

# Level 1 ASP Project Planning Form Critical Dates



## Part A – Project Detail

Level 1 Accredited Service Provider (ASP/1) to complete Part A & B and Appendix B – Table of Critical Dates, and submit via email to the **Compliance Officer (CO)** prior to proposed ASP/1 Start and within 10 days of the initial site meeting, or at any time where revised dates are requested.

Project Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

ASP Number: \_\_\_\_\_ ASP Name: \_\_\_\_\_

ASP/1 responsible for this project: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- I acknowledge by signing this Project Planning Form that the project will be ready for electrification as per the attached Table of Critical Dates. If submission of substation energising paperwork pack is not met a **minimum of 6 weeks** prior to Electrification, the Electrification **may be cancelled**, requiring resubmission of this form with revised Critical Dates
- I acknowledge that all Critical Dates have been agreed with by the Connection Customer before this submission
- All changes to Critical Dates must be captured including version number and date at the top of the Table of Critical Dates
- **Lead times for ancillary works** are as a minimum notification required **TEI entry: 6 weeks, Field Services staff: 6 weeks, chamber substation transformers, HVCs and K-Type Kiosks: 12 weeks, Technical Services staff (protection): 6 weeks**
- Ausgrid resources will only be requested for your proposed **Electrification Date** when **TEI Sheets, Substation Testing Sheets** and **Operator Request Forms** are received. Once the **Electrification Date** has been confirmed any variation to this date may incur an additional 4 – 6 weeks delay
- All electrical installation work including the customer's Main Switch Board and metering, must be ready for connection at the time of **Ready for Electrification 10 business days prior** or evidence provided that the Main Switch Board and metering will be ready for connection prior to the time of Electrification
- A Deed of Agreement must be executed by all parties a minimum **six weeks prior to electrification** (unless the customer opts to lodge easements/leases with LPI prior to electrification). This will require the signed Deed of Agreement to be submitted to Ausgrid a **minimum 10 weeks prior to electrification**
- Alternatively to the Deed of Agreement, all easement/lease details may be registered with the Lands and Titles Office **10 business days prior to Electrification**. This will require the easement plans and instruments to be submitted to Ausgrid in registrable form a **minimum 12 weeks prior to Electrification**

ASP Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_

## Part B – Table of Critical Dates

- Complete the attached Annexure 2 - Table of Critical Dates, recording all Critical Dates relevant to the *electrification of works under the contract*. For further details see clause 9.3 of the Model Standing Offer – Standard Connection Services for Contestable ASP/1 Premises Connections no greater than 11kV.
- Where the dates are deemed to be acceptable, Ausgrid will provide written confirmation of the acceptance of these Critical Dates. This written confirmation can be taken as an authorisation for construction to commence on or after the specified Start of ASP/1 Works date.

## Appendix B – Table of Critical Dates

### Table of Critical Dates

Version \_\_\_\_\_ Date \_\_\_\_\_

CRITICAL DATE DESCRIPTION	DATE
<p><b>ASP/1 start</b> Anticipated start date of electrical construction work by the ASP/1 on site Connection Applicant to advise Ausgrid when date is known from the ASP/1</p>	
<p><b>ASP/1 complete</b> Anticipated completion date of electrical construction work by the ASP/1 on site. Connection Applicant to advise Ausgrid when date is known from the ASP/1.</p>	
<p><b>Final electrification requested – 6 weeks prior to date for electrification</b> At this date, the following (as applicable) must be complete to Ausgrid’s satisfaction</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Valid Operator Request Forms (ORF) submitted to Ausgrid</li> <li><input type="checkbox"/> Valid Technical Equipment Inventory (TEI) sheets submitted to Ausgrid</li> <li><input type="checkbox"/> Valid substation testing sheets submitted to Ausgrid</li> <li><input type="checkbox"/> Submission of preliminary main switchboard (MSB) drawings and site diagram to Ausgrid</li> <li><input type="checkbox"/> Submission of preliminary private installation protection grading curves &amp; circuit breaker settings to Ausgrid</li> <li><input type="checkbox"/> Submission of preliminary Installation Safety Management Plan (ISMP)</li> <li><input type="checkbox"/> Submission of preliminary hazardous area dossier for private installation</li> <li><input type="checkbox"/> <i>Deed of agreement</i> executed (unless waived under clause 4.4a)</li> </ul>	
<p><b>Ready for electrification – 2 weeks prior to date for electrification</b> At this date, the following (as applicable) must be complete to Ausgrid’s satisfaction</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All works by <i>your ASP/1</i> completed</li> <li><input type="checkbox"/> Rectification of non conformance(s) by <i>ASP/1</i></li> <li><input type="checkbox"/> Submission of <i>ASP/1</i> statement of compliance (Annexure 3 of the <i>authorisation agreement</i>)</li> <li><input type="checkbox"/> Submission of Connection Customer Statement of Payment</li> <li><input type="checkbox"/> Valid <i>red line survey plan</i> submitted to Ausgrid</li> <li><input type="checkbox"/> Payment of all outstanding connection charges</li> <li><input type="checkbox"/> Proof of lodgement of appropriate easements/leases (unless waived at Ausgrid’s sole discretion)</li> <li><input type="checkbox"/> Certificate of Title lodged at LPI (unless waived under clause 4.8)</li> <li><input type="checkbox"/> Final main switchboard (MSB) drawings and site diagram submitted to Ausgrid</li> <li><input type="checkbox"/> MSB and consumer mains installation complete on site ready for inspection and electrification</li> <li><input type="checkbox"/> Final protection grading curves and circuit breaker settings submitted to Ausgrid</li> <li><input type="checkbox"/> Valid Current Transformer (CT) Metering form(s) submitted to Ausgrid</li> <li><input type="checkbox"/> Valid Certificate of Compliance for Electrical Work (CCEW) and Notice of Service Work (NOSW) forms (as applicable) submitted to Ausgrid</li> <li><input type="checkbox"/> Retail contract in place</li> <li><input type="checkbox"/> Final Installation Safety Management Plan (ISMP) submitted to Ausgrid</li> <li><input type="checkbox"/> Submission of final hazardous area dossier for private installation</li> <li><input type="checkbox"/> Valid pioneer scheme acceptance form submitted to Ausgrid</li> <li><input type="checkbox"/> Payment of <i>pioneer scheme</i> amount</li> <li><input type="checkbox"/> Return of signed Deed of Guarantee of Minimum Revenue along with bankers guarantee</li> </ul>	
<p><b>Electrification</b> The date the <i>ASP/1</i> works and installation are <i>electrified</i></p>	

**Note:**

Prior to or at the pre-construction meeting, you must ensure that your ASP/1 submits to Ausgrid a Table of Critical Dates in accordance with this Appendix B, recording all critical dates relevant to the electrification of works under the contract. For further details see clause 9.3.

In completing this template, your ASP/1 should note that the execution of deeds of agreement (cl 4.4) and easement/lease plans and instruments (cl 4.7) can take 4 weeks for Ausgrid to review and execute. Your ASP/1 must allow for this processing in its scheduling.