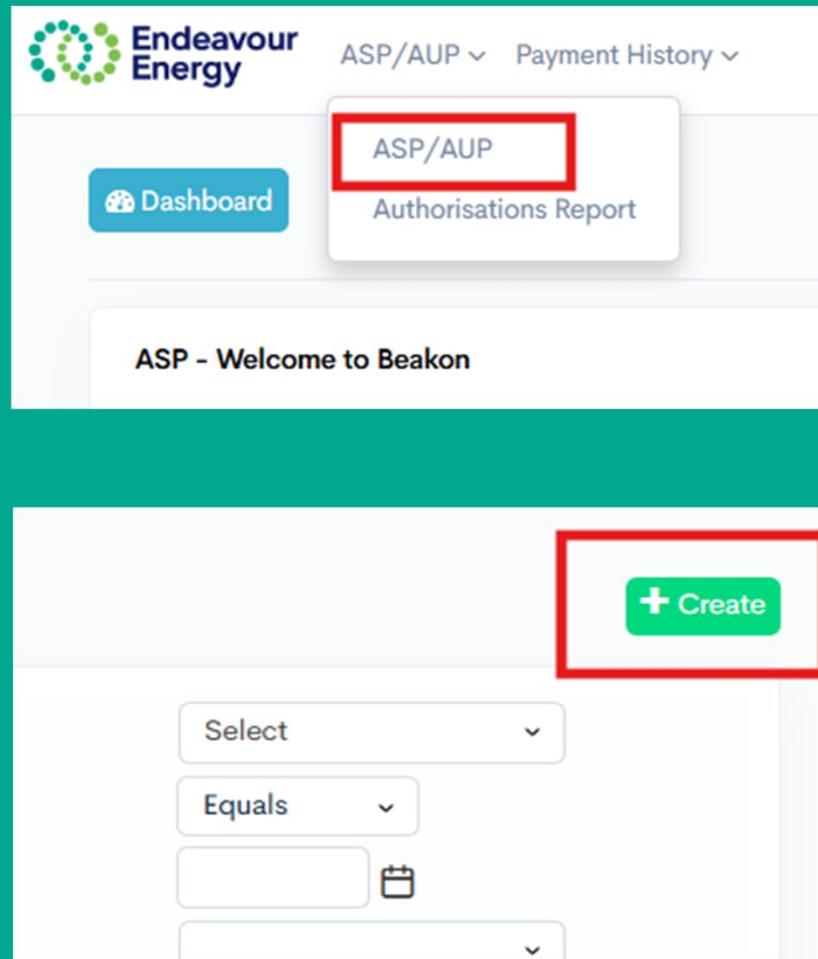


Quick Guide How to Add a New Authorised Person to your Company Profile Contractor CSP Only

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: * 1Aaron.Grace@endeavourenergy.com.

Primary

Once all information is entered click Save

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

Phone Mobile: * +61 + 0491 888 777

Profile Picture: * Ahmad Zreika.jpg 

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

<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								
<input type="checkbox"/>		John Brownhill	• AUP	251000020	Yellow Electrical Pty Ltd - Construct and Maintain OH Mains - Distribution - Level 1	10/10	Non-Compliant	View 0
Yellow Electrical Pty Ltd - Construct and Maintain OH Mains - Distribution - Level 1								
<input type="checkbox"/>		Keith Cosgrove	• AUP	268232	Yellow Electrical Pty Ltd - Operate or Observe Plant Near Overhead Powerlines - Level 1	3/7	Non-Compliant	View 0
Yellow Electrical Pty Ltd - Observe Excavation Work Near The Network - Level 1								
<input type="checkbox"/>		Keith Cosgrove	• AUP	268232	Yellow Electrical Pty Ltd - Operate or Observe Plant Near Overhead Powerlines - Level 1	3/7	Non-Compliant	View 0
Yellow Electrical Pty Ltd - Observe Excavation Work Near The Network - Level 1								

ASP NAME	LEVEL	ASP NUMBER	AUTHORISATION	STATUS	DATE ASSIGNED
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 need to assign, click save, you can continue to keep adding the authorisations you need, but they must be done one by one and saved individually

Create

Save **Cancel**

Authorisation: *

Note:

Access Distribution Substat...

carry out |

- Carry out Electrical Testing and Inspection (Overhead) - Level 1
- Carry out Electrical Testing and Inspection (Overhead) - Level 3
- Carry out Excavation Work Near The Network - Level 1
- Carry out Excavation Work Near The Network - Level 2
- Carry out Non-Electrical Work - Ground Work - Level 1**
- Carry out Non-Electrical Work - Overhead Work - Level 1
- Carry Out Overhead Line Inspection (Carry Out OLI) - Level 1
- Carry Out Overhead Line Inspection and Ground Line Inspection (Carry out OLI/GLI) - Level

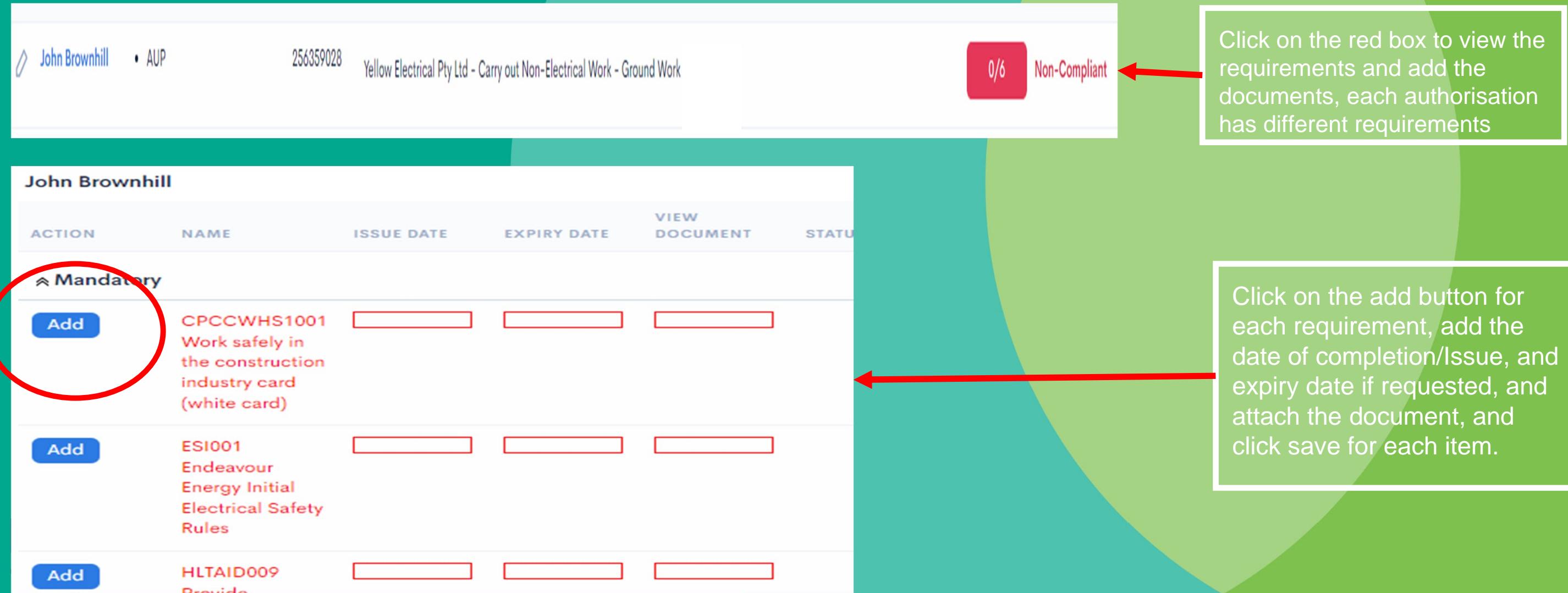
Save **Cancel**

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

Authorisations				
ASP NAME	LEVEL	ASP NUMBER	AUTHORISATION	STATUS
	Contractor		Carry out Non-Electrical Work - Ground Work - Contractor	Non-Compliant
	Contractor		Operate or Observe Plant Near Overhead Powerlines - Contractor	Non-Compliant

Adding documents to the Authorisation

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



The screenshot illustrates the process of adding documents to requirements. On the left, the 'Authorisations Report Page' shows a list of requirements for 'John Brownhill' (AUP 256359028) under 'Yellow Electrical Pty Ltd - Carry out Non-Electrical Work - Ground Work'. The status is 'Non-Compliant' with 0/6 requirements met. On the right, the 'Authorisation' page shows a table of requirements with 'Add' buttons circled in red. A callout box points to the 'Non-Compliant' status with the instruction: 'Click on the red box to view the requirements and add the documents, each authorisation has different requirements'. Another callout box points to the 'Add' button with the instruction: 'Click on the add button for each requirement, add the date of completion/Issue, and expiry date if requested, and attach the document, and click save for each item.'

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

0/6 Non-Compliant

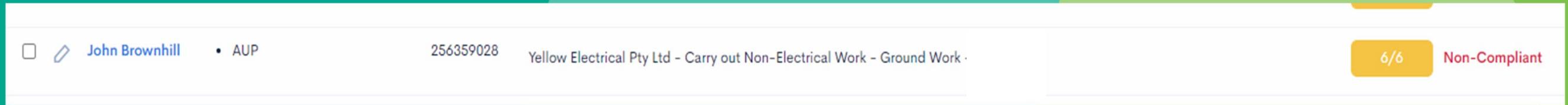
John Brownhill

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

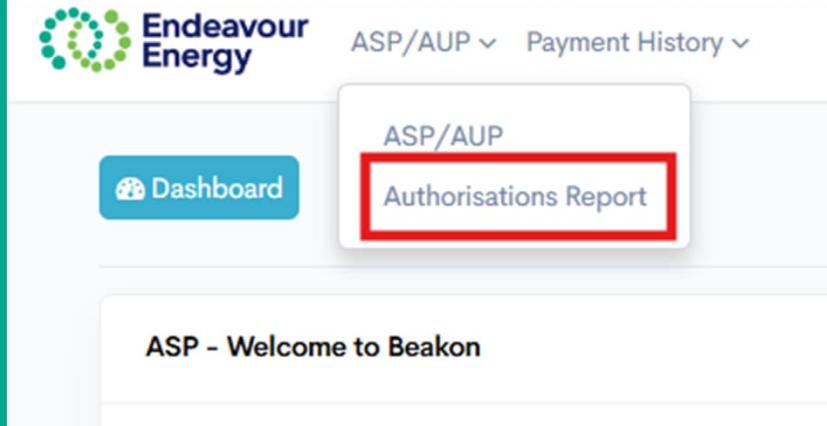
Once all documents have been attached, you will see the status change to Pending Approval

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, then this will need to be submitted for approval



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



ASP/AUP ▾ Payment History ▾

ASP/AUP

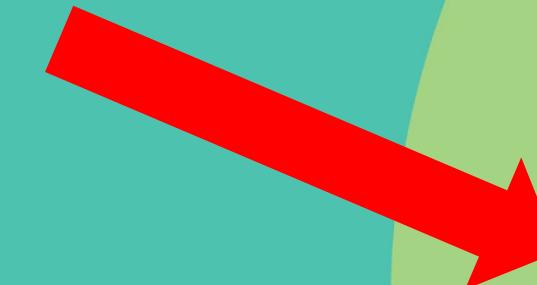
Authorisations Report

ASP - Welcome to Beakon



Authorisations can only be submitted for approval in the Authorisations Report Page

Click on Submit for Authorisation



Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234	6/6	Non- Compliant	Submit For Authorisation
------------------------------	-----	---	------------	------	-----	-------------------	---------------------------------

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

Aaron Mclean	Plumbing-Contract	AUP	Operate or Observe Plant Near Overhead Powerlines - Contractor	Contractor	7/7	Exempt	Compliant
-----------------	-------------------	-----	---	------------	-----	--------	-----------

If a document or authorisation is rejected, an explanation as to why it was rejected will be given by the Authorisations Team.



**Endeavour
Energy**

POWER
together