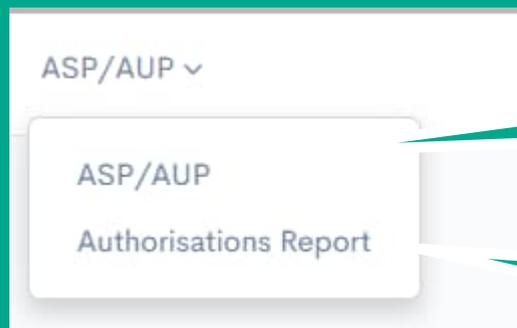


# Quick Guide - How to Update Training in an Authorisation



- Log into Beakon
- Training can be updated and attached in either the ASP/AUP Page or the Authorisations Report Page
- If processing from Authorisations Report Page, then the Submit for Authorisation will appear once all training has been attached and the page refreshed
- If you process in the ASP/AUP area, please ensure you go to the Authorisations Report Page to submit for Authorisation



By Clicking on the ASP/AUP tab

- You can process and review authorisations here on this page

By Clicking on the Authorisations Report tab

- To Submit Authorisations for approval, if you fail to submit then you will not become authorised

# ASP/AUP TAB

## Authorisation Name and Authorisations

AUP	Energising service equipment - including disconnect and reconnect - Class 2D (Cat 4) - Level 2	Level 2	5678	4/4	Paid
AUP	Carry out Non-Electrical Work - Ground Work - Level 1	Level 1	1234	6/6	Paid
AUP	Operate or Observe Plant Near Overhead Powerlines - Level 1	Level 1	1234	3/7	Paid

All authorisations are visible:-

- Green – Compliant (Authorised)
- Red – Non-Compliant (Suspended)
- Orange – Approval Pending (Waiting approval)

Each authorisation contains requirements, it will tell you how many requirements need to be met in each authorisation to comply 3/7 there are still 4 requirements that need to be met

When you have met all requirements, the box will turn orange, and now you need to submit for Authorisation, which can only be done in the Authorisations Report Page

# How to update your training

Yellow Electrical Pty Ltd - Operate or Observe Plant Near Overhead Powerlines - Level 1	3/7
Yellow Electrical Pty Ltd - Observe Excavation Work Near The Network - Level 1	3/7

- Click on the box with the requirements to attach the training
- Once training is attached it will update across all authorisations

	Issue Date	Expiry Date	Status	Admin	Issue Date	
<b>Add</b> <b>Edit</b>	<b>ESI001</b> Endeavour Energy Initial Electrical Safety Rules	14/05/2019	14/05/2109	Approved	Beakon Admin	22/01/2020 11.00 am
<b>Add</b> <b>Edit</b>	<b>HLTAID009</b> Provide cardiopulmonary resuscitation	09/05/2023	09/05/2024	Expired	Beakon Admin	18/05/2023 10.00 am
<b>Add</b> <b>Edit</b>	<b>UETDREL006</b> Work safely in the vicinity of live electrical apparatus as a non-electrical worker	20/02/2019	22/02/2109	Approved	Beakon Admin	14/10/2019 11.00 am

Look for the expired training or training that is about to expire. Click the Add button

Issue Date\*

Expiry Date\*

Attachment\*  No file chosen

- Enter the date the training was completed in the Issue Date
- Expiry Date – add 12 months to the training date
- Attachment – choose the file that contains the training, then click Save

Once training has been uploaded and documents attached

Carry out Non-Electrical Work - Ground Work - Level 1	6/6
Carry out Excavation Work Near The Network - Level 1	8/8
Carry out Non-Electrical Work - Ground Work - Level 1	6/6
Carry out Excavation Work Near The Network - Level 1	8/8

Your authorisation status will turn Orange – Approval Pending

ASP/AUP ▾

ASP/AUP

Authorisations Report

Please ensure you are in the Authorisations Report Page. Authorisations can only be submitted from the Authorisations Report area for approval

The Submit for Approval should be visible once all training has been attached

Yellow Electrical Pty Ltd	AUP	Work on underground service conductors - Class 2B (Cat 2) - Level 2	Level 2	5678	9/9	Paid	Non-Compliant	Submit For Authorization
Yellow Electrical Pty Ltd	AUP	Work on overhead service conductors - Class 2C (Cat 3) - Level 2	Level 2	5678	10/10	Paid	Non-Compliant	Submit For Authorization
Yellow Electrical Pty Ltd	AUP	Energising service equipment - including disconnect and reconnect - Class 2D (Cat 4) - Level 2	Level 2	5678	4/4	Paid	Non-Compliant	Submit For Authorization

- Click on Submit For Authorisation, this is the final step in the process to becoming Authorised
- If you need to pay a fee, please pay the fee on one of the authorisations
- Ensure you submit all authorisations for approval

PLEASE NOTE: If you fail to submit for authorisation, your authorisation will remain in an approval pending status and will not come through to the authorisations team.



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