

Service Apparatus Connection Scheme

Information for Electrical Contractors

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Schedule of amendments

Version	Previous version	Amendments from previous version	Date of amendment
9	8A	The following paragraphs were removed from Section 2.2: <i>The meter can only be left energised on a permanent basis where the SACS Electrical Contractor and Worker are also accredited under Western Power’s Contractor Connect Scheme.</i> <i>To permanently energise the meter a SACS only contractor must not directly engage the services of a Contractor Connect Contractor but instead contact Western Power who will arrange for the meter to be energised. The SACS contractor can nominate a Contractor Connect Contractor to energise the installation though Western Power reserves the right to allocate any Contractor Connect provider to the job. Preliminary and completion notices must be submitted by both contractors.</i>	07/06/2013
9	8A	Appendix 2 – SACS Matrix of Accountability was removed.	07/06/2013
9A	9	Removal of Section 3 “Scheme Transitional Arrangements” and other references to transitional arrangements contained within various sections of the document. Transitional arrangement period has passed and is no longer applicable.	12/06/2013
9A	9	Removal of various references to transitional arrangements from documentation (various sections).	12/06/2013
9A	9	Added “Preliminary Notice” and “Notice of Completion” as new subsections of Section 2 “Scheme Guidelines”.	12/06/2013
9A	9	Clarification with regard to energisation of installations added to subsection 2.2 (bullet points 2 and 3).	12/06/2013
9B	9A	Added requirement for electrical contractors to have a fitness for work policy inclusive of requirement for drug and alcohol detection.	29/01/2016
9B	9A	Updated to Western Power new corporate template.	03/02/2016
9B	9A	Added requirement for electrical contractors to submit notices via ETIC.	03/02/2016
10	9B	Updated links to new Western Power website Added Drug and Alcohol Management Requirements as Addendum A	14/10/2016
11	10	Removed reference to Etic and added reference to EnergySafety’s E-Notice	
12	11	Added new SCXT form`	21/02/2023

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1 Introduction

Western Power's Service Apparatus Connection Scheme (SACS) allows accredited electrical contractors via their authorised workers to connect kWh meters and terminate consumer mains into energised Western Power pillars, but not to leave the installation energised.

The scheme is limited to the connection of a single direct wired metering installation not exceeding 100 amperes, including distributed and multi master metering.

A notice of completion must be submitted to Western Power upon completion of the work. If the Contractor also holds Contractor Connect Scheme accreditation he can energise the installation subject to the CCS scheme conditions. Alternatively Western Power will arrange for energisation. Installations may be subject to inspection prior to energisation by Western Power.

Contractors intending to participate in the scheme must meet minimum criteria to qualify for and maintain SACS accreditation. This criteria is defined in sections 3 (Application and approval) and 4 (Ongoing accreditation requirements).

Once SACS authorised, electrical workers may undertake works on Western Power's network under the conditions of SACS.

Inspection, assessment and audit processes apply and are undertaken for both new SACS applicants and at ongoing yearly audits. Audits shall review the compliance and fulfilment of all administrative requirements including, but not limited to: the completion of SACS test forms; proof of completion notices; maintenance of an electrical workers' register; and ensuring the calibration of instruments.


Electrical contractors and workers failing to comply with SACS conditions are subject to consequences which may include, but are not limited to: the revocation of SACS accreditations; removal of Network Authority Card (NAC); and, possible prosecution under the law for breaches of regulatory and connection requirements. Serious breaches of the Acts and Regulations shall be notified to the Electrical Safety Regulator.


An appeal and reinstatement process has been established for contractors and workers who are subject to their SACS accreditation being suspended by Western Power. This process is outlined in section 5.1 (Appeals process).


2 Service Apparatus Connection Scheme guidelines

The Service Apparatus Connections Scheme (SACS) permits accredited electrical workers to perform certain works on the Western Power Network, as defined below:

- Terminate customer's consumer mains into an energised Western Power mini pillar or universal pillar for a new installation (safety observer required for uni-pillar and mini-pillars with exposed accessible un-insulated parts).
- Obtain a new direct wired kWh meter from a meter distributor, as per meter pick up requirements, must hold a current NAC or a letter from Western Power authorising pick up.
- Install a direct wired kWh meter at a new customer's installation, this also includes distributed master metering.
- Disconnect temporary builder's supplies and return temporary meters to Forrestfield Metering within 3 days.
- Install and terminate customer's consumer mains into the service protection device and direct connected kWh meters for a new installation.
- Operate the service protection device - SPD (fuse or circuit breaker) at the meter panel to carry out the required testing of the kWh meter (see section on testing).
- Entry to SACS is voluntary.

 **IMPORTANT:** Under NO circumstances may the customer's consumer mains be terminated at a de-energised pillar.

 The service protection device shall be placed in the OFF position and for fuses the cartridge removed and for both an Out Of Service tag attached to indicate that only Authorised Western Power personnel may remove and energise the customer's installation.

 **IMPORTANT:** The Service Apparatus Connection Scheme does not permit an installation to be left energised. Only Western Power, its authorised personnel and Contractor Connect Scheme (CCS) contractors (subject to the CCS conditions) may energise the installation.

2.1 Service Apparatus Connection Scheme limitations

- SACS applies to NEW underground connected premises only.
- SACS does not permit contractors or workers to leave an installation energised.
- Energisation of premises is undertaken by Western Power, its authorised contractors or an electrical contractor accredited to the Contractor Connect Scheme providing that the CCS contractor has undertaken all electrical installing works, including SACS work and subject to the CCS conditions.
- SACS contractors and their workers cannot direct another electrical contractor or worker to energise an installation.
- SACS does not apply to current transformer (CT) metered installations. For these installations Western Power's metering technicians must be involved.

- SACS does not include energisation of builders' supplies.
- SACS does not apply to overhead service connections (a network service must be arranged for this work) or meter changeovers from temporary positions to permanent positions.
- Disconnection and relocation of permanent meters are not permitted.

2.2 Service apparatus test form

When completing testing of service apparatus, the SACS service apparatus test form must be used. This form is available for download from Western Power's website:

<https://westernpower.com.au/technical-information/connection-schemes/>

Electrical workers have two options when conducting the service apparatus test and completing the test form:

- Have a witness who is also an accredited SACS electrical worker to record the test results during the testing process (two person process); or,
- Have one SACS accredited person use a test instrument with downloadable memory to determine and record the test results. The service apparatus test results must still be manually filled in on the service apparatus test form and a print-out of the achieved test results from the instrument's memory must be attached to the completed form. All downloaded test results must be retained by the contractor for a minimum of five (5) years. Please refer to Section **2.2.2** (Minimum specification for the service connection test instrument with on-board storage of test results) for more information.



IMPORTANT: It is critical that correct SACS testing procedures are followed and the results recorded at the time of the test.

2.2.1 Service apparatus test form example




Service Apparatus Test Form

To be completed by authorised electricians. The tester and witness must complete the declaration at the completion of the test procedure. Witness is not required if data recording instruments are used to record the test results.

Service connections to uni-pillars and mini-pillars with exposed live parts require a safety observer able to identify safety issues relevant to the task.

Pre-testing verification and visual checks				Testing continued			
1.	Use an approved testerto test the meter enclosure to ensure no voltage is present.		Tick	17.	Energise the meter by replacing the SPD(s) meter fuse(s). Confirm supply by testing between the independent earth, line neutral and the line active(s) at the kWh meter terminals. Do not record the readings.		Tick
2.	Site address			18.	For 3 phase connections ONLY check and record the phase rotation at the kWh meter terminals	Anti-clockwise	Clockwise
3.	Meter number	Meter reading		19.	Check and record voltages between line neutral and line active(s) at the kWh meter terminals. Expected results 225-255	Red Ø 1	White Ø 2
4.	Ensure the correct operation of the testing instrument(s) on a known source of supply or on a proving device as a minimum prior to and after undertaking the testing.			20.	Check and record line impedance between line neutral and line active(s) at the kWh meter terminals. Expected results <1 Ω	Red Ø 1	White Ø 2
5.	Confirm correct operation and calibration of testing instruments. Record their serial number and calibration date.	Electrical Installation Tester with memory ^A serial no / Calib. date# Volt meter serial no / Calib. date# Impedance meter serial no / Calib. date#		21.	Test and record phase to phase voltages at the kWh meter. Expected results 390-440 V	Red Ø 1	White Ø 2
6.	Ensure the pillar is energised and confirm the relevant installation consumer mains per the above details are not connected.			22.	The SPD/meter fuses are switched off/removed. Prove the meter is de-energised by testing at the kWh meter terminals. Test between the line neutral and line active(s) (Critical test). Test between independent earth and the line neutral and the line active		
7.	For single metered installations a neutral link on the meter panel is not permitted.			23.	Reconnect the load neutral tail into the kWh meter. Always double check all the conductors are in their correct terminals and are checked for tightness (pull test)		
8.	Ensure consumer's main switch is switched OFF, fit "Out of Service Warning Tag" and the SPD/meter fuses are switched off/removed.			24.	Energise the meter by replacing the SPD(s) meter fuse(s). Confirm supply has been restored by testing between the independent earth, line neutral and the line active(s) at the kWh meter terminals. Do not record the readings.		
9.	No active and neutral conductors are transposed between the Pillar, SPD, meter, customer main switch.			25.	Apply a load test at the kWh meter terminals between the load neutral and load active(s) to prove the meter is operating correctly (the meter should pulse).		
10.	Ensure conductors are correctly wired into the kWh meter. (1Ø - ANNA) (3Ø - AA /AA /AA /NN)	1Ø	3Ø	26.	The SPD/meter fuses are switched off/removed. Prove the kWh meter is de-energised by testing at the kWh meter terminals. Test between the line neutral and line active(s) (Critical test). Test between independent earth and the line neutral and the line active.		
11.	Ensure the LOAD neutral is disconnected from the kWh meter. Ensure the LINE and LOAD active(s) and the LINE neutral are properly secured (pull test) in the kWh meter.			27.	Ensure consumer's main switch is off.		
12.	Install independent earth stake >3.0 metres from the consumer's earth and any potential earth.			28.	Test between metal enclosure and independent earth. Measure volts between independent earth & customer earth		<6 volts
13.	Connect consumer mains at the pillar. Caution - the consumer's line neutral conductor could be live if connected incorrectly.			SACS Test is Complete - Ensure "Out of Service Warning Tag" is left fitted.			
TESTING				1A.	FOR CONTRACTOR CONNECT ACCREDITED Electrical Workers ONLY	Reconfirm SACS testing of steps 14 to 28.	
14.	Test between independent earth and line neutral at the kWh meter terminal and record the voltage reading. Expected results 0.6 V. Record the results volts		1B.	The SPD/meter fuses are switched on/replaced.		
15.	Test for continuity between the disconnected load neutral and customer earth electrode. Record the reading. If the reading is greater than 0.5 ohm identify and rectify consumer's MEN connection.ohm		1C.	Remove "Out of Service Warning Tag" ENSURE Main Switch is "OFF"		
16.	Test at the LINE side of the SPD(s) and the independent earth to confirm the consumer mains are connected to supply. Expected results 1Ø 225-255V Record the results. volts		1D.	Test between metal enclosure and independent earth. Measure volts between independent earth & customer earth.		<6 volts
				1E.	Ensure correct operation of testing instrument(s) on a known source of supply or proving device		
<p>Note: The meter must not be left energised unless the EW is Contractor Connect Accredited. I, the undersigned tester, certify that I have carried out tests 1 to 28 and 1A to 1E in this SAT form properly and consecutively in the order that they are numbered. The test results recorded in this SCT form are all true and correct and: The service apparatus tested are in a safe and fit condition for supplying electricity to the service address.</p>							
Name:				Signature:			
Seal# (if CC):	NAC#:	EW No:		EC No:	Date:	Time:	
I, the undersigned witness, certify that all the test 1 to 28 and 1A to 1E in this SAT form were carried out properly and consecutively in the order that they are numbered. I recorded the results of each test I observed as it was completed. (*not required when test is conducted using Electrical Installation Tester with built-in memory).							
Name:				Signature:			
Seal# (if CC):	NAC#:	EW No:		EC No:	Date:	Time:	

 NOTE: The form above is an example only and not to be used to record testing results. The SACS service apparatus test form is available from the Western Power website <https://westernpower.com.au/technical-information/connection-schemes/>.

New SCT form

Service Connection Test Form

All tests must be carried out in accordance with AS 4742: 2010 and the Service Connection Test Guideline (EDM 53525817)
 Failure to follow the steps in this form could cause hazardous voltages in the installation resulting in a Fatality Risk.

INSTALLATION ADDRESS						DATE OF TEST	
Existing meter number				New meter number		W/O#	
DIRECT <input type="checkbox"/>	DISTRIBUTED <input type="checkbox"/>	MMM <input type="checkbox"/>	UMS <input type="checkbox"/>	CT <input type="checkbox"/>	ANNA <input type="checkbox"/>	AA AA AANN <input type="checkbox"/>	
Test Instrument type		PAT Id or Serial No			Calibration date		
Only enter values in the relevant sections and N/A all others not required. For multi master metering installations where there is already a meter connected only carry out voltage and load tests - NO IMPEDANCE TEST is required.							
1. Conduct a touch voltage test from independent earth (> 2.0m from the customer's earthed equipment) to metallic structure of installation (Metal meter box, customer's water tap, or load neutral point on supply meter) <6v AC							
						VAC	
2. Confirm position of customer's main switch (on/off)							
						ON OFF	
3. Confirm phase rotation prior to isolating supply (clockwise, anticlockwise, A-B-C, 1-2-3)							
4. Isolate customer's main switch; remove or isolate SPD or meter fuses. For remote main switch installations remove the load active(s)							
						<input type="checkbox"/>	
5. For direct metering remove LOAD neutral from the meter terminal. For Multiple Master and CT metering installations remove the LINE neutral from the MEN/Neutral link bar							
						<input type="checkbox"/>	
I the undersigned, hereby certify that I have performed the tests above, and confirm that the service connection has been left in a safe state.							
Tester Name:		BNA:		Signature:			
6. For Direct metering ONLY reinstate the SPD							
						<input type="checkbox"/>	
7. Confirm phase rotation same as STEP 3 (clockwise, anticlockwise, A-B-C, 1-2-3)							
8. Line impedance, polarity, and voltage test (at meter position or SPD) Connect test leads to line active, line neutral and independent earth. Measure and record results in the table below:							
Test	Acceptable Range	RED or Single-phase	WHITE	BLUE			
V - Line Active - Neutral	226V to 254V	V	V	V			
V - Line Active - Independent Earth	226V to 254V	V	V	V			
Z - Line Active - Neutral	<1.0Ω	Ω	Ω	Ω			
Z - Line Active - Independent Earth	<10kΩ	kΩ	kΩ	kΩ			
V - Line Active to Metal Meter Enclosure	Within 5V of V - Line Active-Neutral	V	NA				
V - Line Active - Load Neutral/ Pre-1976 earth wire	Within 5V of V - Line Active-Neutral	V					
V - Line Neutral - Load Neutral/ Pre-1976 earth wire	<6V	V					
Split Phase to Phase Volts (if applicable)	451V to 509V	V					
3 - Phase Volts (if applicable)	390V to 440V	V R/W	V W/B	V B/R			
9. For Direct metering ONLY remove the SPD							
						<input type="checkbox"/>	
10. Reinstall LOAD neutral to the meter terminal. For Multiple Master and CT metering installations reinstall the LINE neutral to the MEN/Neutral link bar. For remote main switch reinstall load active.							
						<input type="checkbox"/>	
11. ENSURE ALL CONNECTIONS ARE SECURE (TUG/PULL TEST)							
						<input type="checkbox"/>	
12. Reinstall supply. Using a load tester perform a meter function test (including L1 - N terminal if applicable).							
						<input type="checkbox"/>	
13. Confirm position of Customers Main Switch as in STEP 2 (Leave OFF if steps 3 and 7 not completed)							
						ON OFF	
14. Conduct a touch voltage test from independent earth (> 2.0m from the customer's earthed equipment) to metallic structure of installation (Metal meter box, customer's water tap, or load neutral point on supply meter) <6v AC							
						V	
I the undersigned, hereby certify that I have performed the tests above, and confirm that the service connection is safe and correctly connected to the network.							
Tester Name:		BNA:		Signature:			
Comments:							



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IMPORTANT: SACS accredited Electrical Workers are to “Ensure SPD fuse are removed and Out of Service Warning Tag” is fitted as per SACS guidelines at completion of testing.

2.2.2 Minimum specification for the service apparatus test instrument with on-board storage of test results

The test instrument shall be a three-wire instrument capable of recording and storing the results of all tests conducted as per the SACS service apparatus test procedure in the one instrument.

The test instrument must meet the following minimum specifications:

Description	Detail
Safety	Test instrument – minimum EN 61010-1 Cat III 500V, Cat IV 300V Test leads – minimum EN 61010-1 Cat III 1000V
Surge protection	6kV peak per EN 61010 - 1
EMC	To EN61326 - 1
AC voltage measurement	Range – 0-500V Resolution – 0.1V Accuracy at 50Hz – $\pm (0.8\% + 3 \text{ digits})$ Input impedance > 3 M Ω Overload protection – 660Vrms
Continuity testing	Range – 0-2000 Ω in three ranges Resolution – 0-20 Ω , 0.01 Ω 20-200 Ω , 0.1 Ω 200-2000 Ω , 1.0 Ω Test current .200mA Accuracy - $\pm (1.5\% + 3 \text{ digits})$
Line and loop impedance measurement	Voltage range – 100-500Vac Measurements – Line impedance - Phase to neutral Loop Impedance - Phase to earth Consecutive tests – up to 50 tests at 10 second intervals Resolution – 0-20 Ω , 0.01 Ω 20-200 Ω , 0.1 Ω 200-2000 Ω , 1.0 Ω Accuracy – $\pm (2\% + 4 \text{ digits})$
Prospective short circuit current	Range – 0-25kA Resolution – 0-1000A, 1A 1-25kA, 0.1kA
Earth resistance testing	Range – 0-2000 Ω in two ranges Resolution – 0-200 Ω , 0.1 Ω 200-2000 Ω , 1.0 Ω Accuracy – 0-200 Ω , $\pm (2\% + 5 \text{ digits})$; 200-2000 Ω , $\pm (3.5\% + 10 \text{ digits})$ Frequency – Min. 100Hz, Max. 150Hz
Phase sequence indication	Displays '1-2-3' or '3-2-1' for clockwise or anticlockwise rotation Displays dashes in place of a number if a valid determination cannot be made
Memory capacity	Minimum 420 test results

Minimum specification for data recall and presentation

Description	Detail
Data recall	By upload to computer via USB port
Minimum information	Instrument type and serial number Sequential test result number Instrument memory location number Primary and secondary stored results for each test – type, value and units Time and date stamp for each stored result Time and date stamp of download
Data presentation	By custom test sheet template, prepared using instrument software
Data fields	Fixed (non-editable)**
Export of data	Capability to export data to other applications as a CSV file

Should an alternative instrument be utilised, it must be capable of measuring and recording results for the SACS apparatus test form.

2.3 Notices

All preliminary and completion notices from SACS accredited electrical contractors must be submitted to the network operator via EnergySafety’s eNotice system. To apply for an eNotice account, visit EnergySafety’s website for further information.

Contact details below

General enquiries

Tel: (+618) 6251 1900

Fax: (+618) 6251 1901

energysafety@dmirs.wa.gov.au

2.4 kWh Meter collection

SACS accredited electrical workers are permitted to collect Western Power kWh meters from metering outlets. See Western Power website for locations and forms.

<https://westernpower.com.au/connections/new-meter-installations/>

Prior to collecting a meter, a preliminary notice with a valid **retailer’s reference number** must be submitted to Western Power for the installation.

To obtain a meter, a meter request notice must be completed by the electrical worker stating the preliminary notice number and site address. This form is to be submitted to the metering outlet in exchange for the meter. Meter request notices are available for download from Western Power’s website via the above address.

Only authorised contractors and their workers may collect meters from metering outlets. Authorisation can be proven by producing either:

- A Western Power Network Authority Card with photographic ID; or

- A letter from Western Power's SACS Administration authorising an electrical company representative to collect a meter.

Western Power's Meter Asset and Distribution team have stringent audit processes to monitor and account for meters. Failure to comply with metering procedures may result in referral to Western Power's Electrical Installation Inspectors for investigation and / or the electrical contractor / worker being removed from the scheme.

2.5 Notice of completion

A notice of completion must be submitted via Western Power's ETIC system within three days of completion of SACS work.

Failure to submit a notice of completion within the prescribed timeframe is a breach of section 52 of the Electricity (Licensing) Regulations 1991.

2.6 Electrical contractor and worker responsibilities

Electrical contractors participating in SACS must:

- Make available service apparatus test forms to each accredited electrical worker. This form is accessible from Western Power's website.

<https://westernpower.com.au/media/1500/sacs-test-form.pdf>

- Retain all completed service apparatus test forms and copies of completion notices for a minimum period of five (5) years. Specific forms must be made available to Western Power on request or during the desktop audit.
- Maintain a register of SACS accredited electrical workers employed by the electrical contractor.
- Maintain SACS records for a minimum period of five (5) years.
- Notify Western Power of engagement and disengagement of SACS accredited employees within prescribed timeframes.
- Perform internal safety assessments / audits on electrical workers to ensure adherence to SACS.
- Participate in Western Power's desktop audit process.
- Demonstrate a fitness for work process including provision for drug and alcohol detection.
- When required notify Western Power's WA Electrical Inspectors when electrical workers are carrying out SACS work.
- Ensure the company nominee maintains SACS accreditation.
- Ensure all instruments are maintained and calibrated to the manufacturer's standard with maintenance records recorded in an instrument register.

Electrical workers participating in SACS must:

- Maintain compliance with Network Authority Card agreement.
- Complete a service apparatus test form for all SACS related work and provide this form to the electrical contractor for record keeping purposes.
- Perform work to the requirements of relevant legislation and scheme requirements.

- Participate in fitness for work procedures including drug and alcohol detection / testing.
- Report scheme related hazards and incidents to Western Power.
- Have their Network Authority Card available at all times when undertaking SACS work.
- Maintain an active SACS work history.
- Uphold Western Power's personal protective equipment (PPE) and personal protective clothing (PPC) requirements when working on Western Power's network. Refer to Western Power's Work Practice Manual for PPE and PPC requirements.

2.7 Electrical contractor and worker eligibility

- At least one nominee from the contractor company must be SACS accredited.
- Workers must have had an active and satisfactory work history over the preceding 12 month period.
- Workers must meet onboarding / ongoing training and compliance requirements.
- Fourth year apprentices are permitted to carry out testing under supervision of a SACS accredited participant providing the apprentice has completed the following:
 - the relevant TAFE testing module;
 - Network Authority Card approval; and
 - SACS Service Connection training.



IMPORTANT: SACS accredited Fourth year apprentices must carry out the SACS Service Connection testing, NOT act as the witness.

3 Application and approval

In order to be eligible for the Service Apparatus Connection Scheme, applicants must have had an active electrical working history over the preceding 12 month period and comply with Western Power's eligibility requirements as outlined below.

3.1 Application

The electrical contractor must submit a completed Application Form and declaration committing to adhere to all SACS rules. A nominee from the company must be listed as one of the workers to be accredited. The Application Form should be sent to:

schemes@westernpower.com.au

or

Western Power WA Electrical Inspectors
6 Hillary Place
Forrestfield WA 6058

When assessing eligibility for the scheme, Western Power will review currency of electrical worker licence and worker's history. Western Power will notify the electrical contractor of the outcome of the application in writing.

All enquiries relating to the SACS application process should be directed to schemes@westernpower.com.au.

3.2 Pre-engagement assessment

As a part of SACS application assessment, the electrical contractor will be required to complete an assessment. The assessment ensures the contractor's compliance with, and understanding of, the *Occupational Safety and Health Act 1984*, the *Occupational Safety and Health Regulations 1996* and the scheme requirements.

Subject to satisfactory assessment, the contractor can be accredited to the SACS and application for worker authorisation can commence. A training authorisation letter will be issued for eligible workers.

3.3 SACS training

Electrical workers must complete SACS training through a Western Power approved training provider.

To be authorised to carry out SACS work the electrical worker must successfully complete and pass the training course.

The electrical worker must present their current electrical worker's licence to the training provider for verification when registering on the day of training.

Key learning outcomes of the SACS training include:

- Understanding the role and obligations of electrical contractors and electrical workers under the SACS.
- Safe working practices including PPE requirements.
- Safe and correct termination of consumer's mains into energised supply pillars.
- Pre-connection checks and tests.
- Fitting of house identification label to consumer mains at pillar location.
- An understanding of the MEN system.
- Connecting and testing the kWh meter in accordance with Western Power's SACS current service apparatus test form.
- Correct instrument usage including calibration requirements.
- Use of instruments with a downloadable memory.
- Completing the SACS service apparatus test form.

3.4 Network Authority Card (NAC)

Upon successful completion of induction and SACS training, applicants must obtain a Western Power issued SACS authorised Network Authority Card.

Application forms are available from Power Training Services (PTS) by emailing ptsadmin@pts-training.com.au.

Once the electrical worker has been issued with their NAC, they must notify SACS administration at schemes@westernpower.com.au with their NAC number so they can be activated on the scheme.

For all enquiries relating to the NAC, please contact Network Authorisations ptsadmin@pts-training.com.au.

4 Ongoing accreditation requirements

To maintain SACS accreditation, electrical contractors and electrical workers will be required to comply with all SACS and NAC requirements.

Electrical workers will only remain SACS accredited while they are nominated and employed by a SACS accredited electrical contractor. If an accredited electrical worker ceases to be employed by a SACS accredited electrical contractor for greater than a one year period, the worker must reapply for entry into SACS.

4.1 Notification of existing approved SACS worker

SACS accredited electrical contractors who engage the services of an existing approved SACS worker are required to inform Western Power of the engagement within 5 working days at schemes@westernpower.com.au.

4.2 Notification of worker disengagement

SACS accredited electrical contractors who disengage the services of an SACS accredited electrical worker are required to inform Western Power of the disengagement within 5 working days at schemes@westernpower.com.au.

4.3 Ongoing accreditation training

SACS participants are required to undertake training as necessary to satisfy both SACS and NAC requirements.

SACS participants will be required to undertake annual online SACS refresher to ensure SACS competencies are maintained.

4.4 Field assessments

Western Power will undertake annual and random field assessments to assess worker competencies in safety and technical knowledge.

The field assessment will verify:

- Ability of workers to perform tests, record and understand test results in the presence of a witness or using a testing device with a downloadable memory.
- Correct use of instruments.
- Safety knowledge of workers including PPE/PPC use and safety observer requirements when accessing pillars (if applicable).
- Correct completion of the SACS service apparatus test form.
- Knowledge of the Western Power's NAC obligations, including the mandatory competency requirements.

Failure to complete an annual assessment will result in SACS authorisation being withdrawn.

4.5 Desktop audit

Western Power will undertake both an initial, then ongoing annual and random, desktop audit of the Scheme participants to ensure that all of the SACS conditions can be met or are being complied with.

The Desktop Audit will verify:

- Training and competency assessment records for each SACS participant.

- Correct completion of SACS service apparatus test form.
- Confirmation that the worker has an active work history.
- Correct application and filing of instrument downloadable memory data (if used).
- Instrument calibration records (calibration to manufacturer standard).
- Internal worker audits carried out by the contractor.
- Compliance with the contractor's fitness for work policy including provision for drug and alcohol detection.
- Register of electrical workers.
- Knowledge of the Western Power's NAC obligations, including the mandatory requirement to maintain competencies.
- Availability of correctly calibrated instruments.

5 Suspension / cancellation of accreditation

Should an electrical contractor or worker not comply with the requirements of SACS, Western Power reserves the right to review their accreditation. SACS accreditation may be revoked where instances of serious or repeat SACS non-compliance have occurred. In all instances, where reinstatement to SACS may occur, Western Power must firstly be satisfied that appropriate measures have been implemented to ensure non-compliance does not re-occur.

Reasons for revoking a contractor's and / or SACS accreditation may include:

- Failure to maintain the NAC requirement will automatically cause the SACS accreditation to be suspended / cancelled.
- Failing to have systems in place to ensure workers are undertaking SACS service apparatus testing in the correct manner.
- All sub-standard / dangerous electrical work including service apparatus work.
- Non assessment of employees.
- Fraudulent behavior.
- Failing to provide evidence of drug and alcohol detection program.
- The company nominee not being a SACS accredited participant.
- Failure to maintain annual SACS competency obligations.
- Not being active as a contractor in performing SACS work during the preceding 12 months.

An accredited electrical contractor or worker that has their accreditation revoked will not be eligible for re-accreditation for a minimum period of six months.

All participants suspended from SACS will be required to undertake a competency assessment prior to re-admission to prove they have the necessary required skills to undertake SACS testing and work procedures and understand the safety requirements. This may involve re-training and onsite assessment.

Western Power may suspend or undertake other remedial actions against parties found to be in breach of requirements. In addition, any confirmed instances of serious safety breaches will be forwarded as a complaint to the EnergySafety for possible further action.

5.1 Appeals process

Where an electrical contractor or electrical worker is aggrieved by any decision that may either prohibit them joining the SACS, or where they have been suspended and removed from the SACS, they may appeal to Western Power to have the decision reviewed. Such an appeal must be in writing and clearly outline the reasons for the appeal.

The appeal must be submitted to Western Power not later than 14 days after the party is advised of the decision of suspension and include all supporting information supporting their appeal for reinstatement.

Western Power will respond to the appeal within 28 days of receiving the written appeal notification. If this is not possible, Western Power will within this 28 day period advise the relevant party of the appeal review timing. The appeal decision by Western Power shall be final.

Forward appeal to schemes@westernpower.com.au.

Addendum A

Drug and alcohol management requirements for SACS accredited contractors

All contractors undertaking prescribed activities on Western Power's network must comply with Western Power's Fitness for Work Guidelines, including drug and alcohol management.

The minimum requirements for contractors are as follows:

Procedure

The contractor must have a Drug and Alcohol Management Procedure and supporting programme including random testing, for cause testing and monitoring for positive results.

Random Testing

- a) Must be conducted on the contractor's workforce on a monthly basis (or as is considered practicable given the size of the contractors workforce).
- b) Testing process must be compatible with AS/NZS 4308.
- c) Testing must be conducted by suitably qualified personnel as per AS/NZS 4308.
- d) Must include Breath Alcohol Testing with a tolerance of 0.000.
- e) Must include urine testing for Opiates, Amphetamines, Methamphetamines, Cannabis / THC, Cocaine metabolites and Benzodiazepines to Australian Standard cut-off levels as per AS/NZS 4308.
- f) Must include a stand-down process for non-negative and positive results which are not commensurate with medications, whereby the employee's access to the Western Power network is removed.

For cause testing

- a) Must be conducted for incidents in which fitness for work may be considered a relevant factor, including vehicle incidents.
- b) Management of non-negative / positive results must be in accordance with the random testing process (including stand-down).

Recording

- a) All results for D & A testing must be maintained by the contractor for a period of 5 years.

Monitoring

- a) A monitoring process must be in place for all positive results prior to employees returning to accessing the Western Power network.

Management of positive results

The contractor must ensure that their process for management of positive results includes:

- a) Removal of personnel from contact with the Western Power network in the event of non-negative / positive results.
- b) Ensuring personnel testing as non-negative and / or positive return a negative result prior to returning to contact with the Western Power network.

Audit components

Criteria	Evidence (reference procedure/ doc number etc)	Compliant / non-compliant	Corrective actions required
Random testing in place on a monthly basis or as is considered practicable given the size of the contractor's workforce (all SACS workers to be tested at least twice in each 12 month period as a minimum)			
Random testing process and collection agents comply with AS/NZS 4308			
Random breath test conducted with tolerance of 0.000			
Urine testing conducted for Opiates, Amphetamines, Methamphetamines, Cannabis / THC, Cocaine metabolites and Benzodiazepines to Australian Standard cut-off levels as per AS/NZS 4308			
Access to WP network immediately removed on non-negative / positive results not commensurate with medication			
Employee does not return to network access without providing clear / negative sample			
Monitoring process in place for personnel accessing WP network			