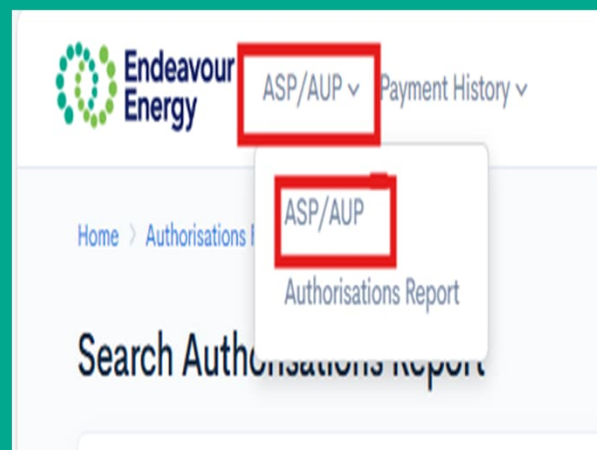


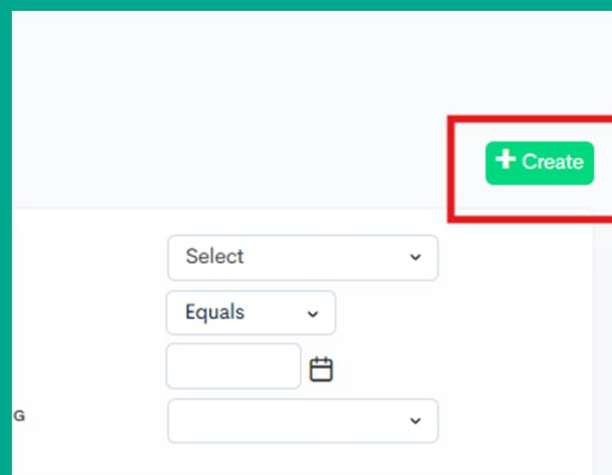
A Guide - How to Create a New Authorised Person under your Company Profile



From the dashboard go to the ASP/AUP Tab



Click On ASP/AUP



Click on Create in the
ASP/AUP Area

Create the Authorised Person Profile

Aaron Grace > Edit

Save Cancel


Your Information

⌵ Your Information

Type: * AUP

First Name: * Aaron


Last Name: * Grace

User Name: * 1annabieri@email. 


Role: * All selected


⌵ AUP Information


Email Settings

Email Address: *  Primary

1Aaron.Grace@endeavourenergy.com.:

D.O.B: * 13/09/1988 

Phone Mobile: *  +61 0491 888 777

Profile Picture: * Ahmad Z. aka.jpg 



Save Cancel

- If you are a Sole Trader, please use your Firstname Lastname in the Username area
- If you are entering a person working for you, please use their email address, as they will use this to log into Beakon.

Once all information is entered click Save

Please ensure a valid Mobile number is entered as this will be used for the 2 Factor authentication when logging in.

Find the person's name in the ASP/AUP Area to enter the authorisation details

<input type="checkbox"/>		Aaron Grace	• AUP	37622	552	Yellow Electrical Pty Ltd - Carry out
<input type="checkbox"/>		Aaron Pepper	• AUP	27979	1009	

Click on the person's name to open the profile

Additional Documents

Create

AUP

No Data

Authorisation

Create

ASP NAME

LEV

No Data

- Open the profile
- Go down to the Authorisation
- Click Create to add the authorisation that you require to assign
- Continue to do this for each authorisation needed

Adding an Authorisation

- Click Create to open a list of authorisations
- Begin to type the first letters of the authorisation you need, and it should appear
- Click on the one you want them to hold and then click save, you can keep adding the authorisations you need, but they must be done one by one

Create

Save Cancel

Authorisation: *

Note:

Access Distribution Substat... ^

Carry Out Ex

☐ Carry out Excavation Work Near The Network - Level 1

☐ Carry out Excavation work Near The Network - Level 2

Save Cancel

All authorisations will become visible in this area and will remain Non-Compliant until all authorisation requirements have been met, and submitted for approval

⌵ Authorisation				
Create				
ASP NAME ⌵	LEVEL ⌵	ASP NUMBER ⌵	AUTHORISATION ⌵	STATUS ⌵
Yellow Electrical Pty Ltd	Level 1	1234	Carry out Non-Electrical Work - Ground Work - Level 1	Non-Compliant

If you are an Accredited Service Provider, please ensure you attach the employee registration letter from the ASP Scheme, the Department of Planning and Environment, Office of Climate and Energy.



«CompanyName»
«TradingName»
«Address1A»
«Address2A»
«SuburbA» «State» «PostCodeA»

Registration of employees.
Accreditation Number: «ASPnumber»

I am writing in response to an application from «CompanyName», «TradingName» «InitialLevel» for the registration of its employees under the Accredited Service Provider (ASP) scheme. I am pleased to advise you that the persons named below have now been registered with the ASP scheme. «CompanyName» «TradingName» may now seek authorisation to work on or near the electricity distribution system as indicated.

Registered Person	Essential Energy	Ausgrid	Endeavour Energy	Class
«RA01_Name»				«RA01_Category»
«RA02_Name»				«RA02_Category»
«RA03_Name»				«RA03_Category»
«RA04_Name»				«RA04_Category»
«RA05_Name»				«RA05_Category»

Please contact the relevant electricity distributor for advice on finalising authorisation, including payment of applicable authorisation fees. I have enclosed the contact details of the relevant contact person for each distributor. The distributor may ask for evidence of accreditation and training certification.

Please note that you are required to notify Department of Planning and Environment whenever a person who is registered under the ASP Scheme ceases to be employed by «CompanyName» «TradingName»

The employee registration letter could have one or more persons listed on the letter. The individual's name must be visible, as well as the Class they are registered for.



Endeavour
Energy

How to add the Employee Registration Letter – Ensure you are in the Authorised Person profile This will be saved in the Authorised Person (AUP) Profile

Additional Documents

Create

AUP ▾

No Data

Create

Save Cancel

Type: *

File: *

ASP Employee Letter
Licenses

Save Cancel

Create

Save Cancel

Type: *

File: *

ASP Employee Letter ▾

Choose File ASP6378_2...ion Letter.pdf

Save Cancel

Additional Documents			
Create			
AUP ▾	ASP ▾	TYPE ▾	FILE: ▾
David Hunter	Yellow Electrical Pty Ltd	ASP Employee Letter	ASP6378_2025 Accreditation Letter.pdf

POWER
together

Adding documents to the Authorisation

Documents can be added to the requirements either in the ASP/AUP Page or the Authorisations Report Page

John Brownhill • AUP 256359028 Yellow Electrical Pty Ltd - Carry out Non-Electrical Work - Ground Work - Level 1

0/6 Non-Compliant

Click on the red box to view the requirements and add the documents. Each authorisation has different requirements

John Brownhill

ACTION	NAME	ISSUE DATE	EXPIRY DATE	VIEW DOCUMENT	STATUS
⌵ Mandatory					
Add	CPCCWHS1001 Work safely in the construction industry card (white card)				
Add	ESI001 Endeavour Energy Initial Electrical Safety Rules				
Add	HLTAID009 Provide				

Click on the add button for each requirement, add the date of completion/Issue, and expiry date if requested, and attach the document. Click save for each item.

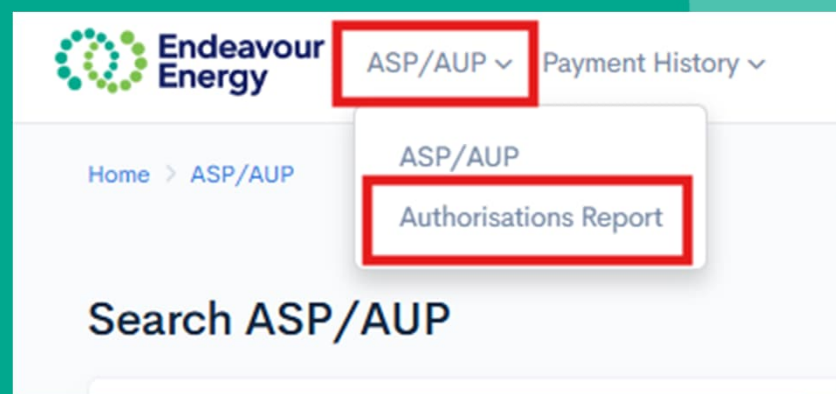
Once all documents have been attached, you will see the status change to Pending Approval

John Brownhill

ACTION	NAME	ISSUE DATE	EXPIRY DATE	VIEW DOCUMENT	STATUS	APPROVE REJECT
⌄ Mandatory						
Add Edit	CPCCWHS1001 Work safely in the construction industry card (white card)	17/06/2024	28/05/2025	View	Pending Approval	
Add Edit	ESI001 Endeavour Energy Initial Electrical Safety Rules	28/05/2024	28/05/2025	View	Pending Approval	
Add Edit	HLTAID009 Provide	28/05/2024	28/05/2025	View	Pending Approval	

The Authorisation will become Non-Compliant, this now needs to be submitted for verification of documents and approval

☐  John Brownhill • AUP 256359028 Yellow Electrical Pty Ltd - Carry out Non-Electrical Work - Ground Work - Level 1 6/6 Non-Compliant



You can only submit authorisations from the Authorisations Report page

Click on Submit for Authorisation

Ltd										
<input type="checkbox"/>	AUTH_47358	John Brownhill	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234	6/6	Unpaid Non-Compliant	Submit For Authorization

- Submitting a new authorised person will result in a new authorisation fee and this will need to be paid.
- You will need to attest to their competency and pay the fee prior to submitting for approval. The fee is only paid once, and then you can continue submitting all other authorisations.
- Please note there is only one authorisation fee per year, this will be due for renewal 12 months from the date it was first paid.

Once approved by the Authorisations Team, the status will change to Compliant

John Brownhill • AUP

256359028

Yellow Electrical Pty Ltd - Carry out Non-Electrical Work - Ground Work - Level 1

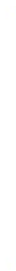
6/6

Compliant

If a document of authorisation is rejected by the Authorisations Team, an email will be issued and you will need to log into Beakon to see the explanation of the rejection.



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