



Completing a ScottishPower Appendix 09 form

The following document has been written to give guidance on accurate filling of a ScottishPower Appendix 09 form. This is to prevent any unnecessary delays in the processing this form from application to completion.

REQUEST FOR AUTHORISATION

Part 1 Statement by Employer or Manager :

1. Full Name of Nominee:

2. Designation:

5. Employer / Business Unit:

3. Pers / PS Ref No.

4. N.I. No

Contractor Safety Passport No.

- 1. The above section needs to have the nominee's FULL name with no abbreviations.
- 2. The designation will be the trade skill he will be employed as: i.e. HV Cable Jointer, HV Jointers Mate, a. Overhead Linesman, etc.
- 3. If the nominee has held previous authorisation, then put his original number (if known)
- 4. Always input the persons National Insurance number
- 5. The company he will be employed by and is requesting this authorisation.

I confirm that in my opinion the above named **Person** is Competent to carry out the following work :-

6. Specific Contract / Site

7. Description of Work to be Carried Out :

I confirm that the candidate: has sufficient technical knowledge and/or experience to avoid danger; is conversant with Section 7 of the Health and Safety at Work etc. Act 1974, and the requirements of the Electricity at Work Regulations, 1989; is over 18 years of age.

- 6. This will either be a specific CDM site controlled by a building contractor or a contract such as with a local highway authority.
- 7. Describe the activities the person will be carrying out. LV service jointing, Unmetered disconnections/transfers. This will assist SP in allocating the correct SP authorisation codes. Carrying out jointing work is not sufficient.



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Please find herewith the following documentation in support of this application : *(Please tick as appropriate)*

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <p>8. CV detailing experience
<i>(Minimum requirement)</i></p> <p>11. First Aid Certificate
<i>(Pre-requisite for Live Work – copy of valid First Aid Cert must be submitted when applying for WL-1 or WL-2.)</i></p> | <p>9. Training Records / Certificates
<i>(Linesmen – proof of Pole / Tower Top Rescue & Permanent Attachment req'd)</i></p> <p>Expiry Date :</p> | <p>10. Copy Previous Auth Cert(s) and/or Certificates from other RECs</p> <p>Copy NPTC Cert.
<i>(Tree Contractors Only)</i></p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |

Provide as much training and relevant experience information as you can. This will prevent the authorising person contacting you for more information and thus holding up the process.

- 8. A C.V. detailing the person’s experience. (Minimum requirement)
- 9. Training Records - ‘Certificates of attendance’ to courses is not evidence of passing the course.
- 10. Copies of any existing valid authorisation certificates relating to any DNO or previous authorisations held within the last 10 years.
- 11. A valid first aid certificate. (Minimum requirement) when applying for any Live working procedures including ‘mate’ activities.

12. Signed : Date :

Designation :

For Company/Employer:

Business Address

Post Code: Tel. No. :

Contact Name : Fax No. :

e-mail Address : Mobile No. :

12. This must be signed by the authoritative person requesting the authorisation. This person will then be the contact person for all future correspondence.