Carry out electrical testing and inspection (Overhead)
- Inspect and Accept Electricity Network Assets
- Construct & Maintain Under Ground Mains - Distribution
- Construct & Maintain Under Ground Mains - Transmission
- Construct & Maintain Overhead Mains - Distribution
- Construct & Maintain Overhead Mains - Transmission
- Construct & Maintain Overhead Mains - Transmission Tower
- Construct & Maintain Distribution Substation Equipment and Connection Work
- Construct, Maintain & Test Secondary Systems
- Construct, Maintain & Test Primary Substation Equipment
- Install, Maintain and Test Communications Equipment on or Near the Network (Ground)
- Install, Maintain and Test Communications Equipment on or Near the Network (Overhead)

## Schedule 11 – Live Overhead Linework Authorisations

*This schedule details the competency requirements for all live work including low voltage and high voltage energised work.*

*Low Voltage Live Line Work includes any work involving the:*

- *re-positioning of energised conductors / change of tension or loading to energised conductors including energised cross arm replacements*
- *stringing, augmentation or displacement of energised conductors*
- *re-configuration of bonding arrangements on energised OH conductors including making or breaking shackle points (making/breaking bonds/use of bonding sticks for the purpose of switching is covered within the scope of Low Voltage Network Switching)*
- *energised pole change-overs*

*High Voltage Live Line Work is broken into four streams:*

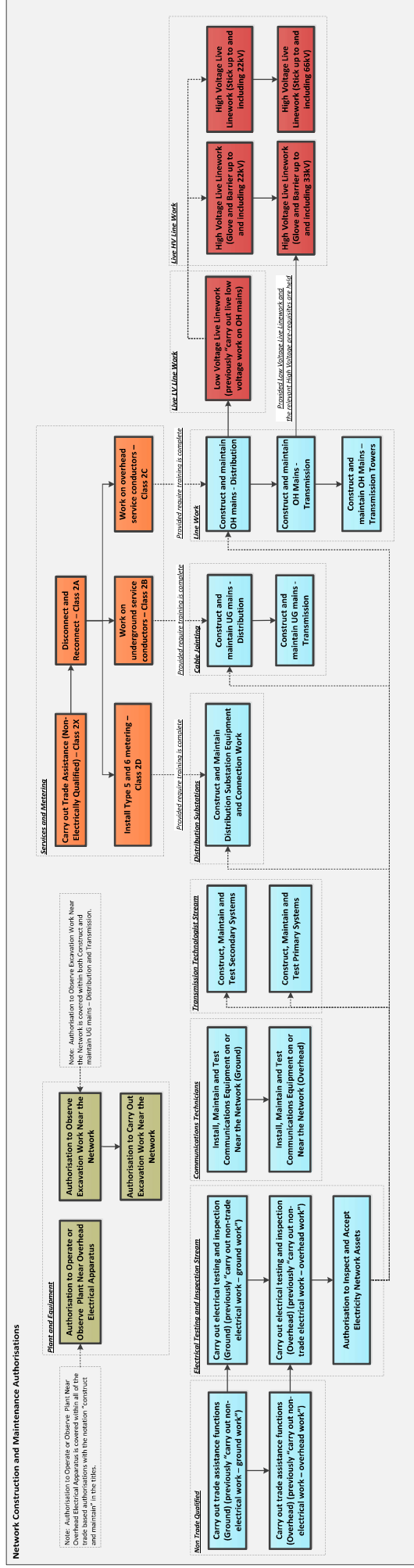
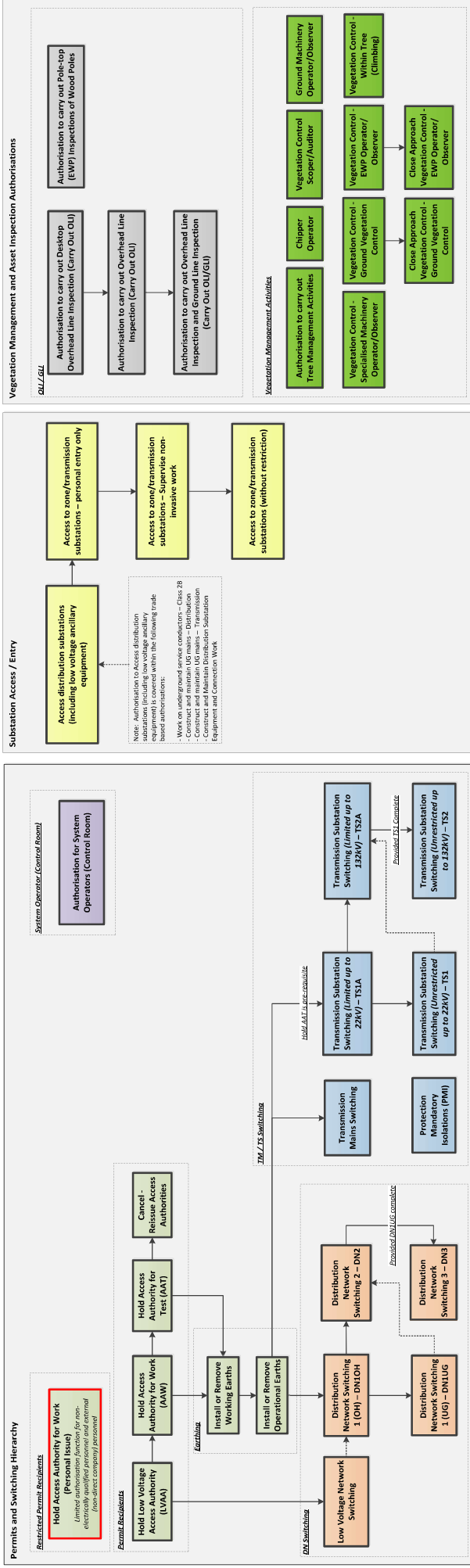
- *Live Stick HV working techniques up to and including 22kV*
- *Live Stick HV working techniques up to and including 66kV*
- *Live Glove and Barrier HV working techniques up to and including 22kV*
- *Live Glove and Barrier HV working techniques up to and including 33kV*

*Further detail in section 6.14*



- Low Voltage Live Linework (previously “carry out live low voltage work on OH mains)
- High Voltage Live Linework (Glove and Barrier up to and including 22kV)
- High Voltage Live Linework (Stick up to and including 22kV)
- High Voltage Live Linework (Glove and Barrier up to and including 33kV)
- High Voltage Live Linework (Stick up to and including 66kV)

## 6.3 Authorisation hierarchy overview



## 6.4 Authorisation Schedule 1

### Permit Recipient and Earthing Authorisation Hierarchy

#### Restricted Permit Holder

##### Hold Access Authority for Work (Personal Issue)

Limited authorisation function for non-electrically qualified personnel (non-direct company) personnel

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to hold AAW
  - Surrender and Temporary Surrender an AAW
  - Transfer and Surrender the AAW
  - Cannot Transfer AAW
  - Cannot Surrender AAW
- Scope of activities not covered by this authorisation function:
  - Cannot hold AAW or AAT
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Individuals must be able to demonstrate sufficient competency, training, or a combination of both. The sufficiency of such experience and/or training will be at the discretion of the line manager
- Specific Training and Assessment:
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)

#### Permit Holder

##### Hold Low Voltage Access Authority (LVAA)

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to hold LVAA
  - Accept an AAW issued in person or left at a work site
  - Transfer and Surrender the LVAA
  - Cannot Transfer LVAA
  - Cannot Surrender LVAA
  - Cannot hold AAW or AAT
- Scope of activities not covered by this authorisation function:
  - Cannot hold AAW or AAT
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Individuals must be able to demonstrate sufficient competency, training, or a combination of both. The sufficiency of such experience and/or training will be at the discretion of the line manager
- Specific Training and Assessment:
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)

##### Hold Access Authority for Work (AAW)

- Scope of activities covered by this authorisation:
  - Carry out the Activities of a person authorised to hold AAW
  - Accept an AAW issued in person or left at a work site
  - Transfer and Surrender the AAW
  - Cannot Transfer AAW
  - Cannot Surrender AAW
  - Cannot hold AAW or AAT
- Scope of activities not covered by this authorisation function:
  - Cannot hold AAW or AAT
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Individuals must be able to demonstrate sufficient competency, training, or a combination of both. The sufficiency of such experience and/or training will be at the discretion of the line manager
- Specific Training and Assessment:
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)

##### Hold Access Authority for Test (AAT)

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to hold AAT
  - Remove and replace earthing apparatus for the purposes of testing
  - Transfer and Surrender an AAT
  - Cannot Temporary Surrender an AAT
  - Cannot hold AAW or AAT
- Scope of activities not covered by this authorisation function:
  - Cannot Temporary Surrender an AAT
- Qualification Requirements: Electrically Qualified
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCOHS1001 – NSW white card or equivalent)
  - Authorised to hold AAW
  - Work safely in an ES environment (internal course code U003; external course code UETD08108)
  - Initial Training and ongoing Annual Refresher Assessment:
    - Electrical Safety Rules Training (U011)
    - LV release and rescue (U009) / UETD08068
    - EWP Emergency Escape (E001) / UETD08068
    - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
    - Provide first aid in an ES environment (internal course code UETD08108)
    - Approved Abductor Awareness Course (only required once for initial authorisation application)

##### Cancel - Reissue Access Authorities

- Scope of activities covered by this authorisation:
  - Cancel an AAW or AAT and issue a new AAW or AAT on the same apparatus, provided the scope of work, special conditions, isolation points and operational earthing at the limits of the AA area do not change and are not covered by this authorisation function
  - Cannot cancel / reissue AAW or AAT for other work parties
- Scope of activities not covered by this authorisation function:
  - Cannot cancel / reissue AAW or AAT for other work parties
- Qualification Requirements: Technically Qualified
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCOHS1001 – NSW white card or equivalent)
  - Authorised to hold AAW
  - Work safely in an ES environment (internal course code U003; external course code UETD08108)
  - Initial Training and ongoing Annual Refresher Assessment:
    - Electrical Safety Rules Training (U011)
    - LV release and rescue (U009) / UETD08068
    - EWP Emergency Escape (E001) / UETD08068
    - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
    - Provide first aid in an ES environment (internal course code UETD08108)
    - Approved Abductor Awareness Course (only required once for initial authorisation application)

#### Earthing

##### Install and Remove Working Earths

- Scope of activities covered by this authorisation:
  - Prove de-energised and install / remove working earths on high voltage overhead mains and apparatus which is already under Access Authority conditions
  - Scope of:
    - Cannot install or remove working earths on LG network apparatus
    - Cannot install or remove operational earths
- Qualification:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Authorised to hold AAW
  - Authorised to install and Remove Working Earths
- Specific Training and Assessment:
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)

##### Install and Remove Operational Earths

- Scope of activities covered by this authorisation:
  - Prove high voltage overhead mains and apparatus de-energised
  - Install and remove operational earths on high voltage overhead apparatus (for the purpose of the switch/line switch) as part of the switching process prior to the issue Or after the cancellation of an Access Authority
  - Remove operational earths after surrender and prior to cancellation of an Access Authority where an Access Authority has been endorsed for the removal of one or more earths prior to cancellation.
- Scope of:
  - Cannot install or remove operational earths on LG network apparatus unless endorsed for removal on the AA
  - Cannot install or remove operational earths on LV network apparatus unless endorsed for removal on the AA
- Qualification:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Authorised to hold AAW
  - Authorised to install and Remove Working Earths
- Specific Training and Assessment:
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009) / UETD08068
  - EWP Emergency Escape (E001) / UETD08068
  - Cardiac Pulmonary Resuscitation (CPR) (U010) / HLTAD001
  - Provide first aid in an ES environment (internal course code UETD08108)
  - Approved Abductor Awareness Course (only required once for initial authorisation application)







## 6.6 Authorisation Schedule 3

## Transmission Switching Authorisation Hierarchy

[illegible]

## Transmission Mains Switching

- [illegible]

## Transmission Substation Switching (Limited up to 22kV) – TS1A

- [illegible]

## Transmission Substation Switching (Limited up to 132kV) – TS2A

- [illegible]

### Protection Mandatory Isolations (PMI)

- [illegible]

### Transmission Substation Switching (Unrestricted up to 22kV) – TS1

- [illegible]

## Transmission Substation Switching (Unrestricted up to 132kV) – TS2

- [illegible]

## 6.7 Authorisation Schedule 4

### System Operator Authorisation

#### Authorisation for System Operators (Control Room)

- Scope of activities covered by this authorisation:
  - Operate an Area Control Desk within the Control Room;
  - Use Supervisory Control and Data Acquisition (SCADA) and associated computerised equipment systems.
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - Training in the requirements of System Control Branch Procedure NCB – Control Room Training procedures
- Initial Training and Assessment:
  - Electrical Safety Rules Training (U011)
- Probationary Period:
  - The Control Room Manager must confirm the training program and 'on the job' experience has enabled adequate time and complexity of tasks for individuals applying to carry out the duties of a System Operator to have developed sufficient skills and knowledge to carry out those duties competently and safely.
- Ongoing Refresher Training and Assessment:
  - Electrical Safety Rules Refresher Training (U011)
- Ongoing Maintenance of Competency:
  - The Control Room Manager is required to confirm applicants have been sufficiently exposed to a variety of work/tasks on the network to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.  
This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/programs, regular workplace and onsite interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.

## 6.8 Authorisation Schedule 5

### Distribution Substation Access

#### Access distribution substations (including low voltage ancillary equipment)

- Scope of activities covered by this authorisation:
  - Access the company's Low Voltage (LV) ancillary equipment, padmount, ground mount and indoor distribution substations, and distribution switching stations in accordance with the Electrical Safety Rules
  - Carry out the duties of a person authorised to Access distribution substations and transmission switching stations in accordance with the Electrical Safety Rules
  - Scope of activities not covered by this authorisation function:
    - Access zone or transmission substations and transmission switching stations in accordance with the Electrical Safety Rules
    - Cannot supervise others in a zone or transmission substation or switching station
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCOHS1001 – NSW white card or equivalent).
- Specific Training and Assessment:
  - An applicant must provide evidence of successful completion of the company's Distribution Substation Entry course (course code DSUBE)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009 / UETDRRF068)
  - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
  - Provide first aid in an ESI environment (internal course code 8 U038; external course code UETDRRF108)
  - Approved Asbestos Awareness Course (only required once for initial authorisation application)

### Zone/Transmission Substation Entry

#### Access to zone/transmission substations – personal entry only

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to Access distribution substations (including low voltage ancillary equipment); in addition to
  - Access zone or transmission substations and transmission switching stations in accordance with the Electrical Safety Rules
  - Scope of activities not covered by this authorisation function:
    - Cannot supervise others in a zone or transmission substation or switching station
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Internal Employees: Nil / External Employees: Hold a trade level qualification (Certificate II or equivalent) in the manufacturing industry, building and construction industry, energy industry, communications industry or equivalent.
  - Work safely in the construction industry (CPCOHS1001 – NSW white card or equivalent).
- Specific Training and Assessment:
  - An applicant must provide evidence of successful completion of the company's Substation Entry course (course code: SUBE-PE)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009 / UETDRRF068)
  - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
  - Provide first aid in an ESI environment (internal course code 8 U038; external course code UETDRRF108)
  - Approved Asbestos Awareness Course (only required once for initial authorisation application)

#### Access to zone/transmission substations – Supervise non-invasive work

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to Access distribution substations (including low voltage ancillary equipment); in addition to
  - Access zone or transmission substations and transmission switching stations in accordance with the Electrical Safety Rules
  - Supervise non-invasive work in a zone or transmission substation or switching station limited to the following:
    - Work on disconnected apparatus within an electrical station
    - Civil maintenance/construction activities such as fire systems, non-network electrical systems (lights/power) waste services, property maintenance, building services/repairs, etc.
  - Note: Any worksite demarcated from primary and/or secondary systems with physical barriers or exclusion zones may be deemed as non-invasive.
  - Scope of activities not covered by this authorisation function:
    - Cannot supervise any work within an electrical station involving the construction, maintenance and testing of primary and/or secondary systems
- Qualification/Experience Requirements:
  - Internal Employee: Nil / External Employee: Hold a trade level qualification (Certificate II or equivalent) in the manufacturing industry, building and construction industry, energy industry, communications industry or equivalent.
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCOHS1001 – NSW white card or equivalent); and
  - Individuals must be able to demonstrate sufficient supervisory and risk identification experience, training, or a combination of both. The sufficiency of such experience and/or training will be at the discretion of the line manager.
- Specific Training and Assessment:
  - An applicant must provide evidence of successful completion of the company's Substation Entry course (course code: SUBE)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009 / UETDRRF068)
  - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
  - Provide first aid in an ESI environment (internal course code 8 U038; external course code UETDRRF108)
  - Approved Asbestos Awareness Course (only required once for initial authorisation application)

#### Access to zone/transmission substations (without restriction)

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to Access distribution substations (including low voltage ancillary equipment); in addition to
  - Access zone or transmission substations and transmission switching stations in accordance with the Electrical Safety Rules
  - Scope of activities not covered by this authorisation function:
    - Cannot supervise others in a zone or transmission substation or switching station
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - An Electrical qualification (Certificate II or higher)
  - Work safely in the construction industry (CPCOHS1001 – NSW white card or equivalent); and
  - Individuals must be able to demonstrate sufficient supervisory and risk identification experience, training, or a combination of both. The sufficiency of such experience and/or training will be at the discretion of the line manager.
- Specific Training and Assessment:
  - An applicant must provide evidence of successful completion of the company's Substation Entry course (course code: SUBE)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009 / UETDRRF068)
  - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
  - Provide first aid in an ESI environment (internal course code 8 U038; external course code UETDRRF108)
  - Approved Asbestos Awareness Course (only required once for initial authorisation application)



## Vegetation Authorisation Hierarchy

[illegible][illegible][illegible][illegible][illegible]

- Scope of activities covered by this authorisation:
  - Undertake or observe vegetation control from an EWP in accordance with Companion 1
  - Only responsible for the safety of the vegetation control
- Scope of activities covered by this authorisation:
  - Undertake or observe any other form of vegetation control than from an EWP
- Qualification Requirements:
  - Certificate 1 in E5 – Vegetation Control (UET120312) [Elevated Work Platform Vegetation Control]
- Pre-requisite Requirements:
  - Completion of the construction industry (CPC00083001 – NSW white card or equivalent)
  - TILU220904 – Undertake a basic electrical safety training course (from length 10 hours)
  - TILU220905 – Undertake a basic first aid training course (from length 10 hours)
- Specific Training and Assessment [minimum levels of competence may be non-electrical work]
  - TILU220814 Work safely near live electrical apparatus as a non-electrical worker

[illegible][illegible][illegible]26 | Authorisations Manual | March 2018

## 6.10 Authorisation Schedule 7

### OU/GLI Inspection (Non-electrically qualified ground based inspections)

#### Authorisation to carry out Desktop Overhead Line Inspection (Carry Out OUL)

- Scope of activities covered by this authorisation:
  - Carry out overhead line inspections using images in a desktop environment; and
  - Classify and/or reclassify defects on the company's overhead network in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures.
- Scope of activities not covered by this authorisation function:
  - Cannot carry out overhead line inspections in a field based environment;
  - Cannot classify and/or reclassify ground line defects on the company's poles in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures; and
  - Cannot carry out pole-top inspections of wood poles from an elevated work platform in accordance with the requirements of MMI 0001 – Pole and Line Inspection and Treatment procedures.
- Qualification Requirements:
  - UETD0612 – Certificate II in ES – Asset Inspection (or equivalent)
- Pre-requisite Requirements:
  - Nil
- Specific Formal Instruction:
  - Initial instruction in the requirements of Company Standard MMI 0001 – Pole and Line Inspection and Treatment Procedures; and
  - Initial instruction in the requirements of Company Standard MMI 0034 – Pre-Summer Bushfire Inspections.
- Initial Training and ongoing Annual Refresher Assessment:
  - Probationary Period:
    - Nil
- Ongoing Maintenance of Competency:
  - Annual evidence of accreditation signed by the OUL/GLI Manager specifically endorsing they have completed a log book detailing OUL/GLI inspections across a range of network apparatus to the satisfaction of the OUL/GLI Manager
  - Applicants must:
    - Been formally briefed on any relevant changes or amendments to company standards/procedures
    - Maintained the necessary quality of inspection and satisfied all relevant audit criteria to the satisfaction of the OUL/GLI Manager

#### Authorisation to carry out Overhead Line Inspection (Carry Out OLI)

- Scope of activities covered by this authorisation:
  - Carry out overhead line inspections in a field based environment; and
  - Classify and/or reclassify defects on the company's overhead network in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures; and
  - Classify and/or reclassify ground line defects on the company's poles in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures.
- Scope of activities not covered by this authorisation function:
  - Cannot classify and/or reclassify ground line defects on the company's poles in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures;
  - Cannot carry out pole-top inspections of wood poles from an elevated work platform in accordance with the requirements of MMI 0001 – Pole and Line Inspection and Treatment procedures; and
  - Cannot classify and/or reclassify pole-top defects on the company's wooden poles in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures.
- Qualification Requirements:
  - UETD0612 – Certificate II in ES – Asset Inspection (or equivalent)
- Pre-requisite Requirements:
  - Work safety in the construction industry (PCCOHS0001 – NSW white card or equivalent)
- Specific Formal Instruction:
  - Initial instruction in the requirements of Company Standard MMI 0001 – Pole and Line Inspection and Treatment Procedures; and
  - Initial Training and ongoing Annual Refresher Assessment:
- Initial Training and ongoing Annual Refresher Assessment:
  - Probationary Period:
    - Electrical Safety Rules Training (U013)
    - Approved Asbestos Awareness Course (only required once for initial authorisation application)
    - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
    - Provide first aid in an ES environment (internal course code 8 U038; external course code UETD08F108)
- Ongoing Maintenance of Competency:
  - Annual evidence of accreditation signed by the OUL/GLI Manager specifically endorsing they have completed a log book detailing OUL/GLI inspections across a range of network apparatus to the satisfaction of the OUL/GLI Manager
  - Applicants must:
    - Been formally briefed on any relevant changes or amendments to company standards/procedures
    - Maintained the necessary quality of inspection and satisfied all relevant audit criteria to the satisfaction of the OUL/GLI Manager

#### Authorisation to carry out Overhead Line Inspection and Ground Line Inspection (Carry Out OUL/GLI)

- Scope of activities covered by this authorisation:
  - Classify and/or reclassify defects on the company's overhead network in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures; and
  - Classify and/or reclassify ground line defects on the company's poles in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures.
- Scope of activities not covered by this authorisation function:
  - Cannot carry out overhead line inspections in a field based environment;
  - Cannot classify and/or reclassify ground line defects on the company's poles in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures; and
  - Cannot carry out pole-top inspections of wood poles from an elevated work platform in accordance with the requirements of MMI 0001 – Pole and Line Inspection and Treatment procedures.
- Qualification Requirements:
  - UETD0612 – Certificate II in ES – Asset Inspection (or equivalent)
- Pre-requisite Requirements:
  - Work safety in the construction industry (PCCOHS0001 – NSW white card or equivalent)
- Specific Formal Instruction:
  - Initial instruction in the requirements of Company Standard MMI 0001 – Pole and Line Inspection and Treatment Procedures; and
  - Initial Training and ongoing Annual Refresher Assessment:
- Initial Training and ongoing Annual Refresher Assessment:
  - Probationary Period:
    - Electrical Safety Rules Training (U013)
    - Approved Asbestos Awareness Course (only required once for initial authorisation application)
    - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
    - Provide first aid in an ES environment (internal course code 8 U038; external course code UETD08F108)
- Ongoing Maintenance of Competency:
  - Annual evidence of accreditation signed by the OUL/GLI Manager specifically endorsing they have completed a log book detailing OUL/GLI inspections across a range of network apparatus to the satisfaction of the OUL/GLI Manager
  - Applicants must:
    - Been formally briefed on any relevant changes or amendments to company standards/procedures
    - Maintained the necessary quality of inspection and satisfied all relevant audit criteria to the satisfaction of the OUL/GLI Manager

### Pole Top Inspection (Electrically qualified specialist inspections carried out aloft)

#### Authorisation to carry out Pole-top (EWP) Inspections of Wood Poles

- Scope of activities covered by this authorisation:
  - Carry out pole-top inspections of wood poles from an elevated work platform in accordance with the requirements of MMI 0001 – Pole and Line Inspection and Treatment procedures; and
  - Classify and/or reclassify pole-top defects on the company's wooden poles in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures.
- Scope of activities not covered by this authorisation function:
  - Carry out overhead line inspections in a field based environment;
  - Cannot classify and/or reclassify ground line defects on the company's poles in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures;
  - Cannot classify and/or reclassify pole-top defects on the company's poles in accordance with Company Standard MMI 0001 – Pole and Line Inspection and Treatment procedures.
- Qualification Requirements:
  - UETD0612 – Certificate II in ES – Asset Inspection (or equivalent)
- Pre-requisite Requirements:
  - Work safety in the construction industry (PCCOHS0001 – NSW white card or equivalent);
  - High Risk Work Licence(s) for various terms of plant (as required); and
  - Authorisation to Operate or observe plant near overhead power lines under Company Procedure GAM 0032 – Authorisation To Operate Or Observe Plant Near Overhead Electrical Apparatus.
- Specific Training and Assessment:
  - Initial Training and ongoing Annual Refresher Assessment:
- Initial Training and ongoing Annual Refresher Assessment:
  - Probationary Period:
    - Electrical Safety Rules Training (U013)
    - Approved Asbestos Awareness Course (only required once for initial authorisation application)
    - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
    - Provide first aid in an ES environment (internal course code 8 U038; external course code UETD08F108)
- Ongoing Maintenance of Competency:
  - Annual evidence of accreditation signed by the OUL/GLI Manager specifically endorsing they have completed a log book detailing OUL/GLI inspections across a range of network apparatus to the satisfaction of the OUL/GLI Manager
  - Applicants must:
    - Been formally briefed on any relevant changes or amendments to company standards/procedures
    - Maintained the necessary quality of inspection and satisfied all relevant audit criteria to the satisfaction of the OUL/GLI Manager

## 6.11 Authorisation Schedule 8

## Service and Metering Authorisation Hierarchy

[illegible]

## Disconnect and Reconnect – Class 2A

[illegible]

## Work on underground service conductors – Class 2B

[illegible][illegible]

**Notes:**

✓#—applicants must hold at least one of the qualification options for this authorisation

<b>UETDRRFG02B</b>	Cable top rescue training including pre-dismantling safety inspections of poles, both timber and steel.
<b>UETDRRFG03B</b>	Pre-dismantling safety inspection of poles, both timber and steel.
<b>UETDRRFG06B</b>	EMT Emergency Escape (CLO) (critical course code 3 U005)
<b>UETDRRFG08B</b>	First Aid in an EMS Environment
<b>UETDRRFL01A</b>	Trouble shooting near live electrical apparatus
<b>UETDRRFL04A</b>	Trouble shooting near live electrical apparatus
<b>UETDRRFL07A</b>	Approved asbestos abatement

	Final Training Requirement	Discussed and	Recommended – Class 2A	Work underground service conductors – Class 2B	Work on overhead service conductors – Class 2C	Install Type 1 and 6 metal raceways – Class 2D	Non-electrically qualified – 2X
	End-user Energy Electrical Safety Rules training	✓	✓	✓	✓	✓	✓
	UEITDR09F08B Low voltage release and recite training	✓	✓	✓	✓	✓	✓
	HU1AD001 Inform CPR	✓	✓	✓	✓	✓	✓
	UEITDR09F08E First Aid and resuscitation bag and completion of phage sequence and neutral integrity tests (code 8.0026)	✓	✓	✓	✓	✓	✓
	UEITDR09F02B pole top rescue training including pre-dominant safety inspections of poles, both timber and steel, and fall protection equipment (code 8.0027)	✓	✓	✓	✓	✓	✓
	UEITDR09F08C OSHA Emergency Escape (CEAO) (internal course code 8.1006)	✓	✓	✓	✓	✓	✓
	UEITDR09H08 Part A and B an ESI Environment	✓	✓	✓	✓	✓	✓
	UEITDR09F08A Working safely near live electrical apparatus	✓	✓	✓	✓	✓	✓
	Approved assesses all assessed ratios	✓	✓	✓	✓	✓	✓

Refresher Training Requirement	Document and Recommend-Class 2A	Work on underground service connections – Class 2B	Work on overhead service connections – Class 2C	Initial Type 5 and 6 meeting – Class 2D	Non-licensure qualified = 2X
Endorsed/ Electrical Safety Rules training	✓	✓	✓	✓	✓
UEETDOR696B low voltage, disease and rescue (internal course code U020)	✓	✓	✓	✓	✓
UEETDOR696B Part 100 CPR (internal course code U020)	✓	✓	✓	✓	✓
UEETDOR696B Part 11A Successful candidate test and completion of plenary, phase sequence and neutral (internal course code U020)	✓	✓	✓	✓	✓
UEETDOR696B job task rescue training including rescue, first aid, CPR, and first aid, first aid, first aid (internal course code U020)	✓	✓	✓	✓	As Required
UEETDOR696B Part 11A and an LSI Environment	✓	✓	✓	✓	✓

### Install Type 5 and 6 metering – Class 2D

[illegible]

## Work on overhead service conductors – Class 2C

[illegible]



## 6.12 Authorisation Schedule 9

### Overhead Plant

#### Authorisation to Operate or Observe Plant Near Overhead Electrical Apparatus

- Scope of activities covered by this authorisation:
  - Operate plant up to the safe approach distances provided in Table A – Safe Approach Distances for Authorised Persons and Instructed Persons, in the Electrical Safety Rules Handbook, whilst an authorised safety observer is in place; and
  - Observe plant that is operated by an authorised operator up to the safe approach distances provided in Table A – Safe Approach Distances for Authorised Persons and Instructed Persons, in the Electrical Safety Rules Handbook.
- Scope of activities not covered by this authorisation function:
  - Cannot carry out or observe powered excavation work near the network
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - Work near overhead electrical apparatus training course in accordance with Company Procedure (Health & Safety) GSY 0031 – Operating or Observing Plant Near Overhead Electrical Apparatus (internal course code 8 U022); or
  - UETTDREL14A – Working safely near live electrical apparatus as a non-electrical worker (or equivalent)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009 / UETTDREF068)
  - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
  - Provide first aid in an ESI environment (internal course code 8 U038; external course code UETTDORRF10B)
- Ongoing Maintenance of Competency:
  - Managers are required to confirm applicants have been sufficiently exposed to a variety of work/tasks on the network to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.

This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/programs, regular workplace and onsite interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.

### Excavation

#### Authorisation to Observe Excavation Work Near the Network

- Scope of activities covered by this authorisation:
  - Observe powered excavation activities carried out by an authorised operator in accordance with the Electrical Safety Rules Handbook.
- Scope of activities not covered by this authorisation function:
  - Cannot carry out powered excavation work near the network
  - Cannot operate or observe plant near overhead electrical apparatus
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - RILCCM202D Identify, Locate and Protect Underground Services (or equivalent)
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009 / UETTDREF068)
  - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
  - Provide first aid in an ESI environment (internal course code 8 U038; external course code UETTDORRF10B)
- Ongoing Maintenance of Competency:
  - Managers are required to confirm applicants have been sufficiently exposed to a variety of work/tasks on the network to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.

This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/programs, regular workplace and onsite interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.

#### Authorisation to Carry Out Excavation Work Near the Network

- Scope of activities covered by this authorisation:
  - Observe ~~and carry out~~ powered excavation activities carried out by an authorised operator in accordance with the Electrical Safety Rules Handbook.
- Scope of activities not covered by this authorisation function:
  - Cannot operate or observe plant near overhead electrical apparatus
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - RILCCM202D Identify, Locate and Protect Underground Services (or equivalent); and
  - Additionally, in order to gain authorisation to carry out excavation near the network, a person must complete a practical Verification of Competence (VOC) by an RTO accredited in accordance with Branch Procedure PES 0002 – RTO Accreditation. The VOC must be carried out in accordance with Endeavour Energy Electrical Safety Rules.
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U009 / UETTDREF068)
  - Cardio Pulmonary Resuscitation (CPR) (U010 / HLTAID001)
  - Provide first aid in an ESI environment (internal course code 8 U038; external course code UETTDORRF10B)
- Ongoing Maintenance of Competency:
  - Managers are required to confirm applicants have been sufficiently exposed to a variety of work/tasks on the network to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.

This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/programs, regular workplace and onsite interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.

## 6.13 Authorisation Schedule 10

### Non-Electrical Trade Qualified

#### Carry out trade assistance functions (Ground) (previously “carry out non-electrical work – ground work”)

- Scope of activities covered by this authorisation:
  - Carry out non-electrical work associated with the company's network at ground level such as but not limited to: laying/hauling cables, establishing the foundations/direction for LV pillars and Street Light columns/pole installation/erection, etc.
  - Carry out non-electrical work associated with the company's network at ground level such as but not limited to: laying/hauling cables, establishing the foundations/direction for LV pillars and Street Light columns/pole installation/erection, etc.
  - There is no risk to altering the mechanical loading of conductors/apparatus or encroaching personnel clearance.
  - Act as a nominated rescuer for overhead work activities (including live LV work) (as required).
- Scope of activities not covered by this authorisation function:
  - Carry out work on overhead poles/structures or act as a nominated rescuer for overhead work activities.
- Qualification Requirements:
  - Nil
- Pre-requisite Requirements:
  - Commissioning and ongoing Annual Refresher Assessment:
    - LV release and rescue (U007 / IET T086C049)
- Specific Training and Assessment:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U007 / IET T086C049)
  - Provide first aid in an ES environment (internal course code: U025, external course code: UET T086F11A)
- Ongoing Maintenance of Competency:
  - Managers are required to confirm applicants have been sufficiently exposed to a variety of work/tasks on the network to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.
  - This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/programs, regular workplace and onsite interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.

#### Carry out trade assistance functions (Overhead) (previously “carry out non-electrical work – overhead work”)

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to carry out trade assistance functions (Ground)
  - Carry out the duties of a person authorised to carry out trade assistance functions (Overhead)
  - Carry out the duties of a person authorised to carry out trade assistance functions (Ground)
  - Carry out the duties of a person authorised to carry out trade assistance functions (Overhead)
  - Act as a nominated rescuer for overhead work activities (including live LV OH work)
- Scope of activities not covered by this authorisation function:
  - Carry out work on overhead poles/structures or act as a nominated rescuer for overhead work activities.
- Qualification Requirements:
  - Nil
- Pre-requisite Requirements:
  - Commissioning and ongoing Annual Refresher Assessment:
    - LV release and rescue (U007 / IET T086C049)
- Specific Training and Assessment:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - Electrical Safety Rules Training (U011)
  - LV release and rescue (U007 / IET T086C049)
  - Provide first aid in an ES environment (internal course code: U025, external course code: UET T086F11A)
- Ongoing Maintenance of Competency:
  - Managers are required to confirm applicants have been sufficiently exposed to a variety of work/tasks on the network to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.
  - This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/programs, regular workplace and onsite interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.

### Electrical Testing and Inspection Stream (Engineers/Technicians/Inspectors)

#### Carry out electrical testing and inspection (Ground) (previously “carry out non-trade electrical work – ground work”)

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to carry out electrical testing and inspection (Ground)
  - Carry out the duties of a person authorised to carry out trade assistance functions (Ground)
  - Perform electrical testing and/or inspection activities at ground level (including adding energised LV work practices to apply temporary insulating material/barriers where required and the use of low voltage insulating gloves)
- Scope of activities not covered by this authorisation function:
  - Carry out any testing, assessment or termination of cable/conductors (excluding for the purpose of connecting an instrument or testing device)
  - Carry out any testing, assessment or termination of cable/conductors (excluding for the purpose of connecting an instrument or testing device)
- Qualification Requirements:
  - Nil
- Pre-requisite Requirements:
  - Commissioning and ongoing Annual Refresher Assessment:
    - LV release and rescue (U007 / IET T086C049)
- Specific Training and Assessment:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - LV release and rescue (U007 / IET T086C049)
  - Cable Preliminary Reconnection (CPR) (U013 / IET T086C049)
  - Provide first aid in an ES environment (internal course code: U025, external course code: UET T086F11A)
- Ongoing Maintenance of Competency:
  - Managers are required to confirm applicants have been sufficiently exposed to a variety of work/tasks on the network to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.
  - This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/programs, regular workplace and onsite interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.

#### Carry out electrical testing and inspection (Overhead) (previously “carry out non-trade electrical work – overhead work”)

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to carry out electrical testing and inspection (Ground)
  - Carry out the duties of a person authorised to carry out trade assistance functions (Ground)
  - Carry out the duties of a person authorised to carry out trade assistance functions (Overhead)
  - Perform electrical testing and/or inspection activities at ground level (including adding energised LV work practices to apply temporary insulating material/barriers where required and the use of low voltage insulating gloves)
- Scope of activities not covered by this authorisation function:
  - Carry out any testing, assessment or termination of cable/conductors (excluding for the purpose of connecting an instrument or testing device)
- Qualification Requirements:
  - Nil
- Pre-requisite Requirements:
  - Commissioning and ongoing Annual Refresher Assessment:
    - LV release and rescue (U007 / IET T086C049)
- Specific Training and Assessment:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - LV release and rescue (U007 / IET T086C049)
  - Cable Preliminary Reconnection (CPR) (U013 / IET T086C049)
  - Provide first aid in an ES environment (internal course code: U025, external course code: UET T086F11A)
- Ongoing Maintenance of Competency:
  - Managers are required to confirm applicants have been sufficiently exposed to a variety of work/tasks on the network to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.
  - This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/programs, regular workplace and onsite interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.

#### Authorisation to Inspect and Accept Electricity Network Assets

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to carry out electrical testing and inspection (Overhead)
  - Carry out the duties of a person authorised to carry out trade assistance functions (Ground)
  - Carry out the duties of a person authorised to carry out trade assistance functions (Overhead)
  - Commission Low Voltage network apparatus
  - Commission High Voltage network apparatus
  - Carry out construction or maintenance of network apparatus
- Scope of activities not covered by this authorisation function:
  - Carry out any testing, assessment or termination of cable/conductors (excluding for the purpose of connecting an instrument or testing device)
- Qualification Requirements:
  - Nil
- Pre-requisite Requirements:
  - Commissioning and ongoing Annual Refresher Assessment:
    - LV release and rescue (U007 / IET T086C049)
- Specific Training and Assessment:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - LV release and rescue (U007 / IET T086C049)
  - Provide first aid in an ES environment (internal course code: U025, external course code: UET T086F11A)
- Ongoing Maintenance of Competency:
  - Managers are required to confirm applicants have been sufficiently exposed to a variety of work/tasks on the network to maintain knowledge and/or skills in order to adequately identify, assess and control electrical safety hazards.
  - This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/programs, regular workplace and onsite interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.





### Communication Technicians

### Install, Maintain and Test Communications Equipment on or Near the Network (Ground)

- [illegible]

## Install, Maintain and Test Communications Equipment on or Near the Network (Overhead)

- |  |   |
|--|---|
|  | <p>Scope of activities covered by this authorisation:</p> <ul style="list-style-type: none"> <li>- Carry out the activities of a person authorised to install, Maintain and Test Communications Equipment on or Near the Network (Ground)</li> </ul> <p>Scope of activities excluded from this authorisation:</p> <ul style="list-style-type: none"> <li>- Install, maintain and test communication equipment including antennae mounted on <u>aerial cable infrastructure</u></li> <li>- Carry out maintenance or construction on primary system network apparatus.</li> <li>- Carry out maintenance or construction on secondary system network apparatus other than for the purpose of the activities listed in the scope above</li> <li>- Establish or maintain connections to the controller of non-communication assets</li> </ul> <p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>- Nil</li> </ul> <p>Pre-requisite Requirements:</p> <ul style="list-style-type: none"> <li>- Engaged directly by the company</li> </ul> <p>Specific Training and Assessment:</p> <ul style="list-style-type: none"> <li>- Completion of the following successful completion of the company's Communications Technician course [course code: COMANETC-H]</li> </ul> <p>Initial Training and Assessment:</p> <ul style="list-style-type: none"> <li>- Awareness of the Safety Rules of the company</li> <li>- Electrical Safety Rule Training (UG01)</li> <li>- U release and rescue (M09 / LETDRO686)</li> <li>- M09001</li> <li>- Provide first aid in an ES environment (internal course code B.103B; external course code: LETDRO61158)</li> <li>- Working safely near electrical apparatus as a non-electrical worker (internal course code B.002; external course code: LETDRL3A)</li> <li>- Five top most training internal course codes A003; external course code: LETDRO60203</li> <li>- Approved Access to Work Scheme (if applicable) (external course code: LETDRO60908) (required if working from a RW)</li> <li>- Approved Activities Awareness Course (only required once for initial authorisation application)</li> </ul> <p>Ongoing Maintenance of Competency</p> <p>This may be undertaken through a variety of means such as but not limited to: having a comprehensive oversight over work schedules/program, regular workplace and onsite interactions, documenting safety incidents/tasks, carrying workplace forms and other documented evidence, obtaining 3<sup>rd</sup> party references from a previous employer/supervisor, etc.</p> |
|--|---|

## Transmission Technologist Stream

## Construct, Maintain and Test Secondary Systems

- [illegible]

## Construct, Maintain and Test Primary Systems

- [illegible]

### Energised Linework Stream

**Low Voltage Live Linework (previously "carry out live low voltage work on OH mains)**

- [illegible]

### High Voltage Live Linework (Common Requirements)

- [illegible]

score: If a high voltage live worker has not been authorised at any stage in the previous three years, they will be required to undergo complete re-training and complete the probationary process as a trainee high voltage live worker.

### Distribution Live Line Worker

### High Voltage Live Linework (Glove and Barrier up to and including 22kV)

- [illegible]

### Transmission Live Line Worker

**High Voltage Live Linework (Glove and Barrier up to and including 33kV)**

- [illegible]

**High Voltage Live Linework (Stick up to and including 22kV)**

- [illegible]

### High Voltage Live Linework (Stick up to and including 66kV)

- [illegible]

## 6.15 Accredited Service Provider Class Authorisation Function Matrix

ASP Class Category	'Trade Based' Authorisation Function		Other Authorisation Function(s) as required
<b>Level One</b>			
Class 1A (previously known as Category 1 Overhead) – Overhead – work on or near the overhead electricity network	<ul style="list-style-type: none"> <li>Construct &amp; Maintain Overhead Mains – Distribution; or</li> <li>Construct &amp; Maintain Overhead Mains – Transmission; or</li> <li>Construct &amp; Maintain Overhead Mains - Transmission Tower</li> </ul>	<ul style="list-style-type: none"> <li>Hold Low Voltage Access Authority (LVAA); or</li> <li>Hold Access Authority for Work (AAW)</li> <li>Install and Remove Working Earths; or</li> <li>Install and Remove Operational Earths</li> </ul>	
Class 1B (previously known as Category 2a Underground) – Underground Paper lead and Polymeric	<ul style="list-style-type: none"> <li>Construct &amp; Maintain Under Ground Mains – Distribution; or</li> <li>Construct &amp; Maintain Under Ground Mains - Transmission</li> </ul>	<ul style="list-style-type: none"> <li>Hold Low Voltage Access Authority (LVAA); or</li> <li>Hold Access Authority for Work (AAW)</li> </ul>	
Class 1C – (previously known as Category 2b Underground) – Underground Polymeric only			
Class 1X – Non-electrically qualified. This class allows non-electrically qualified personnel to be registered with the ASP Scheme in accordance with the Scheme Rules.	<ul style="list-style-type: none"> <li>Carry out trade assistance functions (Ground); or</li> <li>Carry out trade assistance functions (Overhead)</li> </ul>	<ul style="list-style-type: none"> <li>Operate or Observe Plant Near Overhead Electrical Apparatus</li> <li>Observe Excavation Work Near the Network; or</li> <li>Carry Out Excavation Work Near the Network</li> <li>Hold Access Authority for Work (AAW) – Personal Issue</li> </ul>	



<b>Level Two</b>		
Class 2A (previously known as Category 1) – Disconnect and reconnect	<ul style="list-style-type: none"> <li>• Disconnect and Reconnect – Class 2A</li> </ul>	<ul style="list-style-type: none"> <li>• Hold Low Voltage Access Authority (LVAA)</li> </ul>
Class 2B (previously known as Category 2) – Work on underground service conductors	<ul style="list-style-type: none"> <li>• Work on UG service conductors – Class 2B</li> </ul>	<ul style="list-style-type: none"> <li>• Hold Low Voltage Access Authority (LVAA); and</li> <li>• Access distribution substations (including low voltage ancillary equipment)</li> </ul>
Class 2C (previously known as Category 3) – Work on overhead service conductors	<ul style="list-style-type: none"> <li>• Work on OH service conductors – Class 2C</li> </ul>	<ul style="list-style-type: none"> <li>• Hold Low Voltage Access Authority (LVAA)</li> </ul>
Class 2D (previously known as Category 4) – Installing metering for meter types 5 to 6 and other Network Operator service equipment	<ul style="list-style-type: none"> <li>• Install Type 5 and 6 metering – Class 2D</li> </ul>	<ul style="list-style-type: none"> <li>• Hold Low Voltage Access Authority (LVAA)</li> </ul>
Class 2X – Non-electrically qualified	<ul style="list-style-type: none"> <li>• Carry out Trade Assistance (Non-Electrically Qualified) – Class 2X</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Level Three</b>		
Class 3A – Design of OH electricity reticulation	<ul style="list-style-type: none"> <li>• Carry out Electrical Testing and Inspection (Overhead)</li> </ul>	<ul style="list-style-type: none"> <li>• Distribution substations (including low voltage ancillary equipment)</li> <li>• Zone/transmission substations - personal entry</li> </ul>
Class 3B – Design of UG electricity reticulation	<ul style="list-style-type: none"> <li>• Carry out Electrical Testing and Inspection (Ground)</li> </ul>	<ul style="list-style-type: none"> <li>• Distribution substations (including low voltage ancillary equipment)</li> <li>• Zone/transmission substations - personal entry</li> </ul>

## 7.0 FREQUENTLY ASKED QUESTIONS

### Do I need to be authorised to work on the Endeavour Energy network?

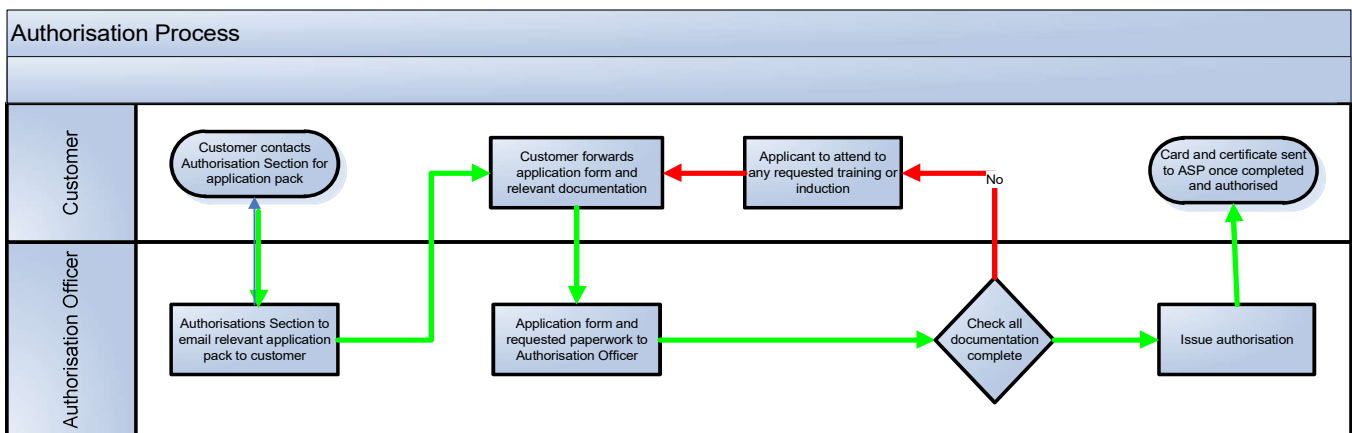
Yes, unless you are under supervision. All people wishing to work on or near the Endeavour Energy electricity network without authorised supervision will be appropriately authorised, once they have met the competency requirements that are requested for each individual function.

### Can anyone be authorised to work on the Endeavour Energy network?

You must be either working for an Accredited Service Provider, Contract Service Provider, or employee of Endeavour Energy to be authorised. People will only be authorised if they are employed by a company that has a legitimate need to employ authorised persons and the necessary safety management systems for the work activities to be carried out.

### How do I get authorised?

Authorisations are processed in accordance with Endeavour Energy's *Company Procedure GAM 0018 Authorisations Process Management*. For further details on how to become authorised contact [authorisations@endeavourenergy.com.au](mailto:authorisations@endeavourenergy.com.au)



### What is an Authorised Person (AUP)?

A person with technical knowledge or sufficient experience who has been approved, or who has the delegated authority to act on behalf of Endeavour Energy, to perform the duty concerned.

### What is an Accredited Service Provider (ASP)?

A company or individual accredited by the NSW Department of Planning & Environment to undertake contestable service work as defined by the Scheme for Accreditation of Service Providers.

### What is a Contract Service Provider (CSP)?

A corporation, company or individual who is engaged to do work for Endeavour Energy.

### Do I need to renew my accreditation that is given to me by the NSW Department of Planning & Environment?

Your accreditation must be renewed annually. If your accreditation has expired and is not renewed, any authorisations that have been issued under the accreditation will be suspended.

### Do you accept other safety rules for an initial authorisation?

No. Electrical Safety Rules for other companies, although similar, are not the same as Endeavour Energy's. All people required to work on or near the network must demonstrate an understanding of the Endeavour Energy's Electrical Safety Rules.

### What is a Registered Training Organisation?

Training organisations that have been registered in accordance with the Australian Recognition Framework to provide Vocation Education & Training (VET) Services.

**What is NAAS?**

NAAS is short for Network Access Authorisation System. This is the corporate database used to store records of people's authorisation to work on the network.

**What is contestable works?**

Under the *Electricity Supply Act 1995*, customers are required to fund certain works which are required to enable new or increased capacity connection to the electricity network. These works are contestable and the customer chooses a service provider to carry out these works. Contestability may also be extended to other capital works requested by and funded by individuals or organisations to suit the site developments or required as a result of damage caused by others. Further info:

<http://www.resourcesandenergy.nsw.gov.au/energy-supply-industry/pipelines-electricity-gas-networks/network-connections/contestable-works>

**What is the authorisations renewal period?**

The period of time from one month prior to an authorisation anniversary date to one month after an authorisation anniversary date. If you complete your training outside this window, your anniversary date will be moved to your training date.

**What does it mean if my authorisation has been suspended?**

If you receive a suspension letter, you are not permitted to work on the Endeavour Energy network until the suspension has been lifted.

**What if I'm on leave when my renewal is due/What if I am injured and can't complete training?**

If you can't complete the required training and/or can't submit your paperwork before your expiry date (1 month after your anniversary date) your Authorisation will be temporarily suspended. If you are on leave, or you are on light duties due to injury, then you don't require access to the network, and therefore don't need to be authorised. As soon as you return to normal duties, attend the required training and submit your paperwork your Authorisation will be reinstated (note: your authorisation anniversary date may change).

**What if I regularly do a certain type of work but my card does not display the relevant authorisation(s)?**

This means you are not authorised and must stop performing that particular activity. Your manager/employer will need to apply for the necessary authorisation function to be added to your authorisations card and provide evidence of competency.

**What if I don't have the necessary training/qualification requirements within the authorisation function but do the work?**

As above, this means you are not authorised and must stop performing that particular activity. You will need to complete the necessary training requirements in order to become authorised. You cannot continue performing the task without direct supervision until you are authorised to do so.

**If I am learning how to carry out a task covered by an authorisation function do I need to be authorised?**

No. You will need to be under the appropriate level of supervision of a person authorised to carry out that task.

**What if I have been carrying out a specific function for many years but have never had any formal training and/or don't hold the necessary qualification?**

This means you are not authorised and must stop performing that particular activity. For Endeavour Energy employees, the Technical Training Delivery Branch may perform a range of workplace and/or theoretical assessments in order to determine any recognition or prior learning or current competency (RPL/RCC). This is a comprehensive process that takes a significant administrative resource to complete and may take weeks/months. For externals, RTOs may be able to facilitate a similar RPL or RCC process or alternatively provide the required training.



**What if I believe I am competent to carry out a task though my manager does not and won't attest to my competence?**

This means you are not authorised and must stop performing that particular activity. Line management ultimately hold the duty and associated responsibilities to ensure workers are competent to carry out specific tasks.

**What if I have the necessary qualifications/skills to hold an authorisation though my manager does not want me to hold it?**

This means you are not authorised and must stop performing that particular activity. Line management ultimately hold the duty and associated responsibilities to ensure workers are competent to carry out specific tasks. It is at the discretion of a manager to recognise the existing competence of workers to hold a particular authorisation function.

**If I lose my authorisation does that mean I lose my qualification?**

No. Qualifications and training, where a statement of attainment has been issued, do not expire. The reasoning behind losing an authorisation is related to familiarity with the work activities. The basic philosophy is that if you don't continually use a skill you lose it. Authorisation protects against this happening, particularly with high risk activities.

**What happens if I hold an authorisation but have doubts about my own ability?**

The first step is to raise this with your supervisor. There are a few options such as additional training, pairing with a mentor to improve particular skills or alternatively, failing this, your authorisation function will be taken away.

**Are there authorisation fees for Accredited Service Providers?**

There is an Australian Energy Regulator (AER) approved authorisation fee which will be invoiced to the Accredited Service Provider upon authorisation approval. Please note there is a fee for all new applications, and renewal applications. All fees include GST. Please contact the Authorisation Section for the amount, as fees are increased on the 1st July each year in accordance with the AER determination. Contact: [authorisations@endeavourenergy.com.au](mailto:authorisations@endeavourenergy.com.au)

**How do I obtain sealing pliers?**

Endeavour Energy will be moving away from individual identification sealing pliers for new authorised personnel from 2 October 2017 and as a result, will no longer be issuing sealing pliers.

Existing authorised personnel can continue to seal switchboard equipment using their existing sealing pliers and seals in a transition period of an undefined timeframe until existing stock are exhausted.

New authorised personnel are required to obtain Endeavour Energy "Green" Roto Seals. The seals have an EE prefix and a wire rotate to secure to the equipment.

ASPs are required to purchase the seals directly from Harcor. As part of the order please request stock code SS30208 and provide the ASP Accreditation number provided by the Department of Planning & Environment. Please take note that they come in packs of 250.

**Notes:**

- Sealing of service and metering equipment is required in accordance with the Service and Installation Rules of NSW.
- For authorised personnel working on multiple NSW Network Operator networks, there may still be a requirement from other Network Operators to carry on with the practice of using sealing pliers.

Again, for existing authorised personnel with sealing pliers already issued, this practice may continue.

**Harcor Australia**

Unit 3/1 Skyline Place Frenchs  
Forest, NSW 2086 Australia  
Tel: + 61 (0)2 9454 4200  
E-mail: [sales@harcor.com.au](mailto:sales@harcor.com.au)

### **What is 'Power of Choice' metering?**

On 26 November 2015, the AEMC made a final rule that will open up competition in metering services and will give consumers more opportunities to access a wider range of services.

The new arrangements, which will commence on 1 December 2017, have required changes to the National Electricity Rules (NER) and the National Electricity Retail Rules (NERR). The final rule changes who has overall responsibility for the provision of metering services by providing for the role and responsibilities of the Responsible Person to be performed by a new type of Registered Participant - a Metering Coordinator. Any person can become a Metering Coordinator subject to satisfying certain registration requirements.

Retailers are required to appoint the Metering Coordinator for their retail customers, except where a party has appointed its own Metering Coordinator.

More information: <http://www.aemc.gov.au/Major-Pages/Power-of-choice>

### **What happens with the current process?**

From 1 December 2017 ASPs are not permitted to install basic meters (Type 5 & 6).

Bulk Limit on Meter Issue:

- As per the current process, all metering/relay equipment issued to ASPs should be installed within 30 days of issue.
- ASPs are reminded to deplete their stock before 30 November to avoid unnecessary cost.
  - Endeavour Energy will accept and credit returned meters and relays up to 30 Sep 2017.
  - Equipment that remains in ASP's stock following 30 September will be the responsibility of the ASP and will not be accepted back or be credited by Endeavour Energy.
  - ASPs will be unable to use any meters or relays held by them after 30 November and should dispose of this equipment as they will be redundant.

Important Changes to Issuing of Load Control Devices:

- Endeavour Energy will NOT issue any Load Control Devices (relays and time switches) for green field or new Load Control requests at an existing site post 1 December 2017 (Load Control can be achieved via the smart meter).

Any eNOSW submitted after 30 November 2017 for a meter installed after this date will be investigated as they are illegal connections.

### **How will this change affect authorisation to 'Install Type 5 and 6 Metering'?**

Endeavour Energy does not have a requirement for a metering provider to be authorised to remove basic metering (Type 5 & 6) when replacing with advanced metering (Type 1-4) as any safety issues are managed through the Office of Fair Trading & and Retailer.

When a type 5 or 6 meter is removed as part of a service upgrade the final reading must be submitted on the eNOSW.

## 8.0 CONTACT INFORMATION

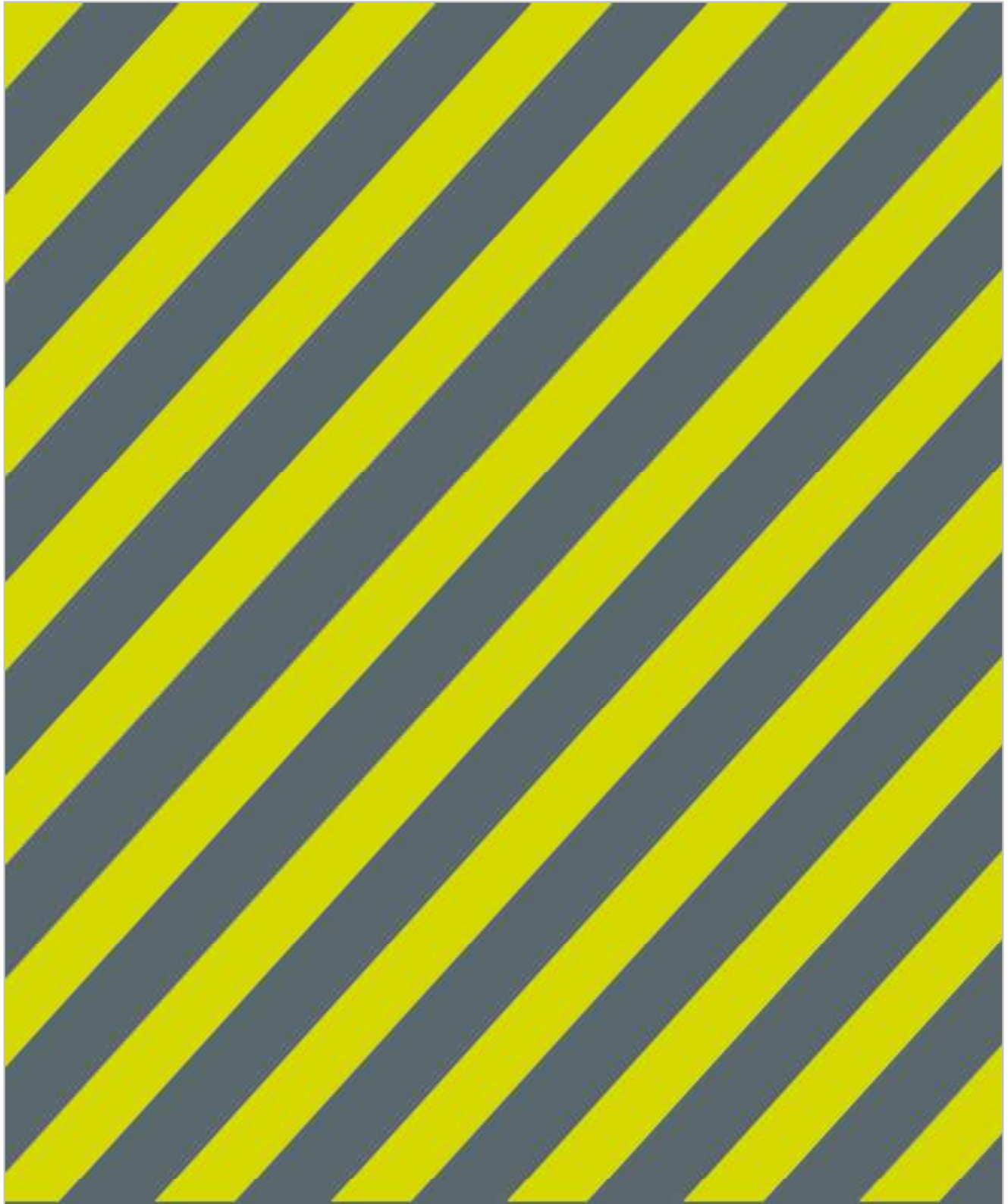
### Enquiries:

- For authorisation enquires regarding applications, processing, etc., please contact: [authorisations@endeavourenergy.com.au](mailto:authorisations@endeavourenergy.com.au)
- For Endeavour Energy Electrical Safety Rules or general electrical safety advice, please contact: [electrical.safety@endeavourenergy.com.au](mailto:electrical.safety@endeavourenergy.com.au)
- For Training Delivery enquiries, please contact: [technical.training@endeavourenergy.com.au](mailto:technical.training@endeavourenergy.com.au)
- For technical enquiries, please contact: [inspection@endeavourenergy.com.au](mailto:inspection@endeavourenergy.com.au)
- For NOSW app enquiries, please contact: [noswapp@endeavourenergy.com.au](mailto:noswapp@endeavourenergy.com.au)

### Other useful links:

- [Endeavour Energy Accredited Service Provider Homepage](#)
- [Endeavour Energy Safety Resource Library](#)
- [Accredited Service Provider \(ASP\) Scheme and contestable works](#)
- [Service and Installation Rules of New South Wales](#)
- [Electricity Industry Safety Steering Committee Guidelines](#)
- [Australian Government Asbestos Information](#)
- [Safe Work NSW Work Near Overhead Powerlines Code of Practice 2006](#)
- [Safe Work NSW Work Near Underground Assets Guide 2007](#)





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