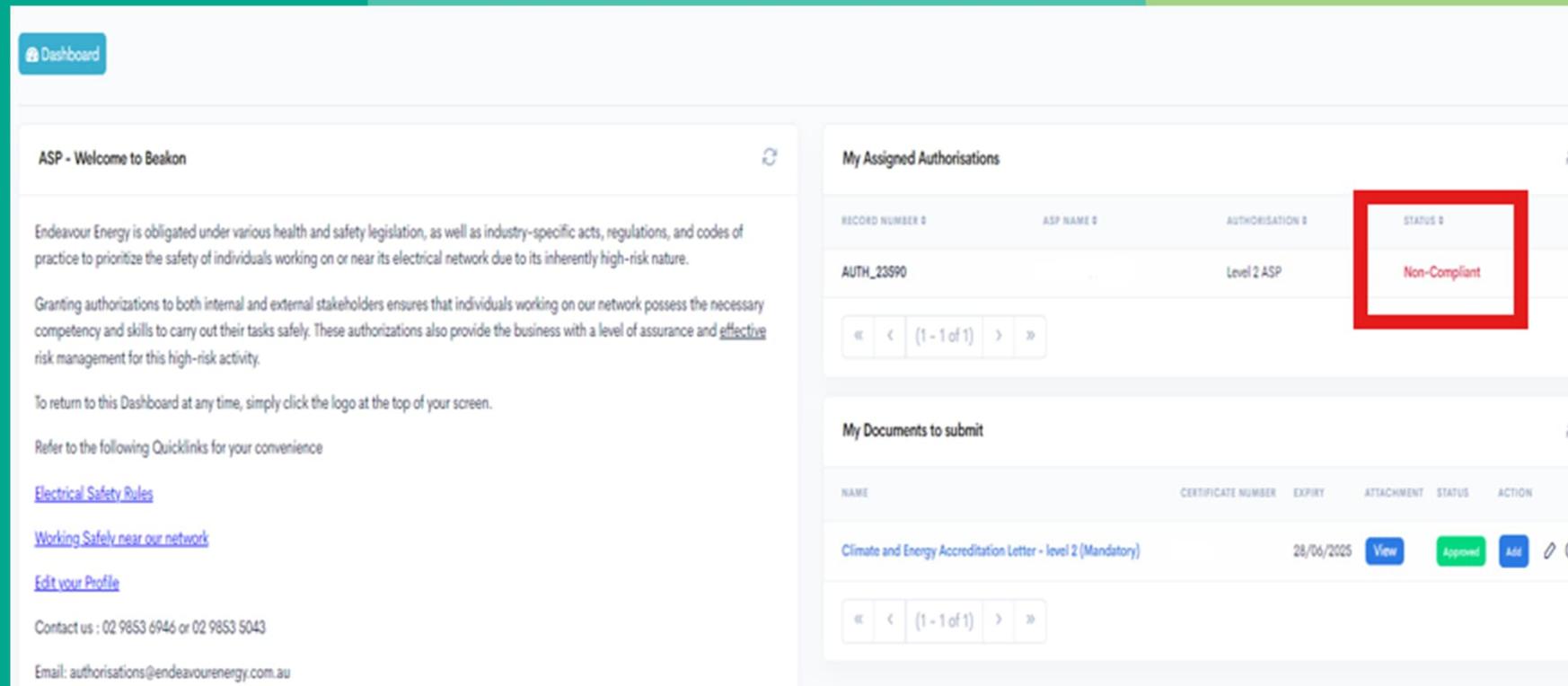


Quick Guide - HOW TO Submit Your New Accreditation for Approval – New ASP Only



Log in to the Beakon Portal

Once you log in to your Dashboard you will see the below screen and the only thing that is visible is your Accreditation under my Assigned Authorisations, this is currently Non-Compliant, to change the status to Compliant you need to submit the Accreditation for Approval. If you do not submit this for approval you will not be able to move to the next step in the process

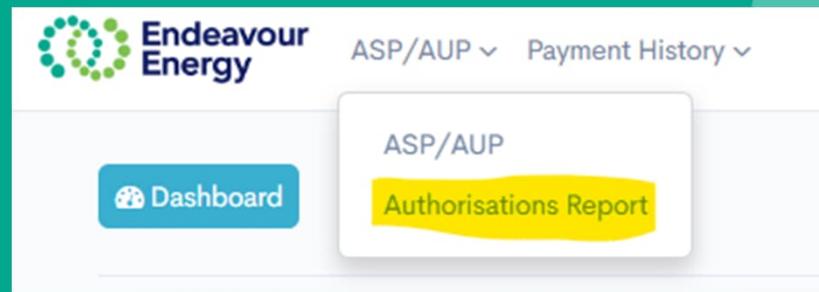


The screenshot displays the Beakon Portal dashboard. On the left, there is a 'Welcome to Beakon' message from ASP, explaining Endeavour Energy's obligations and providing quicklinks for 'Electrical Safety Rules', 'Working Safely near our network', and 'Edit your Profile'. On the right, the 'My Assigned Authorisations' section shows a table with one entry: AUTH_23590, Level 2 ASP, with a status of 'Non-Compliant' highlighted in a red box. Below this, the 'My Documents to submit' section shows a document titled 'Climate and Energy Accreditation Letter - level 2 (Mandatory)' with an expiry date of 28/06/2025 and buttons for 'View', 'Approved', and 'Add'.

RECORD NUMBER	ASP NAME	AUTHORISATION	STATUS
AUTH_23590		Level 2 ASP	Non-Compliant

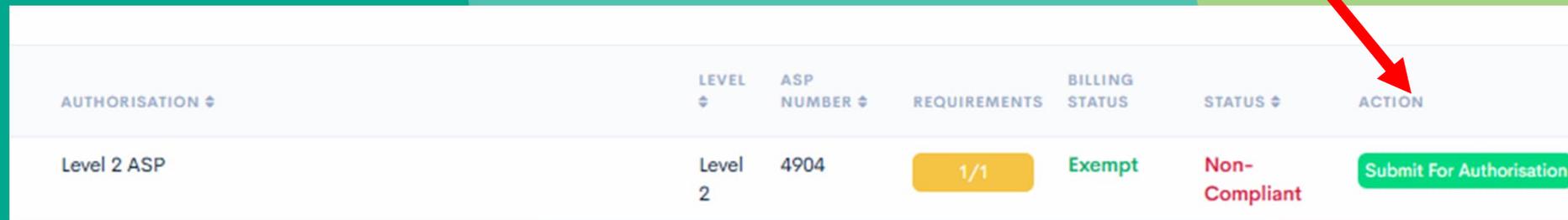
NAME	CERTIFICATE NUMBER	EXPIRY	ATTACHMENT	STATUS	ACTION
Climate and Energy Accreditation Letter - level 2 (Mandatory)		28/06/2025		Approved	

From the Dashboard, please hover over the top of ASP/AUP and Click on the Authorisations Report, this is the only area you can submit any authorisation for approval.



From the Authorisations Report page, the Submit for Approval/Authorisation will be visible.
By submitting for authorisation, this will submit the authorisation to the team for approval.
Please ensure you have submitted all authorisations for approval

Click Submit for Authorisation



AUTHORISATION ↕	LEVEL ↕	ASP NUMBER ↕	REQUIREMENTS	BILLING STATUS	STATUS ↕	ACTION
Level 2 ASP	Level 2	4904	1/1	Exempt	Non-Compliant	Submit For Authorisation



USER TYPE		LEVEL	ASP NUMBER	REQUIREMENTS	BILLING STATUS	STATUS	ACTION	APPRO
ASP	Level 2 ASP	Level 2	6418	1/1	Exempt	Non-Compliant	Submit For Authorization	

Please ensure you tick the box prior to submitting for Approval

Submit For Approval

As the representative of the above-mentioned Company, I certify that the Company in accordance with the Scheme Rules established by the NSW Climate and Energy Action we have:

- have registered and maintained renewal of its accreditation in accordance with the ASP Scheme;
- employ appropriately qualified workers in accordance with the Scheme Rules;
- are familiar with the requirements and standards of Endeavour Energy;
- hold current insurance policies as required by the ASP Scheme Rules for the level of accreditation held, and Endeavour Energy is noted as

that the requirements of these rules are consistent with the ASP's arrangements for managing health and safety (as set out in the ASP's work health & safety management system);

- Is familiar with all Acts, Regulations, documents, guides, and standards applicable to the level of accreditation, and has confirmed that the requirements of these documents are consistent with the ASP's arrangements for managing health and safety (as set out in the ASP's work health & safety management system); and
- The ASP will ensure that workers under their employment have access to appropriate tools and equipment to carry out the work they will be required to perform.

Submit For Approval

This will change the status to Approval Pending

USER TYPE	AUTHORISATION	LEVEL	ASP NUMBER	REQUIREMENTS	BILLING STATUS	STATUS
ASP	Level 2 ASP	Level 2	4904	1/1	Exempt	Approval Pending

Once it is approved by the Authorisations Team it will move to a Compliant status

USER TYPE	AUTHORISATION	LEVEL	ASP NUMBER	REQUIREMENTS	BILLING STATUS	STATUS
ASP	Level 2 ASP	Level 2	4904	1/1	Exempt	Compliant



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