



A message from

## Customer Network Solutions

21/2025

### Timely Submission of WAE Documentation Post-Commissioning

29 July 2025

We've recently experienced delays in receiving Work-As-Executed (WAE) documentation, which has prevented us from capturing energised assets in our systems in a timely manner. To avoid further impacts, we want to reiterate the requirements outlined in section 3.1.7 of the *ASP1 Contestable Works Guidelines* regarding project completion and asset handover. The guidelines can be found on the [ASP Portal](#) under *Forms and Procedures > ASP Level 1 > Level 1 ASP Contestable Work Guidelines*.

As per the guidelines, all outstanding matters - including WAE documentation and payments - must be finalised **within 10 business days of final commissioning**. This is essential for us to issue the Letter of Acceptance (LoA), which formally transfers ownership of the asset to Endeavour Energy.

The required documentation includes:

- Works as Executed drawings (as per SAD 0004)
- Signed Duct, Easement and Trench declaration
- Technical Asset Loader (TAL) spreadsheet
- Safe Design Report
- ASP1 Forms bundle
- Level 1 ASP Works Complete Declaration and Handover of Assets (FPJ4247 Part B)
- Completed Equipment Return forms (FPJ4252 and FPJ4253, where applicable)

Please note, failure to submit the above documentation within the required timeframe **may trigger a non-conformance**. We appreciate your cooperation in adhering to these timeframes.

If you have any questions or need more information, our team is here to help - please reach out to us at [cwadmin@endeavourenergy.com.au](mailto:cwadmin@endeavourenergy.com.au)

Kind regards,

**Customer Network Solutions**