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**Redlined BSCP537 changes for CP1391 ‘Clarify the existing MDD registration criteria for new Suppliers within the MDD (BSCP509) and Qualification (BSCP537) procedures.’**

The CP proposes changes to BSCP537 section 2.1 ‘Interface and Timetable Information’.

We have redlined these changes against version 5.0 of the BSCP537.

## 2. Interface and Timetable Information

### 2.1 Qualification Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.1	As required	Provide information and guidance on the Qualification Process and any other entry processes applicable to the Applicant.	BSCCo	Applicant	High level overview of Qualification Process including which Qualification Documents must be completed and the location of the information pack on the BSC Website.	Phone/Written Confirmation
2.1.2	After 2.1.1	Applicant submits its proposed market role details and Qualification Letter <sup>1</sup> .  Where the Applicant intends to be a Party to the Code it has applied to become a Party in accordance with Section A of the Code.  Applicant sends appropriate Qualification Fee (if applicable).	Applicant	BSCCo	Applicant's proposed market role details and Qualification Letter <sup>2</sup> or Applicant's application to be a Party to the Code.  BSCP65 "Registration of Parties and Exit Procedures".  Menu of Qualification Fees.	Written Confirmation
2.1.3	5WD after 2.1.2	BSCCo sends confirmation that the Applicant intends to commence the Qualification Process (and where applicable confirms receipt of any documentation or otherwise).	BSCCo	Applicant	Confirmation of Applicant's intention to commence Qualification Process.	Written Confirmation

<sup>1</sup> The Applicant can voluntarily withdraw their Qualification Application, or put this application on hold, at any point in the process.

<sup>2</sup> An Applicant intending to be a Party does not require a separate Qualification Letter

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.4	Prior to PAB Meeting	Applicant ensures and BSCCo confirms that any additional steps required to complete the Qualification Process have been carried out.	BSCCo Applicant		<p>Confirmation that Accession has been completed for Suppliers.</p> <p>Confirmation that the confidentiality disclosure and licence agreement have been received for NHHDA and NHHDC applications.</p> <p>For BSC Parties and CVA MOAs- Confirmation that the Applicant has completed additional qualification testing (BSCP70 “CVA Qualification Testing for Parties and Party Agents”).</p> <p><u>[Housekeeping]</u>For CVA MOAs - Confirmation that the Applicant has registered for CVA MOA Sealing ID for CVA MOA applications (BSCP06 “<del>Notification and Sealing of Metering Equipment for Central Volume Allocation</del>CVA Meter Operations for Metering Systems Registered in CMRS”).</p>	Internal Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.5	5WD after 2.1.3 or later as agreed	<p>Meet to discuss or communicate the Qualification Process in particular the necessity for completing the SAD and/or any testing requirements and/or witness testing.</p> <p>In the case of BSC Parties liaise with MRASCo to discuss possibility of combining any meeting. The aim of such meeting to discuss application timescales for the coordination of testing/witnessing.</p>	BSCCo	<p>Applicant</p> <p>MRASCo</p>	Mutually convenient date, time and venue.	Phone/Written Confirmation
2.1.6	After 2.1.5	Applicant completes any relevant section of the SAD and submits to BSCCo for initial review <sup>3 4</sup> .	Applicant	BSCCo	Completed SAD.	Written Confirmation
2.1.7	At any time after 2.1.5	Applicant completes internal testing of systems and processes which may be witnessed by BSCCo until such time as BSCCo confirms that witnessed testing demonstrates that requirements have been met.	Applicant BSCCo		Completion of internal testing by Applicant and witnessing, if required, by BSCCo.	Internal Process

<sup>3</sup> The SAD may be either submitted in full or section by section, as agreed between Applicant and BSCCo.

<sup>4</sup> The Applicant can go to the PAB at any time during the drafting of the SAD for advice, clarification or endorsement of its plans.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.8	Within 10WD after 2.1.6	High level review of SAD by BSCCo.  BSCCo returns reviewed SAD and provides guidance, education and clarification on sections where requirements have not been met.  If the requirements have been met proceed to 2.1.10.	BSCCo	Applicant	Reviewed SAD.	Phone/Written Confirmation
2.1.9	After 2.1.8	Applicant further completes the SAD and submits to BSCCo for additional review.	Applicant	BSCCo	Completed SAD.	
2.1.10	Within 10WD of 2.1.9	BSCCo reviews SAD to ensure that it is prepared to the required standard. If prepared to the required standard then proceed to 2.1.11.  If the requirements have not been met proceed to 2.1.6.	BSCCo			Internal Process
2.1.11	After 2.1.10	BSCCo and Applicant confirm that evidence review can commence and mutually agree timescales. <sup>5</sup>	BSCCo Applicant		Details of SAD supporting evidence to be reviewed.	Written Confirmation

<sup>5</sup> When completing the SAD the Applicant should detail what pieces of evidence can be provided in support of its response. BSCCo may request that these are provided for review, the 'evidence review'. Examples of types of evidence include documentation or evidence of testing.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.12	After 2.1.11 and within the agreed timescales.	BSCCo reviews supporting evidence <sup>6</sup> to determine if evidence provides the appropriate confirmation that the required standard has been met. When required standards have been met proceed to 2.1.13.  Where the required standards have not been met, BSCCo will provide guidance, assistance and clarification to the Applicant as to why. In this circumstance the Applicant should proceed to 2.1.9.	BSCCo	Applicant	Supporting evidence.	
2.1.13	After 2.1.12	Applicant submits final version of SAD authorised by a registered director of the Applicant (the registration of the latter to be verifiable with Companies House) or by such other person accepted as the authorised signatory pursuant to Section 3.6 hereof.	Applicant	BSCCo	SAD.	Signed Off Hard copy
2.1.14	At any time between 2.1.5 and 2.1.13	BSCCo shall provide the Applicant Written Confirmation of the outcome of any review carried out by BSCCo.	BSCCo	Applicant		Written Confirmation

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<sup>6</sup> This review may be at the Applicant's site, if so required.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.15	At any time between 2.1.5 and 2.1.13 but at least 12WD prior to PAB meeting	If Applicant disagrees with any aspect of the review carried out by BSCCo in relation to the Applicant's Qualification the Applicant may request that the PAB makes a Qualification determination in respect of its Application.	Applicant	PAB	Details of Applicant's appeal.	Written Confirmation
2.1.16	At least 12 WD before PAB Meeting and after 2.1.14.	BSCCo prepares and submits Qualification report to the PAB (and provides a copy of the same to the Applicant) recommending whether the Applicant should be Qualified.	BSCCo	PAB Applicant	Qualification Report.	Written Confirmation
2.1.17	At PAB Meeting	PAB decides whether the Applicant should be Qualified. If yes, then proceed to 2.1.18 <sup>7</sup> .  If the application is deferred, then proceed to 2.1.21.	PAB	BSCCo	Qualification decision.	Meeting

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<sup>7</sup> The PAB may also approve the Applicant's Qualification and also impose certain conditions or requirements on the Qualified Person.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.18	Within 2WD of 2.1.17	Notification of PAB's decision to accept Qualification.  [Housekeeping] Develop RMP for the newly qualified Party or Party Agent in accordance with <del>s</del> Section Z 5.7 of the Code.  Advise CRA to add relevant information to CRS (except in the case of SVA Party Agents).	BSCCo	All interested parties  Applicant  CRA	PAB Decision.  RMP	Written Confirmation
2.1.19	At any point after 2.1.2	Applicant or Qualified Person may commence with MDD change request process. <sup>8</sup>	Applicant / Qualified Person	BSCCo	MDD change request form F509/01 in accordance with BSCP509	Email / Fax.
2.1.20	After PAB decision	Raise MDD Change Request to add Qualified Person information to MDD database in accordance with BSCP509.	BSCCo	SVAA	PAB decision on Qualification Approval.	As per BSCP509.

<sup>8</sup> A Supplier/LDSO does not have to be Qualified by the PAB before registering in MDD.



<b>REF</b>	<b>WHEN</b>	<b>ACTION</b>	<b>FROM</b>	<b>TO</b>	<b>INFORMATION REQUIRED</b>	<b>METHOD</b>
2.1.21	Within 5 WD of 2.1.17 (if Qualification deferred)	Applicant informed in writing of the rationale for the decision.  BSCCo to provide guidance, assistance and clarification to the Applicant as to why its Application was deferred.  Proceed to 2.1.6.	BSCCo	Applicant	Areas of the SAD that are not acceptable and/or other areas which require further testing or evidence to be provided as determined by the PAB.	Written Confirmation