

Authorisations – Authorised Person User guide

Endeavour Energy

Electrical & Public Safety - Authorisations
Endeavour Energy

T 9853 6946 T (02) 9853 5043

E authorisations@endeavourenergy.com.au



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Introduction

Endeavour Energy has an obligation under various health safety legislation and industry specific acts, regulations, and codes of practice to ensure the safety of all people who work on or near its electrical network given the high-risk nature.

Providing authorisations to internal and external stakeholders this ensures those people who work on our network have the necessary competency and ability to carry out the work in a safe manner.

Authorisations also provides the business a level of assurance and risk management for this high-risk activity.

Endeavour Energy has developed a new self-serve portal system, to enable internal and external stakeholders, to add new, renew existing, view and upgrade authorisations at any time with their username and password.

In the user guide you will find instructions on how to view your authorisation, download your certificate, and upload any documents that are required for the authorisation.

If you are unsure and need assistance, please contact authorisations@endeavourenergy.com.au

Authorised Person Login

How to Log into the Portal

You must use the email address that was on file previously and receiving all the reminders, if this has changed and needs updating please email authorisations@endeavourenergy.com.au so they can update this in the system, this may cause issues when logging in.

Please use the link below to Log in to the Portal

- <https://au.beakon.io/endeavourenergy>
- Simply click on the link, enter your email address, and click 'Sign Up Now'. Follow the prompts provided. A verification code will be sent to your email or phone, which you will need for verification. Continue following the prompts until you reach the Beakon dashboard.
- Follow instructions after this

The image shows a login portal for Endeavour Energy. At the top is the Endeavour Energy logo. Below it is the heading "Sign in with your email address". There are two input fields: "Email Address" and "Password". A link "Forgot your password?" is located below the password field. There are three buttons: a dark blue "Sign in" button, a white "Sign up now" button, and a white "Endeavour Energy Staff" button. Three callout boxes are present: a blue box pointing to the "Email Address" field with the text "Externals enter - email address", a blue box pointing to the "Forgot your password?" link with the text "Don't know the password", and a green box pointing to the "Endeavour Energy Staff" button with the text "Endeavour Energy Staff".

Your Dashboard Explained

When you log in you will be taken to the Welcome Page and your dashboard

AUP - Welcome to Beakon

Endeavour Energy is obligated under various health and safety legislation, as well as industry-specific acts, regulations, and codes of practice to prioritize the safety of individuals working on or near its electrical network due to its inherently high-risk nature.

Granting authorizations to both internal and external stakeholders ensures that individuals working on our network possess the necessary competency and skills to carry out their tasks safely. These authorizations also provide the business with a level of assurance and effective risk management for this high-risk activity.

To return to this Dashboard at any time, simply click the logo at the top of your screen.

[Click here to view Beakon ID Card](#)

My Assigned Authorisations

RECORD NUMBER #	ASP NAME #	AUTHORISATION #	STATUS #
AUTH_142	Endeavour Energy	Carry out Non-Electrical Work - Ground Work - EE Employee	Compliant
AUTH_143	Endeavour Energy	Access Zone/Transmission Substations (without) restriction - EE Employee	Non-Compliant

« < (1 - 2 of 2) > »

My Documents to submit

NAME	CERTIFICATE NUMBER	EXPIRY	ATTACHMENT	STATUS	ACTION
HLTAID009 Provide cardiopulmonary resuscitation (Mandatory)		02/01/2025	View	Approved	Add ✎ 🗑
Substation Entry course (Mandatory)				Not Submitted	Add
UETDRMP007 Perform rescue from a live LV panel (Mandatory)		01/01/2025	View	Approved	Add ✎ 🗑
UETDRMP02 Endeavour Energy Initial Electrical Safety Rules (Mandatory)			View	Approved	Add ✎ 🗑
UETDRRF007 Provide first aid in an ESI environment (Mandatory)		02/01/2025	View	Approved	Add ✎ 🗑
UETDRRF01 Apply ESI Safety Rules - CLOSED (Mandatory)		02/01/2025	View	Approved	Add ✎ 🗑

« < (1 - 6 of 6) > »

What Is the Status on An Authorisation

We have updated our status categories and no longer use "authorised", "cancelled", and "suspended". Please familiarise yourself with the new statuses below, each of which will be assigned to every authorisation:

1. Compliant - This means the authorisation is approved or authorised.
2. Non-compliant - This indicates the authorisation is not approved or not authorised.
3. Approval Pending - This means the authorisation has been submitted and is currently awaiting approval.

My Assigned Authorisations

RECORD NUMBER #	ASP NAME #	AUTHORISATION #	STATUS #
AUTH_142	Endeavour Energy	Carry out Non-Electrical Work - Ground Work - EE Employee	Compliant
AUTH_143	Endeavour Energy	Access Zone/Transmission Substations (without) restriction - EE Employee	Non-Compliant

« < (1 - 2 of 2) > »

My Documents to Submit

All documents that have been submitted with your authorisations are visible, and you can also view the status.

All documents that are attached to an authorisation must be submitted for approval.

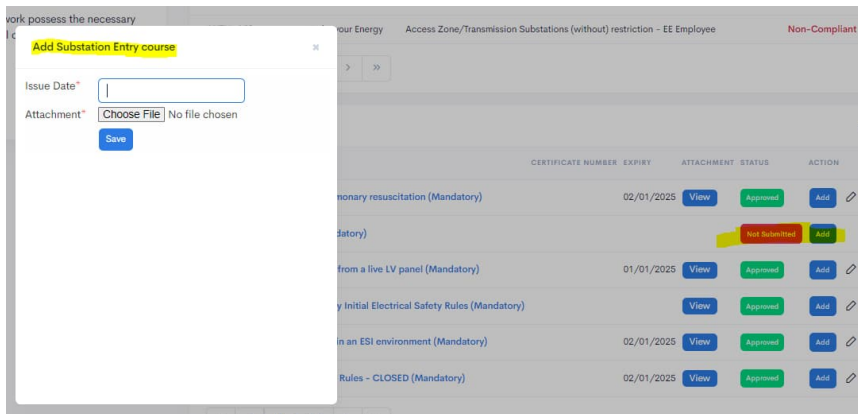
You can add the document, by clicking on the Add button, and completing the information that is requested, and attach the document.

If you work for a company, usually the admin, office manager or owner will submit the training, if you have been requested to attach any time, you can upload this in My Documents to submit area.

My Documents to submit ↻					
NAME	CERTIFICATE NUMBER	EXPIRY	ATTACHMENT	STATUS	ACTION
HLTAID009 Provide cardiopulmonary resuscitation (Mandatory)		02/01/2025	View	Approved	Add ✎ ⓘ
Substation Entry course (Mandatory)				Not Submitted	Add
UETDRMP007 Perform rescue from a live LV panel (Mandatory)		01/01/2025	View	Approved	Add ✎ ⓘ
UETDRMP02 Endeavour Energy Initial Electrical Safety Rules (Mandatory)			View	Approved	Add ✎ ⓘ
UETDRRF007 Provide first aid in an ESI environment (Mandatory)		02/01/2025	View	Approved	Add ✎ ⓘ
UETDRRF01 Apply ESI Safety Rules - CLOSED (Mandatory)		02/01/2025	View	Approved	Add ✎ ⓘ

« < (1 - 6 of 6) > »

Uploading a document



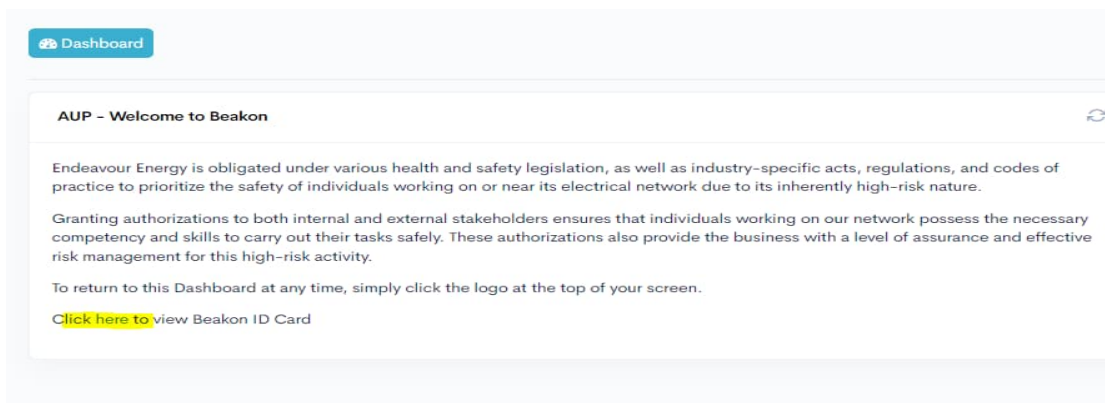
My Documents to submit

NAME	CERTIFICATE NUMBER	EXPIRY	ATTACHMENT	STATUS	ACTION
HLTAID009 Provide cardiopulmonary resuscitation (Mandatory)		02/01/2025	View	Approved	Add ✎ 🕒
Substation Entry course (Mandatory)			View	Pending Approval	Add ✎ 🕒
UETDRMP007 Perform rescue from a live LV panel (Mandatory)		01/01/2025	View	Approved	Add ✎ 🕒
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UETDRRF01 Apply ESI Safety Rules - CLOSED (Mandatory)		02/01/2025	View	Approved	Add ✎ 🕒

« < (1 - 6 of 6) > »

How Do I Access the Authorisation Digital Card

An updated certificate link will be sent to your email whenever there are changes made to your authorisations. This link will serve as your authorisation. You will be able to access this by logging into your profile and clicking on the link in your dashboard.




Click on the company name under the photo and this will bring up your certificate.


You are also able to click on the Print Card, and save this to a folder on your phone, but this will not be a real live authorisation, by clicking on the link in your profile, this will give you a updated authorisation.

NAAS ID: 204055

Name
Company Name



Company Name



Network Access Digital Certificate
Certificate is not valid if the photo is not visible.
Please contact Authorisations if there is no photo.

Name: ██████████
NAAS ID: 2065
Company: ██████████
Date issued: 09/02/2024

Authorised Functions
The holder of this card may perform the following functions:



- Compliant** - Access Zone/Transmission Substations (without) restriction - EE - Employee
- Compliant** - Install and Remove Operational Cables - EE - Employee
- Compliant** - Low Voltage Network Switching - EE - Employee
- Compliant** - Construct and Maintain OH Mains - Distribution - EE - Employee
- Non-Compliant** - Construct and Maintain UB Mains - Distribution - EE - Employee
- Non-Compliant** - Authority to Enter Private Property - please refer below - EE - Employee
- Non-Compliant** - Live Low Voltage Work - Ground-based - EE - Employee
- Non-Compliant** - Carry out Pole-Top (EWP) Inspections of Wood Poles - EE - Employee
- Non-Compliant** - Live Low Voltage Work - Overhead - EE - Employee
- Non-Compliant** - Construct & Maintain Distribution Substation Equipment & Connection Work - EE - Employee

██████████ is authorised to carry out the functions listed on this digital certificate associated with work under the Electrical Safety Rules on or near the Endeavour Energy Electricity network while employed by Endeavour Energy.

This letter should be kept in a safe place as a record of the authorization issued to you. Also, it is a requirement to notify Endeavour Energy of any change(s) to the particulars of this for the duration of this authorisation.

It is an offence to falsify this document, anyone found amending this document will immediately be suspended from the Endeavour Energy network, and may result in the ASP Scheme being informed.

Jadranko Landeka
Manager Electrical & Public Safety
Phone: (02) 9953 6946 or (02) 9953 5043
Email: authorisations@endeavourenergy.com.au

QUESTIONS AND ANSWERS

1) Do we need to still need submit application forms, if so, how do I submit this?

There are no more application forms to sign and return.

2) Do I still need to ask the registered training organisation to email the training to Endeavour Energy? (Externals only)

Training no longer needs to be emailed to Endeavour Energy as you can attach this to your profile, once attached let your manager know that you attached the training. If you work for a larger company let the Office Manager know that you have completed this task.

3) What is an employee registration letter? (Externals Only)

For an individual to work on or near the electricity distributor's network, all employees must be registered with an ASP to do the work they are registered to do. This is a requirement for both employees and subcontractors.

4) How do I view my certificate if I am an authorised person?

If you log in to your profile with your username and password, you will find the link in your dashboard, click on the link and this will take you to your certificate.

5) What is a Document Rejection?

The Authorisation Officer has viewed your documents, and found that one has not met the requirements, you will need to resubmit the document that was rejected, this will be mentioned in the email that was received, and it is also documented against the requirement in the authorisation.

6) What Is the Status on An Authorisation

Compliant (Green) - This means the authorisation is approved or authorised.

Non-compliant (Red) - This indicates the authorisation is not approved or not authorised.

Approval Pending (Orange) - This means the authorisation has been submitted and is currently awaiting approval.

7) Am I able to submit my own authorisation for approval

Only a sole trader that holds a current accreditation with the Officer of Climate and Energy can submit his authorisation for approval, as he works for his own company. If you work for a company, the admin, office manager or owner will need to submit your authorisation for approval. If you are an Endeavour Energy employee your manager will submit your authorisation for approval.

8) How often will my authorisation be updated

Your authorisation will be updated if there are any changes made for e.g.

- upgrade - adding another authorisation, or moving from a non-trade authorisation to an electrical authorisation
- or you have completed annual refresher training
- or if you have resubmitted and updated any qualifications
- or if an authorisation has become non-compliant
- or training has expired

9) If my authorisation is Non-Compliant can I still work?

You are unable to carry out the functions related to the authorisation that is Non-Compliant, your authorisation must be in a Compliant status only for you to work on the network.

