



Work Authority – TP.SS 07.59 not being followed

ISSUES IDENTIFIED:

- Work Authority (WA) procedures and templates are critical items for keeping the lights on by ensuring appropriate planning and management of risks to the power system.
- Transpower has identified Service Providers not following TP.SS 07.59 Work Authority Procedure, not completing TP597 Work Authority Form as part of planning, and completing the forms incorrectly/incompletely.

FACTORS CONTRIBUTING TO THIS ALERT:

- WA preparation and planning is not being done in accordance with TP.SS 07.59 issue 2.
- Work Authorities have been sighted being utilised without being issued correctly, with incomplete sections, with no work method statements attached and some found not been returned or cancelled.
- Outdated WA templates (TP597 pre rev 4) are still being utilised.

ACTIONS TO PREVENT REOCCURENCE:

- Ensure the correct versions of the Service Specification and Form for Work Authority are accessed. Accessible through - [My Transpower/customer resources/controlled documents](#) or QR code
- Ensure Work Authority form TP597 is competed as part of the work planning stage.
- Ensure those completing Work Authority forms at each stage of use are trained and competent in the application of TP.SS 07.59 and the completion of TP597.
- Communicate the importance of ensuring that WA forms are returned/cancelled when work is complete/no longer necessary.

LEARNINGS FOR SERVICE PROVIDERS FROM THIS:

- Transpower expects only current versions of documentation is available at point of use.
- Transpower expects TP.SS 07.59 Work Authority Procedure to be followed as part of planning and preparation.
- Transpower expects that all relevant sections of the Work Authority form are appropriately completed with attachments (eg Work Method Statements) physically attached to the WA form.
- Transpower expects WA forms to be returned/cancelled in a timely manner
- Transpower expects all staff are appropriately trained and competent in the completion of the Work Authority form



For more information,
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