

Redlined BSCP514 for CP1384 ‘Clarification on disconnection and associated processes’

The CP proposes changes to BSCP514 sections 5.3.1, 5.3.2, 5.3.3, 6.3.2 & 6.3.3.

We have redlined these changes against Version 25.0.

5.3 Metering Activities

5.3.1 Energise a Metering System

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
If HHMOA Energises						
5.3.1.1	As required	Send request to energise MS.	Supplier	HHMOA	D0134 -Request to Change Energisation Status.	Electronic or other method, as agreed.
5.3.1.2	If request rejected and within 2 WD of 5.3.1.1	Send notification of rejection including the reason why the request has been rejected.	HHMOA	Supplier	P0211 Site Visit Rejection. (Go to 5.3.1.1 if required)	Electronic or other method, as agreed.
5.3.1.3	On the date requested or agreed in 5.3.1.1	Energise MS and note initial Meter register reading.	HHMOA			Internal Process.
5.3.1.4	Within 5 WD of attempting to change energisation status or Following the HHMOA becoming aware of a discrepancy between the energisation status on site and that held by the Supplier/HHDC	Send change of energisation status and the initial Meter register reading. Send change of energisation status and, if requested, the initial Meter register reading.	HHMOA	Supplier / LDSD HHDC	D0139 -Confirmation or Rejection of Energisation Status Change. ^{22 23}	Electronic or other method, as agreed.

²² If there is a failure to change the energisation status, the D0139 shall be sent only to the Supplier. If energisation status is changed but a Meter register reading cannot be taken, the D0139 shall be sent to all of the above recipients and a D0002 'Fault Resolution Report or Request for Decision on Further Action' shall be sent to the HHDC.

²³ If the date of the change of energisation status is unknown, a date can be instructed or agreed by the Supplier for inclusion in the D0139 flow. All other fields in this D0139 must be completed as normal. Such a D0139 flow should not be sent unless the date for inclusion has been agreed by the Supplier. For guidance:

- The Supplier should consider all available information (e.g. D0235 'Half hourly Aggregation Exception Report' flows, HHDC/HHMOA information) when determining the date that should be recorded for the change in energisation status.
- Communication regarding the instruction of a date should be by email or another method, as agreed; an audit trail should be retained.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
If LDSO Energises						
5.3.1.5	Within 5 WD of energising a Metering System.	Send change of energisation status and the initial Meter register reading.	LDSO	HHMOA / Supplier	D0139 -Confirmation or Rejection of Energisation Status Change. ²²	Electronic or other method, as agreed.
5.3.1.6	Within 5 WD of 5.3.15	Send change of energisation status and, if requested, the initial Meter register reading.	HHMOA	HHDC	D0139 -Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

5.3.2 De-energise a Metering System²⁴

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
If HHMOA De-energises						
5.3.2.1	As required <u>and at least 10 WD before 5.3.2.6.</u> ¹²	Send request to de-energise MS.	Supplier	HHMOA	D0134 -Request to Change Energisation Status.	Electronic or other method, as agreed.
5.3.2.2	If request rejected and within 2 WD of 5.3.2.1	Send notification of rejection including the reason why the request has been rejected.	HHMOA	Supplier	<u>D0139 Confirmation or Rejection of Energisation Status Change.</u> P0211 -Site Visit Rejection. ²⁵ (Go to 5.3.2.1 if required)	Electronic or other method, as agreed.
5.3.2.3	If request accepted and within 3 WD of 5.3.2.1 and before planned date for de-energisation.	Arrange with HHDC to collect final HH Metered Data.	HHMOA	HHDC	D0005 -Instruction on Action.	Electronic or other method, as agreed.
5.3.2.4	On date and time agreed in 5.3.2.3.	Collect final HH Metered Data.	HHDC			Internal Process.
5.3.2.5	Immediately following 5.3.2.4	Confirm final HH Metered Data collection.	HHDC	HHMOA	The MOA will telephone the HHDC when the MOA it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.

²⁴ Where the MS has been de-energised by the LDSO as part of an Urgent Metering Service (UMetS), the LDSO shall provide the change of energisation status and final Meter register reading to the HHMOA only, and the HHMOA shall provide this information to the Supplier.

²⁵ The use of this data flow is optional.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.3.2.6	Immediately following 5.3.2.5	Note final Meter register reading, if available. If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available. De-energise MS.	HHMOA			Internal Process.
5.3.2.7	Within 5 WD of changing energisation status or Following the HHMOA becoming aware of a discrepancy between the energisation status on site and that held by the Supplier/HHDC	Send change of energisation status and final Meter register reading, if available. Send change of energisation status and, if requested, final Meter register reading, if available.	HHMOA	Supplier / LDSO HHDC	D0139 -Confirmation or Rejection of Energisation Status Change. ^{22 23}	Electronic or other method, as agreed.
If LDSO De-energises						
5.3.2.8	As required and at least 10 WD before 5.3.2.14²⁶	Send request to de-energise MS.	Supplier	LDSO	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
5.3.2.9	If request rejected and within 2 WD of 5.3.2.8.	Send notification of rejection including the reason why the request has been rejected.	LDSO	Supplier / MOA	D0139 Confirmation or Rejection of Energisation Status Change. P0211 Site Visit Rejection.²⁵ (Go to 5.3.2.8 if required)	Electronic or other method, as agreed. Manual

²⁶ [This step could be completed in shorter timescales where the Supplier and MOA/LDSO, as applicable, have reached mutual agreement.](#)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.3.2. 8 <u>10</u>	<u>If request accepted and w</u> Within 2 WD of request to de-energise Metering System.	Agree date and time for de-energisation.	LDSO	HHMOA	<u>De-energisation details.</u>	Telephone <u>or other method, as agreed.</u>
5.3.2. 9 <u>11</u>	Within 2 WD of 5.3.2. 8 <u>10</u> and before planned date for de-energisation	Arrange with HHDC to collect HH final HH Metered Data.	HHMOA	HHDC	D0005 -Instruction on Action.	Electronic or other method, as agreed.
5.3.2. 10 <u>12</u>	On date and time agreed in 5.3.2. 8 <u>10</u>	Collect final HH Metered Data.	HHDC			Internal Process.
5.3.2. 11 <u>13</u>	Immediately following 5.3.2. 10 <u>12</u>	Confirm final HH Metered Data collection.	HHDC	LDSO (or HHMOA if appropriate)	The <u>LDSO or</u> MOA will telephone the HHDC when the <u>MOA</u> it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA <u>or LDSO, as appropriate.</u>	Telephone <u>or other method, as agreed.</u>
5.3.2. 12 <u>14</u>	On the date requested <u>or agreed in 5.3.2.8; or as required (emergency metering service only).</u>	Note final Meter register reading, if available. De-energise MS.	LDSO			Internal Process.
5.3.2. 13 <u>15</u>	Within 5 WD of 5.3.2. 12 <u>14</u>	Send change of energisation status and final Meter register reading, if available.	LDSO	Supplier / HHMOA	D0139 -Confirmation or Rejection of Energisation Status Change. ²²	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.3.2. 14 16	Within 5 WD of 5.3.2. 13 15	Send change of energisation status and, if requested, final Meter register reading, if available.	HHMOA	HHDC	D0139 -Confirmation or Rejection of Energisation Status Change. <u>D0010 Meter Readings.</u>	Electronic or other method, as agreed.
<u>5.3.2.17</u>	<u>If required and no valid Meter register reading received within 10 WD of notification of change to energisation status.</u>	<u>Request final Meter register reading</u>	<u>HHDC</u>	<u>HHMOA, Supplier</u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method, as agreed</u>
<u>5.3.2.18</u>	<u>Within 10 WD of 6.3.2.17</u>	<u>Send final Meter register reading</u>	<u>HHMOA, Supplier</u>	<u>HHDC</u>		<u>Electronic or other method, as agreed</u>

5.3.3 Removal of a Metering System^{27 28 29}

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.3.3.1	As required	Send request to remove MS.	Supplier <u>Supplier</u>	HHMOA <u>LDSO</u> .	D0142 -Request for Installation or Change to a Metering System Functionality or the Removal of All Meters. <u>Request removal of assets, including all Meters.</u>	Electronic or other method, as agreed.
5.3.3.2	If request rejected and within 2 WD of 5.2.3.1	Send notification of rejection including the reason why the request has been rejected.	HHMOA/ <u>LDSO</u>	Supplier	P0211 -Site Visit Rejection. (Go to 5.3.3.1 if required)	Electronic or other method, as agreed.
5.3.3.3	On the date requested or agreed in 5.3.3.1 or as the HHMOA/ <u>LDSO</u> sees necessary	Note final Meter register reading, if available and remove MS. ³⁰	HHMOA/ <u>LDSO</u>			Internal process.
5.3.3.4	Within 5 WD of removing MS or of receiving notification from the LDSO that <u>an Metering System</u> MS was disconnected.	Liaise with LDSO to recover Meter if necessary.	HHMOA ³¹	LDSO	D0268 -Half Hourly Meter Technical Details. ¹⁰ <u>Location of assets and arrangements for delivery / collection.</u>	Telephone/Fax/e-mail/letter Electronic or other method, as agreed.

²⁷ The Removal of a MS includes the removal of all Meters assigned to that MS. Where only some of the Meters are to be removed, a reconfiguration process shall be followed in accordance with section 5.3.4.

²⁸ Note that prior to the removal of the MS a de-energisation shall be carried out in accordance with section 5.3.2. If de-energisation is carried out at the same time as the removal of the MS, the following steps of section 5.3.2 steps 5.3.2.3 to 5.3.2.5 must also be carried out (Collection of HH Data by the HHDC) ~~of section 5.3.2 shall also be carried out; where HHMOA de-energises, steps 5.3.2.3 to 5.3.2.5; and where the LDSO de-energises (except emergency metering service), steps 5.3.2.11 to 5.3.2.13.~~

²⁹ Note that the removal of a MS requires the removal of all of the Meters associated with that MS. Where only some of the Meters are to be removed, proceed in accordance with section 5.3.4 Reconfigure or Replace Metering System (No Change of Measurement Class).

³⁰ If the MS cannot be removed at the appointed time, the MOA/LDSO shall liaise with the Supplier to agree the way forward.

³¹ Where the current MOA has been instructed to send MTD to a new MOA, and there is a change to MTD, the current MOA should send the revised MTD to the new MOA until such a time as the current MOA is no longer responsible for the MTD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Send MTD and notification that the MS has been removed.	HHMOA ³²	Supplier / HHDC / LDSO	D0268 Half Hourly Meter Technical Details. ¹⁰ If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.	
		Send final Meter register reading or notification that Meter register reading not obtainable.	LDSO (if applicable) HHMOA	HHMOA HHDC	D0010 -Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	
5.3.3.5	Within 10 WD of removing MS or of receiving notification from the LDSO that an Metering SystemMS was disconnected.	Send the relevant Meter information changes.	HHMOA	ECOES	D0312 -Notification of Meter Information to ECOES.	Electronic or other method as agreed.

³² Where the current MOA has been instructed to send MTD to a new MOA, and there is a change to MTD, the current MOA should send the revised MTD to the new MOA until such a time as the current MOA is no longer responsible for the MTD.

6.3.2 De-energise a Metering System

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>If NHHMOA de-energises</u>						
6.3.2.1	As required and at least 10 WD ¹² before 6.3.2.3	Send request to de-energise MS.	Supplier	NHHMOA	D0134 Request to Change Energisation Status. For Prepayment Meters see Appendix 9.2	Electronic or other method, as agreed.
6.3.2.2	If request rejected and within 5 WD of 6.3.2.1	Send notification of rejection including the reason why the request has been rejected.	NHHMOA	Supplier	<u>D0139 Confirmation or Rejection of Energisation Status Change; and</u> P0211 Site Visit Rejection ²⁵ . <u>For Prepayment Meters see Appendix 9.2.</u> (Go to 6.3.2.1 if required)	Electronic or other method, as agreed.
6.3.2.3	On the date requested or agreed in 6.3.2.1	Note final Meter register reading, if available; and de-energise MS.	NHHMOA			Internal Process.
6.3.2.4	Within 10 WD of attempting to change energisation status	Send change of energisation status and the final Meter register reading, if available. ⁵⁹	NHHMOA NHHMOA	NHHDC / Supplier / LDSO NHHDC	D0139 Confirmation or Rejection of Energisation Status Change. ²² For Prepayment Meters see Appendix 9.2 D0010 Meter Readings.	Electronic or other method, as agreed.

⁵⁹ ~~Where the MS has been de-energised by the LDSO as part of an Urgent Metering Service (UMeS), the LDSO shall provide the change of energisation status and final Meter register reading to the NHHMOA, and the NHHMOA shall provide this information to the Supplier and the NHHDC.~~

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.2.5	If required and no valid Meter register reading received within 10 WD of notification of change to energisation status	Request final Meter register reading	NHHDC	NHHMOA, Supplier		<u>Electronic or other method as agreed. Post / Fax / Email</u>
6.3.2.6	Within 10 WD of 6.3.2.5	Send final Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
<u>If LDSO De-energises</u>						
<u>6.3.2.7</u>	<u>As required and at least 10 WD¹² before 6.3.2.9.</u>	<u>Send request to de-energise MS.</u>	<u>Supplier</u>	<u>LDSO</u>	<u>D0134 Request to Change Energisation Status.</u> <u>For Prepayment Meters see Appendix 9.2</u>	<u>Electronic or other method, as agreed.</u>
<u>6.3.2.8</u>	<u>If request rejected and within 5 WD of 6.3.2.7.</u>	<u>Send notification of rejection, including reasons why the request has been rejected.</u>	<u>LDSO</u>	<u>Supplier</u>	<u>D0139 Confirmation or Rejection of Energisation Status Change; and</u> <u>P0211 Site Visit Rejection²⁵.</u> <u>For Prepayment Meters see Appendix 9.2.</u> <u>(Go to 6.3.2.7 if required)</u>	<u>Electronic or other method, as agreed.</u> <u>Manual</u>
<u>6.3.2.9</u>	<u>On the date requested or agreed in 6.3.2.7; or as required (for emergency metering services only).</u>	<u>Note final Meter register reading, if available.</u> <u>De-energise the MS.</u>	<u>LDSO</u>			<u>Internal Process.</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.2.10	Within 5 WD of 6.3.2.9.s	Send change of energisation status and final Meter register reading, if available.	LDSO	NHHMOA	D0139 Confirmation of Rejection of Energisation Status Change.²² For Prepayment Meters see Appendix 9.2	Electronic of other method, as agreed.
6.3.2.11	Within 5 WD of 6.3.2.10.	Send change of energisation status Send final Meter register reading, if available.⁶⁰	NHHMOA NHHMOA	NHHDC, Supplier NHHDC	D0139 Confirmation of Rejection of Energisation Status Change. For Prepayment Meters see Appendix 9.2 D0010 Meter Readings.	Electronic of other method, as agreed.
6.3.2.12	If required and no valid Meter register reading received within 10 WD of notification of change to energisation status.	Request final Meter register reading	NHHDC	NHHMOA, Supplier		Post / Fax / Email
6.3.2.13	Within 10 WD of 6.3.2.12	Send final Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

⁶⁰ If LDSO has not provided the final Meter register reading, the NHHMOA can retrieve this from the Meter when it retrieves the Meter. If the LDSO removed the Meter, the NHHMOA must ensure that it has the final Meter register reading and provided this to the NHHDC before disposing of or re-using the Meter. See 6.3.3.4 to 6.3.3.7 for steps where the LDSO removes the Metering System.

6.3.3 Removal of a Metering System ^{61 62 63}

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.3.1	As required and at least 10 WD before 6.3.3.3	Send request to remove MS.	Supplier <u>or</u> <u>Supplier</u>	NHHMOA <u>LDSO</u>	D0142 Request for Installation or change to a Metering System Functionality or the Removal of all Meters. ⁵¹ <u>Request removal of assets, including all Meters.</u>	Electronic or other method, as agreed.
6.3.3.2	If request rejected and within 5 WD of 6.3.3.1	Send notification of rejection including the reason why the request has been rejected.	NHHMOA / <u>LDSO</u>	Supplier	P0211 Site Visit Rejection. (Go to 6.3.3.1 if required)	Electronic or other method, as agreed.
6.3.3.3	On the date requested or agreed in 6.3.3.1 or as the NHHMOA sees necessary.	Note final Meter register reading, if available and remove MS. ²⁸	NHHMOA / <u>LDSO</u>			Internal Process.
6.3.3.4	Within 10 WD of removing MS or of receiving notification from the LDSO that <u>an Metering System</u> MS was disconnected.	Liaise with LDSO to recover Meter if necessary.	NHHMOA ²⁹	LDSO	<u>Location of assets and arrangements for delivery / collection.</u>	<u>Email or other method as agreed</u> Telephone/ Fax/email/letter.

⁶¹ Note that prior to the removal of the MS, a de-energisation shall be carried out in accordance with section 6.3.2. If de-energisation is carried out at the same time as the removal of the MS, only the flows referenced in section 6.3.3 need be sent.

⁶² The Removal of a MS includes the removal of all Meters assigned to that MS. Where only some of the Meters are to be removed, a reconfiguration process shall be followed in accordance with section 6.3.4.

⁶³ Note that the removal of a MS requires the removal of all of the Meters associated with that MS. Where only some of the Meters are to be removed, proceed in accordance with section 6.3.4 Reconfigure or Replace Metering System (No Change of Measurement Class).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Send MTD and notification that the MS has been removed. ⁶⁴	<u>NHHMOA</u> ³¹ <u>Or</u>	Supplier, / NHHDC, / LDSO (if <u>applicable</u>).	D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
			<u>NHHMOA</u>	Supplier / NHHDC	D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)	
		Send final Meter register reading or notification that Meter register reading not obtainable.	<u>LDSO (if applicable)</u> <u>NHHMOA</u>	<u>NHHMOA</u> , NHHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action	
		Send notification of Meter removal.		MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
6.3.3.5	Within 10 WD of removing MS or of receiving notification from the LDSO that an <u>Metering System</u> MS was disconnected.	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 -Notification of Meter Information to ECOES.	Electronic or other method as agreed.
6.3.3.6	If required and no valid Meter register reading received within 10 WD of the removal.	Request final Meter register reading	NHHDC	NHHMOA Supplier		<u>Electronic or other method as agreed.</u> Post / Fax / Email

⁶⁴ Where the MS has been removed by the LDSO ~~as part of an Urgent Metering Service (UMeS)~~, the LDSO shall provide the notification and final Meter register reading to the NHHMOA, and the NHHMOA shall provide this information to the Supplier and the NHHDC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.3.7	Within 10 WD of 6.3.3.6	Send final Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed