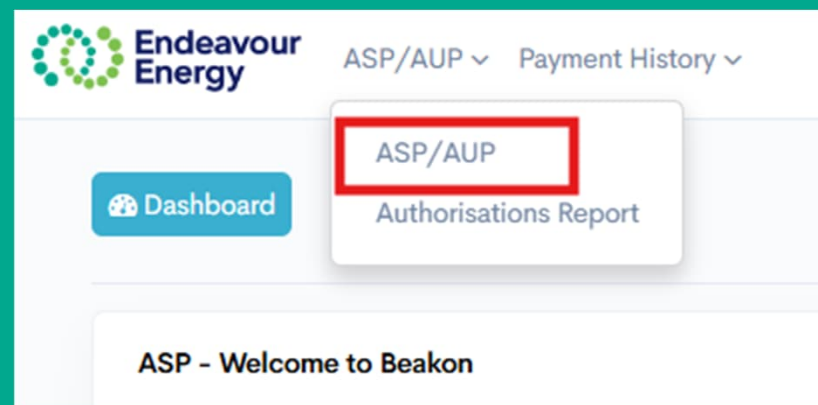
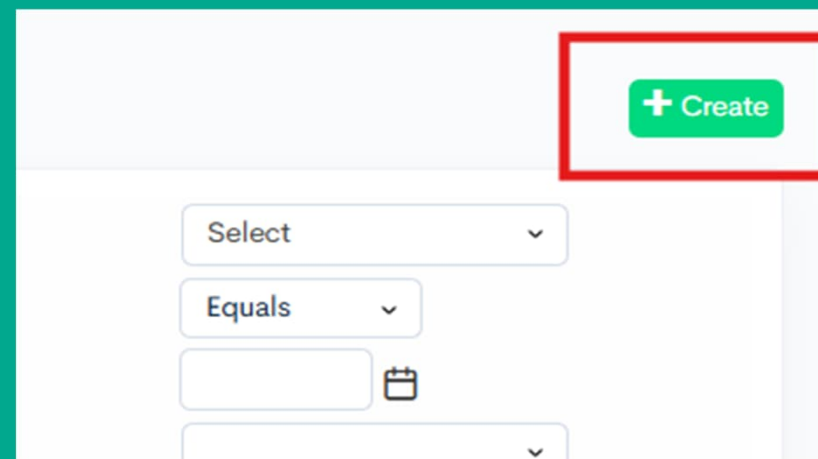


Quick Guide How to Add a New Authorised Person to your Company Profile Contractor CSP Only

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

- 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.

D.O.B: *

13/09/1988

Phone Mobile: *

+61 0491 888 777

Profile Picture: *

Ahmad Zreika.jpg

Remove

⌵ AUP Information

Email Settings

Email Address: *



1Aaron.Grace@endeavourenergy.com.:

Primary



Once all information is entered click Save

Save

Cancel

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	10/10	Non-Compliant	
<input type="checkbox"/>	John Brownhill	• AUP	256359020	Click on the persons name to open the profile			
							View 0
<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	3/7	Non-Compliant	

⌵ Authorization					
Create					
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:

Save Cancel

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

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				
Create				
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

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

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, and click save for each item.

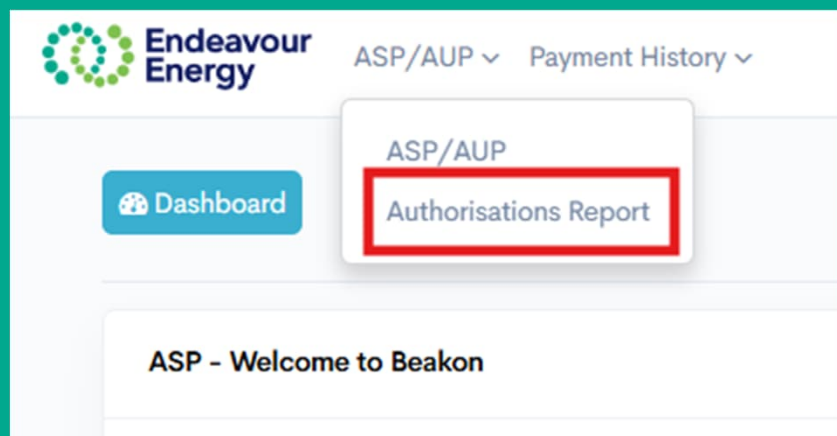
Once all documents have been attached, you will see the status change to Pending Approval

John Brownhill

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



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