

AAR Training Request Workflow



INSTRUCTIONS FOR USE

SECTIONS 1 AND 2:

- Sections 1 and 2 are completed by the INDIVIDUAL (Employee or Contractor requiring the AAR Training).
- The form is then forwarded to the relevant TGen Site Contact Person (or if an Employee to your Line Manager or their Delegate); who will complete the remaining sections.
- All fields are MANDATORY with “N/A” to be entered where not applicable.

SECTIONS 3 AND 4:

- Sections 3 to 4 are completed by the relevant TGen Site Contact Person, Line Manager or their Delegate, as appropriate.
- All fields are MANDATORY with “N/A” to be entered where not applicable.

ON COMPLETION OF SECTIONS 1-4:

- TGen Site contact must forward the fully completed *AAR Request Form* to the RGPS Station Manager for approval.
- RGPS Station Manager will forward to the L&D team for processing. The enrolment will be confirmed and the individual will receive an email with instructions on how to login and complete training.

AAR REQUEST FORM – EMPLOYEES AND CONTRACTORS		
1. Individual Details (Completed by the person requiring the AAR Training)		
Full Name:	First:	Last:
Employment Basis:	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor	
ID Number	Employees please provide AGS Number Existing contractors – use the CON # on your TGEN ID Card	DOB:
Position Title:		Phone:
Email:	Email address is Mandatory.	
Company Name: <i>(For Contractor Only)</i>		
Induction Type <i>(Tick where appropriate)</i>	<input type="checkbox"/> New <input type="checkbox"/> Amendment <input type="checkbox"/> Renewal	
2. Individual's Signature and Declaration		
<i>I certify that the information given above is correct. I understand that any false or misleading information may result in termination of my site access.</i>		
NOTE: If completing this declaration on behalf of the Individual name above, in signing below the TGEN Person responsible confirms the above Declaration has been stated to and acknowledged by the Individual. No person's name may be entered by another person unless consent has been given.		
Signature: Electronic Signatures acceptable		Date:
3. AAR Requirements (Completed by the TGen person responsible for the Individual)		
General Induction	<input type="checkbox"/> General Induction - mandatory for work on all Territory Generation Sites	<input type="checkbox"/> N/A
Lock Box	<input type="checkbox"/> Lockbox – mandatory for all	<input type="checkbox"/> N/A
Sign On	<input type="checkbox"/> AAR15 Sign on AA for work on HV apparatus <input type="checkbox"/> AAR16 Sign on AA for electrical testing on HV apparatus <input type="checkbox"/> AAR17A Sign on AA for work or test on LV apparatus <input type="checkbox"/> AAR17B Sign on AA for work or test on mechanical apparatus <input type="checkbox"/> AAR18 Sign on AA for entry to a confined space <input type="checkbox"/> AAR19 Sign on AA for hot work	<input type="checkbox"/> N/A
Receive	<input type="checkbox"/> AAR10 Receive AA for work on HV apparatus <input type="checkbox"/> AAR11 Receive AA for electrical testing on HV apparatus <input type="checkbox"/> AAR12A Receive AA for work or test on LV apparatus	<input type="checkbox"/> N/A

	<input type="checkbox"/> AAR12B Receive AA for work or test on mechanical apparatus <input type="checkbox"/> AAR13 Receive AA for entry to a confined space <input type="checkbox"/> AAR14 Receive AA for hot work	
Prepare/Issue	<input type="checkbox"/> AAR1 Prepare a RFA for work on HV apparatus <input type="checkbox"/> AAR2 Prepare a RFA for electrical testing on HV apparatus <input type="checkbox"/> AAR3 Prepare a PRI <input type="checkbox"/> AAR4 Conduct steps of a HV PRI <input type="checkbox"/> AAR5 Conduct steps of LV/mechanical PRI <input type="checkbox"/> AAR6 Issue AA for work or test on HV apparatus <input type="checkbox"/> AAR7 Issue AA for work or test on LV/mechanical apparatus <input type="checkbox"/> AAR8 Issue AA for entry to a confined space <input type="checkbox"/> AAR9 Issue AA for Hot work <input type="checkbox"/> AAR25 Issue authority to work in vicinity of apparatus	<input type="checkbox"/> N/A
ADDITIONAL AUTHORISATIONS REQUIRED	<input type="checkbox"/> AAR20 Personal entry to HV switchyards & buildings <input type="checkbox"/> AAR21 Personal entry to HV cages <input type="checkbox"/> AAR22 Conduct work or test under sundry apparatus procedures <input type="checkbox"/> AAR23 Conduct operational checks on apparatus in-service <input type="checkbox"/> AAR24 Conduct specified work or test <input type="checkbox"/> AARG28 Work in vicinity of apparatus awareness NOTE: Section 5 below must be completed for all HV authorisations.	<input type="checkbox"/> N/A
4. Endorsement of Application (Completed by the TGen person responsible for the Individual)		
<i>I endorse this application and confirm the authorisations applied for above are in line with the type of work to be completed.</i>		
PRINT NAME:		
Position:		
Signature: Electronic Signatures acceptable		Date:
5. RGPS Station Manager Approval (Or their Delegate)		
<i>I approve the applications above in accordance with Territory Generation Requirements.</i>		
PRINT NAME:		
Position:		
Signature: Electronic Signatures acceptable		Date: