

Service Paperwork Reference Table V5.1

The following Service Paperwork Reference Table is a supporting document to the B2B Procedure Service Order Process. For full details on the use of these documents, reference must be made to the B2B Procedure Service Order Process.

To the extent of any inconsistency between this reference table and any relevant Jurisdictional instrument, the relevant Jurisdictional instrument shall prevail to the extent of the inconsistency.

The documents listed in the table below are a collation of existing industry obligations. This table does not create new obligations.

Service Order Type	Description	Form Reference Allowed Values*
New Connection	<p><u>Safety Certificate:</u></p> <ul style="list-style-type: none"> • Victoria = (Certificate of Electrical Safety (CES)); • SA = Electrical Certificate of Compliance (ECC – note that this will be picked up on site at time of connection); • TAS = reference to Certificate of Electrical Compliance (CEC) on EWR; • ACT, NSW & QLD = not applicable; <p><u>Other Forms:</u></p> <ul style="list-style-type: none"> • Victoria = Electrical Works Request (EWR); Notice of Metering Works (NOMW); • SA = FORM A; • TAS = Electrical Works Request (EWR); • ACT = RFS; • Queensland = Energex - Electrical Works Request (EWR) or Ergon Energy - Request for Initial Connection, Metering Change or Service Alteration (FORM A). 	<ul style="list-style-type: none"> • EWR • NOMW • FORM A • RFS
Re-energisation	<p>In Victoria, if a service has been off supply (de-energised) for more than 12 months, the SIRs (Service Installation Rules) require a notification that a safety check has been conducted by an electrical contractor. Certified Evidence that an Installation is safe to reconnect, e.g. EWR, CES or Letter, is required.</p> <p>In SA, if a service has been off supply (de-energised) for more than 12 months or due to a site defect an Electrical Certificate of Compliance (ECC) is required.</p> <p>In TAS, if a service has been off supply (de-energised) for more than 6 months or due to a site defect, a reference to an Certificate of Electrical Compliance (CEC) is required.</p> <p><u>Safety Certificate:</u></p> <ul style="list-style-type: none"> • Victoria = (Certificate of Electrical Safety (CES)); • SA = Electrical Certificate of Compliance (ECC – note that this will be picked up on site at time of connection); <p><u>Other Forms:</u></p> <ul style="list-style-type: none"> • Victoria, TAS = Electrical Works Request (EWR); • Letter from a Licensed Electrical Inspector or Registered Electrical Contractor. • Reconnection of Supply form. 	<ul style="list-style-type: none"> • Letter • EWR • RoS

Service Order Type	Description	Form Reference Allowed Values*
De-energisation	In NSW, for De-energisation after non-payment, the Retailer must provide the Service Provider (via email) an Assurance Notification. The Assurance Notification advises the Service Provider the Retailer has the right to arrange for de-energisation under its contract with the customer and as permitted under the National Energy Retail Rules.	Not Applicable
Adds & Alts	<p><u>Safety Certificate:</u></p> <ul style="list-style-type: none"> • Victoria = (Certificate of Electrical Safety (CES)); • SA = Electrical Certificate of Compliance (ECC – note that this will be picked up on site at time of connection); • TAS = reference to Certificate of Electrical Compliance (CEC) on EWR; • ACT, NSW & QLD = not applicable; <p><u>Other Forms:</u></p> <ul style="list-style-type: none"> • Victoria = Electrical Works Request (EWR); Notice of Metering Works (NOMW); • SA = FORM A; • TAS = Electrical Works Request (EWR); • ACT = RFS; • Queensland = Energex - Electrical Works Request (EWR) or Ergon Energy- Request for Initial Connection, Metering Change or Service Alteration (FORM A). 	<ul style="list-style-type: none"> • EWR • NOMW • FORM A • RFS
Supply Abolishment	<p><u>Safety Certificate:</u></p> <ul style="list-style-type: none"> • ACT, NSW, TAS & QLD = not applicable; <p><u>Other Forms:</u></p> <ul style="list-style-type: none"> • Victoria = Electrical Works Request (EWR); Notice of Metering Works (NOMW); Application for Abolishment of Electrical Supply (AAES). • SA = FORM A; • TAS = Electrical Works Request (EWR) or Application for Supply Abolishment (ASA) • ACT = RFS; • Queensland = Ergon Energy - Request for the Abolishment of Supply and removal of Ergon Energy Electrical Asset form (SUPABOL). 	<ul style="list-style-type: none"> • EWR • NOMW • AAES • FORM A • ASA • RFS • RAS • SUPABOL

* In the SO field "FormDocumentReference" values for Safety Certificates such as CES & ECC are not allowed. The Safety Certificate reference number should be entered in the "SafetyCertificateID" field of a SO.

Document History

Version	Date	Author	Comments
4.0	04/04/2011	AEMO	
5.0	23/01/2014	AEMO	Updated to align with B2B Procedures v2.0
5.1	28/03/2014	AEMO	Updates for Tasmania (TAS) jurisdiction