



Standard

External Providers

*Minimum competency and compliance requirements
to access and operate specified network assets*

This standard includes:

- Competency and Compliance
- Training and Assessment
- Notification
- Operation
- Audit
- Tools and equipment

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1 PURPOSE

To approve competencies which allow authorised external providers access to specified network assets in accordance with EA Networks requirements.

2 SCOPE

Limited to external providers and their workers for safe work near EA Networks assets.

3 REFERENCES

- Health and Safety at Work Act 2015
- Health and Safety at Work General Risk and Workplace Management Regulations 2016
- Electricity Act 1992
- Electricity (Safety) Regulations 2010 and subsequent amendments.
- Electrical Code of Practice ECP34: 2001 Electrical Safe Distances.
- Safety Manual - Electricity Industry (SM-EI).
- EA Networks Standard – Worker Training and Competency

4 DEFINITIONS

Competent	A worker is competent when they can demonstrate to their employer or principal, at any time, that they have the necessary knowledge, skills and experience to carry out the work safely and to the standards used by the employer or principal.
Competency Assessment	A standardised internal assessment which structures the assessment of workers for a particular task. This is completed by an assessor and is saved becoming evidence of competency.
Common Competency Framework	The CCF is a common framework developed by the Electrical Distribution Industry for the Electrical Distribution Industry. This allows workers to move seamlessly between networks and sets the minimum levels of knowledge, skills, and experience required for anyone working on or near distribution network assets.
External Services Provider	A third party PCBU who require access to our Electricity Network for operational or safety reasons, but are not a contractor to EA Networks.
Installation	In relation to a property with a point of supply, all fittings beyond the point of supply that form part of a system that is used to convey electricity to a point of consumption, or used to generate or store electricity
Network	Means assets owned by EA Networks that form part of the electricity distribution system required to convey electricity from our works to the point of supply at an installation.
Network Access	Approval from EA networks to work on, or within a reduced minimum approach distance of EA Network's electricity assets

Note: For other defined terms refer to the references in Section 3 above.

6 TRAINING AND ASSESSMENT

As a minimum induction training is required for all work categories requested.

EA Networks may accept external evidence towards worker competency, and provide training and assessment to assist with competency requirements.

Regular refresher training and re assessment every 24 months is required to maintain current competency.

In accordance with regulatory requirements electrical workers are required to comply with the following regular refresher training:

- CPR and First Aid (comply with 6401, 6402)
- EWRB prescribed courses on Safe Work Practices and Testing

7 COMPETENCY

For worker safety and public safety it is mandatory that all persons working on network equipment or in restricted areas can demonstrate evidence of competency for the work being undertaken. Pre-entry evidence and exposure appropriate to each work task may include but is not limited to any of the following.

- Electrician, Distribution Line Mechanic, Cable Joints, or Inspector registration with current practising licence.
- Appropriate qualifications, unit standards and EA Networks training for the particular tasks
- Evidence of prior exposure to equivalent work.
- Evidence of Common Competency Framework certificate issued by another PCBU.
- Evidence of compliance with other PCBU competency requirements
- Evidence of certification from other organisations, for example, NZ ARB
- Knowledge of Safety Manual – Electricity Industry (SM-EI)
- CPR and First Aid Certificates

Unit Standard requirements for various tasks are found in **Appendix A**. Evidence and/or demonstration of equivalent knowledge and skills may also be considered including evidence of similar training.

Competence may be transportable from one approved organisation to another. Current and relevant evidence of competence from another similar organisation to EA Networks may be considered.

EA Networks will hold records of the providers competency status and may elect to audit service providers from time to time.

EA Networks reserve the right to withdraw service provider access to EA Networks equipment at any time where unsatisfactory performance has been proven or competencies have expired.

8 HEALTH AND SAFETY

The external service provider shall maintain and act upon Health and Safety at work requirements including hazard identification and risk management process in accordance with the Health and Safety at Work Act 2015 and associated Regulations.

9 NOTIFICATION

Worksafe requirements for notifiable events shall be adhered to, including freezing the worksite. It is the responsibility of the external provider to notify Worksafe.

The EA Networks Control Centre shall be notified :

- Prior to any work that may affect network operation or asset safety performance.
- Where network assets present a danger to public safety.
- Following any damage or loss to EA network assets, or where operation of the works may be compromised.

- Following any notifiable event associated with work on or within Minimum Approach Distance of EA Networks assets.

10 OPERATION

All network operations shall comply with EA Network's Operating manual. Network Close Approach Consents or Access Permits will be issued on a case by case basis.

It is expected the provider will adhere to other legislative obligations or controlling bodies requirements such as work on public roads etc;

11 TOOLS AND EQUIPMENT

It is the responsibility of external service providers to manage and maintain their worker/s competency status for authorised competency categories and to maintain all tools, equipment consistent with industry standards and regulatory requirements.

All tools and equipment used by the provider shall be compliant to the appropriate AS/NZ Standards, and made available for inspection when requested by EA Networks.

The following equipment is required to be currently certified:

- Insulated gloves and insulated barriers.
- Ladders.
- Full body harnesses, pole straps, auto restraint devices.
- Tensing equipment
- Tele-poles

12 AUDIT

EA Networks will from time to time carry out audits of the following items.

- Health and Safety
- Worker Competency
- Work standard
- Equipment Compliance

12 DOCUMENT REVIEW HISTORY

Version	Reviewed By.	Review Date	Reason
001	K Stirling	Oct 2011	New document first issue
002	Kstirling	May 2013	Change Company trading name
003	K Stirling	28/9/16	Ammend to current competency categories
004	K Stirling	2/12/16	Draft review. Re name and format document . Make changes to competencies , Appendixes A and B
005	K Stirling	20/1/17	Minor items altered as per Network Manager. Standard Issued
006	K Stirling	30/1/17	Added example table for unit standards
007	K Stirling	3/3/17	Add A6 competency category and include evidence from NZ ARB
008	K Stirling	31/3/17	Add additional US examples. Additions Section 6
009	K Stirling	11/10/17	Appendix B make reference to AS/NZS, SMEI standards.
010	K Stirling	25/1/18	Added competencies for EA Coms and Close Approach
011	K Stirling	3/5/18	Insert more examples in Table 1
012	K Stirling	19/10/18	Minor changes
013	S Small / D Venter	30/10/25	Complete review and re-write

13 DOCUMENT CHANGE REQUEST

Memo To: Safety and Compliance Manager

Change Details:

(Attach separate sheets as necessary).

Paragraphs Affected:

Priority:

Urgent

(Within 1 week)

Routine

(Within 12 months)

Low

(Next Review)

Submitted By (Print Name)	Date
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Document Change Request - Acknowledgement

Dear

Thank you for your suggestion regarding changes to the above mentioned document.

Your request has been noted and added to our works program. Should we require any additional information regarding your notification then we will be in contact with you.

Thank you for your contribution to improving the quality of EA Networks documentation.

Regards,

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Safety and Compliance Manager

Date

APPENDIX A Relevant Unit Standard Common Competency Framework

Evidence and/or demonstration of equivalent knowledge and skills may also be considered including evidence of similar training.

1A Restricted Area Entry	
10507	Use personal protection equipment within an electricity supply environment.
17026	Demonstrate knowledge of safe entry into restricted areas in an electricity supply environment.
17602	Apply hazard identification and risk assessment procedures in the workplace.
18038	Demonstrate knowledge of and apply health and safety in the electricity supply environment.
A3/A31 Inspect and Climb network poles/Pole top rescue	
10508	Identify electricity systems in preparation for work
10509	Climb and Work on Electricity Network Structures
17025	Rescue a Victim from an Electrical Structure
6C Overhead service disconnect and re-connect	
10508	Identify electricity systems in preparation for work
10509	Climb and Work on Electricity Network Structures
17025	Rescue a Victim from an Electrical Structure
7C Underground Service Connect and Disconnect	
28020	Demonstrate knowledge of safe working electrical practices for electricity supply workers
28194	Describe polarity and phasing tests on electricity supply networks
7D Low Voltage Terminations	
19950	Use test instruments and carry out electrical testing in the electricity supply industry
28193	Use drawings, sketches, schedules and specification in electricity supply industry
28194	Describe polarity and phasing tests on electricity supply networks
8A-1 Remove/Replace Overhead LV Fuse Elements and Links	
10508	Identify electricity systems in preparation for work
10509	Climb and Work on Electricity Network Structures
17025	Rescue a Victim from an Electrical Structure
28194	Describe polarity and phasing tests on electricity supply networks
8A-2 Remove/Replace Ground Mounted LV Fuse Elements and Links	
28020	Demonstrate knowledge of safe working electrical practices for electricity supply workers
28194	Describe polarity and phasing tests on electricity supply networks
8B Operate Air Break Switches	
10508	Identify electricity systems in preparation for work
10509	Climb and Work on Electricity Network Structures
17025	Rescue a Victim from an Electrical Structure

12295	Apply and remove earths from conductors on electricity supply networks
10526	Operate electrical equipment associated with electric lines or cables up to 66kV
Work near underground services	
10543	Plan, identify and protect underground services during excavation and reinstatement
6479	Locate and identify services for infrastructure works.
Operate Vegetation Trimming Machine Near Electricity Lines	
17151	Demonstrate knowledge of safety requirements for tree work near electrical supply lines
17602	Apply hazard identification and risk assessment procedures in the workplace.
18038	Demonstrate knowledge of and apply health and safety in the electricity supply environment.
4A Vegetation Worker Competent Working Zone	
6916	Demonstrate knowledge of the rules relating to chainsaw use
6917	Demonstrate basic chainsaw operation
17151	Demonstrate understanding of hazards and safety requirements for tree work near electrical supply lines
17600	Explain safe work practices for working at heights
18030	Operate power-operated elevating work platforms (EWP) to prune trees around power lines
18032	Measure trees and lines for vegetation control around power lines to minimum approach distance
18276	Operate light lifting and rigging equipment in the electricity supply environment
28492	Demonstrate knowledge of earthing and bonding mobile equipment around power lines for vegetation control and tree work
4B Vegetation Worker Close Working Zone	
26705	Carry out tree work in the insulated tool zone around power lines (optional strand of the qualification)
28493	Demonstrate knowledge of vegetation and tree work in the vicinity of power lines and underground power cables
28494	Carry out vegetation and tree work near power lines and underground power cables
28495	Demonstrate the requirements for holding permits for work in the vicinity of power lines and underground power cables
4C Non-Production Felling Close Working	
17258	Use advanced felling techniques in arboriculture
18033	Carry out winch-assisted tree felling in the electricity supply industry
25403	Use advanced rigging in arboriculture tree work

APPENDIX B Equipment Compliance Checklist

I certify that the equipment listed below and used by workers employed by:

Company Name:

is compliant and maintained relevant to AS/NZ standards, industry, (SM-EI) and EA Networks requirements.

	Description	Y/N	Signed
1	Full body covering (Arc-rated to HRC 2 mandatory) with natural fibre worn underneath.		
2	Appropriate safety footwear (no exposed metal toecaps or synthetic fabric)		
3	Approved Hard hats or Climbing safety helmets		
3	Approved Safety glasses (non -metallic)		
4	Arc-rated HRC 3 Face shield		
5	Certified and tested Insulated gloves		
6	Certified and tested Pole ladders		
7	Certified and tested Full body harness (with no exposed metal above the waist)		
8	Certified and tested Pole strap, Lanyard or Auto restraint devices		
9	Certified and tested HV Operating Sticks (Tele-pole)		
10	Certified and tested Voltage Detecting Devices		
11	Certified and tested Multimeter or equivalent		

Certified by:

Position:

Signed:

Date: