

# ELECTRICAL SAFETY AUTHORISATIONS

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## Authorisations Manual

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## Electrical & Public Safety

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January 2022

Please note:  
This document is best viewed on an electronic device

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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

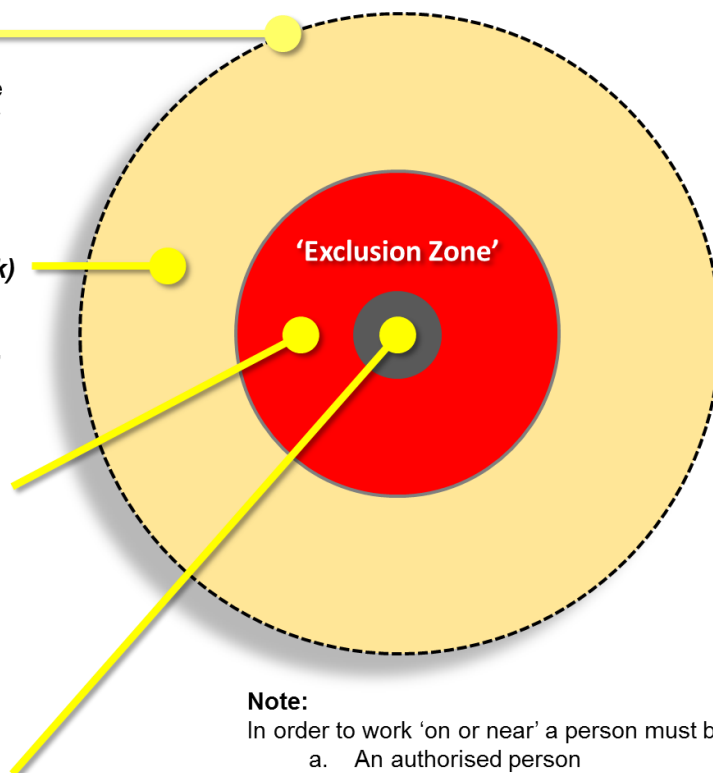
#### Working Near (within 3 metres of the network)

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)

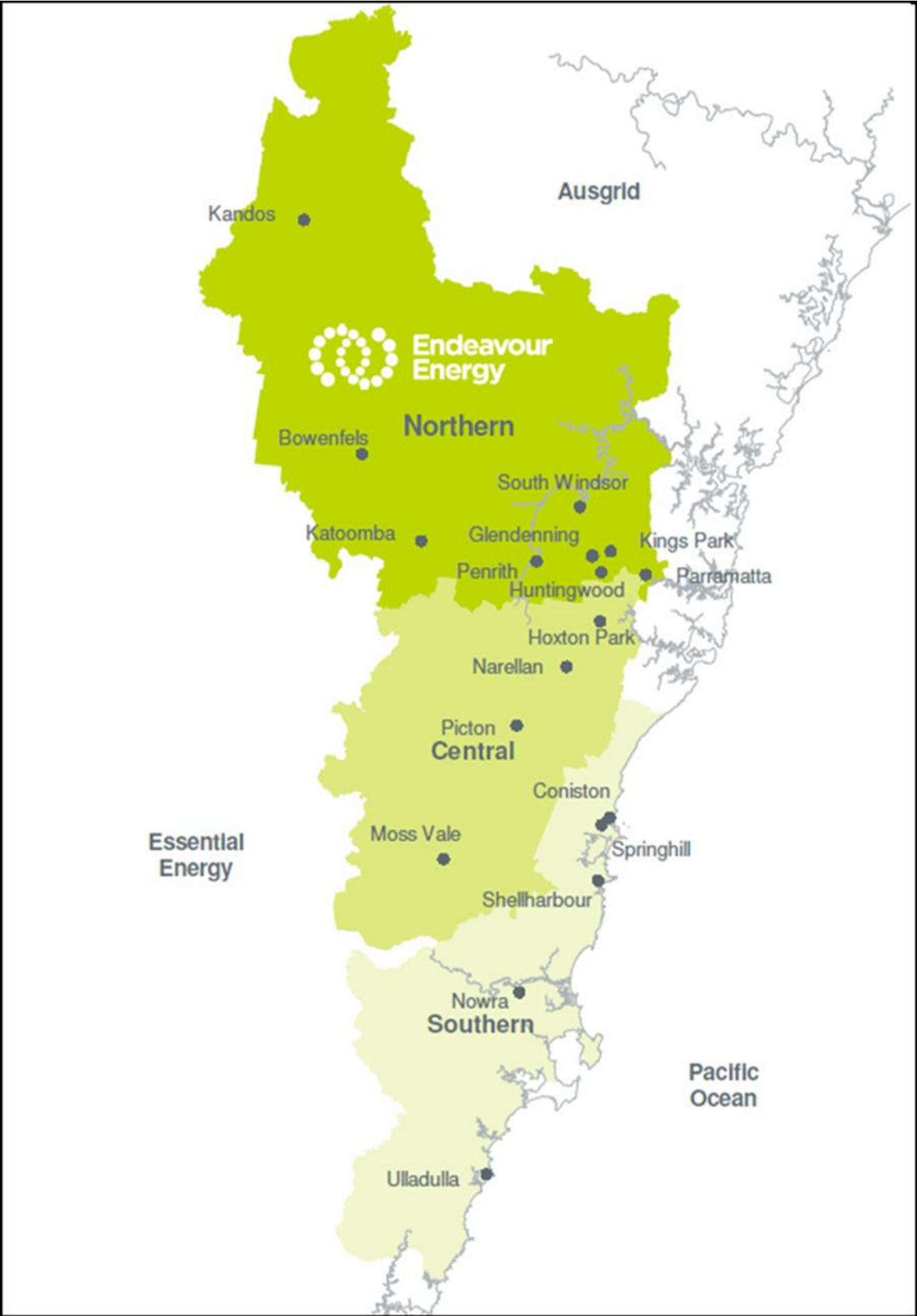


**Note:**

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

### Individual competency

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.

### Company Safety Management System

Authorisations are granted to individuals on the condition they hold the necessary competency requirements for the relevant functions to be held, in addition to being employed by a company that has an adequate safety management system that encompasses the type of work to be carried out. For new worker authorisation requests associated with a type of work not previously undertaken by that organisation, the company's safety management system may require reassessment to determine appropriateness for the new type of work.

Adequate safety management systems include:

- for contestable network services as defined under the *Electricity Supply Act 1995 (NSW)*, the ASP Accreditation under the ASP Accreditation Scheme is considered to be an adequate safety management system;
- network operators operating within NSW who have a safety management system in place that meets the requirements of AS5577-2013 Electricity network safety management systems (for the safe design, construction, commissioning, operation, maintenance and decommissioning of its electricity network) are also deemed as having an adequate safety management system; and
- alternatively, a company may operate a safety management system specifically assessed as adequate by Endeavour Energy.



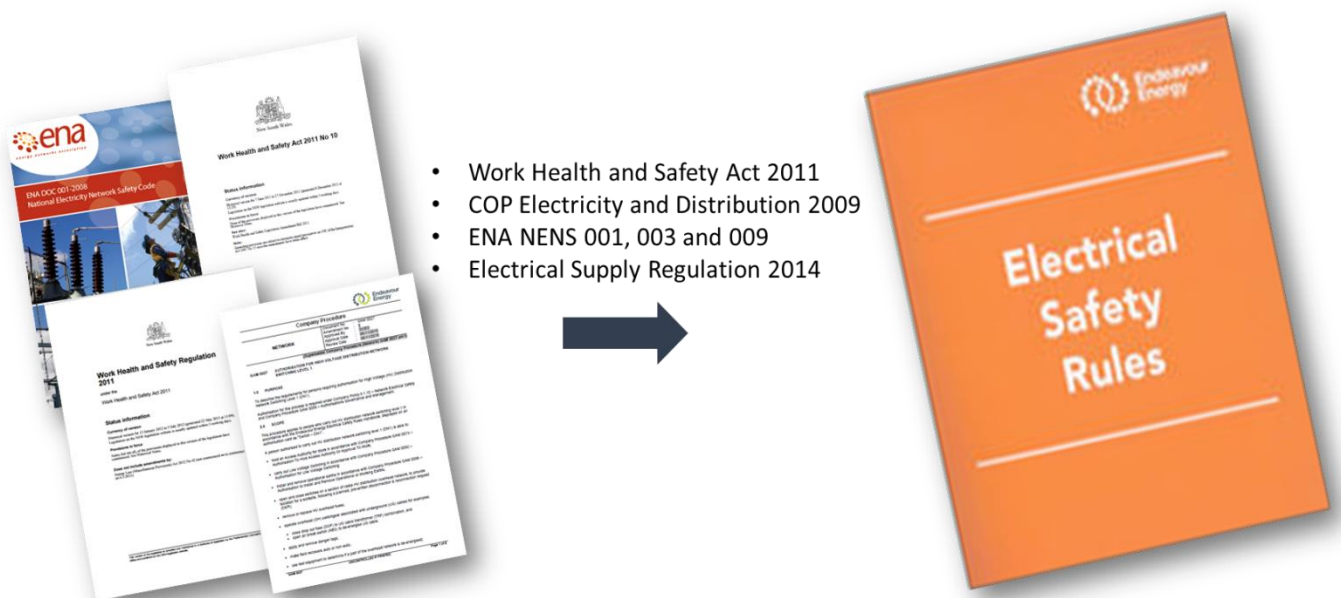
### 1.3 Electrical Safety Rules

Authorisation functions are developed in accordance with the Endeavour Energy Electrical Safety Rules.

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 November 2019](#)
- [Endeavour Energy Electrical Safety Rules associated procedures](#)

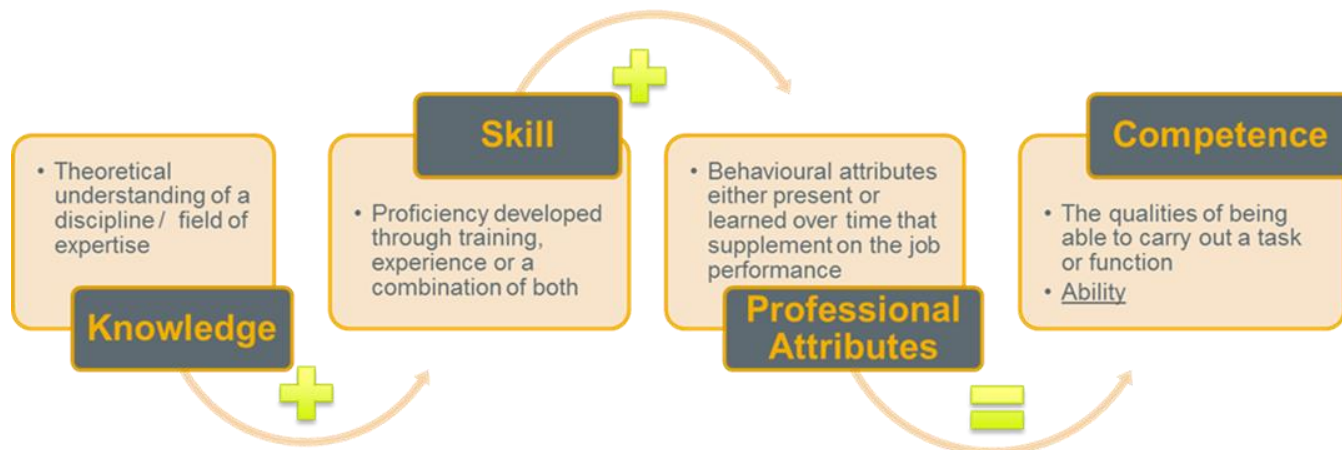
If you have an enquiry about electrical safety, please contact:  
[electrical.safety@endeavourenergy.com.au](mailto:electrical.safety@endeavourenergy.com.au)

## 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 and Public Safety. 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 and Public Safety 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.

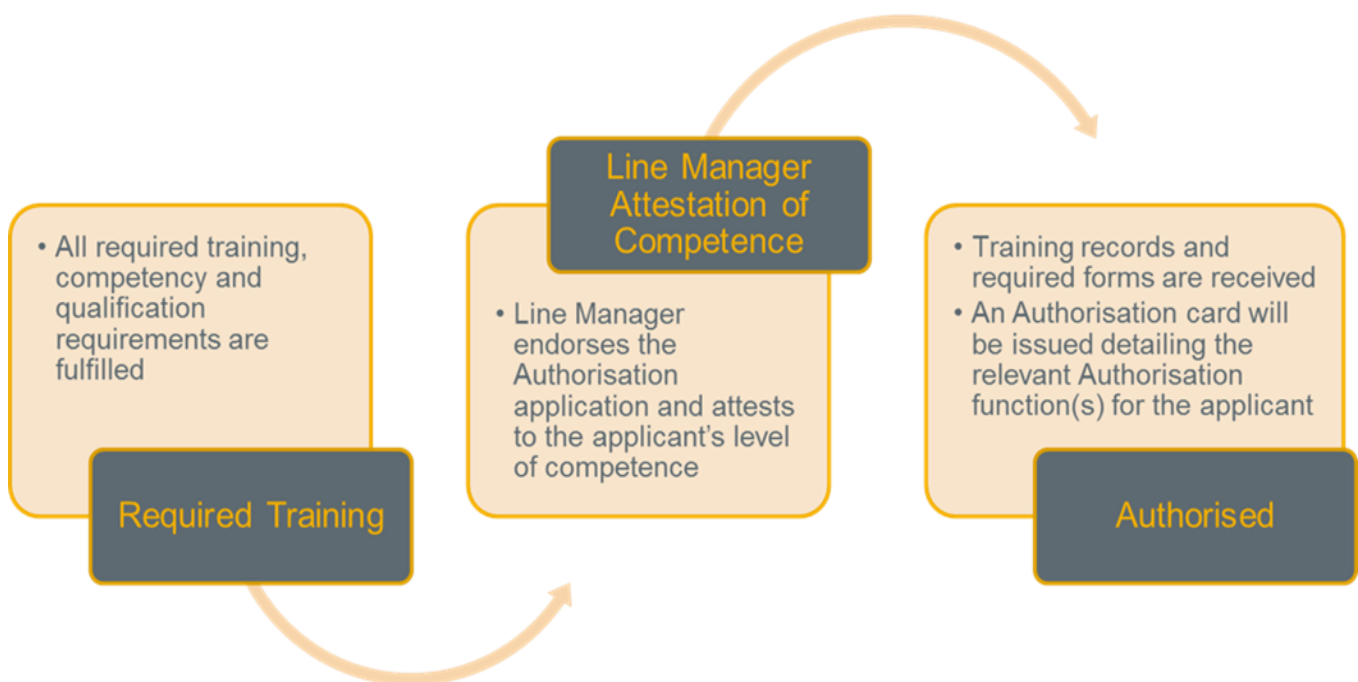
There are a range of requirements specified for each authorisation function. These generally include a qualification, certain specialised initial training courses, and a range of refresher training that needs to be completed each year.

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 AUTHORISATIONS PROCESS MANAGEMENT

### 3.1 Legitimate need for Authorisation

A person will only be authorised to work on or near the company's electricity network if they are employed by a company that has a legitimate need to employ authorised persons.

Companies other than Endeavour Energy must be registered in NAAS before their employees will be authorised.

All persons will be authorised subject to them meeting the competency and administrative requirements of an individual authorisation and having a nominating endorsement from their manager as required in Section 5.2.

#### 3.1.1 Employees of the company

Where a new employee is being recruited into a role requiring authorisation for a specific function/s, the ability of the candidate to meet all relevant authorisation criteria must be confirmed by the line manager of the role prior to any offer of employment.

#### 3.1.2 Accredited Service Providers (ASPs)

An ASP must hold current ASP accreditation issued by the NSW Dept of Planning, Industry and Environment in order to be registered in NAAS.

All personnel employed by an ASP must be registered with the NSW Dept of Planning, Industry and Environment, and the employee registration letter must be submitted to the distributor when submitting all paperwork requesting authorisation.

The authorisations of an authorised person will remain valid until the requirements specified for the specific authorisations expire but will not be renewed if their ASP is no longer accredited, even if all other requirements for renewal of authorisation have been met. Additionally, their authorisation will be suspended / cancelled upon loss of accreditation by their ASP.

Authorisation will only remain valid while the ASP's accreditation remains current. If an accreditation has expired with the NSW Dept of Planning, Industry and Environment, the authorised person's authorisations will be cancelled.

#### 3.1.3 Contractors to the company

The contract owner must request the Electrical & Public Safety section to register a company that has a contract of service with the company or that is on a contractor panel to provide services to the company in NAAS.

Contracting companies will only remain registered in NAAS while they have a contract with the company or are on a contractor panel. The authorisations of employees of contracting companies will remain valid until the requirements specified for the specific authorisations expire but will not be renewed if a contracting company is not registered in NAAS, even if all other requirements for renewal of authorisation have been met.

#### 3.1.4 Employees of other network operators

An employee of another network operator must be directly employed by a network operator within NSW that has a safety management system in place which confirms that the design, construction, commissioning, operation and decommissioning of its network is safe in compliance with AS 5577-2013 Electricity network safety management systems in order to be registered in NAAS.

### **3.2 Non-transfer of authorisations**

Authorisations are unique to the employer of the authorised person who endorsed their nominating application and are not transferable. This does not prohibit an alternate employer seeking independent authorisation of the same individual as an authorised person and as long as they have been registered with the ASP Scheme, and the employee registration letter submitted.

### **3.3 Training, qualification and competency requirements**

The training, qualification and competency requirements that a person must hold to obtain authorisation to carry out a specific function will be detailed in Schedules 1-11.

Additional training that may be relevant to specific functions that is not mandatory but recommended may be shown in Schedules 1-11 with a specific notation “as required”.

#### **3.3.1 Submission of training records**

All company employees applying for authorisation for access to the network must have their direct manager's endorsement (or higher).

Applications for authorisation from employees of external companies must be approved by a delegated responsible controlling officer of that company.

Evidence of training and assessment from RTOs other than evidence of training carried out by the company's Training Delivery Branch for employees must be submitted to the Authorisations Section in one of the following forms:

- certificate issued by the RTO and signed by the trainer or representative of the RTO; or
- a matrix clearly showing the full names and companies of persons trained and the training outcomes completed by each person. This matrix must be signed and dated by the trainer or representative of the RTO.

Scanned or copied training passports will not be accepted as evidence of training for any new applications or refresher training for authorisation renewals if the identity of the holder is not shown on same page as the training records.

Only complete packages of complying documentation for authorisations assessment will be considered. Part submissions will not be considered.

Evidence of training carried out by the company's Training Delivery Branch for employees must be entered into Ellipse within five working days of the training being completed.

#### **3.3.2 Recognition of Authorisation Functions with other network operators**

Recognition for authorisation functions may be granted for authorised personnel of other network operators where an equivalency has been determined subject to the written approval from the Manager Electrical and Public Safety.

### 3.4 Authorisation application

Applications must be accompanied by valid evidence that all competency requirements as defined in the specific authorisation functions within Schedules 1-11 have been met.

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.

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 third-party references from a previous employer/supervisor, verification of competency assessments, etc.

Specifically, 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.

For company employees, the declaration of competency must be signed by the authorised person's line manager or higher. For employees of ASPs, contractors to the company or employees of other network operators, the declaration of competency must be signed by an appropriately delegated officer of the authorised person's employer.

Application forms, certificates, training transcripts and other forms of valid evidence will be electronically stored in the company authorisation database, NAAS.

Note: An applicant is not authorised until an Authorisation card is issued.

All applications for new authorisations must be made on Company Form FAM 0015 – Authorised Person Application and submitted along with the Employee Registration letter from the ASP Scheme.



#### 3.4.1 Issue of authorisation

Authorisation will be issued to successful applicants by the Manager Electrical and Public Safety. A letter which describes the level of authorisation and an individual Network Access Authorisation Card will be forwarded to the applicant's employer and to the contract owner in the case of employees of contractors to the company as proof of authorisation.

#### 3.4.2 Evidence of authorisation

All authorised persons will be issued with a Network Access Authorisation Card which will indicate the functions which a person is authorised to carry out. The Network Access Authorisation Card must include a photo of the authorised person as positive identification of the authorised person and must indicate the date of expiry of the authorisation.

Each authorised person must carry their Network Access Authorisation Card with them whenever they are undertaking authorised functions.

### **3.5 Authorisation renewal**

All applications for renewal of authorisation must be amended and signed and completed on the automatically generated form by NAAS.

Applications for renewal must be accompanied by valid evidence that all competency requirements as defined in the function specific authorisation procedure have been completed.

All applications for renewal of authorisation must be accompanied by a declaration of the competency of the authorised person to carry out the authorised function by their responsible employer.

For employees, the declaration of competency must be signed by the authorised person's line manager or higher. For employees of ASPs, contractors to the company or representatives of other network operators, the declaration of competency must be signed by an appropriately delegated officer of the authorised person's employer.

Authorised persons whose authorisations are not renewed prior to the expiry date will not be permitted to access the network, unless under the supervision of a person authorised to undertake the work.

### **3.6 Renewal reminders**

The Authorisations Section will send a reminder notice to the manager of each authorised person approximately ten weeks prior to the person's authorisation anniversary date.

One month prior to the anniversary date, a second reminder must be sent by email and will include a renewal application form, completed with the authorised person's details, including the authorisations currently held by that person.

### **3.7 Authorisation anniversary date**

Training renewal anniversaries will be a fixed date and month of the year and will be retained, provided refresher training and valid evidence thereof has occurred within one month prior or after the anniversary date. An authorised person's authorisation anniversary date must be 12 months after the authorisations Electrical Safety Rules training date.

Additional authorisations gained outside of the authorisation renewal period must have an initial authorisation anniversary date the same as an authorised person's existing authorisations.

Note: This will generally mean that additional authorisations are initially valid for a period of less than one year.

If any authorisation renewal requirement is met outside of the authorisation renewal period, the authorisation anniversary date for all authorisations held by an authorised person must remain and renewal of the lapsed authorisation must therefore be valid for a period less than 12 months.

### **3.8 Authorisation expiry date**

The authorisation expiry date will be a fixed date and month of the year, one month after the anniversary date. Provided that all renewal requirements for all authorisations held by an authorised person are satisfied within the authorisation renewal period, the authorisation will be renewed, and the anniversary date will remain.



### 3.9 Authorisation suspension

An authorisation may be suspended for any of the following reasons:

- expiry date has been reached and the authorisation renewal requirements have not been met;
- failure to achieve the assessment requirements for Electrical Safety Rules training;
- Suspension of Network Authorisation Following an Electrical Incident;
- expiry of accreditation of an ASP or contract; and
- failure to comply with relevant company procedures.

A person whose authorisation is suspended must not undertake work for which the authorisation is required unless under the direct supervision of a person authorised to undertake the work.

### 3.10 Temporary Authorisation suspension

Within 24 hours of an incident, the relevant level 4 manager responsible for the workers involved in any way must:

- assess the circumstances of the incident to such an extent as to determine whether they retain confidence in the competency of the workers involved in the incident, what duties the workers are safe to continue carrying out, and if temporarily suspension is required;
- advise the Manager Electrical and Public Safety of the outcome of this assessment;
- if the outcome of the assessment is to suspend, then formally request (including a brief outline of the incident and reasons for suspension) the Manager Electrical and Public Safety to suspend the workers nominated network authorisations; and
- advise effected workers, contractors or ASPs of their temporary suspension of network authorisation, pending the outcome of further investigations.

Note: Endeavour Energy share basic factual information reports of all ASP incidents with Ausgrid, Essential Energy and the NSW Dept of Planning, Industry and Environment.

The suspension of network authorisation shall be recorded in the NAAS with notes giving details of who requested the authorisation to be suspended, the reason for the suspension and the conditions required to re-instate the authorisation. Notes can be progressively added to the system if required (for example if the network authorisation reinstatement criteria is not determined at the time of suspension these details can be added later).

Following network authorisation suspension, the authorisation card shall be taken from the worker(s) involved and shall be kept by the level 4 manager responsible for the worker. Following suspension, the level 4 manager responsible for the workers involved will develop for consideration appropriate criteria for the network authorisation to be reinstated.

In some cases, this may not occur until after the outcome of an Incident Cause Analysis Method (ICAM) investigation is known, and/or to simply confirm that the cause of the incident was not an ESR violation and that those involved are still competent to continue working on the network.

Suspended authorisations will only be reinstated, and authorisations cards returned once the criteria for reinstatement developed by the relevant level 4 manager has been satisfied.

### **3.11 Authorisation cancellation**

A person's authorisation must be cancelled if their authorisation is currently suspended, and their authorisation renewal requirements have not been met within one calendar year of their expiry date.

A person's authorisation may be cancelled by the authorised persons manager following a submission in writing to the Authorisations team detailing the basis for the request, for either of the following reasons:

- the holder of the authorisation is deemed no longer competent to carry out the function; or
- authorisation is no longer required.

Notice of request for cancellation must be made by an employee's level 4 manager or by an appropriately delegated officer of the authorised person's employer or the company's contract owner in the case of an employee of an external company.

Where a person whose authorisation has been cancelled seeks to be re-authorised, they will be subject to all of the requirements of a new application.

### **3.12 Authorisation reporting**

Reports may be requested by line managers to run a series of reports from NAAS to identify personnel who have been suspended in the previous month and those who will be suspended in the next month.

### **3.13 Authorisation process governance**

Amendments to the Authorisation process and any related Authorisation functions will be subject to endorsement from the Electricity Network Safety Management System (ENSMS) Committee considering the need for amendment, the communication and consultation required, the implementation plan and impact on relevant stakeholders.

## **3.14 Non-authorised persons**

### **3.14.1 Supervision**

A person who is not authorised to undertake a particular task that requires authorisation under this procedure must only undertake that task where they are under the appropriate level of supervision (as determined by risk assessment) of a person authorised to carry out the function and the authorised person does not have an explicit restriction on the supervision of personnel who are not authorised for that function. This supervision must 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.

### **3.14.2 Training**

Persons undergoing training to carry out a specific authorised function may carry out that function without holding the required authorisation provided they are under the appropriate level of supervision (as determined by risk assessment) of a person authorised to carry out the function.

### **3.14.3 Short term workers or other dispensation**

In situations where, because a person will only be working on the company's network for a short time or will only require infrequent access to the network, and in the opinion of the relevant level 4 manager the safety benefits to be achieved from authorisation will be efficiently and equally achieved by other means, then written dispensation from the requirement to be authorised will be granted, subject to the relevant level 4 manager, acknowledging in writing their responsibility for the safety obligation controls of the individuals under supervision in addition to being supported by a detailed risk assessment.

Written evidence of this dispensation must be carried with the unauthorised worker and be able to be presented upon request.

The Manager Electrical and Public Safety must be notified in writing by the relevant level 4 manager granting dispensation of every case where dispensation from the requirements to be authorised has been granted.

### **3.14.4 Emergency situations**

In emergency situations (referring only to life threatening situations) the System Operator may request an unauthorised person to conduct authorised functions. Such requests must only be made once the System Operator is satisfied that an emergency situation exists and that no authorised person is available to attend the emergency within a satisfactory period of time.

The un-authorised person and System Operator must agree that the function to be performed is understood and can be carried out safely.

The person requested to perform the authorised function retains the right to refuse the request if they consider it unsafe to carry out the authorised function.

A record of such requests must be maintained by the System Operator.

## 4.0 TRAINING REQUIREMENTS

### 4.1 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.

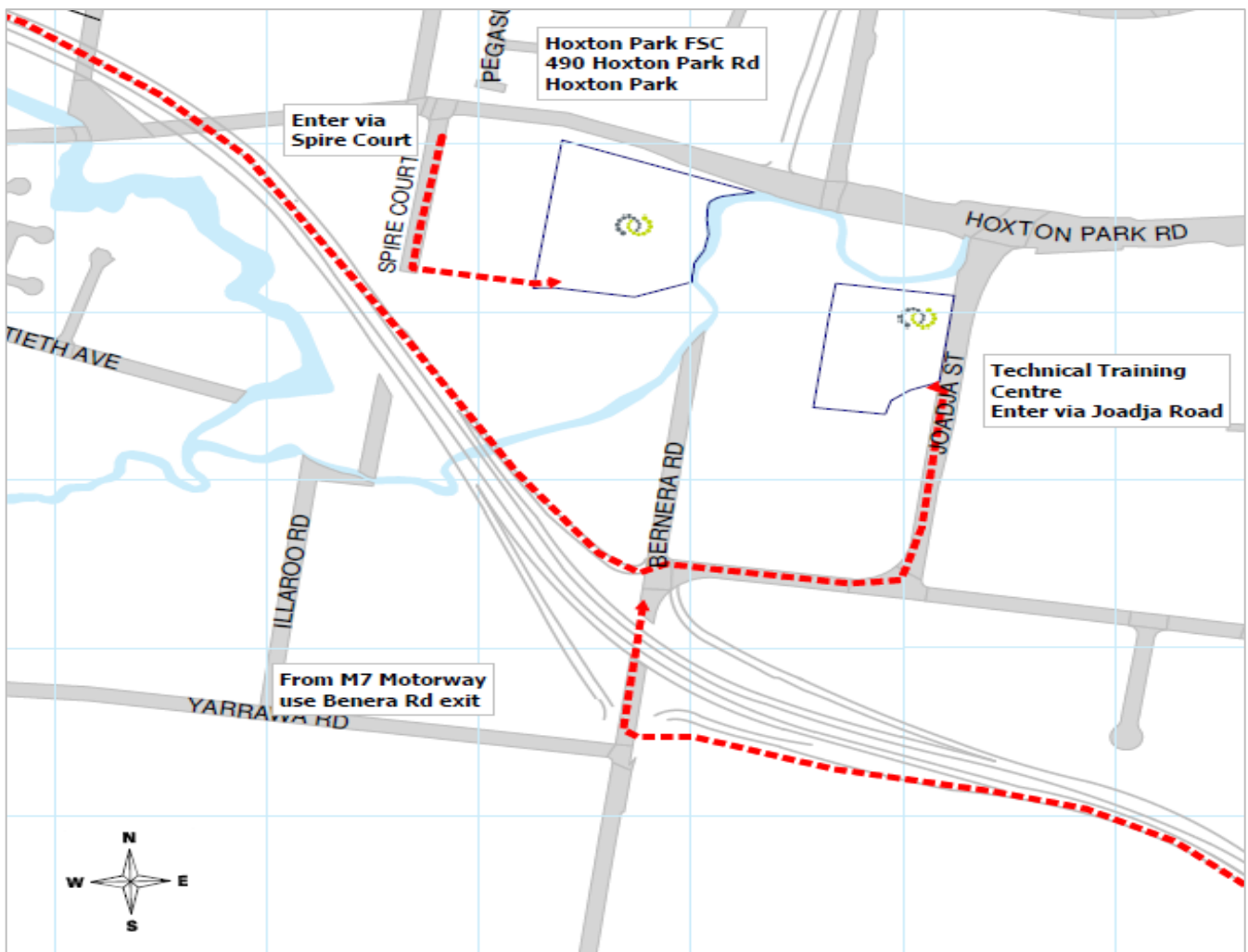
Endeavour Energy also provides specialist training courses, these courses incorporate areas where organisational context is required at a high level and particular subject matter expertise is required. It should be noted that these training courses cannot be delivered by any other provider and are offered 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.



## 4.2 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 'UET - Transmission, Distribution and Rail Sector Training Package' - <https://training.gov.au/Training/Details/UET>

## 4.3 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)





#### 4.3.1 Accredited RTOs (as at December 2021)

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>Admire Workplace Safety</b> <a href="http://admireworkplacesafety.com.au/">http://admireworkplacesafety.com.au/</a> (02) 4869 5663		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 NSW Energy Training Services Unit</b> 131 601 <a href="https://www.tafensw.edu.au/asp">https://www.tafensw.edu.au/asp</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.necatrain.com.au">www.necatrain.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> (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
<b>Thompson Bridge</b> 1300 156 685 <a href="https://www.thomsonbridge.com/">https://www.thomsonbridge.com/</a>		Accredited to deliver		
<b>JB Hunter</b> 1800 672 933 <a href="https://www.jbhunter.edu.au/contact/">https://www.jbhunter.edu.au/contact/</a>		Accredited to deliver		

## 5.0 REQUIREMENTS FOR SUPERVISION

### 5.1 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.

The following categorisations may assist your risk assessment:

- 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 Education Supervising your apprentice or trainee - A guide for workplace supervisors August 2021](#)

## 6.0 ACCESSING THE NETWORK

### 6.1 Requirement to be Authorised

All persons required to work on or near the company's electricity network must be authorised in accordance with the requirements of this manual and Schedules 1 – 11.

Authorisation functions are developed to provide competency assurance for individuals working on or near the network as having the necessary knowledge and/or skills to perform tasks safely. It should be noted that the competency requirements are designed to provide assurance of the ability for an individual to adequately identify, assess and control electrical safety hazards, not to specifically provide assurance for the technical competence for quality of work.

The authorisations framework incorporates various functions that define the competency requirements for performing tasks on or near the network. The authorisations framework additionally hosts specific functions deemed as having a significant impact on network integrity, functions related to high risk tasks or those requiring a high level of ongoing competency management.

All company line managers and contract owners, ASPs, CSPs and other Network Operator line management are responsible for allowing only appropriately authorised persons to be allocated work on or near the network.

A person required to carry out specific functions on or near the company's electricity network will be required to provide evidence of their competency to carry out such functions before they will be authorised to carry out these functions.





## 6.2 Network Access Authorisation Card/Certificate

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

The functions will be listed (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:


The holder of this card may perform the following functions:

Carry out HV Live Work - Glove and Barrier up to and including 33KV  
Carry out HV Live Work - Stick up to and including 33KV  
Construct and Maintain OH Mains - Distribution  
Distribution Network Switching 2 - DN2  
Zone/transmission substations (without) restriction

Only the functions listed on the card or contained within the hierarchy of a function may be performed

It is an authorisation requirement to notify Endeavour Energy of any changes in the particulars of the holder of this authorisation


### Network Access Authorisation



This card certifies that **John Smith** 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 **Endeavour Energy**.

Ty Christopher  
General Manager Asset Management

**Anniversary: 18/03/2018**



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 card/certificate.

## 7.0 AUTHORISATION FUNCTIONS

### 7.1 Authorisation hierarchy

The various specific authorisation functions and associated hierarchies are detailed further in this document through Schedules 1 – 11.

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 schedules further in this document.

#### 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*





## 7.2 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
- Issue / Cancel Access Authority

### 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)

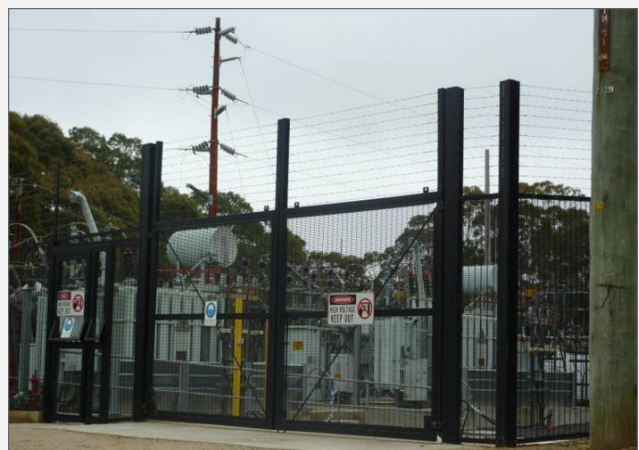
### Schedule 5 – Substation Entry Authorisations

*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*

- Specialised Machinery Operator/Observer
- Ground Vegetation Control
- EWP Operator/Observer
- Within tree (climbing)
- Close Approach Vegetation Control - Ground Vegetation Control
- Close Approach Vegetation Control - EWP Operator/Observer
- 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 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 non-electrical work (Ground)                                     |
| • Carry out non-electrical work (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                    |



## Schedule 11 – Live Work 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*

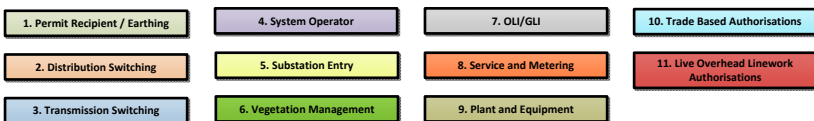


- Live Low Voltage Work – Ground Based (previously “Low Voltage Live Linework”)
- Live Low Voltage Work – Overhead
- High Voltage Live Linework (Glove and Barrier up to and including 22kV)
- High Voltage Live Linework (Stick up to and including 22kV)
- High Voltage Live Linework (Glove and Barrier up to and including 33kV)
- High Voltage Live Linework (Stick up to and including 66kV)

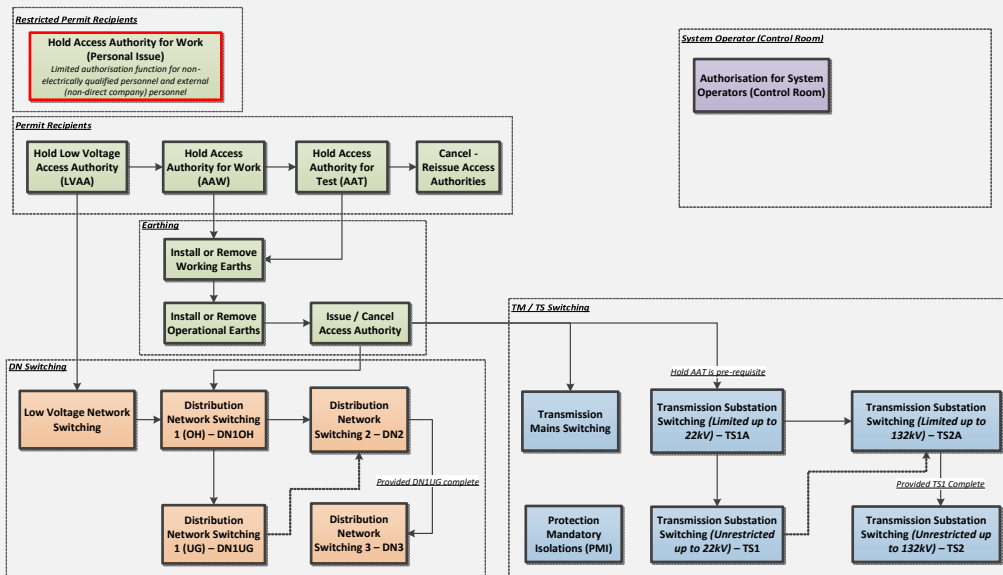
## 7.3 Refresher Training Matrix

	Endeavour Energy Electrical Safety Rules Training	HTAD009 - Provide cardiopulmonary resuscitation	UETDR004 - Perform rescue from a live LV panel	UETDR007 - Provide first aid in an ESI environment	UETDR003 - Perform pole top rescue	UETDR002 - Perform EWP rescue	UETDR008 - Perform EWP controlled descent escape	UETDR009: 11 - Testing of connections to low voltage electricity networks	UETDR005 - Perform rescue from switchyard structures at heights
Hold Low Voltage Access Authority (LVAA)	X	X	X	X					
Hold Access Authority for Work (AAW) – Personal Issue	X	X	X	X					
Hold Access Authority for Work	X	X	X	X					
Hold Access Authority for Test (AAT)	X	X	X	X					
Cancel - Reissue Access Authorities	X	X	X	X					
Install and Remove Working Earths	X	X	X	X	X	X			
Install and Remove Operational Earths	X	X	X	X	X	X			
Issue / cancel Access Authority	X	X	X	X	X	X			
Low Voltage Network Switching	X	X	X	X	X	X	X		
Distribution Network Switching 1 (OH) - DN1	X	X	X	X	X	X	X		
Distribution Network Switching 2 - DN2	X	X	X	X	X	X	X		
Distribution Network Switching 1 (UG) - DN1UG	X	X	X	X	X	X	X		
Distribution Network Switching 3 - DN3	X	X	X	X	X	X	X		
Protection Mandatory Isolations (PMI)	X	X	X	X				X	
Transmission Mains Switching	X	X	X	X	X	X	X		
Transmission Substation Switching (Limited up to 22kV) - TS1A	X	X	X	X	X	X	X		
Transmission Substation Switching (Limited up to 132kV) - TS2A	X	X	X	X	X	X	X		
Transmission Substation Switching (Unrestricted up to 22kV) - TS1	X	X	X	X	X	X	X		
Transmission Substation Switching (Unrestricted up to 132kV) - TS2	X	X	X	X	X	X	X		
System Operators (Control Room)	X								
Access Distribution Substations (including low voltage ancillary equipment)	X	X	X	X					
Access Zone/Transmission Substations - Personal Entry	X	X	X						
Access Zone/Transmission Substations - Supervise non-invasive work	X	X	X						
Access Zone/Transmission Substations - (without restriction)	X	X	X						
Tree Management Activities	X	X	X	X	X	X			
Vegetation Control - Ground Vegetation Control	X	X	X						
Vegetation Control - EWP Operator/Observer	X	X	X						
Vegetation Control - Within Tree (Climbing)	X	X	X						
Close Approach Vegetation Control - Ground Vegetation Control	X	X	X						
Close Approach Vegetation Control - EWP Operator/Observer	X	X	X						
Overhead Line Inspection (OLI)	X	X	X						
Overhead Line Inspection and Ground Line Inspection (OLI/GLI)	X	X	X						
Pole-Top (EWP) Inspections of Wood Poles	X	X	X	X	X	X			
Trade Assistance (non electrically qualified) Class 2x	X	X	X	X					
Disconnect and Reconnect - Class 2A	X	X	X	X			X		
Work on Underground Service Conductors - Class 2B	X	X	X	X	X		X		
Work on Overhead Service Conductors - Class 2C	X	X	X	X	X		X		
Install Type 5 and 6 Metering - Class 2D	X	X	X	X			X		
Operator or Observe Plant Near Overhead Electrical Apparatus	X	X	X	X					
Observe Excavation Near the Network	X	X	X	X					
Excavation Work Near the Network	X	X	X	X					
Carry out non-electrical work (Ground)	X	X	X	X					
Carry out non-electrical work (Overhead)	X	X	X	X	X	X			
Electrical Testing and Inspection (Ground)	X	X	X	X			X		
Electrical Testing and Inspection (Overhead)	X	X	X	X	X	X	X		
Inspect and Accept Electricity Network Assets	X	X	X	X	X	X	X		
Construct and Maintain Distribution Substation Equipment and Connection Work	X	X	X	X	X	X	X		
Construct and Maintain UG Mains - Distribution	X	X	X	X	X	X	X		
Construct and Maintain UG Mains - Transmission	X	X	X	X	X	X	X		
Construct and Maintain OH Mains - Distribution	X	X	X	X	X	X	X		
Construct and Maintain OH Mains - Transmission	X	X	X	X	X	X	X		
Construct and Maintain OH Mains - Transmission Towers	X	X	X	X	X	X	X	X	
Construct, Maintain and Test Secondary Systems	X	X	X	X	X	X	X		X
Construct, Maintain and Test Primary Systems	X	X	X	X	X	X	X		X
Live Low Voltage - Overhead	X	X	X	X	X	X	X		
Live Low Voltage - Ground Level	X	X	X	X			X		
High Voltage Live Linework (Glove and Barrier up to and including 22kV)	X	X	X	X	X	X	X		
High Voltage Live Linework (Stick up to and including 22kV)	X	X	X	X	X	X	X		
High Voltage Live Linework (Glove and Barrier up to and including 33kV)	X	X	X	X	X	X	X		
High Voltage Live Linework (Stick up to and including 66kV)	X	X	X	X	X	X	X		

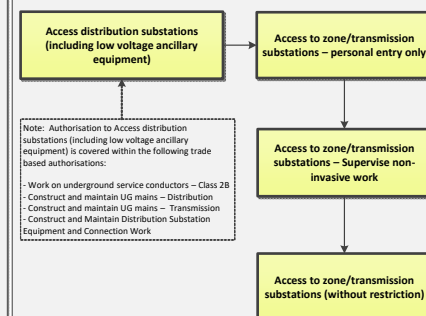
## 7.4 Authorisation hierarchy overview



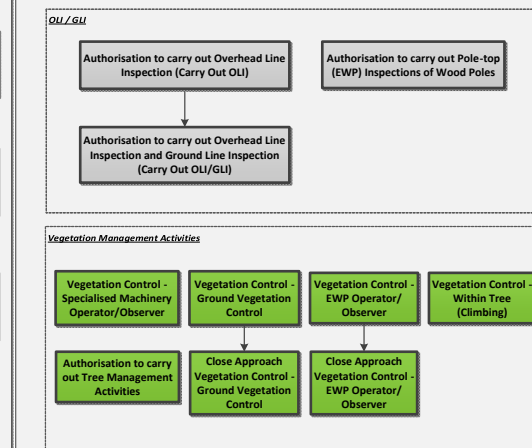
### Permits and Switching Hierarchy



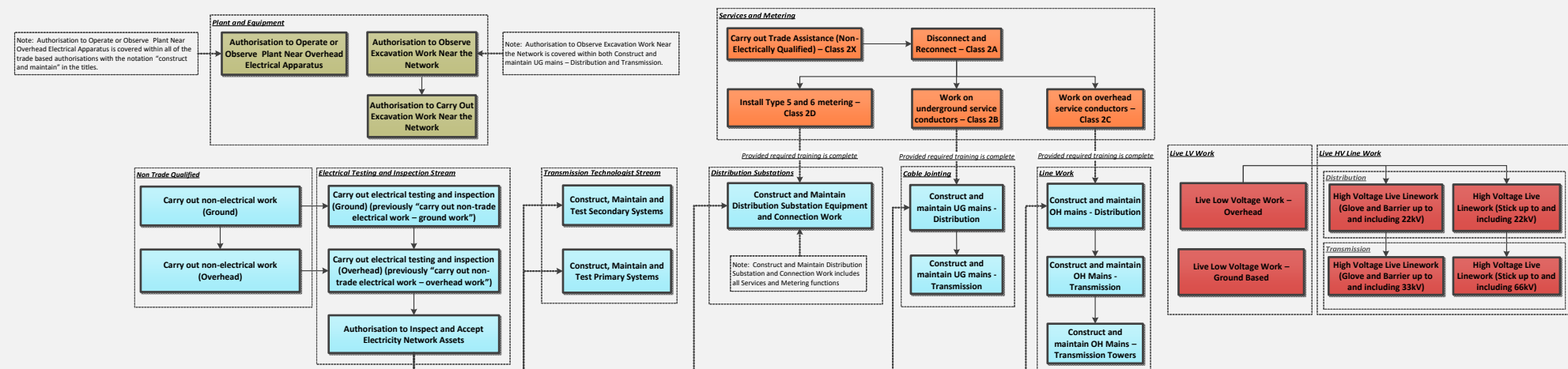
### Substation Access / Entry



### Vegetation Management and Asset Inspection Authorisations



### Network Construction and Maintenance Authorisations



## 7.5 Authorisation Schedule 1 Permit Recipient and Earthing Authorisations

### Restricted Permit Holder

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

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

- Scope of activities covered by this authorisation:
  - May only accept a LVAA and AAW issued in person (face to face) to the individual
  - Surrender and Temporary Surrender an AAW
- Scope of activities not covered by this authorisation function:
  - Cannot accept a LVAA or AAW left onsite
  - Cannot Transfer AAW
  - Cannot hold AAT
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- 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:
  - Hold Access Authority for Work initial training (internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 – Perform rescue from a live LV panel
  - HLTAID009 – Provide cardiopulmonary resuscitation
  - UETDRRF007 – Provide first aid in an ESI environment

#### Special Condition

Recognition of Authorisation Functions with other Network Operators

Recognition for authorisation functions may be granted for authorised personnel of other Network Operators where an equivalency has been determined subject to the written approval from the Manager Electrical & Public Safety.

### Permit Holder

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

- Scope of activities covered by this authorisation:
  - Carry out the role of LVAA holder in accordance with the ESRs
  - Accept a LVAA left onsite
  - Transfer and Surrender the LVAA
- Scope of activities not covered by this authorisation function:
  - Cannot hold AAT or AAT
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- 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:
  - Hold Low Voltage Access Authority Training (internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 – Perform rescue from a live LV panel
  - HLTAID009 – Provide cardiopulmonary resuscitation
  - UETDRRF007 – Provide first aid in an ESI environment
- Ongoing Maintenance of Competency:
  - Where the authorised person regularly carried out activities covered by this authorisation throughout the year, there will be no requirement for additional refresher training.
  - Managers must confirm that the authorised person has maintained competence in this task.

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

- 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, Surrender and Temporary Surrender an AAW
- Scope of activities not covered by this authorisation function:
  - Cannot hold AAT
  - Cannot Cancel – Reissue Access Authorities
- Qualification Requirements: An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Authorised to hold LVAA
- 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:
  - Hold Access Authority for Work initial training (internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 – Perform rescue from a live LV panel
  - HLTAID009 – Provide cardiopulmonary resuscitation
  - UETDRRF007 – Provide first aid in an ESI environment
- Ongoing Maintenance of Competency:
  - Where the authorised person regularly carried out activities covered by this authorisation throughout the year, there will be no requirement for additional refresher training. Managers must confirm that the authorised person has maintained competence in this task.

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

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to hold AAW
  - Accept an AAT issued in person or left at a work site
  - Transfer and Surrender an AAT
- Scope of activities not covered by this authorisation function:
  - Remove and replace earthing apparatus for the purposes of testing
- Qualification Requirements: An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- 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:
  - Hold Access Authority for Test initial training (internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 – Perform rescue from a live LV panel
  - HLTAID009 – Provide cardiopulmonary resuscitation
  - UETDRRF007 – Provide first aid in an ESI environment
- Ongoing Maintenance of Competency:
  - Where the authorised person regularly carried out activities covered by this authorisation throughout the year, there will be no requirement for additional refresher training. Managers must confirm that the authorised person has maintained competence in this task.

#### Cancel - Reissue Access Authorities

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to hold AAT
  - 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 compromised
- Scope of activities not covered by this authorisation function:
  - Cannot cancel / reissue AAW or AAT for other work parties
- Qualification Requirements: An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - Cancel and Reissue Access Authority initial training (internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 – Perform rescue from a live LV panel
  - HLTAID009 – Provide cardiopulmonary resuscitation
  - UETDRRF007 – Provide first aid in an ESI environment
- Probationary Period:
  - The "trainee issue" will be required to cancel and reissue at least three Access Authorities, under the supervision of a person authorised to cancel and reissue Access Authorities.
- Final Assessment:
  - Following the probationary period the "trainee issue" is required to undergo final assessment by an assessor appointed by the company's Technical Training Branch.
- Ongoing Maintenance of Competency:
  - cancel and reissue at least five access authorities during the previous 12 months; or
  - subject to level 4 manager (or higher) approval, have undergone one assessment during the previous 12 months by an Assessor appointed by the company's Technical Training Branch.

### Earthing

#### Install and Remove Working Earths

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to hold AAW
  - Prove de-energised and install / remove working earths on high voltage overhead mains and apparatus which is already under Access Authority conditions
- Scope of activities not covered by this authorisation function:
  - Cannot install or remove working earths on UG network apparatus
  - Cannot install or remove operational earths
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - Authorised to hold AAW
- Specific Training and Assessment:
  - Proving HV de-energised, installing and removing working earths (internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 – Perform rescue from a live LV panel
  - HLTAID009 – Provide cardiopulmonary resuscitation
  - UETDRRF007 – Provide first aid in an ESI environment
  - UETDRRF003 – Perform pole top rescue
  - UETDRRF008 – Perform EWP controlled descent escape
  - UETDRRF002 – Perform EWP rescue
- Ongoing Maintenance of Competency:
  - Where the authorised person regularly carried out activities covered by this authorisation throughout the year, there will be no requirement for additional refresher training.
  - Managers must confirm that the authorised person has maintained competence in this task.

#### Install and Remove Operational Earths

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to install and remove working earths
  - Prove high voltage overhead mains and apparatus de-energised
  - Install and remove operational earths on high voltage overhead apparatus (under the instruction of an authorised switcher) as part of the switching process prior to the issue Or after the cancellation of an Access Authority
  - Remove operational earths as part of the switching process associated with 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 activities not covered by this authorisation function:
  - Cannot install or remove operational earths on UG network apparatus unless endorsed for removal on the AA
  - Cannot remove operational earthing without prior instruction from the authorised switcher.
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - Authorised to install and Remove Working Earths
- Specific Training and Assessment:
  - Proving HV de-energised, installing and removing operational earths (internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 – Perform rescue from a live LV panel
  - HLTAID009 – Provide cardiopulmonary resuscitation
  - UETDRRF007 – Provide first aid in an ESI environment
  - UETDRRF003 – Perform pole top rescue
  - UETDRRF008 – Perform EWP controlled descent escape
  - UETDRRF002 – Perform EWP rescue
- Ongoing Maintenance of Competency:
  - Where the authorised person regularly carried out activities covered by this authorisation throughout the year, there will be no requirement for additional refresher training.
  - Managers must confirm that the authorised person has maintained competence in this task.

#### Issue/Cancel Access Authority

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to install and remove operational earths
  - Cancel a switching action under the direction of a system operator to prove de-energised, apply operational earthing and issue and/or cancel an Access Authority
- Scope of activities not covered by this authorisation function:
  - Remove switching activities
  - Cannot issue or cancel an Access Authority autonomously without system operator direction
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - Authorised to install and Remove Operational Earths
- Specific Training and Assessment:
  - Issuing and Cancelling Access Authorities (internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 – Perform rescue from a live LV panel
  - HLTAID009 – Provide cardiopulmonary resuscitation
  - UETDRRF007 – Provide first aid in an ESI environment
  - UETDRRF003 – Perform pole top rescue
  - UETDRRF008 – Perform EWP controlled descent escape
  - UETDRRF002 – Perform EWP rescue
- Ongoing Maintenance of Competency:
  - Where the authorised person regularly carried out activities covered by this authorisation throughout the year, there will be no requirement for additional refresher training.
  - Managers must confirm that the authorised person has maintained competence in this task.



## 7.6 Authorisation Schedule 2 Distribution Switching Authorisations

### Switching Non-Network Systems is not applicable and does not require authorisation (GSY0093)

Non-network systems include:

- LV supply to Substation Voltage Transformers
- auxiliary 230/400 Volt station systems (fans, pumps, motor supplies, etc)
- 230/400 Volt station supply (lights, power, etc)
- Audio Frequency Injection Cell (AFIC) 230/400 Volt supply systems
- LV service and metering work beyond the connection point
- non-electrical sources of energy

	Issue AA to Work Party	Issue AA to other crews or contractors	Issue AAW on OH	Issue AAW on UG	Commissioning OH	Commissioning UG	HV Phasing OH	HV Phasing UG	Fault Finding and Try Back OH	Fault Finding and Try Back UG	HV Parallel OH	HV Parallel UG	Issue AAT OH	Issue AAT UG	Issue OA OH	Issue OA UG	Cross reference AA's and folders	Regulator By pass and isolation point	Set Reclosers to N/A
DN1OH	YES	NO	YES	NO	YES	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES
DN1UG	YES	NO	YES	YES	YES	NO	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES
DN2	YES	YES	YES	NO	YES	NO	YES	YES	NO	YES	YES	NO	YES	NO	YES	YES	YES	YES	YES
DN3	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

### Low Voltage Network Switching

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to Hold LVAA
  - Open and close LV switches on the LV primary network including LV Public Lighting systems and equipment (such as LV network mains, services and apparatus, etc)
  - Open and switching devices on LV network supply (external street supply) to the zone or transmission substation up to the LV detection and changeover initiation relay (Authorisation to Enter Zone/Transmission Substations required)
  - Break/make bonds/apply bonding sticks to LV primary network isolations and parallels
  - Operate temporary LV links installed on the LV primary network links
  - Operate generators and associated switching activities
  - Prove low voltage apparatus de-energised
  - Apply low voltage protective bonds
  - Issue LVAA, including self-issue
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - Authorised to hold LVAA
  - Access distribution substations (including low voltage ancillary equipment)
- Specific Training and Assessment:
  - UETDRS018 - Perform low voltage field switching operation to a given schedule (or internal equivalent LV Switching course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAD009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Managers confirm applicants gain sufficient exposure to LV switching activities with an appropriate level of complexity (including the issuing of an LVAA), under the direct supervision of a person authorised to carry out low voltage switching (prior to the final assessment requirements)
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch within 12 months on completion of the initial LV Switching course
- Ongoing Maintenance of Competency:
  - Managers confirm applicants maintain sufficient exposure to LV switching activities with an appropriate level of complexity during the previous 12 months. 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 on-site interactions, documenting safety toolbox talks, collating workplace forms and other documented evidence, independent third party references from a previous supervisor, etc.
  - Alternatively: Undertake one assessment during the previous 12 months by an Assessor appointed by the company's Technical Training Branch

### Distribution Network Switching 1 (OH) – DN1OH

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to Carry out Low Voltage Switching
  - Operate OH distribution switches on a section of radial feed (natural or created spur) up to and including 22kV following a written D&R or under the instruction of a System Operator to issue an AAW [\(see work party only\)](#)
  - Operate OH switchgear associated with UG cables (direct connect Tx and UG under crossings)
  - Prove OH conductors de-energised and apply OH earthing apparatus
  - Commission OH equipment
  - Operate reclosers and apply network protection suppression settings on reclosers – enable / disable SEF, auto-reclose and 'Live Line' setting under the direction of the System Operator
  - Use live line cutters to cut HV leads in accordance with Division Workplace Instruction WWV 1043 – Use of Live Line Cutters by Authorised Switching employees
- Scope of activities not covered by this authorisation function:
  - Complete DN1OH F&E switching
  - Cannot issue AAW or AAT to other work crews including contractors
  - Cannot operate or apply test equipment to UG switchgear
  - Cannot operate a regulator or switchgear on the same structure associated with a regulator
  - Cannot issue or cancel an AA associated with transmission isolations or earthing
  - Cannot parallel parts of the HV network, conduct HV phasing or adjust protection relay/control systems
  - Cannot issue or receive HV Operating Agreements
  - Cannot cross reference HV switching folders
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - Authorised to hold LVAA
  - Authorised to Switch Network LV
  - Authorised to hold AAW
  - Authorised to install and remove Operational Earths (either held prior or gained through DN1 specific training)
- Specific Training and Assessment:
  - DN1 (OH) Switches (Internal non-accredited course) (Subject to level 4 manager (or higher) approval)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAD009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Required to undertake at least ten D&Rs relating to the DN1 (OH) switching tasks under the direct supervision of an authorised switcher of at least DN1 (OH) level
  - Complete DN1 (OH) Progression Workbook (to be submitted along with authorisation application for assessment from the Electrical and Public Safety Team)
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch within 12 months on completion of the initial DN1 (OH) course
- Ongoing Maintenance of Competency:
  - Candidate must have evidence of at least 10 switching activities (such as assisting with the disconnection or reconnection, coordinating switching activities or proving de-energised and applying earthing apparatus with at least 5 occasions as the person responsible for the issuing of an AA) during the previous 12 months relating to DN1 (OH) switching; or
  - Subject to level 4 manager (or higher), have undergone One assessment during the previous 12 months by an Assessor appointed by the company's Training Delivery Branch

### Distribution Network Switching 2 – DN2

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to carry out DN2(OH)
  - Carry out additional OH switching tasks including:
    - Operate regulators and associated switchgear
    - Make and break parallels on the OH HV network (up to 22kV) and conduct OH HV phasing
    - Issue and receive HV Operating Agreements applicable for OH apparatus only
    - Cross reference HV AA's on the [OH network](#)
    - Issue AAW and AAT to Contractors and ASPs
  - Complete DN2 F&E switching
- Scope of activities not covered by this authorisation function:
  - Cannot issue an AAW or AAT with equipment or earthing associated with the transmission network
  - Cannot issue AAW or AAT on the network involving UG switchgear, isolation points or earthing
  - Cannot operate or apply test equipment to UG switchgear
  - Cannot adjust protection relay/control systems
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - DN1 (OH)
  - Specific Training and Assessment:
    - DN2 Switches (Internal non-accredited course) (Subject to level 4 manager (or higher) approval)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAD009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Required to undertake at least ten D&Rs relating to the DN2 switching tasks under the direct supervision of an authorised switcher of at least DN2 level
  - Complete DN2 Progression Workbook (to be submitted along with authorisation application for assessment from the Electrical and Public Safety Team)
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch within 12 months on completion of the initial DN2 course
- Ongoing Maintenance of Competency:
  - Candidate must have evidence of at least 10 switching activities (such as assisting with the disconnection or reconnection, coordinating switching activities or proving de-energised and applying earthing apparatus with at least 5 occasions as the person responsible for the issuing of an AA) during the previous 12 months relating to DN2 switching (this will also satisfy the maintenance of competency for DN1OH as it is hierarchically superior); or
  - Subject to level 4 manager (or higher), have undergone one assessment during the previous 12 months by an Assessor appointed by the company's Training Delivery Branch

Provided DN1UG Complete

### Distribution Network Switching 1 (UG) – DN1UG

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to carry out DN1(UG)
  - Operate UG distribution switches on a section of radial feed (natural and created spur) up to and including 22kV following a written D&R or under the instruction of a System Operator to issue an AAW [\(see work party only\)](#)
  - Prove UG cables de-energised, apply UG earthing apparatus and commission OH equipment only
- Scope of activities not covered by this authorisation function:
  - No unplanned switching, fault finding or 'try back' switching on the UG network
  - Cannot operate or apply testing/earthing equipment to transmission equipment
  - Cannot issue AAW or AAT to other work crews including contractors
  - Cannot issue AAT on UG to any group
  - Cannot commission UG equipment
  - Cannot operate a regulator or switchgear on the same structure associated with a regulator
  - Cannot issue or cancel an AA associated with transmission isolations or earthing
  - Cannot parallel parts of the HV network, conduct HV phasing or adjust protection relay/control systems
  - Cannot issue or receive HV Operating Agreements or cross reference HV AA's
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - DN1 (OH)
  - Access distribution substations (including low voltage ancillary equipment)
  - Authorised to access to zone/transmission substations (without restriction)
- Specific Training and Assessment:
  - DN1 (UG) Switches (Internal non-accredited course) (Subject to level 4 manager (or higher) approval)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAD009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Required to undertake at least ten D&Rs relating to the DN1 (UG) switching tasks under the direct supervision of an authorised switcher of at least DN1 (UG) level
  - Complete DN1 (UG) Progression Workbook (to be submitted along with authorisation application for assessment from the Electrical and Public Safety Team)
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch within 12 months on completion of the initial DN1 (UG) course
- Ongoing Maintenance of Competency:
  - Candidate must have evidence of at least 10 switching activities (such as assisting with the disconnection or reconnection, coordinating switching activities or proving de-energised and applying earthing apparatus with at least 5 occasions as the person responsible for the issuing of an AA) during the previous 12 months relating to DN1 (UG) switching (this will also satisfy the maintenance of competency for DN1OH as it is hierarchically superior); or
  - Subject to level 4 manager (or higher), have undergone one assessment during the previous 12 months by an Assessor appointed by the company's Training Delivery Branch

### Distribution Network Switching 3 – DN3

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised to carry out DN3UG and DN2
  - Carry out additional UG switching tasks
    - Make and break parallels on the UG network (up to 22kV) and conduct UG HV phasing
    - Issue and receive HV Operating Agreements applicable for UG apparatus
    - Cross reference HV AA's on the UG
    - Issue AAW and AAT to Contractors and ASPs
    - Complete DN3 F&E switching
  - Commission UG distribution equipment
  - Verify the configuration of zone substation distribution feeders (ie position of switches and/or earthing devices) associated with a D&R for the purpose of work on the distribution network (this type of activity must be carried out in conjunction between a DN3 switcher and a TS1 switcher or individual who holds both authorisation levels)
- Scope of activities not covered by this authorisation function:
  - Cannot issue or cancel an AA for the purpose of work on the transmission network
  - Cannot operate or apply testing/earthing equipment to zone substation equipment
  - Cannot adjust protection relay/control systems
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - DN1 (UG)
  - DN2
  - Access distribution substations (including low voltage ancillary equipment)
- Specific Training and Assessment:
  - DN3 Switches (Internal non-accredited course) (Subject to level 4 manager (or higher) approval)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAD009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Required to undertake at least ten D&Rs relating to the DN3 switching tasks under the direct supervision of an authorised switcher of at least DN3 level
  - Complete DN3 Progression Workbook (to be submitted along with authorisation application for assessment from the Electrical and Public Safety Team)
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch within 12 months on completion of the initial DN3 course
- Ongoing Maintenance of Competency:
  - Candidate must have evidence of at least 10 switching activities (such as assisting with the disconnection or reconnection, coordinating switching activities or proving de-energised and applying earthing apparatus with at least 5 occasions as the person responsible for the issuing of an AA) during the previous 12 months relating to DN3 switching (this will also satisfy the maintenance of competency for DN2 and DN1UG as it is hierarchically superior); or
  - Subject to level 4 manager (or higher), have undergone one assessment during the previous 12 months by an Assessor appointed by the company's Training Delivery Branch



## 7.7 Authorisation Schedule 3 Transmission Switching Authorisations

	Carry out PM	Issue AAW to Work Party	Issue AAW to other crews or contractors	Switch Substation & Switching Station Line Isolator and associated VT only	Issue AAW and AAT on OH Transmission Mains	Issue AAW on OH Distribution Mains associated with transmission mains work	Switch inside Substation & Switching Station (other than Line Isolator and associated VT only)	Issue AAW and AAT on 132kV/220kV Substation & Switching Station Equipment	Issue AAW and ATT on 33/66/132kV Substation & Switching Station Equipment	Issue AAW and ATT on Distribution Mains (other than Reclosers and Regulators and Switching Station Equipment)	Field Reclosers Protection Control change	Switch and Issue AAW on Distribution Mains (other than Reclosers and Regulators and Switching Station Equipment)	Issue Substation CB maintenance AAW and AAT	Issue AA's for access to cable chambers/provide de-energised	Commission Transmission OH mains	Commission Transmission Substation equipment	Fault Finding and Try Back on OH Transmission mains	Fault Finding and Try Back on Substation & Switching Station Equipment	Distribution HV switching and parallel OH & US	Cross Reference AA's and folders	Issue OA on Transmission OH mains	Issue OA on Transmission Substation Equipment
TM																						
TS1A																						
TS2A																						
TS1																						
TS2																						

### Transmission Mains Switching

- Scope of activities covered by this authorisation:
  - Operate overhead transmission field switches and outdoor line isolators within substations up to including 132kV following a written D&R or under instruction of a System Operator
  - Check open outdoor circuit breakers
  - Isolate VT's
  - Operate 33kV field reclosers
  - Issue an AAW or AAT to own work party only for work on the transmission OH mains (including distribution OH mains for the purpose of clearance not work)
  - Prove de-energised and apply overhead earthing apparatus including outdoor line earth switches
  - Commission OH transmission equipment, issue or Receive Operating Agreements on overhead transmission equipment only
- Scope of activities not covered by this authorisation function:
  - TM switches can not issue AAW or AAT to other work crews including contractors
  - Cannot operate any equipment on the supply side of the line isolator in the substations
  - Cannot issue AAW or AAT on distribution network other than for the purpose of applying earths on the transmission network for clearance on joint used poles as part of an erection AAW
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - Authorised to Hold AAW and AAT
  - DN101 theory and practical (to satisfy underpinning knowledge, not for the purpose of authorisation)
  - Authorised to enter to zone/transmission substations (without restriction)
- Specific Training and Assessment:
  - Transmission Mains Switching initial training (Internal non-accredited course) (Subject to level 4 manager (or higher) approval)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Required to undertake at least ten D&Rs containing TM Switching, under the direct supervision of a person authorised to carry out at least TM Switching
  - Complete TM Progression Workbook (to be submitted along with authorisation application for assessment from the Electrical and Public Safety Team)
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch within 12 months on completion of the initial TM course
- Ongoing Maintenance of Competency:
  - Required to undertake at least 10 D&Rs containing TM Switching during the previous 12 months; or
  - Subject to level 4 manager (or higher), have undergone one assessment during the previous 12 months by an Assessor appointed by the company's Training Delivery Branch

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

- Scope of activities covered by this authorisation:
  - Operate substation equipment (including VTs and auxiliary equipment) up to and including 22kV following a written D&R or under instruction from the System Operator to issue an AAW or AAT to own work party
  - Operate field reclosers and regulators (including by-passing), provide de-energised and apply earthing apparatus, and issue AAW or AAT
  - Undertake PM
  - Verify distribution isolation and earthing required for substation work are complete
- Scope of activities not covered by this authorisation function:
  - TS1A switches can not issue AAW or AAT to other work crews including contractors
  - Cannot issue/cancel AAW or AAT for the purpose of work on the distribution equipment
  - Cannot operate or earth the distribution network (either OH or US including auxiliary bars)
  - Cannot provide access to cable chambers (provide de-energised)
  - Cannot act as the commissioning officer for commissioning new equipment
  - Cannot carry out fault finding involving the operation of equipment and 'tryback'
  - Cannot issue OA's or Cross reference switching folders
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - Authorised to Hold AAW and AAT
  - Authorised to access to zone/transmission substations (without restriction)
- Specific Training and Assessment:
  - DN1 (OH) Switches (Internal non-accredited course) (Theory Component only) (Subject to level 4 manager (or higher) approval)
  - DN2 Switches (Internal non-accredited course) (Theory Component only) (Subject to level 4 manager (or higher) approval)
  - DN3 Switches (Internal non-accredited course) (Theory Component only) (Subject to level 4 manager (or higher) approval)
  - Transmission Substation Switching level 1 (TS 1) (Internal non-accredited course) (Subject to level 4 manager (or higher) approval)
  - Authorised Protection Isolation Course (Internal non-accredited course) (Subject to level 4 manager (or higher) approval)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Required to undertake at least ten D&Rs relating to TS1A switching tasks under the direct supervision of an authorised switcher of at least TS1A level
  - Complete TS1A Progression Workbook (to be submitted along with authorisation application for assessment from the Electrical and Public Safety Team)
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch within 12 months on completion of the initial TS1 course
- Ongoing Maintenance of Competency:
  - Candidate must have evidence of at least 10 switching activities (such as assisting with the disconnection or reconnection, coordinating switching activities or proving de-energised and applying earthing apparatus with at least 5 occasions as the person responsible for the issuing of an AA) during the previous 12 months relating to TS1A switching; or
  - Subject to level 4 manager (or higher), have undergone one assessment during the previous 12 months by an Assessor appointed by the company's Training Delivery Branch

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

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to carry out TS1A Switching
  - Operate substation equipment (including VTs and auxiliary equipment) up to and including 132kV following a written D&R to issue an AAW or AAT to own work party
- Scope of activities not covered by this authorisation function:
  - TS2A switches can not issue AAW or AAT to other work crews including contractors
  - Cannot issue/cancel AAW or AAT for the purpose of work on the distribution equipment
  - Cannot operate or earth the distribution network (either OH or US including auxiliary bars)
  - Cannot provide access to cable chambers (provide de-energised)
  - Cannot act as the commissioning officer for commissioning new equipment
  - Cannot carry out fault finding involving the operation of equipment and 'tryback'
  - Cannot issue OA's or Cross reference switching folders
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - TS1A
- Specific Training and Assessment:
  - Transmission Substation Switching Level 2 (TS 2) initial training (Internal non-accredited course) (Subject to level 4 manager (or higher) approval)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Required to undertake at least ten D&Rs relating to TS2A switching tasks under the direct supervision of an authorised switcher of at least TS2A level
  - Complete TS2A Progression Workbook (to be submitted along with authorisation application for assessment from the Electrical and Public Safety Team)
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch within 12 months on completion of the initial TS2 course
- Ongoing Maintenance of Competency:
  - Candidate must have evidence of at least 10 switching activities (such as assisting with the disconnection or reconnection, coordinating switching activities or proving de-energised and applying earthing apparatus with at least 5 occasions as the person responsible for the issuing of an AA) during the previous 12 months relating to TS2A switching (this will also satisfy the maintenance of competency for TS1A (not TS1) as it is hierarchically superior); or
  - Subject to level 4 manager (or higher), have undergone one assessment during the previous 12 months by an Assessor appointed by the company's Training Delivery Branch

TS1 must be completed

### Protection Mandatory Isolations (PMI)

- Scope of activities covered by this authorisation:
  - Isolate/Restore circuit protection as required and undertake protection mandatory isolations
- Scope of activities not covered by this authorisation function:
  - Cannot carry out switching activities on primary system network apparatus
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - Authorised to access to zone/transmission substations (without restriction)
- Specific Training and Assessment:
  - Authorised Protection Isolation Course (Internal non-accredited course) (Subject to level 4 manager (or higher) approval)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period / Final Assessment:
  - Must perform at least 3 protection mandatory isolations and 3 restorations under direct supervision of a person authorised to undertake protection mandatory isolations
- Ongoing Maintenance of Competency:
  - Required to undertake at least 3 protection mandatory isolations during the previous 12 months

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

- Scope of activities covered by this authorisation:
  - Carry out the activities of a person authorised in TS1A
  - Provide access to cable chambers (provide de-energised)
  - Commission new equipment
  - Complete F&E switching
  - Issue Operating Agreements
  - Cross reference switching folders
  - Operate and apply earthing equipment to distribution network apparatus and conduct phasing (including make / break parallels and perform isolations on the OH and US for the purpose of work on the transmission network)
  - Issue AAW or AAT following a written D&R to Contractors and ASPs
- Scope of activities not covered by this authorisation function:
  - TS1 switches can not operate equipment above 22kV
  - Cannot issue/cancel AAW or AAT for the purpose of work on the distribution network
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - TS1A
- Specific Training and Assessment:
  - Initial training already completed as part of TS1A
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Required to undertake at least ten D&Rs relating to TS1 switching tasks under the direct supervision of an authorised switcher of at least TS1 level
  - Complete TS1 Progression Workbook
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch
- Ongoing Maintenance of Competency:
  - Candidate must have evidence of at least 10 switching activities (such as assisting with the disconnection or reconnection, coordinating switching activities or proving de-energised and applying earthing apparatus with at least 5 occasions as the person responsible for the issuing of an AA) during the previous 12 months relating to TS1 switching (this will also satisfy the maintenance of competency for TS1A as it is hierarchically superior); or
  - Subject to level 4 manager (or higher), have undergone one assessment during the previous 12 months by an Assessor appointed by the company's Training Delivery Branch

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

- Scope of activities covered by this authorisation:
  - Unlimited zone and transmission switching on the transmission network up to and including 132kV (including the duties of persons authorised to carry out TS1) following a written D&R or under the instruction of the System Operator to issue an AAW or AAT (including the scope of activities of a person authorised in TS1A)
  - Provide access to cable chambers (provide de-energised)
  - Commission new equipment
  - Complete F&E switching
  - Issue Operating Agreements
  - Cross reference switching folders
  - Issue AAW or AAT following a written D&R to Contractors and ASPs
- Scope of activities not covered by this authorisation function:
  - Cannot issue/cancel AAW or AAT for the purpose of work on the distribution network
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - TS1A
  - Authorised to Install and Remove Operational Earths (either held prior or gained through DN1 specific training)
- Specific Training and Assessment:
  - Initial training already completed as part of TS1A and TS2A
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRR007 - Provide first aid in an ES environment
  - UETDRR003 - Perform pole top rescue
  - UETDRR008 - Perform EWP controlled descent escape
  - UETDRR002 - Perform EWP rescue
  - UETDRR11 - Testing of connections to low voltage electricity networks
- Probationary Period:
  - Required to undertake at least ten D&Rs relating to TS2 switching tasks under the direct supervision of an authorised switcher of at least TS2 level
  - Complete TS2 Progression Workbook
- Final Assessment:
  - 2 competency assessments by a Cert IV Assessor authorised at or above the level being assessed
  - 1 final assessment by an Assessor appointed by the company's Training Delivery Branch
- Ongoing Maintenance of Competency:
  - Candidate must have evidence of at least 10 switching activities (such as assisting with the disconnection or reconnection, coordinating switching activities or proving de-energised and applying earthing apparatus with at least 5 occasions as the person responsible for the issuing of an AA) during the previous 12 months relating to TS2 switching (this will also satisfy the maintenance of competency for TS1 as it is hierarchically superior); or
  - Subject to level 4 manager (or higher), have undergone one assessment during the previous 12 months by an Assessor appointed by the company's Training Delivery Branch

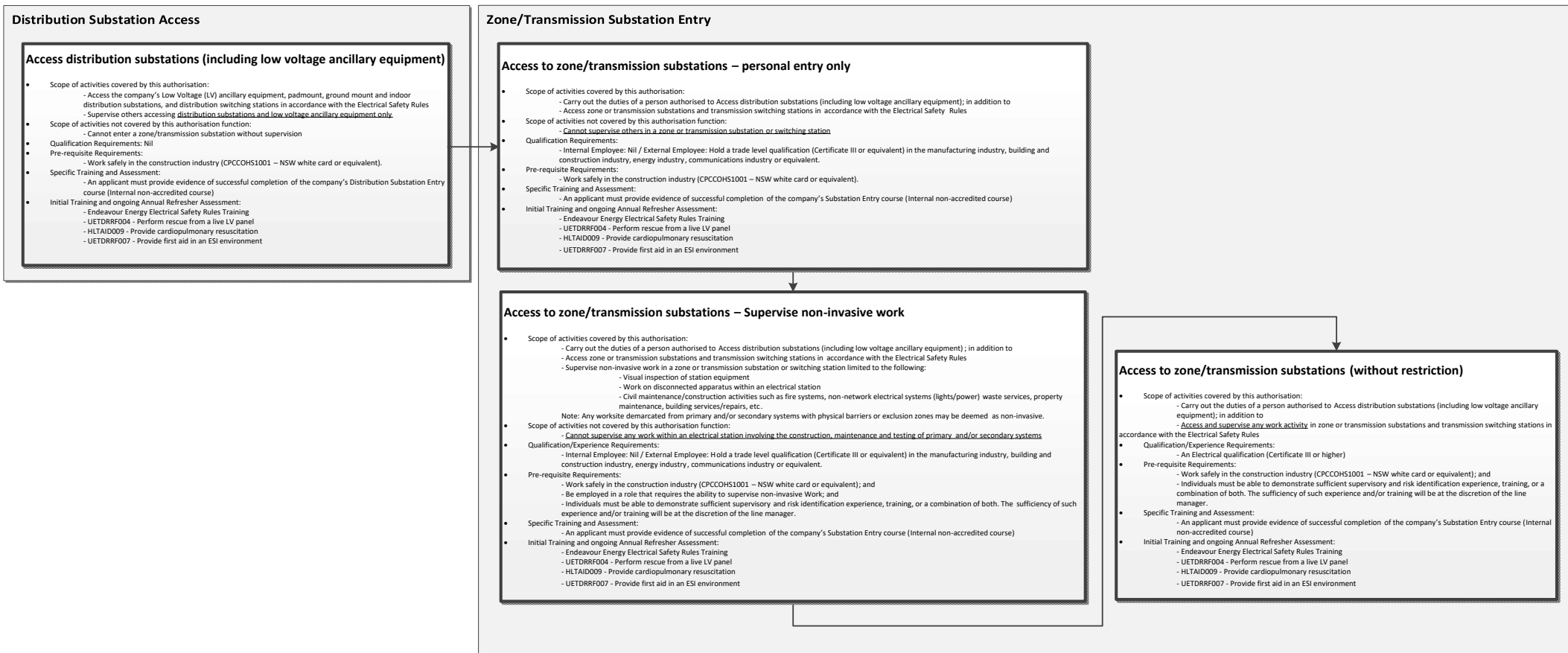
## 7.8 Authorisation Schedule 4 System Operator Authorisation

### Authorisation for System Operators (Control Room)

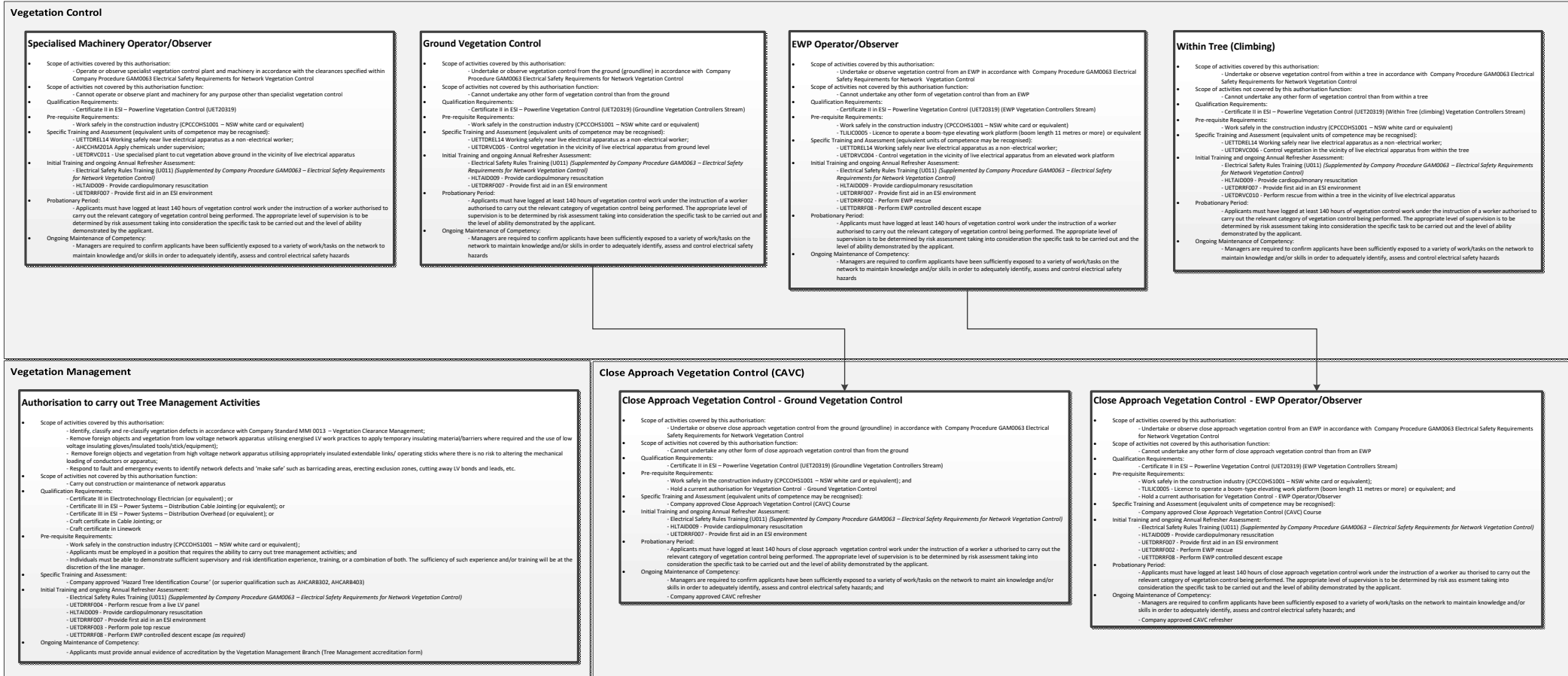
- Scope of activities covered by this authorisation:
  - Operate an Area Control Desk within the Control Room;
  - Use Supervisory Control and Data Acquisition (SCADA) and associated computerised equipment systems.
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent 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.

## 7.9 Authorisation Schedule 5 Substation Entry Authorisations



## 7.10 Authorisation Schedule 6 Vegetation Management Authorisations



## 7.11 Authorisation Schedule 7 Overhead Line and Ground Line Inspection Authorisations

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

#### 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.
- 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:
  - UET20621 - Certificate II in ESI - Asset Inspection and Testing (or equivalent)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCOHS1001 – 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 Instruction in the requirements of Company Standard MMI 0034 – Pre-Summer Bushfire Inspections
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAD009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
- Ongoing Maintenance of Competency:
  - Applicants must provide annual evidence of accreditation signed by the OLI/GLI Manager specifically endorsing they have:
    - 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 OLI/GLI Manager



#### Authorisation to carry out Overhead Line Inspection and Ground Line Inspection (Carry Out OLI/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 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:
  - UET20621 - Certificate II in ESI - Asset Inspection and Testing (or equivalent)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCOHS1001 – 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 Instruction in the requirements of Company Standard MMI 0034 – Pre-Summer Bushfire Inspections
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAD009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
- Probationary Period:
  - Work under the direct supervision of a person authorised to carry out Overhead Line Inspection and Ground Line Inspection (Carry Out OLI/GLI) and complete a log book detailing OLI/GLI inspections across a range of network apparatus to the satisfaction of the OLI/GLI Manager
- Ongoing Maintenance of Competency:
  - Applicants must provide annual evidence of accreditation signed by the OLI/GLI Manager specifically endorsing they have:
    - 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 OLI/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;
  - 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;
  - 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
- 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);
  - TLULC0005 - Licence to operate a boom-type elevating work platform (boom length 11 metres or more) or equivalent; and
  - An applicant must hold current authorisation to Construct and maintain OH mains - Distribution
- Specific Training and Assessment:
  - Initial Instruction in the requirements of Company Standard MMI 0001 – Pole and Line Inspection and Treatment Procedures; and
  - Training in the requirements of pole top inspection of wooden poles from an EWP (Internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAD009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
  - UETDRRF003 - Perform pole top rescue
  - UETDRRF008 - Perform EWP controlled descent escape
  - UETDRRF002 - Perform EWP rescue
- 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; and
  - Applicants must have carried out pole-top (EWP) inspections of wood poles on at least 3 occasions during the previous 12 months in accordance with MMI 0001 – Pole and Line Inspection and Treatment procedures



## 7.12 Authorisation Schedule 8 Service and Metering Authorisations

### Carry out Trade Assistance (Non-Electrically Qualified) – Class 2X

- Scope of activities covered by this authorisation:
  - Perform electrical trade related works performed by electrical trades apprentices covered by a training contract that may be required to work on or near the network under direct and constant supervision of an appropriately authorised person;
  - Carry out work performed by persons engaged by a telecommunications network operator on telecommunications assets attached to electricity network operator assets; and
  - Perform trades assistant work such as safety observer, rescue assistant and plant operator.
- Note: This class allows non-electrically qualified personnel to be registered with the ASP Scheme in accordance with the Scheme Rules
- Scope of activities not covered by this authorisation function:
  - Cannot carry out 2A, 2B, 2C or 2D work
- Qualification Requirements: Nil
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent); and
  - Evidence of ASP registration with the Department of Planning, Industry and Environment
- Specific Training and Assessment:
  - UETDREL006 - Work safely in the vicinity of live electrical apparatus as a non-electrical worker (or equivalent)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDREL004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDREL007 - Provide first aid in an ESI environment
  - UETDREL003 - Perform pole top rescue
- 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.
- Note: Authorisation for employees of an ASP company must only be maintained while the accreditation of the ASP company remains current. If the ASP company accreditation expires, the authorisation of all employees must be suspended.

### Disconnect and Reconnect – Class 2A

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to carry out Trade Assistance (Non-Electrically Qualified) – Class 2X;
  - Utilise energised LV work practices to apply temporary insulating material/barriers where required and the use of low voltage insulating gloves; and
  - Disconnect and reconnect service lines (including energised service lines) at the connection point – but only work at the connection point that does not involve accessing network operator assets and no mechanical changes to network assets are required.
- Scope of activities not covered by this authorisation function:
  - Cannot carry out 2B, 2C, 2D
- Qualification Requirements:
  - Primary qualification must include at least one of the following:
    - Certificate III in Electrotechnology Electrician (or equivalent); or
    - Certificate III in ESI – Power Systems – Distribution Cable Joining (or equivalent); or
    - Certificate III in ESI – Power Systems – Distribution Overhead (or equivalent)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent); and
  - Evidence of ASP registration with the Department of Planning, Industry and Environment
- Specific Training and Assessment:
  - UETDREL005 - Work safely in the vicinity of live electrical apparatus (or equivalent)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDREL004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDREL007 - Provide first aid in an ESI environment
  - UETDREL11 - Testing of connections to low voltage electricity networks
- 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.
- Note: Authorisation for employees of an ASP company must only be maintained while the accreditation of the ASP company remains current. If the ASP company accreditation expires, the authorisation of all employees must be suspended.

### Work on underground service conductors – Class 2B

- Scope of activities covered by this authorisation:
  - Remove and replace an Endeavour Energy security seal;
  - Install and connect underground service lines up to the point of supply;
  - Install underground service conductors on a distributor pole up to 3m above ground level (note: a person authorised to Work on overhead service conductors – Class 2C is required to connect the service conductor to the overhead network);
  - Utilise energised LV work practices to apply temporary insulating material/barriers where required and the use of low voltage insulating gloves;
  - Disconnect and reconnect service lines/consumers mains to the point of common coupling (including energised connection/disconnection from underground cables and apparatus);
  - Replace service fuse(s), service active(s) and neutral links; and
  - Access Distribution Substations (including low voltage ancillary equipment) for the purpose of underground service work.
- Scope of activities not covered by this authorisation function:
  - Cannot carry out 2C or 2D
- Qualification Requirements:
  - Primary qualification must include at least one of the following:
    - Certificate III in Electrotechnology Electrician (or equivalent); or
    - Certificate III in ESI – Power Systems – Distribution Cable Joining (or equivalent)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent); and
  - Evidence of ASP registration with the Department of Planning, Industry and Environment
- Specific Training and Assessment:
  - UETDREL11 - Install and maintain low voltage underground services (or equivalent)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDREL004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDREL007 - Provide first aid in an ESI environment
  - UETDREL003 - Perform pole top rescue
  - UETDREL11 - Testing of connections to low voltage electricity networks
- 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.
- Note: Authorisation for employees of an ASP company must only be maintained while the accreditation of the ASP company remains current. If the ASP company accreditation expires, the authorisation of all employees must be suspended.

### Work on overhead service conductors – Class 2C

- Scope of activities covered by this authorisation:
  - Remove and replace an Endeavour Energy security seal;
  - Install and connect overhead service lines to the point of common coupling;
  - Connect underground service conductors to the overhead distribution network and install underground service conductors on a distributor pole from 3m above ground level (note: a person authorised to Work on underground service conductors – Class 2B is required to install the service conductor from ground level up to 3m from ground level);
  - Relocate/upgrade an existing overhead service line and restore supply on completion;
  - Utilise energised LV work practices to apply temporary insulating material/barriers where required and the use of low voltage insulating gloves;
  - Disconnect and reconnect service lines at the point of supply and point of common coupling (including energised connection/disconnection from overhead conductors); and
  - Replace service fuse(s), service active and neutral links.
- Scope of activities not covered by this authorisation function:
  - Cannot carry out 2B or 2D
- Qualification Requirements:
  - Primary qualification must include at least one of the following:
    - Certificate III in Electrotechnology Electrician (or equivalent); or
    - Certificate III in ESI – Power Systems – Distribution Overhead (or equivalent)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent); and
  - Evidence of ASP registration with the Department of Planning, Industry and Environment
- Specific Training and Assessment:
  - UETDREL005 - Install and maintain low voltage overhead services (or equivalent)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDREL004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDREL007 - Provide first aid in an ESI environment
  - UETDREL003 - Perform pole top rescue
  - UETDREL11 - Testing of connections to low voltage electricity networks
- 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.
- Note: Authorisation for employees of an ASP company must only be maintained while the accreditation of the ASP company remains current. If the ASP company accreditation expires, the authorisation of all employees must be suspended.

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

- Scope of activities covered by this authorisation:
  - Remove and replace an Endeavour Energy security seal;
  - Install and remove metering equipment for meter types 5 and 6 and other Endeavour Energy service equipment;
  - Utilise energised LV work practices to apply temporary insulating material/barriers where required and the use of low voltage insulating gloves;
  - Disconnect and reconnect of the installation (including energised connection/disconnection) at the connection point (including at an overhead point of attachment); and
  - Energise new installations.
- Scope of activities not covered by this authorisation function:
  - Cannot carry out 2B or 2C
- Qualification Requirements:
  - External Applicants:
    - Certificate III in Electrotechnology Electrician (or equivalent); and
    - Additionally, to be eligible for authorisation to install Type 5 and 6 Metering an applicant must hold Qualified Supervisor Certificate – Electrical or an Electrical Contractor Licence endorsed with a Q
  - Internal Applicants:
    - Certificate III in Electrotechnology Electrician (or equivalent);
    - Certificate III in ESI – Power Systems – Distribution Cable Joining (or equivalent); or
    - Certificate III in ESI – Power Systems – Distribution Overhead (or equivalent)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent); and
  - Evidence of ASP registration with the Department of Planning, Industry and Environment
- Specific Training and Assessment:
  - External Applicants:
    - UETDREL005 - Work safely in the vicinity of live electrical apparatus (or equivalent);
    - UETDREL001 - Apply environmentally sustainable procedures in the energy sector (or equivalent); and
    - Either:
      - UETDREL014 - Install and replace energy meters and associated equipment (or equivalent); or
      - UETDREL013 - Install, set up and commission interval metering (or equivalent)
  - Internal Applicants:
    - UETDREL014 - Install and replace power system meters and associated equipment (or equivalent)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDREL004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDREL007 - Provide first aid in an ESI environment
  - UETDREL11 - Testing of connections to low voltage electricity networks
- 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.
- Note: Authorisation for employees of an ASP company must only be maintained while the accreditation of the ASP company remains current. If the ASP company accreditation expires, the authorisation of all employees must be suspended.

## 7.13 Authorisation Schedule 9 Plant and Equipment Authorisations

### 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 (CPCCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - UETDREL006 - Work safely in the vicinity of live electrical apparatus as a non-electrical worker (or equivalent); or
  - Internal close approach to powerlines course (Internal non-accredited course)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
- 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 (CPCCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - RIICCM202E - Identify, locate and protect underground services (or equivalent)
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
- 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 (CPCCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - RIICCM202E - 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 Endeavour Energy accredited RTO. The VOC must be carried out in accordance with Endeavour Energy Electrical Safety Rules and ESI context.
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
- 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.

## 7.14 Authorisation Schedule 10 Trade Based Authorisations

### Non-Electrical Trade Qualified

#### Carry out non-electrical work (Ground)

- Scope of activities covered by this authorisation:
  - Work on or near the network up to the "Authorised person" safe approach distances as stated in the Table A – from the Electrical Safety Rules Handbook
  - 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/erection for LG pillars and Street Light columns, pole installation/erection, etc.
  - Remove foreign objects (such as clearing minor vegetation) from energised low voltage network apparatus utilising insulated equipment/telescopic operating sticks where there is no risk to altering the mechanical loading of conductors/apparatus or encroaching personnel clearance;
  - Respond to fault and emergency events to identify network defects and "make safe" such as barricading areas, erecting exclusion zones, warning bystanders, etc.
- Act as a nominated rescuer for ground work activities (including live LV panels/pillars/apparatus)
- Scope of activities not covered by this authorisation function:
  - Cannot carry out jointing, connection or termination of cables/conductors
  - Cannot work energised and may only encroach Live LV Safe Approach Distances in an emergency for the purpose of a rescue
  - Cannot work aloft on overhead poles/structures or act as a nominated rescuer for overhead work activities
- Qualification Requirements:
  - Nil
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
- 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 non-electrical work (Overhead)

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to carry out trade assistance functions (ground)
  - Carry out non-electrical work associated with the company's network on overhead structures involving the need to work aloft such as but not limited to: lashing poles, numbering assets/installation of signage, etc.
  - Act as a nominated rescuer for overhead work activities (including live LV OH work)
- Scope of activities not covered by this authorisation function:
  - Cannot carry out jointing, connection or termination of cables/conductors
  - Cannot work energised and may only encroach Live LV Safe Approach Distances in an emergency for the purpose of a rescue
- Qualification Requirements:
  - Nil
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
  - UETDRRF003 - Perform pole top rescue
  - UETDRRF008 - Perform EWP controlled descent escape
  - UETDRRF002 - Perform EWP rescue
- 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:
  - Work on or near the network up to the "Authorised person" safe approach distances as stated in the Table A – from the Electrical Safety Rules Handbook
  - Carry out the duties of a person authorised to carry out non-electrical work (Ground)
  - Perform electrical testing and/or inspection activities at ground level (including utilising 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:
  - Cannot carry out jointing, connection or termination of cables/conductors (excluding for the purpose of connecting an instrument or testing device)
  - Cannot work aloft on overhead poles/structures or act as a nominated rescuer for overhead work activities
- Qualification Requirements:
  - An Electrical Qualification or Degree (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
  - UETDRRF11 - Testing of connections to low voltage electricity networks
- 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 non-electrical work (Overhead)
  - Perform electrical testing and/or inspection activities at ground level and aloft on a pole/structure (including utilising 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:
  - Cannot carry out jointing, connection or termination of cables/conductors (excluding for the purpose of connecting an instrument or testing device)
- Qualification Requirements:
  - An Electrical Qualification or Degree (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCOHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
  - UETDRRF003 - Perform pole top rescue
  - UETDRRF008 - Perform EWP controlled descent escape
  - UETDRRF002 - Perform EWP rescue
  - UETDRRF11 - Testing of connections to low voltage electricity networks
- 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 and supervise pre-commissioning testing and inspection activities in accordance with relevant company Standards and/or Procedures for Testing and Commissioning for Distribution and Transmission Systems
  - Commission Low Voltage network apparatus
- Scope of activities not covered by this authorisation function:
  - Carry out construction or maintenance of network apparatus
  - Commission High Voltage network apparatus
- Qualification Requirements:
  - An Electrical Qualification or Degree (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCOHS1001 – NSW white card or equivalent);
  - Applicants must be employed in a position that requires the ability to inspect and accept electricity network assets; 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:
  - Nil
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRRF004 - Perform rescue from a live LV panel
  - HLTAID009 - Provide cardiopulmonary resuscitation
  - UETDRRF007 - Provide first aid in an ESI environment
  - UETDRRF003 - Perform pole top rescue
  - UETDRRF008 - Perform EWP controlled descent escape
  - UETDRRF002 - Perform EWP rescue
  - UETDRRF11 - Testing of connections to low voltage electricity networks
- 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

## Distribution Substations

### Construct and Maintain Distribution Substation Equipment and Connection Work

- Scope of activities covered by this authorisation:
  - Work on or near the network up to the "Authorised person" safe approach distances as stated in the Table A – from the Electrical Safety Rules Handbook
  - Act as a nominated rescuer for ground work activities (including live LV panels/pillar/apparatus)
  - Act as a nominated rescuer for overhead work activities (including live LV OH work)
  - Carry out OH and UV service and metering work including testing and connection work on customer installations (switchboards, pillars, POAs, etc.) (2A,2B, and 2D)
  - Construct and maintain OH and UV distribution switchgear, substations and equipment
  - Construct and maintain OH and UV street lighting systems
  - Carry out low voltage XPE cable pitting and associated connection work
  - Perform energised connection and disconnection of LV cables and associated equipment (both OH and UV)
  - Connect generator cabling (both OH and UV) (Authorisation to Carry Out Low Voltage Network Switching is required for the operation of generators and associated switching activity)
  - Perform electrical testing, connection and/or inspection activities at ground level and aloft on a pole/structure (including utilising energised LV work practices to apply temporary insulating material/barriers where required and the use of low voltage insulating gloves)
  - Operate and observe plant near overhead electrical apparatus (distribution and transmission)
  - Access Distribution Substations (including low voltage ancillary equipment)
- Scope of activities not covered by this authorisation function:
  - Cannot carry out energised overhead line work practices (Low Voltage Live Line work)
  - Cannot construct and maintain OH mains or UG mains (other than the specific activities listed above)
  - Cannot carry out HV cable joining or CONCAC joining
  - Cannot carry out construction or maintenance of transmission assets
- Qualification Requirements:
  - Primary qualification must include at least one of the following:
    - Certificate III in ES – Power Systems – Distribution Cable Joining (or equivalent); or
    - Certificate III in ES – Power Systems – Distribution Cable Joining (or equivalent); or
    - Certificate III in ES – Power Systems – Distribution Overhead (or equivalent); or
    - Craft certificate in Cable joining; or
    - Craft certificate in Line work
  - Additional recommended competency requirements for this particular authorisation:
    - UETDRO031 – Install and maintain public lighting systems (or equivalent); and
    - UETDRO008 – Install and maintain electrical apparatus (or equivalent)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - NI
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 – Perform rescue from a live LV panel
  - HLTA0009 – Provide cardiopulmonary resuscitation
  - UETDRR007 – Provide first aid in an ES environment
  - UETDRR003 – Perform pole top rescue
  - UETDRR008 – Perform EWP controlled descent escape
  - UETDRR002 – Perform EWP rescue
  - UETDRR11 – Testing of connections to low voltage electricity networks
- 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.

## Cable Joining Stream

### Construct and maintain UG mains - Distribution

- Scope of activities covered by this authorisation:
  - Work on or near the network up to the "Authorised person" safe approach distances as stated in the Table A – from the Electrical Safety Rules Handbook
  - Act as a nominated rescuer for ground work activities (including live LV panels/pillar/apparatus)
  - Act as a nominated rescuer for overhead work activities (including live LV OH work)
  - Construct and maintain UG distribution mains and apparatus including distribution substations and UG street lighting systems
  - Carry out cable joining and termination work on UG distribution cables and associated assets (polymeric and paper insulated cables rated at nominal voltages, 22kV, 32.7kV, 11kV, and low voltage including CONCAC) at ground level or on a pole
  - Carry out underground service work including installation, maintenance, testing and connection work on customer installations (switchboards, pillars, etc.) (Carry 2A and 2B service work)
  - Perform electrical testing and/or inspection activities at ground level and aloft on a pole/structure (including utilising energised LV work practices to apply temporary insulating material/barriers where required and the use of low voltage insulating gloves)
  - Perform energised connection and disconnection of UG LV cables and associated equipment (including UG connections and 'like for like' components only)
  - Connect generator cabling (both OH and UV) (Authorisation to Carry Out Low Voltage Network Switching is required for the operation of generators and associated switching activity)
  - Act as the observer for excavation work near the network (distribution and transmission)
  - Operate and observe plant near overhead electrical apparatus (distribution and transmission)
  - Access Distribution Substations (including low voltage ancillary equipment)
- Scope of activities not covered by this authorisation function:
  - Cannot construct and maintain OH mains
  - Cannot perform energised connection and disconnection of UG LV cables and associated equipment
  - Cannot carry out energised overhead line work practices (Low Voltage Live Line work)
  - Cannot carry out construction or maintenance of transmission assets
- Qualification Requirements:
  - Certificate III in ES – Power Systems – Distribution Cable Joining (or equivalent); or
  - Certificate III in ES – Power Systems – Distribution Overhead (or equivalent) (with relevant competencies required to be eligible for a statement of attainment in Distribution cable joining); or
  - Craft certificate in Cable joining
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - NI
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 – Perform rescue from a live LV panel
  - HLTA0009 – Provide cardiopulmonary resuscitation
  - UETDRR007 – Provide first aid in an ES environment
  - UETDRR003 – Perform pole top rescue
  - UETDRR008 – Perform EWP controlled descent escape
  - UETDRR002 – Perform EWP rescue
  - UETDRR11 – Testing of connections to low voltage electricity networks
- 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.

### Construct and maintain UG mains - Transmission

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to Construct and maintain UG Mains - Distribution
  - Construct and maintain UG Transmission mains and apparatus
  - Carry out cable joining and termination work on overhead transmission structures carrying voltages up to and including 132kV
- Scope of activities not covered by this authorisation function:
  - Cannot construct and maintain OH mains
  - Cannot carry out energised overhead line work practices (Low Voltage Live Line work)
- Qualification Requirements:
  - Certificate III in ES – Power Systems – Distribution Cable Joining (or equivalent); or
  - Certificate III in ES – Power Systems – Distribution Overhead (or equivalent) (with relevant competencies required to be eligible for a statement of attainment in Distribution cable joining); or
  - Craft certificate in cable joining
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - NI
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 – Perform rescue from a live LV panel
  - HLTA0009 – Provide cardiopulmonary resuscitation
  - UETDRR007 – Provide first aid in an ES environment
  - UETDRR003 – Perform pole top rescue
  - UETDRR008 – Perform EWP controlled descent escape
  - UETDRR002 – Perform EWP rescue
  - UETDRR11 – Testing of connections to low voltage electricity networks
- Probationary Period:
  - Managers confirm applicants gain sufficient exposure to transmission cable joining activities ranging in type and complexity under the direct supervision of a person authorised as a Cable Joiner (Transmission) in order to develop the necessary technical knowledge / skills to adequately identify, assess and control electrical safety hazards. (Progression from the probationary period to become authorised as a Cable Joiner (Transmission) is at the discretion of Endeavour Energy line management)
- 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, product certification training/instruction, etc.

## Linework Stream

### Construct and maintain OH mains - Distribution

- Scope of activities covered by this authorisation:
  - Work on or near the network up to the "Authorised person" safe approach distances as stated in the Table A – from the Electrical Safety Rules Handbook
  - Act as a nominated rescuer for ground work activities (including live LV panels/pillar/apparatus)
  - Act as a nominated rescuer for overhead work activities (including live LV OH work)
  - Construct and maintain OH distribution mains and apparatus including distribution pole substations and OH street lighting systems
  - Carry out line work on overhead distribution structures (structures carrying 22kV, 32.7kV, 11kV, and LV apparatus)
  - Carry out overhead service work including installation, maintenance, testing and connection work on customer installations (switchboards, POAs, etc.) (Carry out 2A and 2C service work)
  - Perform electrical testing and/or inspection activities at ground level and aloft on a pole/structure (including utilising energised LV work practices to apply temporary insulating material/barriers where required and the use of low voltage insulating gloves)
  - Perform energised connection and disconnection of UG LV cables and associated equipment (including UG connections and 'like for like' components only)
  - Connect generator cabling (both OH and UV) (Authorisation to Carry Out Low Voltage Network Switching is required for the operation of generators and associated switching activity)
  - Remove foreign objects (such as clearing vegetation) from energised network apparatus utilising powered tools and insulated equipment/telescopic operating sticks where the risk of altering the mechanical loading of conductors/apparatus is controlled and safe approach distances can be maintained
- Scope of activities not covered by this authorisation function:
  - Cannot construct and maintain UG mains
  - Cannot perform energised connection and disconnection of UG LV cables and associated equipment
  - Cannot carry out energised overhead line work practices (Low Voltage Live Line work)
  - Cannot carry out construction or maintenance of transmission assets
- Qualification Requirements:
  - Certificate III in ES – Power Systems – Distribution Overhead (or equivalent); or
  - Certificate III in ES – Power Systems – Distribution Cable Joining (or equivalent) (with relevant competencies required to be eligible for a statement of attainment in Distribution overhead); or
  - Craft certificate in Line work
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - NI
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 – Perform rescue from a live LV panel
  - HLTA0009 – Provide cardiopulmonary resuscitation
  - UETDRR007 – Provide first aid in an ES environment
  - UETDRR003 – Perform pole top rescue
  - UETDRR008 – Perform EWP controlled descent escape
  - UETDRR002 – Perform EWP rescue
  - UETDRR11 – Testing of connections to low voltage electricity networks
- 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.

### Construct and maintain OH Mains - Transmission

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to Construct and maintain OH Mains - Distribution
  - Construct and maintain OH Transmission mains and apparatus on overhead transmission structures carrying voltages up to and including 132kV
- Scope of activities not covered by this authorisation function:
  - Cannot construct and maintain UG mains
  - Cannot carry out energised overhead line work practices (Low Voltage Live Line work)
  - Cannot carry out work on steel lattice transmission towers
- Qualification Requirements:
  - Certificate III in ES – Power Systems – Distribution Overhead (or equivalent); or
  - Certificate III in ES – Power Systems – Distribution Cable Joining (or equivalent) (with relevant competencies required to be eligible for a statement of attainment in Distribution overhead); or
  - Craft certificate in Line work
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - NI
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 – Perform rescue from a live LV panel
  - HLTA0009 – Provide cardiopulmonary resuscitation
  - UETDRR007 – Provide first aid in an ES environment
  - UETDRR003 – Perform pole top rescue
  - UETDRR008 – Perform EWP controlled descent escape
  - UETDRR002 – Perform EWP rescue
  - UETDRR11 – Testing of connections to low voltage electricity networks
- Probationary Period:
  - Managers confirm applicants gain sufficient exposure to transmission overhead activities ranging in type and complexity under the direct supervision of a person authorised as a Lineworker (Transmission) in order to develop the necessary technical knowledge / skills to adequately identify, assess and control electrical safety hazards. (Progression from the probationary period to become authorised as a Lineworker (Transmission) is at the discretion of Endeavour Energy line management)
- 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.

## Transmission Technologist Stream

### Construct, Maintain and Test Secondary Systems

- Scope of activities covered by this authorisation:
  - Work on or near the network up to the "Authorised person" safe approach distances as stated in the Table A – from the Electrical Safety Rules Handbook
  - Act as a nominated rescuer for ground work activities (including live LV panels/pillar/apparatus)
  - Act as a nominated rescuer for overhead work activities (including live LV OH work)
  - Carry out construction and maintenance tasks on secondary systems including protection and control systems
  - Install, joint and terminate communication cables on or near the network
  - Carry out testing activities on secondary systems
  - Install, maintain and test field communications and protection equipment
  - Operate and observe plant near overhead electrical apparatus (distribution and transmission)
- Scope of activities not covered by this authorisation function:
  - Cannot construct, maintain or test primary systems
  - Cannot carry out construction or maintenance of distribution substations
  - Cannot carry out construction or maintenance of network mains
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - NI
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 – Perform rescue from a live LV panel
  - HLTA0009 – Provide cardiopulmonary resuscitation
  - UETDRR007 – Provide first aid in an ES environment
  - UETDRR003 – Perform pole top rescue
  - UETDRR008 – Perform EWP controlled descent escape
  - UETDRR002 – Perform EWP rescue
  - UETDRR005 – Perform rescue from switchyard structures at heights
  - UETDRR11 – Testing of connections to low voltage electricity networks
- 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 documented evidence, independent 3<sup>rd</sup> party references from a previous employer/supervisor, etc.

### Construct, Maintain and Test Primary Systems

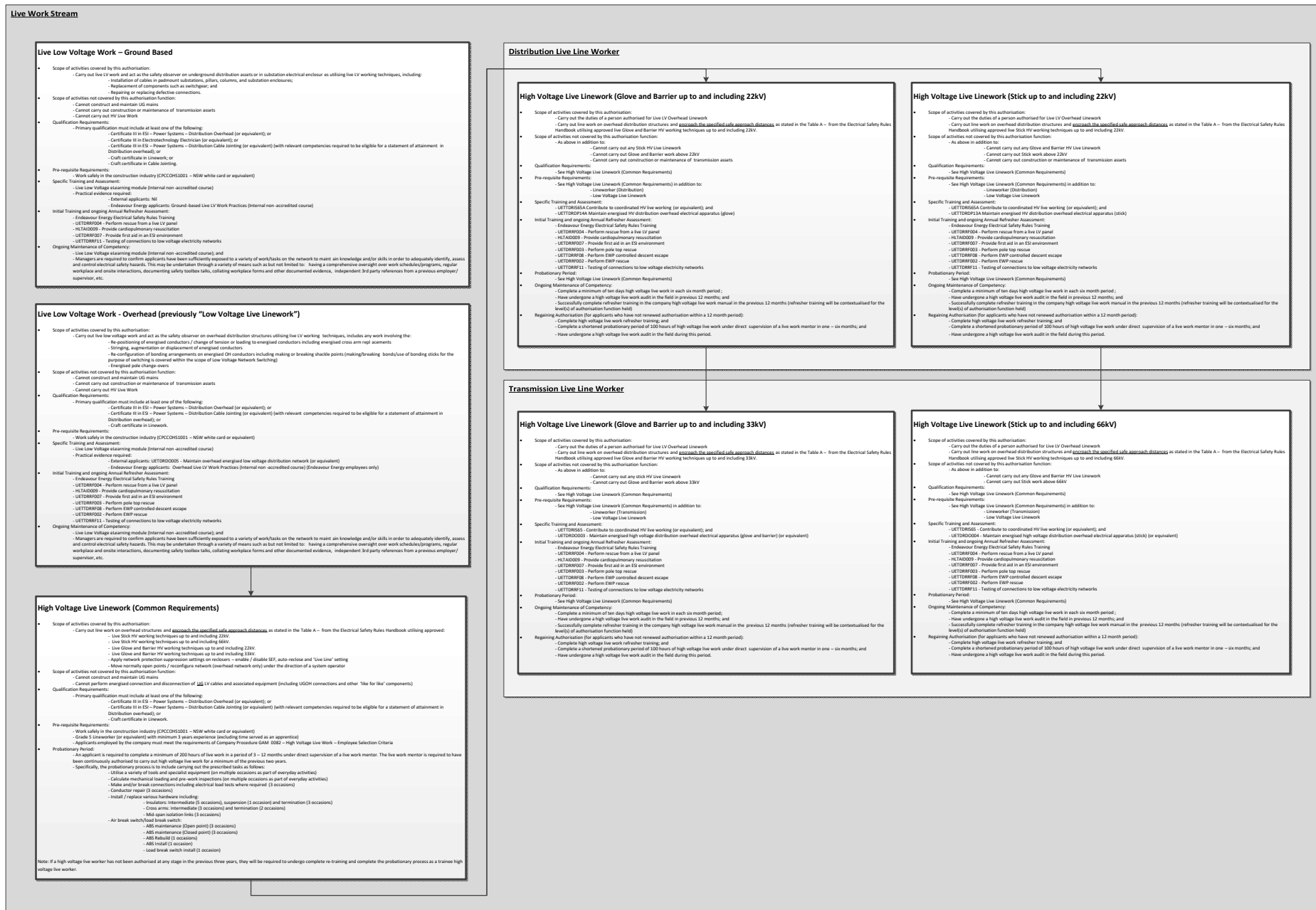
- Scope of activities covered by this authorisation:
  - Construct and maintain primary systems within a major substation (all equipment operated at voltages defined as HV)
  - Construct and maintain earthing systems within substations containing live equipment
  - Carry out HV testing on network apparatus, and network mains
  - Act as a nominated rescuer for ground work activities (including live LV panels/pillar/apparatus)
  - Act as a nominated rescuer for overhead work activities (including live LV OH work)
  - Standby fallen conductors and make safe distribution apparatus (only low voltage service conductors, apply temporary insulating material, erect barricading, etc.)
- Scope of activities not covered by this authorisation function:
  - Cannot carry out construction or maintenance of distribution substations
  - Cannot carry out construction or maintenance of network mains
- Qualification Requirements:
  - An electrical qualification (Certificate III equivalent or higher)
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
- Specific Training and Assessment:
  - NI
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 – Perform rescue from a live LV panel
  - HLTA0009 – Provide cardiopulmonary resuscitation
  - UETDRR007 – Provide first aid in an ES environment
  - UETDRR003 – Perform pole top rescue
  - UETDRR008 – Perform EWP controlled descent escape
  - UETDRR002 – Perform EWP rescue
  - UETDRR005 – Perform rescue from switchyard structures at heights
  - UETDRR11 – Testing of connections to low voltage electricity networks
- 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.

### Construct and maintain OH Mains – Transmission Towers

- Scope of activities covered by this authorisation:
  - Carry out the duties of a person authorised to Construct and maintain OH Mains - Transmission
  - Construct and maintain UG Transmission mains and apparatus on overhead transmission structures carrying voltages up to and including 132kV
- Scope of activities not covered by this authorisation function:
  - Cannot construct and maintain UG mains
  - Cannot carry out energised overhead line work practices (Low Voltage Live Line work)
- Qualification Requirements:
  - Certificate III in ES – Power Systems – Distribution Overhead (or equivalent); or
  - Certificate III in ES – Power Systems – Distribution Cable Joining (or equivalent) (with relevant competencies required to be eligible for a statement of attainment in Distribution overhead); or
  - Craft certificate in Line work
- Pre-requisite Requirements:
  - Work safely in the construction industry (CPCCHS1001 – NSW white card or equivalent)
  - High Risk Work License for Basic Rigging (UETDRR003A – NSW white card or equivalent)
- Specific Training and Assessment:
  - NI
- Initial Training and ongoing Annual Refresher Assessment:
  - Endeavour Energy Electrical Safety Rules Training
  - UETDRR004 – Perform rescue from a live LV panel
  - HLTA0009 – Provide cardiopulmonary resuscitation
  - UETDRR007 – Provide first aid in an ES environment
  - UETDRR003 – Perform pole top rescue
  - UETDRR008 – Perform EWP controlled descent escape
  - UETDRR002 – Perform EWP rescue
  - UETDRR11 – Testing of connections to low voltage electricity networks
  - UETDRR006 – Perform tower rescue
- Probationary Period:
  - Managers confirm applicants gain sufficient exposure to transmission tower activities ranging in type and complexity under the direct supervision of a person authorised as a Lineworker (Transmission Tower) in order to develop the necessary technical knowledge / skills to adequately identify, assess and control electrical safety hazards. (Progression from the probationary period to become authorised as a Lineworker (Transmission Tower) is at the discretion of Endeavour Energy line management)
- 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.



## 7.15 Authorisation Schedule 11 Live Work Authorisations



## 7.16 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 non-electrical work (Ground); or</li> <li>Carry out non-electrical work (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>

## 8.0 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. If working for an Accredited Service Provider, you must also be registered as an employee with the Dept. of Planning, Industry & Environment.

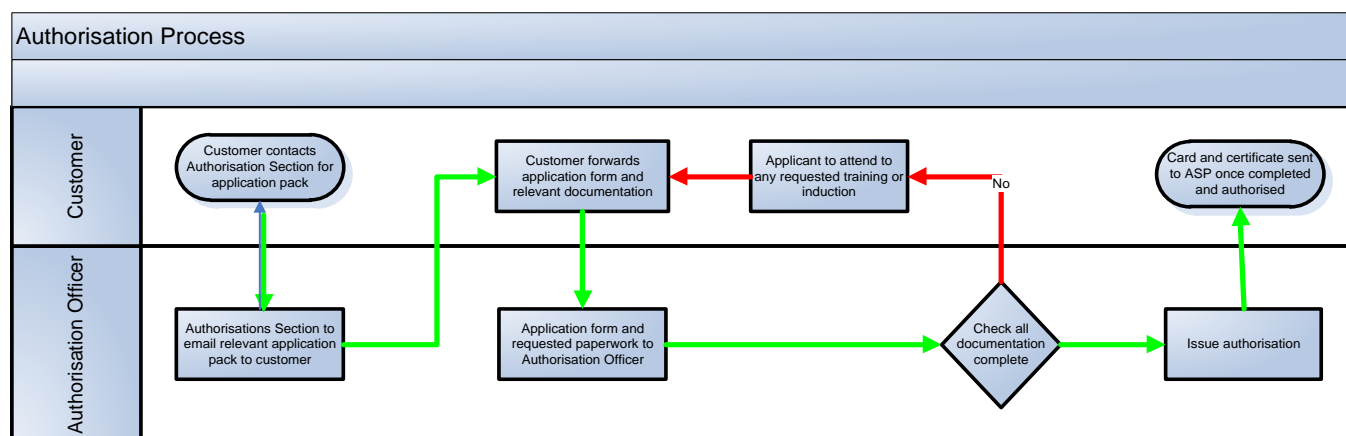
### Can an authorised person hold an authorisation for multiple Companies?

Yes, a work can be authorised for multiple companies, but an Employee Registration Letter from the Department of Planning Industry and Environment must be submitted along with the application form.

### How do I get authorised?

Authorisations are processed in accordance with this manual.

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 Dept of Planning, Industry and 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 Dept of Planning, Industry and 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 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: [ASP Scheme and 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 have moved away from supplying individual identification sealing pliers for new authorised personnel. Authorised personnel who already hold an Endeavour Energy supplied sealing plier can continue to seal switchboard equipment using their existing sealing pliers and seals. If you hold sealing pliers issued by another Energy Distributor, these can be used on our network, you will need to notify us of the seal number.

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 NSW Dept of Planning, Industry and 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: [AEMO 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

## 9.0 CONTACT INFORMATION

### Enquiries:

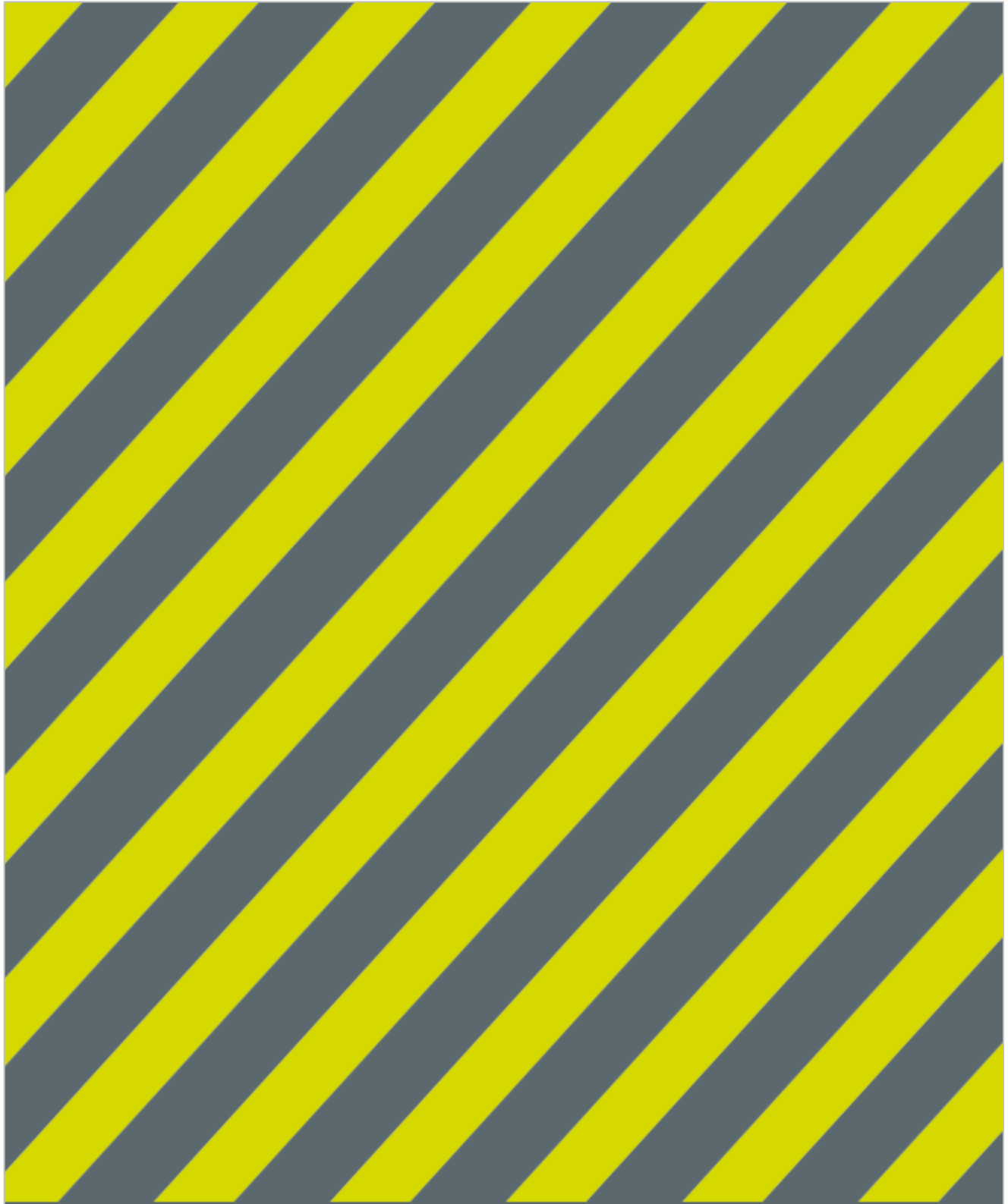
- For authorisation enquires regarding applications, processing, etc., please contact: [authorisations@endeavourenergy.com.au](mailto:authorisations@endeavourenergy.com.au)
- For Endeavour Energy Electrical Safety Rules or general electrical safety advice, please contact: [electrical.safety@endeavourenergy.com.au](mailto:electrical.safety@endeavourenergy.com.au)
- 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 Portal](#)
- [Endeavour Energy Website](#)
- [NSW Accredited Service Provider \(ASP\) Scheme and contestable works](#)
- [Service and Installation Rules of New South Wales October 2019](#)
- [Electricity Industry Safety Steering Committee Guidelines](#)
- [Safe Work NSW Asbestos Information](#)
- [Safe Work NSW Work Near Overhead Powerlines Code of Practice 2006](#)
- [Safe Work NSW Work Near Underground Assets Guide 2007](#)
- [Power of Choice - AEMO](#)







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