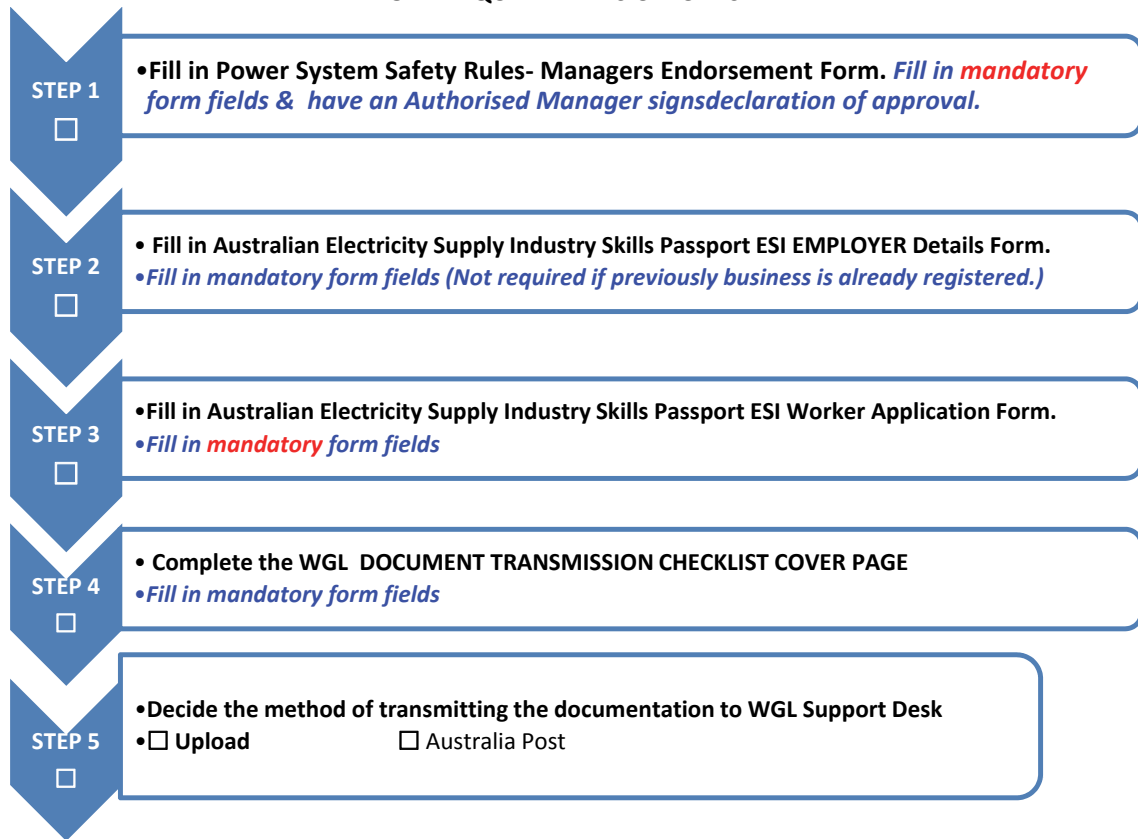



**TESI ELECTRICAL SUPPLY INDUSTRY PASSPORT APPLICATION
PAPERWORK REQUIREMENTS CHECKLIST.**



UPLOAD

- Fill in WGL Document checklist cover page.
- Scan **all REQUIRED DOCUMENTS** into **one (1)** electronic (.pdf or .jpeg) file.
- GO TO:
<http://form.jotformpro.com/form/42310612629952>
- [CLICK HERE](#) to open
- UPLOAD YOUR COMPLETED PAPERWORK 
- The upload system will send you an upload confirmation email.

AUSTRALIA POST

- Fill in WGL Document checklist cover page.
- Copy & print **all REQUIRED DOCUMENTS** into individual pages.
- Collect all pages into one group.
- Post all documents to:

Att. WGL Support Desk
PO Box 260
Wynyard Tasmania 7325

=Mandatory
= Mandatory if business is not registered on the National data base.

REQUIRED DOCUMENTS

- WGL Checklist cover page.
- Signed Power System Safety Rules- Managers Endorsement Form
- Australian Electricity Supply Industry Skills Passport ESI Employers Details Form.
- Australian Electricity Supply Industry Skills Passport ESI **WORKER** Application Form.
- Photo ID
- WGL PSSR Instructed Person Certificate



DOCUMENT TRANSMISSION CHECKLIST COVER PAGE

Please include this page as the first page in all scanned, faxed or Australia post delivery.

Attention: WGL Support Desk, please find attached all completed documents to make application for the National ESI Skills Passport

ESI Passport is for: _____ T Number: _____

The following completed documents are attached:

✓

- Signed Power System Safety Rules- Managers Endorsement Form
- Australian Electricity Supply Industry Skills Passport ESI Employers Details Form.
- Australian Electricity Supply Industry Skills Passport ESI Worker Application Form.
- Photo ID
- WGL PSSR Instructed Person Certificate

Note: Missing forms or incomplete details will delay issue of the Passport!

Sent by: _____ Date: _____

Contact No: _____ Signature: _____

Document Send Method: Either

✓

- UPLOAD FILE VIA WEB UPLOAD TOOL

Important: You must included the students name and T number in corrspondance subject line.

- Australia Post to: WGL (Att. Support Desk) PO Box 260 Wynyard Tasmania 7325





Power System Safety Rules – Manager's Endorsement Form

* I _____ acknowledge that I shall ensure this employee, for whom I am responsible, only performs work for which he / she is competent, approved / authorised and which can be performed safely. (Ref: Power System Safety Rules Section 4 – General Safety Provisions)

I recommend _____ Employee Number: _____ for Power System Safety training.
Manager
Applicant's Name
Aurora and Transend only

* **Recommendation for PSSR Training**
 Please tick the appropriate boxes and cross through the others. Include PSSR T number if previously allocated.
 Note: Instructed Person training lasts for life, PIC, IO and Operator valid for two years.

Instructed Person Person in Charge Issuing Officer Operator

T _____ (this is the PSSR training number / old TESI passport number issued at initial Instructed Person training)

Manager's Name: _____ Signature: _____

Company Name: _____

Address: _____

Email Address: _____

Phone No: _____ Preferred method of contact: email telephone

Applicants Acknowledgment

I am prepared to fulfil the responsibilities of the role as detailed in the Power System Safety Rules.

I understand that any violation of the Power System Safety Rules will be subject to the Power System Safety Non-Compliance procedure and relevant Code of Discipline and that, following a non-compliance with these rules, my authorisation and accreditation may be withdrawn by direction of an officer authorised by a signatory company and my passport flagged.

Successful completion of this training entitles me to PSSR accreditation as an Instructed Person, a Person in Charge, an Issuing Officer or an Operator, but does not authorise me to perform work. The authorisation to perform work is a responsibility of the signatory company.

I shall take reasonable care of my own health and safety, and the health and safety of other persons who may be affected by my acts or omissions at the workplace.

I shall comply with any direction given to me.

I may refuse to work if I believe there is a risk of serious or imminent injury, and it is not within my ability to rectify the cause of risk, so long as I immediately notify the person in charge of work.

I acknowledge that if accredited as a Person in Charge, Issuing Officer or Operator it is my responsibility to maintain current accreditation for work under the Power System Safety Rules by completing the appropriate refresher training and assessment as required every two (2) years to retain accreditation.

* Applicant's Name: _____ Phone No. _____

Address: _____

Email Address: _____ Date of birth: _____

AESI Skills Passport number (if already issued with one) _____

Preferred method of contact: email telephone

Applicants Signature: _____ Date: / /

Complete one
(1) form per
employee.
May 2012

**AUSTRALIAN ELECTRICITY SUPPLY INDUSTRY SKILLS PASSPORT
APPLICATION FORM**



Australian ESI Network Skills Passports will be issued to any person:

- who holds a written authority issued by a Network Operator to access a Network; or
- who is required by a Network Operator to undertake tasks requiring training specified in the Australian ESI Network Skills Passport.

If you meet the above criteria and require an Australian ESI Network Skills Passport please complete this form. Details will be entered into the national database, a national identifier number will be assigned and your passport will be issued to you.

***these are mandatory fields which must be entered into the database before a number will be issued**

ELECTRICAL SUPPLY INDUSTRY (ESI) WORKER: (please print details)

First Name*: Middle Initial:

Surname*:

Gender*: Male Female Date of Birth*:

Apprentice / Trainee HV Live Worker

*Employer:

If new Employer – not already in Australian ESI Skills Passport Database, PTO and fill out details please

Primary Functional Role* and Other Functional Role/s:

[Please tick your primary functional role – if you have more than one functional role, number from 1 to 4 with 1 as primary role]

	Functional Role		Functional Role		Functional Role
Asset Inspector		Lineworker Distribution		Switching Operator	
Cable Jointer		Lineworker Transmission		Team Leader / Supervisor	
Electrical Inspector		Meter Technician		Technical Worker	
Electrician		Non Electrical Worker		Tester, Protection, Control and Cables	
Electricity Supply Worker Non Trade		Power Station Operator		Trade Worker	
Engineer		Support Worker		Vegetation Worker	

Energy Stream: Electricity (E) Passport State of Issue: Tasmania

Issuing ESI Network Operator: TasNetworks / Aurora Energy / Transend Networks Pty Ltd

Passport Status*: Initial issue: Subsequent Issue:

If different to Issuing ESI Network Operator, please indicate ESI Network Operator/s that you currently perform work for: TasNetworks /Aurora Energy / Transend Networks Pty Ltd

Contact telephone number:

Privacy Statement

Your personal information provided by you will only be used in the management of the Australian ESI Network Skills Passport, and will not be used for any other purpose or distributed to any other persons and or organisations without your written permission.

AUSTRALIAN ESI SKILLS PASSPORT – FUNCTIONAL ROLES – MAY 2012

Category of Worker	Comparable roles	Comments
Asset Inspector	Pole inspector	Engaged in asset inspection, pole testing and data capture.
Cable Jointer	Nil	Jointing & laying HV &/or LV cables.
Electrical Inspectors		Engaged in compliance inspections of customers HV and / or LV installations.
Electrician	Electrical fitter/mechanic Substation/PowerStation Electrician	Electricians working on ESI network infrastructure, including work in distribution, transmission, zone substation or terminal stations, and a generation environment
Electricity supply worker - non trade		A person with no electrical qualification working on ESI infrastructure eg. cable layer, plant operator, meter reader, rigger, civil workers
Engineer		All streams ie civil, electrical or mechanical working in the ESI
Lineworker Distribution		Lineworker engaged in working on distribution and sub transmission assets up to 66kV
Lineworker Transmission		Lineworker engaged in working on transmission assets above 66kV
Meter Technician		Engaged in the installation of direct, C/T and/or HV metering installations
Non Electrical Worker		A person with no electrical qualifications who works in an ESI environment eg cleaner, maintenance workers, fire services technician, labourer, gardener, stores person, driver, chain saw operator, traffic controller,
Power Station Operator		Mechanical or electrical fitter, undertaking electrical or mechanical duties within a PowerStation environment. Includes Isolated and interconnected generation systems.
Support Worker		OHS / environmental coordinator, trainer, managers, auditor, power system controller,
Switching Operator		Describes a person whose duties are primarily operating networks even though they may be qualified in other areas. Includes all operating to be defined by the authority in the passport including Transmission, Distribution, Stations
Team Leader / Supervisor		Team Leader / Supervisor not actively engaged in field work.
Technical Worker		Includes all types of design, SCADA, Telecommunications, Technician,
Tester, Protection , Control & Cables		Includes testing protection and control circuits associated with Transmission & Distribution and stations. Includes field protection devices & cables.
Trade worker		Tradespersons working in a non electrical area, eg. painter, plumber, concreters, carpenter, mechanic, mechanical fitter, etc
Vegetation Worker		Engaged in vegetation control work for ESI network infrastructure – elevated or on ground



*these are mandatory fields which must be entered into the database before a number will be issued

*Current Business Name	
*Enquiries Email Address:	
*Current Head Office Address:	
Current Office Postcode	
Business Phone:	
Business Fax:	
Current Trading Name:	
Current ABN/CAN:	
Current Postal Address:	
Current Postal Postcode	
Previous Business Name:	
Previous Trading Name:	
Previous ABN/CAN	

*Preferred contact method: Business Phone / Email address *(please cross out method not preferred)*

ESI Employer Contact Person Details:

Title: *First Name: *Surname:

Position:

Business Phone: Mobile: Fax:

*Email Address

*Preferred Contact Method: Business Phone / Mobile Phone / Email Address

Login: Password:

*Access Role: ESI Network Operator Administrator / ESI Network Operator Training Coordinator
(please cross out access role not required)

This form was completed by : *(please print details)*

Name: Phone:

Office Use only: Received: / / Processed: / /
Database operator: _____ Name
Network Operator: _____

What Identification do I need to Supply?

Proof of identity is required to issue the ESI National Passport. We need proof of identity by photo identification or authorised documents (3 off)

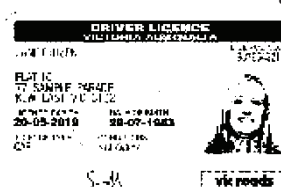
Proof of Identity (Photo ID)

Please provide one of the following:

- Australian State or Territory Photo Drivers Licence
- Australian Passport
- Overseas Passport
- Australian State or Territory Photo Firearms Licence

Scan or Fax Picture Quality

We can only accept scanned or faxed documents that are clear and legible.



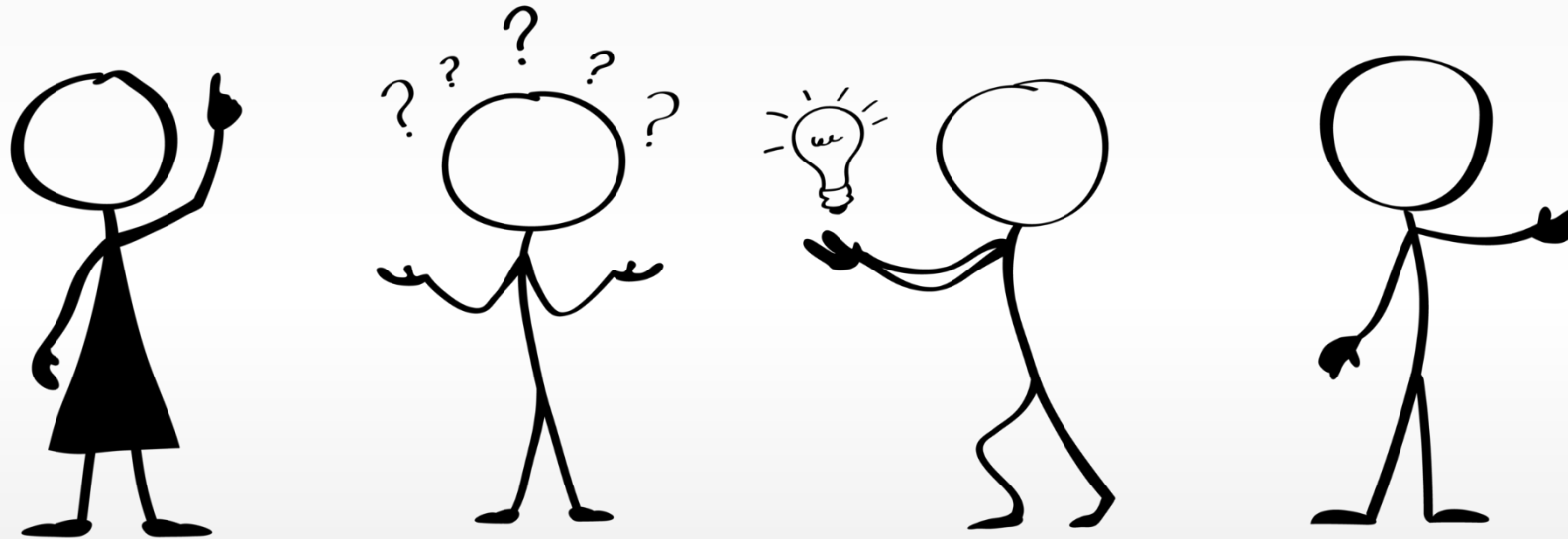
or

Proof of Identity (I do not have Photo ID)

Please provide copies of three of the following documents:

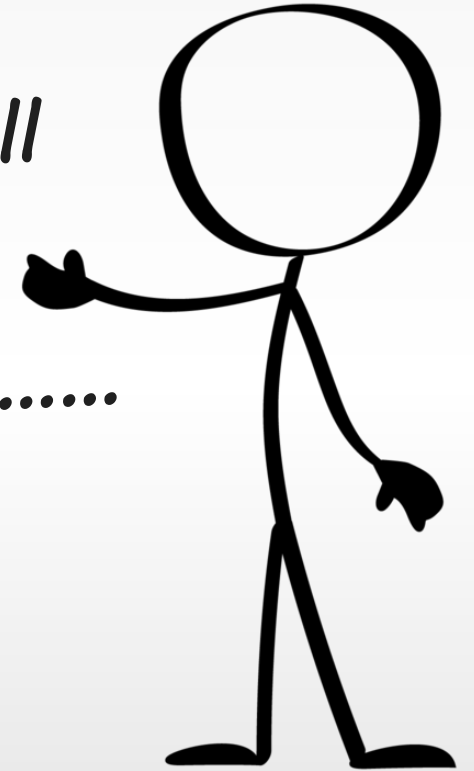
- Birth Certificate
- Marriage Certificate
- Citizenship Certificate I
- Immigration Documents (Visa)
- Tertiary Student ID Card
- Firearms Licence Service
- Tasmania Proof of Age Card
- Private Health Fund Card / Medicare Card
- Pensioner Health or Concession Card Security Guard / Crowd Controller Licence
- Utility Account-Electricity, Gas or Telephone Membership Card for Union or Professional Body
- Rates Notice

NEW AESI PASSPORT APPLICATION UPLOAD TOOL!



Submitting Passport Request Documents Just Became Easier!

*WGL has created a new upload tool that will
speed up PSSR Passport turn around time
and reduce delays due to missing documents.....*



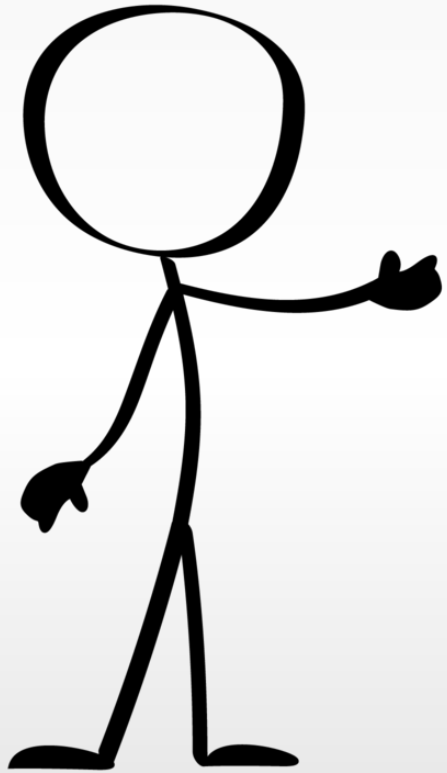
What to do!

Go to the online submission tool by clicking the link...



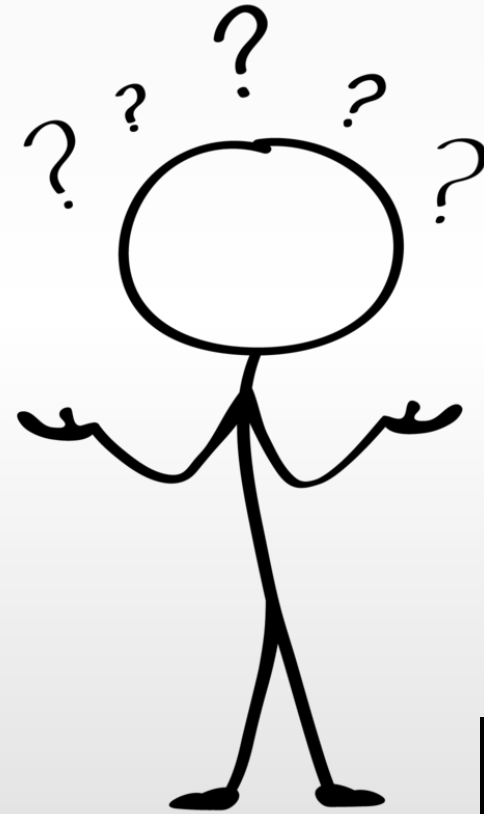
Save the hyperlink to your browser favorites

Upload your TESI AESI Paperwork



Have Questions?

- Give our support desk a call
- (03) 6442 1549
 - Email- Support@wgl.com.au





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