

Application for Horizon Power Contractor Authorisation



Horizon Power has strict rules that apply to contractors requesting to work on or near our electrical network equipment on our behalf.

Contractor authorisation is only obtained through the Horizon Power representative who engages the contractor to work. Along with each application form there must be clear, readable copies of qualifications, licences, authorities and permits as supporting evidence.

Complete applications are to be submitted to contractorauthorisation@horizonpower.com.au

Surname: First name:
Phone: Email:
Location: DOB:
Job title: Contract #:
Company name:
Commencement date: Completion date:

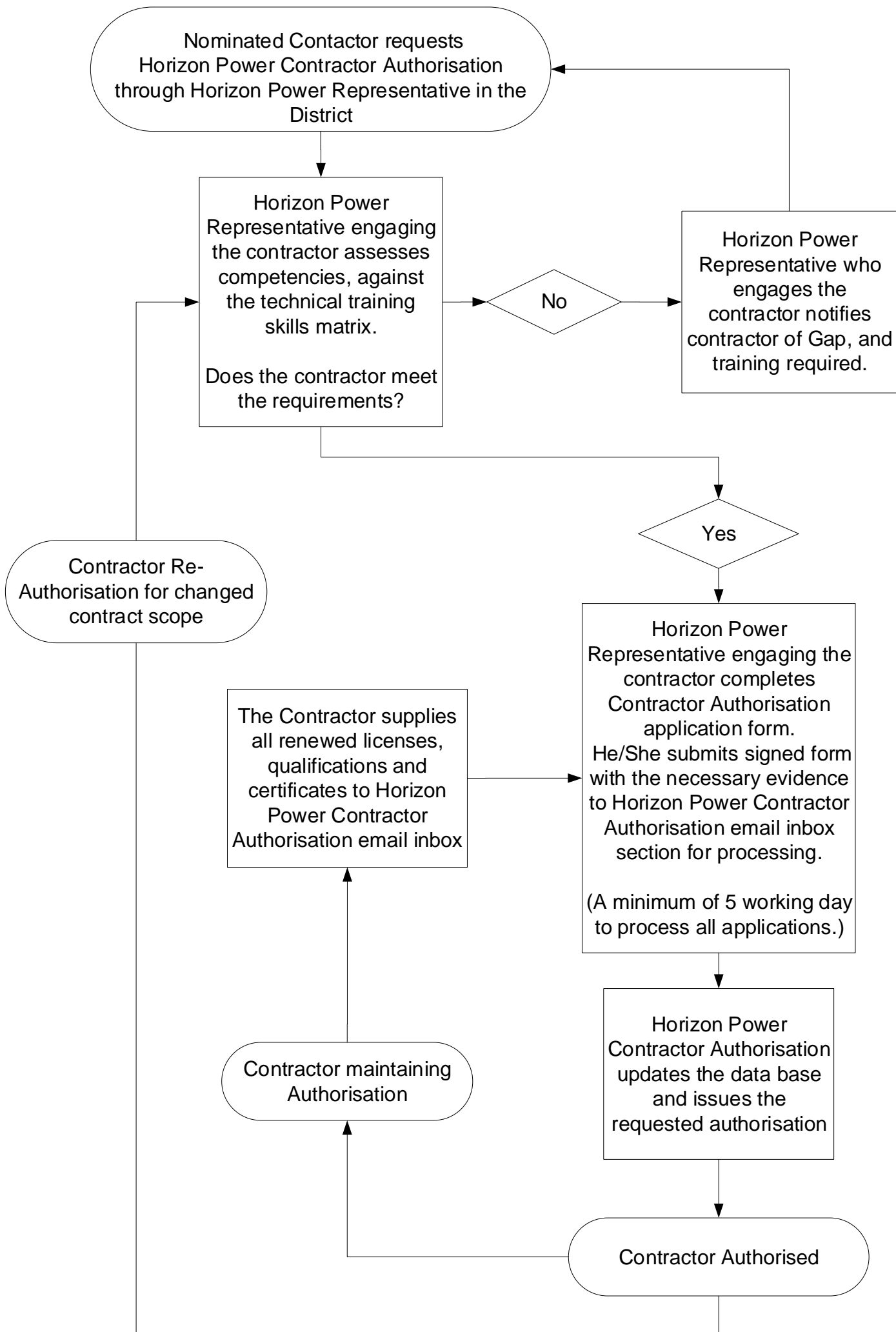
Authorisation Checklist

Item	Applicant initials
Scope of Work attached	<input type="text"/>
Reviewed Field Instruction 1.2 - Contractor Authorisation Process	<input type="text"/>
Reviewed Field Instruction 1.3 - Construction Site Access - Minimum Requirements	<input type="text"/>
Reviewed the Horizon Power Technical Training Skills Matrix to determine required training and qualifications https://horizonpower.com.au/contractors-suppliers/contractors/network-contractor-authorisation/	<input type="text"/>
Supporting information, in alignment with Scope of Work & Technical Training Skills Matrix attached – extra information may be required to comply with Scope of Work.	<input type="text"/>
Jpeg photo supplied – No hats or sunglasses	<input type="text"/>
If previously authorised a copy front & back of authorisation card	<input type="text"/>

Note: All sections of the form are to be completed. Applications will not be processed until all the required information and documentation is provided. The five working day processing time frame will commence once all information has been provided. Incomplete applications will be returned and will not be processed.

HP representative name: Date:
HP representative signature:
Classification: Mobile:

I confirm that I have checked and am satisfied that the Contractor above has met the requirements for Horizon Power Authorisation and accept the Terms & Conditions set on the back.



TERMS & CONDITIONS

Contractor authorisation covers, operational personnel, non-operational personnel, visitors including workers operating, servicing, and/or maintaining (MPS) Micro Power Systems electrical equipment (inclusive of all generating methodologies).

Training requirements can be identified through the Technical Training Skills Matrix located on Powerlink or on the Horizon Power website.

Horizon Power representatives shall assess competencies submitted by the requesting contractor, if evidence is insufficient, the contractor will be notified of the gap / further training, that is required before being authorised.

If the evidence submitted meets the requirements, the Horizon Power representative signs the application form and submits the form along with the training evidence to the contractorauthorisation@horizonpower.com.au mailbox.

There is a five (5) working day processing timeframe that commences once a complete application is submitted. All incomplete applications will be returned without being processed.

Contractor workers, shall be qualified and competent to perform the tasks required and receive Horizon Power authorisation where deemed necessary.

- Certificate III Linesman must prove to have currently worked on Horizon Power or Western Power electrical assets within the last six months.
- Certificate III Cable Jointers must prove to have currently jointed on Horizon Power or Western Power electrical assets within the last six months.
- If not current then a skills assessment (using a recognised RTO) needs to be undertaken prior to authorisation.
- Interstate linesman or cable jointer must have a Certificate III ESI certificate or a recognised Australian trade certificate before being authorised by Horizon Power.
- Western Power letter of equivalence or Western Power NAC card is not accepted for Horizon Power authorisation.

The Horizon Power representative who engages the contractor shall ensure that the contractor and/or subcontractors are competent with the training and skills necessary to undertake the works under the contract.

Apprentices are NOT permitted to work on or near Horizon Power poles or equipment except during an approved training course under the direct supervision of qualified persons, and following the Horizon Power on-the-Job Supervision Policy for Apprenticeships, Traineeships and Work Experience Programs

It is the responsibility of the Horizon Power representative who engages the contractor, to work on Horizon Power assets and the elected contractors, to ensure that all authorisations remain current.

The Horizon Power Representative is to ensure that;

1. Any contractor authorised to perform work on Horizon Power's assets, abide and comply with Horizon Power's Policies & Procedures including Environmental and Occupational Safety and Health.
2. Notify Horizon Power Technical Training team of any change in the Contractor's work details and or any accreditations, courses attended and passed.
3. Make sure the Contractor undertakes any training/refreshers courses and/or assessments pertinent to the position.

The Contract Management Procedure states that contractors shall comply with the requirements of their Safety & Health Management System as evaluated by Horizon Power or where applicable Horizon Power's Safety and Health

Management System. Contractors are not to perform, or allow any Workers to perform any task unless training has been provided, competency assessed and, where necessary, Horizon Power Authorisation provided.

All contractors undertaking prescribed activities (design, construction, commissioning, operation, maintenance & decommissioning) on Horizon Power's network must be suitably competent and adequately trained to carry out their duties. Contractors are obligated to work within their competency, follow procedures and record and report any changes / deviations from procedure. This is a requirement of *the Western Australian Electricity (Network Safety) Regulation 2015* (ENSR) and the *Australian Standard 5577:2013 – Electricity Network Safety Management System (AS 5577)*.

Contractors shall be able to demonstrate that they possess the resources necessary to be able to carry out the scope of work under the Contract for Service safely. These resources shall include but not necessarily limited to:

- Safe plant and equipment, including vehicles;
- Competent Workers with the training and skills necessary to undertake the works under the Contract for Service.
- Have been appropriately trained for the work they intend to do;
- Have competency in rescue and resuscitation where required; and
- Are authorised by Horizon Power to carry out that work through the provision of a contractor authorisation card and report prescribing the extent of work that they are authorised to undertake.

Prescribed works on or near the Horizon Power networks must be undertaken in accordance with the Field Practices specified in the Horizon Power Instruction Manual (HIM).

Pending expiry email notifications will be issued to contracting companies, notifying them that one or more of their employees has a training qualification coming up for expiry. If no updated copy of their training licence is submitted then the contractor's authorisation will be cancelled.

Note 1: All correspondence is to be sent to the Horizon Power contractor authorisation e-mail inbox: contractorauthorisation@horizonpower.com.au

Note 2: Applications will not be processed until all the information & documentation is provided. The 5 day processing time frame will not commence until all the information & documentation has been provided.

Note 3: If a job classification is not currently on the Technical Training Skills Matrix, please email contractorauthorisation@horizonpower.com.au or Tel. (08) 6310 1933 for further assistance.

References

Horizon Power Contractor Safety and Health Guidelines OSH-3.6-1-32

Horizon Power Contractor Management Procedure OHS-3.6-1-27

Horizon Power Safety & Health Management System Principle 6 Contractors and Suppliers

Horizon Power Field Instruction 1.2 Contractor Authorisation Process

Horizon Power on-the-Job Supervision Policy for Apprenticeships, Traineeships and Work Experience Programs

Australian Standard 5577:2013 – Electricity Network Safety Management System (AS 5577)

Western Australian Electricity (Network Safety) Regulation 2015 (ENSR)