

# ASP General Information

## ASP Compliance and Practices



Alert Number: GI08\_18

Subject: Update Operator Request Form

05 June 2018

**An updated Operator Request Form is now available via the Ausgrid website**

An updated version of the *Level 1 ASP Operator Request Form* has been released and is now available via the Ausgrid website.

Until the 01 July 2018, both the current and new *Level 1 Operator Request Forms* will be accepted when requesting outages. After the 01 July 2018, only the new *Level 1 Operator Request Form* will be accepted

A new *Network Condition* section has been included for both low voltage and streetlight light scopes to identify whether the state of the network is required to be *de energised or energised* (for live works)

**Level 1 ASP Operator Request Form**

**Part 1 - Project Details**

Project Number: [Field] Address: [Field]

ASP CONTRACT NAME: [Field] ASP CONTRACT NUMBER: [Field]

**Part 2 - Outage Details**

For all outages, including Ausgrid scheduled work a minimum 14 days notice must be provided. For all other circumstances, including a minimum 4 weeks notice must be provided.

Project Start Date	Project End Date	Project Start Date	Project End Date
[Field]	[Field]	[Field]	[Field]

Project start and end dates must be in the APT 24/7 reporting information times.

**Part 3 - Outage Scope**

All works:  All works completed  Energised  De-energised

Streetlight Scope:  Streetlight service complete  Energised  De-energised

**Part 4 - Outage Contact Details**

ASP Contact Name: [Field] Contact Number: [Field]

Confirmation & Acceptance: [Field]

**Part 5 - Working Tools by a SP**

Working Tools by a SP: [Field]

**Part 6 - Signature**

Signature of Internal user or Approver: [Field]

**Part 7 - Submitted by a SP**

1. I declare that the work will comply with Ausgrid Network Standards and that the work will be completed within the time period specified in the contract.

2. All relevant major materials and safety permits have been obtained.

3. All authorised access permit recipients will be present at the location at all times during the work.

4. If the works are planned to commence after 04:00 on a night working hour, work may only be carried out on Ausgrid's Controlled Access & Construction Change.

5. The relevant contractors submitted all necessary documents to Ausgrid's Ausgrid Site & Street Connect in good time.

6. I understand that signing this Operator Request Form, and the use of any emergency hot line information is required.

ASP Representative: [Field] Title: [Field] Date: [Field]

The update form can be found at the follow link:

<https://www.ausgrid.com.au/Common/Industry/Accredited-service-providers/Authorisation/Required-forms.aspx>

**Ausgrid**  
Project Officers