



# Suitability Assessment

## Applicant and Employer Details

Applicant Information	Organisation Information
Applicant's Full Name (As per Driver Licence):	Employer:
Applicant's Email Address:	Company Email:
Contact Number:	Company Contact Number:
Applicant's direct Supervisor – Name:  Title:	Company address:
Applicant's Signature:   Date:	Principal Contractor or Lead Contractor <b>Endorsement</b> (independent) <i>Safety Manager, Program manager of Principal contractor or Lead Contractor</i> Name:  Title:
	Endorsement Signature:   Date:

## SUITABILITY ASSESSMENT (Applicant's Supervisor to complete)

The role of 'Receiving' an Access Authority is a safety critical leadership role with multiple high level responsibilities that must be performed by the Applicant.

By endorsing the suitability, the Supervisor is indicating the Applicant has the experience and ability to carry out all the responsibilities involved with the selected authorisation.

### PART A – Suitability Assessment - supporting evidence

#### Access Authority – Substations (5.2)

Select one ONLY

The Applicant has a Distribution or Electrical Trade/Licence (REQUIRED)

Yes

No

(if No the application will be rejected)

#### Field Access Authority – Lines (6.3)

Select one ONLY

The Applicant has a certificate in ESI Transmission Lines (REQUIRED)

Yes

No

(if No the application will be rejected)

#### This question is mandatory

1. Describe why the applicant is suitable for the role of receiving an Access Authority? Has the Applicant performed similar roles in the past?

Please include detail of their suitability to:

- Ensure the safety of themselves and others
- Provide warnings and demonstrations to others
- Supervise others in a work party
- Clearly communicate with others
- Clearly communicate and convey information to a 'Controller' regarding actions performed on a work site
- Previous similar roles

Response:

Part B – Experience and evidence (the Applicant must be awarded a minimum of 60 points to be deemed suitable)	Max Points	Points Awarded by Supervisor
<p><b>These questions are mandatory</b></p> <p>2. Experience in an electrical transmission or distribution environment Please Select:</p> <p>2-4 years –non-trade (10 pts)                      2-4 years – trade based (15 pts)</p> <p>4-10 years –non-trade (20 pts)                      4-10 years – trade based (30 pts)</p> <p>10+ years –non-trade (30 pts)                      10+ years – trade based (45 pts)</p>	45	
<p>Has the Applicant held the authorisation in the last 5 years? Yes</p> <p>Reason for authorisation lapsing?</p>	40	
<p>Does the Applicant hold a similar Authorisation with another Network Operator? Yes (40 points)</p> <p>OR</p> <p>Has the Applicant held a similar Authorisation with another Network Operator in the last 5 years? Yes (20 points)</p> <p>Name of Network Operator:                      Authorisation held:</p>	40	
<p>Reference from former manager/customer regarding suitability for the role (Max 2 references 10 points per reference). Attach reference to this form or add to supporting evidence section</p>	20	
<p>I confirm the applicant has worked on at least 10 different <b>Transgrid</b> Access Authorities. Yes</p>	10	
	Total	

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## Supporting Evidence

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**PART C – Supervisor Verification** – by signing below I confirm that I am the above applicant’s supervisor and the evidence supplied to support the suitability assessment criteria is accurate. The applicant has enough experience (minimum 60 points) to be eligible to receive the training.

Applicants Supervisor Position		
Name	Signature	Date

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