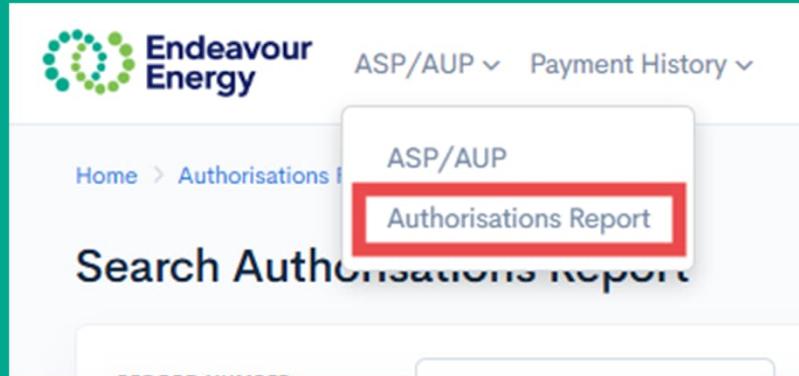
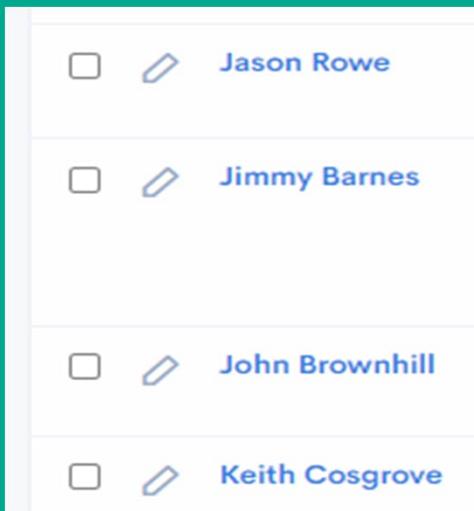


A Guide how to Add an Authorisation to an Existing Authorised Person

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

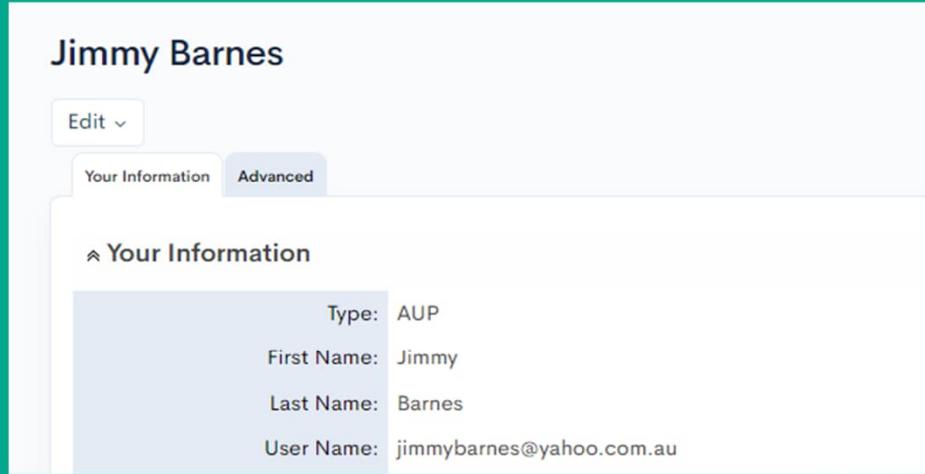
▲ Your Information

Type: AUP

First Name: Jimmy

Last Name: Barnes

User Name: jimmybarnes@yahoo.com.au

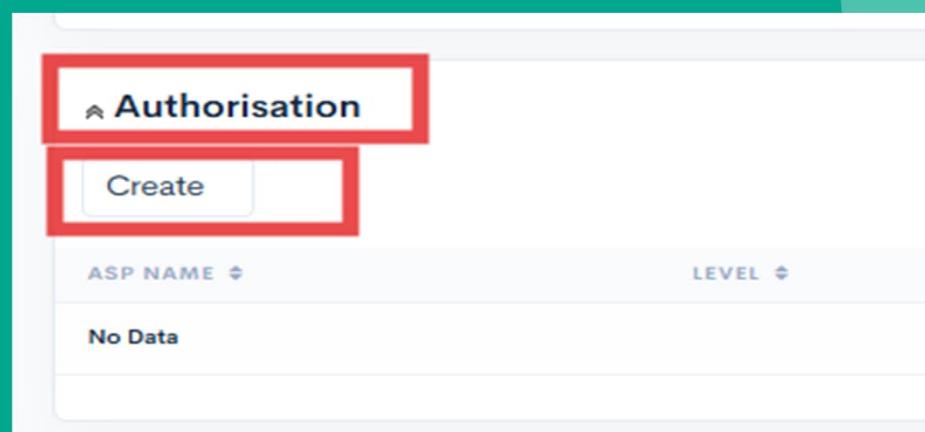


▲ Authorisation

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:

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

Save Cancel

Create

Save Cancel

Authorisation: *

Carry out Non-Electrical W...

Note:

If the list is blank:
Please revisit once your ASP accreditations have been approved.

Save Cancel

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

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				
Create				
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

• AUP	256359016	Jimmy Barnes
	Yellow Electrical Pty Ltd - Disconnect and Reconnect - Class 2A (Cat 1) - Level 2	9/9 Approval Pending
	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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