



Date Issued:	14 February 2011	Status: ISSUED
Review Date:	<b>14 February 2014</b>	ISO ref: NS2.4
<b>CONTRACTOR APPROVAL AND OPERATIONAL REQUIREMENTS</b>		

## 1 PURPOSE AND SCOPE OF THIS DOCUMENT

This document details the approval requirements for a contractor to work on the Aurora distribution network, including work that is not covered by specific contract documents. It does not cover work on ancillary facilities e.g. plumbing. It requires adherence with certain quality assurance processes that are managed by *DELTA* Utility Services under its contract with Aurora to manage Aurora's assets. All Aurora works covered by this document are to be designed, installed and operated to minimise hazards to public safety.

## 2 GENERAL

Contractors and sub-contractors wishing to work on the Aurora electricity network must be approved by the *DELTA* Engineering Services Manager (ESM) for the class of work they wish to carry out.

## 3 APPLICATION FOR APPROVAL

Application shall be made in writing to the ESM, with the following information.

- Contractor's name, address, contact person and phone number.
- Details of the class of work for which approval is required.
- Brief company profile.
- Details of experience relevant to the class of work for which approval is sought.
- Brief CV of key persons who will be performing the work which shall include their qualifications and registration details.
- Evidence of current ACC accreditation of the Health & Safety management system to at least Primary level.
- A copy of the applicants OSH Manual and Procedures
- A summary description of the contractor's Quality Systems which shall clearly establish that they have in place or will have in place controls on planning performance, inspection, measuring and testing of Contract Work.
- List of sub-contractors and the class of work to be carried out by the sub-contractors. Note: Sub-contractors must be approved contractors in accordance with the requirements of this document.
- Evidence that the required insurances are in place.

### 3.1 Classes of Work

The major classes of work are:

- Construction of pole substations.
- Construction of ground mounted substations.

- Construction of 66kV, 33kV, 11kV, 6.6kV and 400 volt distribution lines.
- Installation and repair of 33kV cables, solid, gas and oil.
- Zone substation equipment maintenance.
- Installation of LV overhead mains.
- Installation of LV underground distribution.
- Construction and connection of HV mains.
- Installation and repair of 11kV and 6.6kV cable.
- Design of Underground Subdivisions.
- Disconnection and reconnection of network LV fuses for individual network connections.

A contractor may be approved for sub sections of each class, eg. Construction of single pole substations. Contractors, with the help of sub-contractors if necessary, are expected to carry out all work in relation to an individual project. Aurora does not wish to co-ordinate separate contractors working on the same project.

### 3.2 Approval Validity

Approvals will be valid from date of issue but may be withdrawn at any time by the ESM if the Contractor does not comply with the Contractor's responsibilities detailed in this document or relevant statutory requirements. (i.e. Electricity Act & Regulations; Occupational Health & Safety Act, NZTA safety requirements, Aurora/*DELTA* Standards & Policies etc.)

### 3.3 Records

The ESM shall ensure approved contractors are added to the [Approved Supplier Schedule, \(QP1102\)](#). Contractor applications and approval letters shall be maintained on the appropriate supplier history file by the Quality Manager.

## 4 COMPETENCE OF CONTRACTOR'S PERSONNEL

The Contractor's personnel shall be qualified to carry out the work they perform as required by any New Zealand Act or regulation or work rules and guidelines, and be experienced and skilled tradespeople who specialise in power distribution work.

Contractors shall comply with *DELTA*'s Network Standard NS4.3, which prescribe staff competency requirements to work on network facilities.

## 5 SAFETY

Contractors are at all times responsible for the safety of their employees and must ensure that they are competent and experienced to fulfil the safety requirements of the work.

The contractor shall take all practicable steps to ensure the safety of all personnel of *DELTA*, the contractor and third parties in connection with the performance of contract work.

The requirements of the current Safety Manual Electricity Industry (SM-EI), and subsequent amendments shall be observed at all times.

All work on or near HV equipment shall be carried out in accordance with *DELTA*'s "[Local HV Safety Procedures](#)", (QP1608/01).

The Contractor shall comply with the relevant sections of the Health & Safety in Employment Act 1992 and any subsequent amendments, and relevant Department of Labour (DoL) Guides and Codes of Practice.

The Contractor shall comply with the provisions of the current "Southern Power Companies' HV Safety Procedures".

The Contractor will notify the ESM (03 479 6670 or 0274 314 839) of any accident that occurs whilst working on the network. The contractor will notify the ESM of any Lost Time Incidents (LTI's) or Serious Harm Incident within an hour of the incident occurring. Should the ESM not be available the Network Maintenance Manager (03 479 6701) or DELTA's Chief Executive (03 479 6662) shall be notified. The scene of any electrical or serious harm accident shall be left undisturbed until the DoL and / or the person nominated to undertake the investigation has given a clearance for the site to be released. The contractor will ensure that an accident is reported to other parties as appropriate (DoL, Energy Safety Services) and copied to the ESM. This is to be followed by detailed investigations with an interim report being made available within one working day. Final results of accident investigations are to be made available to the ESM as soon as practicable.

Where an electrical accident is required to be reported to the Energy Safety Service it must be reported immediately verbally and in writing on the Energy Safety Services Electrical Accident report form (E1) within seven days of the accident.

### **5.1 Public Risk**

The Contractor shall, where applicable, comply fully with the provisions of all additional statutory obligations not covered above.

The Contractor shall notify the ESM of any unsafe situations found in the electricity network.

The Contractor shall be responsible for all public risk and shall also be responsible for providing and maintaining all lighting and barricading as may be required by any Statute, Regulation, or relevant Authority, or as may be required by the ESM to warn the public and protect them from all hazards resulting from the Contractor's operations.

### **5.2 Traffic Control**

Contractors shall utilise temporary traffic control and safety measures as set out in the "Code of Practice for Temporary Traffic Management in New Zealand", published by Transit New Zealand.

The contractor shall have suitably qualified staff to the requirements of the above Code. Photo ID cards as issued by Transit New Zealand showing the level of qualification shall be made available for inspection by the ESM.

Road signage and speed restrictions notices shall be provided by the Contractor to the requirements of the Roading Authority and the above Code. These notices shall be erected and properly maintained at all road approaches to the scene of operations.

Notification that Traffic Management Plans have been approved (where applicable) must be shown on "Release Requests" before approval will be granted to work on the Aurora network.

### **5.3 Failure to Comply**

Should the contractor fail to meet the safety requirements detailed in this document Aurora shall suspend immediately any further work on any part of, or all the scope of work being carried out by the contractor at the contractors expense for such a period as is necessary and until the

contractor has remedied the failure. Aurora reserves the right to immediately terminate a contractor's "authorised status" if they fail to meet safety standards including Transit requirements.

## 6 COMMUNICATIONS

Work crews shall have a VHF radio compatible with the Aurora radio network, or a cell phone at the work site, at all times, as a means of communicating with DELTA System Control.

## 7 WORK STANDARDS

All work shall be carried out in accordance with Aurora and DELTA Network Standards and other applicable Network Quality System documents. For work not covered by an Aurora / DELTA network document, the work shall be in accordance with good industry practice.

All work shall comply with the New Zealand Electricity Regulations 1997, its amendments and associated electrical codes of practice.

### 7.1 Control of Quality Documents

Approved Contractors will be placed on the distribution list to receive a copy of applicable quality system documents. This will be an electronic copy unless otherwise requested. The Contractor shall maintain procedures to ensure the Aurora and DELTA Network Quality documents are distributed to the Contractor's staff in accordance with the requirements of ISO9001.

### 7.2 Maintenance Period

The Contractor shall remedy defects arising in the Contract Works, from defective workmanship or materials, for periods of five (5) years and one (1) year of works completion as described in Aurora policy document "UNDERGROUND RETICULATION DESIGN & CONSTRUCTION" (NS 2.6).

### 7.3 Auditing

The Contractor will be audited by Network Auditors representing Aurora to check for:

- Compliance with this document.
- Compliance with applicable Aurora and DELTA Network quality system documents.
- Compliance with the contractors own quality system documents applicable to work being completed for the Aurora Network.
- Compliance with all applicable Acts and Regulations.
- Compliance with the reporting requirements contained in any letters advising of contractor approval.
- General quality of workmanship.
- Compliance with Health and Safety Procedures

Failure to remedy any non-conformity identified by audits within one month or other agreed date may result in the Contractors approval being withdrawn. Safety non-conformities must be immediately resolved.

## 8 PUBLIC RELATIONS

### 8.1 Private Property

The Contractor shall comply with the requirements of DELTA's Network Standard "[Dealing with Landowners Regarding Aurora Plant](#)" (NS4.1)

### 8.2 Courtesy

The Contractor's staff shall be courteous to Aurora customers and members of the public with whom they come in contact during the course of their duties.

### 8.3 Identification

The Contractor's staff shall be neatly dressed and easily identified as a Contractor. Aurora will issue each employee who is required to work on customer's premises an authority to carry out specified work on behalf of Aurora. This authority should be made available to the customer on request.

### 8.4 Enquiries

The Contractor's staff shall answer customer enquiries with respect to the work.

### 8.5 Site Rubbish

The Contractor shall, remove from the site all debris, surplus and waste materials and used packing, as the work proceeds and when finished, site shall be clean and tidy.

## 9 COMMENCEMENT OF WORK

The Contractor shall not commence any work on the Network until given written approval by the ESM to proceed.

## 10 NETWORK RELEASE REQUEST

If the work involves any form of Network operating then the Contractor must submit a "Release Request" form to the System Control Manager, who will arrange for the preparation of an "Operating Order" For operating that involves a shut down to consumers, at least 10 working days notice is required. (The 10 days notice is a contractual requirement of the Electricity Retailers to enable customer notification). For all other operating, at least 6 days notice is required.

It may be necessary to abort an "Operating Order" either prior to or during the work due to a network emergency. Reasonable costs incurred by the Contractor because of this action may be recovered from Aurora.

## 11 INSURANCE

### 11.1 Contractor Arranged Insurances

The Contractor shall effect and maintain at its own expense the following insurance policies.

(a) Contract Works. The Contractor shall, in the joint names of Aurora Energy Ltd and the Contractor, effect insurance for the Contract Works (including Temporary Works) and the Materials which are in his care or possession. The sum insured shall be not less than the replacement value of the works.

(b) Public Liability Insurance for the duration of this contract. Such insurance shall:

- (i) be in the joint names of Aurora Energy Ltd, the Contractor and all Sub-Contractors for their respective rights, interests and liabilities.
  - (ii) provide a minimum limit of indemnity of five million dollars (\$5,000,000.00) in respect of any one occurrence;
  - (iii) the indemnity under this policy shall be applied to any liability incurred by Aurora Energy Ltd ahead of that incurred by the Contractor or any Sub-Contractor.
- (c) Motor Vehicle Third Party liability insurance with a limit of indemnity of not less than \$1,000,000.00 in respect of all vehicles owned, hired, used or under the physical or legal care, custody or control of the Contractor in connection with the execution of the work, maintenance or obligations under the contract or any activity directly or indirectly connected therewith.
- (d) Comprehensive insurance in respect of motor vehicles, construction plant, equipment and temporary facilities owned or hired by it.
- (e) Any other insurances which the Contractor thinks expedient or necessary.

Insurances effected by the Contractor, including but not limited to the Insurance mentioned above, shall be extended to include Aurora Energy Ltd as joint insured and the policies shall be endorsed to effect that Insurers waive all rights of subrogation against Aurora Energy Ltd. The Contractor shall also ensure that each of his Sub-Contractors effect similar insurances extended in a like manner.

The insurances arranged by the Contractor and/or his Sub-Contractor shall be subject to the approval of Aurora and the Contractor and/or Sub-Contractor shall provide all such documentation, information and assistance as may be required by Aurora in this regard. The Contractor shall be deemed not to have arranged insurance in accordance with his obligations under this contract until the aforesaid approval by Aurora shall have been given.

If the Contractor fails to arrange or keep in force any insurance under this section or any other insurance which he is required by the Contract Documents to arrange or keep in force, Aurora may after notifying the Contractor in writing, arrange or keep in force that insurance. Aurora may pay the premium or premiums and may deduct the amount from any monies due to the Contractor.

**All** insurance policies required to be maintained by the Contractor and Sub-Contractors pursuant to this section shall be effected at the commencement of the Works and maintained for the duration of the contract but shall not be terminated until the consent of Aurora Energy Limited has been obtained.

## **11.2 General Insurance Provision**

The provisions of these clauses shall be deemed not to in any way limit the liabilities of the Contractor and/or Sub-Contractor (whether assumed under this contract or under any statute or at common law), nor to in any way restrict any rights which the Contractor and/or Sub-Contractor may have to effect additional insurances to protect his interests and liabilities. Should the Contractor and/or Sub-Contractor elect to effect additional insurances he shall specifically agree with his Insurers, and shall have endorsed onto the policies accordingly, that his Insurers agree to waive all rights of subrogation against Aurora Energy Ltd, its Board members, officers, agents and employees which may otherwise have existed.