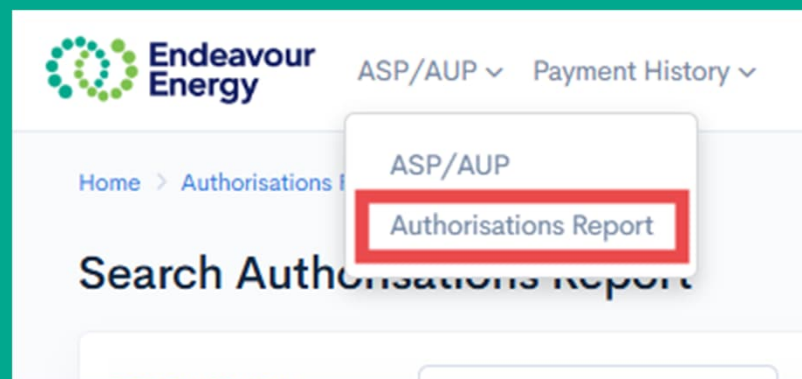
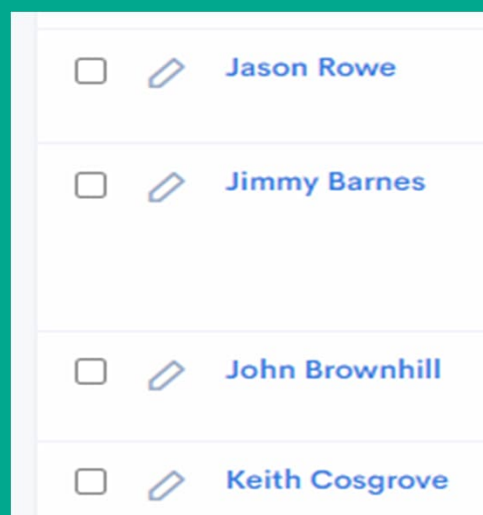


A Guide how to Add an Authorisation to an Existing Authorised Person

You can add an authorisation to an Existing Authorised Person in either ASP/AUP area or the Authorisation Report Page



Click On ASP/AUP or Authorisations Report Page



Find the person you wish to add the authorisation to and click on his name, this will take you into the profile

Jimmy Barnes

Edit ▾

Your Information Advanced

⌵ Your Information

Type:	AUP
First Name:	Jimmy
Last Name:	Barnes
User Name:	jimmybarnes@yahoo.com.au

⌵ **Authorisation**

Create

ASP NAME ↕	LEVEL ↕
No Data	

Once in the profile:

- Scroll down until you come to the Authorisation area
- Click Create
- Add the authorisation required
- Save each authorisation

Create

Save Cancel

Authorisation:

Note:

Save Cancel

Access Distribution Substat...

- ☒ Access Distribution Substations (including low voltage ancillary equipment) - Level 1
- ☐ Access Distribution Substations (including low voltage ancillary equipment) - Level 2
- ☐ Access Zone/Transmission Substations (without) restriction - Level 1
- ☐ Access Zone/Transmission Substations - personal entry - Level 1
- ☐ Access Zone/Transmission Substations - personal entry - Level 2
- ☐ Access Zone/Transmission Substations - Supervise Non-Invasive Work - Level 1
- ☐ Authorisation to Inspect and Accept Electricity Network Assets - Level 1
- ☐ Carry out Electrical Testing and Inspection (Ground) - Level 1
- ☐ Carry out Electrical Testing and Inspection (Overhead) - Level 1

- Start typing the authorisation you require, this will automatically populate and locate the authorisation, if this is correct click on the authorisation and Save

Create

Save Cancel

Authorisation: *

Note:

Save Cancel

Carry out Non-Electrical W...

If the list is blank:

Please revisit once your ASP accreditations have been approved.

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Once the authorisation is saved, it will be populated in the Authorisation area. You can continue to create and add other Authorisations if needed

⌵ Authorisation				
<button>Create</button>				
ASP NAME ⌵	LEVEL ⌵	ASP NUMBER ⌵	AUTHORISATION ⌵	STATUS ⌵
Yellow Electrical Pty Ltd	Level 2	5678	Disconnect and Reconnect - Class 2A (Cat 1) - Level 2	Approval Pending
Yellow Electrical Pty Ltd	Level 1	1234	Construct and Maintain OH Mains - Distribution - Level 1	Non-Compliant
Yellow Electrical Pty Ltd	Level 1	1234	Carry out Non-Electrical Work - Overhead Work - Level 1	Non-Compliant

When all authorisations have been added, return to ASP/AUP or Authorisations Report Page to add any missing documents to the requirements

If all requirements have been met, the box will become orange, and you will need to Submit for approval.

Please remember this can only be submitted in the Authorisations Report Page

<input type="checkbox"/>		Jimmy Barnes	• AUP	256359016	Yellow Electrical Pty Ltd - Disconnect and Reconnect - Class 2A (Cat 1) - Level 2	9/9	Approval Pending	View 1
					Yellow Electrical Pty Ltd - Construct and Maintain OH Mains - Distribution - Level 1	10/10	Non-Compliant	
					Yellow Electrical Pty Ltd - Carry out Non-Electrical Work - Overhead Work - Level 1	8/8	Non-Compliant	



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