Alert Number: GI30_19 v2   **10 October 2019**

Subject: ASP1 Authorisation Process - Pegasus

Dear ASP1s,

Ausgrid and Pegasus are nearing completion of the ASP Authorisation Management System and are planning a staged go live from 28 October 2019 for ASP1 authorisations. The following information details the transition requirements and changes that will come into effect once the ASP Authorisation Management System goes live.

System Benefits

As detailed in previous general information notices, the benefits the ASP Authorisation Management System will provide to ASPs include:

- A web based online ASP Portal which provides ASP companies the ability to:
    - View, track and manage all documentation and evidence required for company and individual ASP authorisations with Ausgrid; and
    - View, track and manage workers registered and authorised with the ASP company, including the option to allow workers to view or manage their own ASP authorisation, training and competency documentation.
- A more streamlined application and renewal process with guidance notes (Business Rules) for the required documents and evidence relevant to the ASP authorisations;
- Increased support for ASP authorisation applications via the Pegasus support team;
- Automated email reminders that are sent out prior to any competency, training or requirement expiration date; and
- An individual's training and competency documentation, once uploaded and verified, is shown as compliant for all other roles. This includes roles in other Authorised ASP companies and will reduce the requirement for documents to be uploaded multiple times.

Changes to the current process

ASP Authorisation Applications – Company and Individual

As of 28 October 2019, the ASP Authorisation Management System will go-live. All ASP company and individual authorisation applications from this date will be made via the Ausgrid ASP Authorisation Management System (ASP portal). The Ausgrid ASP portal will provide information for ASPs to be able to register in the system, assign roles[1] and upload all required documents for ASP authorisations. Pegasus have a support team that will be able to help ASPs through the process if required.

The ASP Portal will provide ASP companies the ability to view their authorised workers, the roles (authorisations) they hold, and any competency required for that role. Where a competency has an expiry date the ASP company will receive reminder notifications from Pegasus. This provides ASP companies with an ASP authorisation management tool for their own workforce and should help ensure that the company and workers remain compliant for any ASP authorised work they perform on Ausgrid's network.

ASP Authorisation Sessions

As part of the development of the ASP Authorisation Management System, Ausgrid has reviewed the requirements for ASP individuals to attend an initial ASP authorisation session. It has been identified that the ASP Authorisation Management System can host online eLearning courses. Based on the ASP authorisation process review and capability of the new system Ausgrid has developed an online eLearning course to replace the current ASP authorisation classroom sessions.

With the implementation of the new system all ASP individuals applying for an ASP authorisation will be required to complete the online ASP authorisation session eLearn course as part of their application process. The online course will be valid for

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[1] Roles in the ASP Authorisation Management System define individual ASP authorisation classes and required documents/evidence for that class.

3 years and will require refresher to remain current. This course may also be updated over time and reissued to all current ASPs to complete as part of their requirement to maintain ASP authorisation.

To ensure compliance and accuracy of records, All ASP individuals will be required to complete the online ASP authorisation session eLearn course. This will require any currently authorised ASP individuals to complete this as part of the ASP authorisation renewal process in the ASP Authorisation Management System.

ASP1 Individual Authorisation Agreements

The current ASP1 individual authorisation agreements that are required to be signed and submitted annually as part of the ASP authorisation process have been reviewed. The ASP1 individual authorisation agreement will only be required to be signed and uploaded at an ASPs initial authorisation for each company an individual is authorised under.

Where the ASP1 individual maintains their requirements to be authorised and has no breach or disciplinary actions taken against them, this agreement will remain in effect. The ASP1 individual authorisation agreement may need to be resigned where an authorisation is cancelled, or changes/ revisions have been made. All ASP1 individual initial and renewal applications in the ASP Authorisation Management System will be required to sign the revised ASP1 individual authorisation agreement when they first enter the system.

ASP Authorisation card

The ASP Authorisation Management System will provide individuals with a Pegasus ID card. This Pegasus ID card will have the individuals name, Pegasus ID number, passport style photo and a QR code and will replace the current Ausgrid issued ASP authorisation card. Ausgrid staff will be able to check an individual's authorisations and relevant competencies via a mobile app. This will allow quicker onsite checks by Ausgrid and provide more accurate up to date information to ensure that all individuals performing contestable work on or near Ausgrid's network are compliant.

Please note that the Pegasus ID card is for use as an ASP authorisation compliance and auditing tool. It does not replace any regulatory or other governing body requirements to have suitable training and competency documentation/evidence available on site.

ASP Authorisation fees

Ausgrid has reviewed the ASP authorisation fees in line with the process changes and current Australian Energy Regulator (AER) 2019-24 regulatory control period. The fees have been simplified to be either initial (new) authorisation or maintain authorisation fee. As part of the authorisation process ASPs will need to sign and submit a sales order accepting the authorisation fees.

One advantage of the ASP Authorisation Management System is that once an individual holds a valid ASP Authorisation with Ausgrid under an ASP company, they can add or upgrade their authorisation with that company at any time and without any additional fee(s).

Table 1 below details the new fees applicable to ASP1 companies and individuals once the ASP Authorisation Management System goes live. For comparison the existing ASP1 authorisation fees have been included.

Table 1 – ASP1 authorisation fees

Proposed Service (FY20)	Fixed or quoted	Existing Fee	New Fee
ASP - Individual Authorisation - Initial (per Company)	Fixed	$235.67	$ 111.19
ASP - Individual Authorisation - Maintain (per Company)	Fixed	$52.37	$ 47.46
ASP1 - Company Authorisation - Initial	Fixed	$592.44	$ 517.67
ASP1 - Company Authorisation - Maintain	Fixed	$108.02	$ 108.73

ASP - Individual Authorisation - Initial (per Company)

This fee is required for an individual applying for authorisation with Ausgrid. It is applicable for each company an ASP individual applies to be authorised under.

ASP - Individual Authorisation - Maintain (per Company)

This annual fee is required for an individual maintaining authorisation with Ausgrid. This fee is applicable for each company an ASP individual applies to be authorised under.

Note: This fee will be charged for all currently authorised ASPs when first entering the system.

ASP1 - Company Authorisation - Initial

This fee is required for an ASP company applying for authorisation with Ausgrid.

ASP1 - Company Authorisation - Maintain

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This annual fee is required for an ASP company <u>maintaining</u> authorisation with Ausgrid.

Planned Implementation Strategy and transition requirements

The change to a new system is always challenging. There will be challenges during the implementation and transition to the ASP Authorisation Management System and again Ausgrid appreciates your patience and understanding during this change.

Ausgrid is aware that during the transition period, particularly where authorisations are due for renewal, there may be times where ASPs will need to resubmit documentation to Pegasus which have already been submitted to Ausgrid. Though inconvenient, this will ensure that compliance requirements for ASP authorisations are met and set a solid base for the ASP Authorisation Management System.

Where ASP individuals hold <u>existing</u> authorisations, they will be required to upload all relevant training and competency documentation as part of the renewal process. This will include any previously submitted trade qualifications and accreditation registration letters. Where ASPs do not have these documents they can escalate, through Pegasus, to have Ausgrid review and either provide a copy of previously submitted documents or a 'grandfathered' exemption for the individual.

Understanding there will be issues and possible delays for ASPs, Ausgrid will look to provide a grace period for requests that are escalated for review. Provided all relevant mandatory training and competencies are in date Ausgrid will not look to suspend ASPs during an escalation review. This will be determined on a case by case basis.

Implementation Stages

14 October 2019
ASP1 company data and registration

From 14 October 2019, all currently authorised ASP1 company information will have been preloaded into the ASP Authorisation Management System. There will be an initial two-week period for ASP1 companies to logon to the system to register and check and/or update any company information before the ASP1 Go-Live on 28 October 2019.

Due to Ausgrid's current ASP1 company authorisation process, some ASP1 company documentation/evidence will have expired. At the initial go-live any expired documentation or evidence, which is required as part of the ASP1 company authorisation, will be provided a temporary expiry date of **31 October 2019**. This will allow a grace period for ASP1 companies to upload valid documentation or evidence.

Where an ASP1 company has not updated any expired documentation or evidence prior to the temporary date the ASP1 company authorisation will become non-current and the company, and their authorised workers, will be suspended from performing contestable work on or near Ausgrid's network until the documentation or evidence is updated.

As of 28 October 2019, all new ASP1 companies will need to apply for ASP authorisation with Ausgrid through the ASP Authorisation Management System (via the ASP portal).

28 October 2019
ASP1 Go-Live

This will see the ASP Authorisation Management System go-live for all ASP company and individual authorisation applications. This includes initial applications and renewals (maintain authorisation). Currently authorised ASP individuals are not required to be registered in the ASP Authorisation Management System until they are due to renew their authorisation.

Applications can be made for individuals under an authorised ASP company. ASP companies register an individual in the ASP Authorisation Management System and can then assign any relevant role(s) to the individual. The roles in the ASP Authorisation Management System represent the class(es) of ASP authorisation and hold all relevant training and competency requirements for that authorisation.

When a role is assigned a link will be sent allowing the individual to access the ASP authorisation session eLearn course. Once the individual successfully completes this course and all other required training and competency documentation is uploaded and verified by Pegasus, the individual's authorisation will become compliant. Once compliant the individual will be able to perform contestable work on or near Ausgrid's network.

Pegasus cards are sent out during the authorisation process, this card may be received prior to authorisation being approved. ASPs must be aware that until all the required training and competency documentation has been provided <u>and verified,</u> and the individual has <u>successfully completed</u> the ASP authorisation session eLearn course the individual <u>is not authorised</u> (non-compliant).

ASP companies must check the individual's status in the ASP Portal to confirm that they have been approved for an ASP authorisation and received their Pegasus ID card before allowing them to perform contestable work on or near Ausgrid's network.

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Current Authorisation Applications

Renewal Applications

Ausgrid is currently receiving renewal applications for ASP individuals who may not be due to renew until after the ASP Authorisation Management System goes live. To assist with the transition to the new system Ausgrid will no longer be processing authorisation applications for ASP1 Company or Individuals where their authorisations expire after 28 October 2019. These renewal applications will need to be made through the ASP Authorisation Management System.

Renewal applications already completed for individuals that expire after ASP Authorisation Management System goes live will retain their current Ausgrid ASP authorisation card as evidence of their ASP authorisation. While this card and their ASP authorisation will remain valid up to their stated expiry date, the ASP company can opt to register the individual in Pegasus prior to this expiry date. Please note that this would require Ausgrid to charge the *ASP - Individual Authorisation - Maintain (per Company)* fee to cover the cost of setting up the authorisation and issue of the Pegasus card, this would be additional to any authorisation fee charged previously for this renewal and would reset the individual's authorisation expiry date.

Initial Applications

Ausgrid currently has initial ASP authorisation sessions booked into November 2019. With the change to the ASP Authorisation Management System these individuals will no longer be required to attend the face to face session, replaced by the ASP authorisation session eLearn course. These initial applications will need to be made through the ASP Authorisation Management System after 28 October 2019.

Ausgrid understands that this will require ASPs to re submit their authorisation application information but will potentially allow ASPs the ability to obtain their ASP authorisation earlier than the currently booked sessions.

Pegasus communications

Communications will be issued by Pegasus, via email, with details for access to the ASP Portal and guidance on the system and registration process. These communications will be sent by Pegasus directly to ASP companies with a link to the system. Keep an eye out closer to 14 October 2019 for this email.

Next Steps.......

Now...
Familiarisation with process changes detailed in this notice

14 October 2019
ASP1 Companies
Registration and data update

28 October 2019
System Go-Live
ASP1 authorisation applications to be made via ASP Portal

Contact information

From 14 October 2019, the ASP Authorisation Management System will be activated for ASP1 companies, from this date questions regarding the ASP authorisation process can to be directed to Pegasus.

The ASP Portal will provide ASPs with access to help, guides and resources related to the ASP Authorisation Management System. It is recommended that ASPs review this information as it will address the majority issues.

Pegasus

Please do not contact Pegasus prior to 14 October 2019

Phone: 1300 208 498
Email: ausgrid@pegasus.net.au

Ausgrid

Ausgrid will be consolidating our current ASP contact details and emails. As of 14 October 2019, ASP1s are to use the following details to contact Ausgrid.

Phone: 02 4910 1808
Email: ASPAuthorisations@ausgrid.com.au

ASPs can contact Ausgrid for questions or requests other than for ASP authorisation application information. i.e. Substation Key requests

For questions related to the ASP Authorisation Management System, registration or documentation requirements ASPs are to contact Pegasus initially. Where an issue cannot be resolved by Pegasus this will be escalated, by Pegasus, to Ausgrid.

If you have any questions or issues at this stage, please email Level1ASP@ausgrid.com.au.

Ausgrid

Electrical Safety & Authorisations