# 4 APPENDICES

## 4.1 Sample Form BSCP68/4.1

*Registration Transfer from SMRS to CMRS*

(For all MSIDs to be transferred)

|  |
| --- |
| **Part A – To be completed by CVA Registrant** **To be sent to: Transfer Co-ordinator, CRA, CDCA** |

A1. Details of Registrant

Name of Registrant: .…………………………………………………………………………………………

Address: .…………………………………………………………………………………………

 .…………………………………………………………………………………………

Contact for Transfer: .…………………………………………………………………………………………

Telephone Number: .…………………………………………………………………………………………

Email Address: .…………………………………………………………………………………………

Market Participant ID (Registrant (CVA)): ………………………………………………………………………

SITE NAME: .…………………………………………………………………………………………..

Site Address: .…………………………………………………………………………………………..

 .…………………………………………………………………………………………..

A2. Details of MSIDs to be transferred[[1]](#footnote-1)

Request transfer of Metering System presently registered in SMRS to be transferred to CMRS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Metering Point (SVA MSID)****[[2]](#footnote-2)** | **SVA Aggregation (Ref)** | **Circuit Description** | **Measurement Quantity (Import/ Export)** | **CVA MSID (when known)** | **CVA MSSID****[[3]](#footnote-3) (when known)** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |

**SCHEMATIC DIAGRAM (must be provided)**

**“Registration Effective From Date”……../……../……..**

The “Registration Effective From Date” is provisional until Part B has been confirmed and signed by the Transfer Co-ordinator.

Market Participants Id (Registrant (SVA)): ………………………………………………………………………

Contact: …………………..…………………………………………………………………………………………

**A3. Common details of MSIDs**

Identity of SVA MOA:.…………………………………………………………………………………………

Contact: .…………………………………………………………………………………………

Telephone Number: .…………………………………………………………………………………………

Email Address: .…………………………………………………………………………………………

Site Name: .…………………………………………………………………………………………

 .…………………………………………………………………………………………

NGC BM Unit Id:

Primary BM Unit Id

GSP Reference: .…………………………………………………………………………………………

Identity of CVA MOA: .…………………………………………………………………………………………

Name of existing SVA Registrant: ………………………………………………………………………………..

**A4. Signature of Registrant** *(Authorised Signatory in accordance with BSCP38*)

Name: .…………………………………………………………………………………………

Position: .…………………………………………………………………………………………

Company: .…………………………………………………………………………………………

Signature: ………………………………………………………. Date:…………………………..

Password:……………………………………………………….

|  |
| --- |
| **Part B – To be completed by Transfer Co-ordinator****To be sent to: Contracted LDSO, Registrant (CVA), Registrant (SVA), CRA, CDCA, CVA MOA, SVA MOA** |

**B1. Confirmation of transfer of registration from SMRS to CMRS**

**“Registration Effective From Date” in CMRS on:……../……../……..**

“Effective To Settlement Date {Regi}” in SMRS on:……../……../…….. *(i.e. date of registration deactivation)*

**Name:** ………....…………………………………………………………………………………………

**Signed:**  ………....……………………………………………………... **Date:** ………………………….

## 4.2 Sample Form BSCP68/4.2

***Registration Transfer from CMRS to SMRS***

(For all MSIDs to be transferred)

|  |
| --- |
| **Part A – To be completed by SVA Registrant** To be sent to: Transfer Co-ordinator, CRA, CDCA |

A1. Details of Registrant

Name of SVA Registrant: .…………………………………………………………………………………………

Address: .…………………………………………………………………………………………

 .…………………………………………………………………………………………

Contact for Transfer: .…………………………………………………………………………………………

Telephone Number: .…………………………………………………………………………………………

Email Address: .…………………………………………………………………………………………

Market Participant ID (Registrant (SVA)):………………………………………………………………………….

SITE NAME: .…………………………………………………………………………………………

Site Address: .…………………………………………………………………………………………

 .…………………………………………………………………………………………

A2. Details of numbers of MSIDs to be transferred1

Request transfer of Metering System presently registered in CMRS to be transferred to SMRS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Metering Point (CVA MSID)**2 | **CVA MSSID**3 | **Circuit Description** | **Measurement Quantity (Import/ Export)** | **SVA MSID (when known)** | **SVA Aggregation (Ref) (when known)** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |

**SCHEMATIC DIAGRAM (must be provided)**

**“Effective From Settlement Date {Regi}”……../……../……..**

**The “Effective From Settlement Date {Regi}” is provisional until Part B has been confirmed and signed by the Transfer Co-ordinator.**

Market Participant Id (Registrant (SVA)): ………………………………………………………………………

Contact: .…………………………………………………………………………………………

**A3. Common details of MSIDs**

Identity of CVA MOA: .……………………………………………………………………………….

Contact: .…………………………………………………………………………………………

Telephone Number: .…………………………………………………………………………………………

Email Address: .…………………………………………………………………………………………

Site Name: .…………………………………………………………………………………………

.…………………………………………………………………………………………

.…………………………………………………………………………………………

NGC BM Unit Id:

Primary BM Unit Id:………………………………………………………………………………………………..

GSP Reference: .…………………………………………………………………………………………

Identity of Proposed SVA MOA: .……………………………………………………………………………….

Name of existing CVA Registrant: .……………………………………………………………………………….

**A4. Signature of Registrant** (*Authorised Signatory in accordance with BSCP38*)

Name: ………....…………………………………………………………………………………………

Position: ………....…………………………………………………………………………………………

Company: ………....…………………………………………………………………………………………

Signature: ………....……………………………………………………... Date: …………………………..

Password:……………………………………………………….

|  |
| --- |
| **Part B – To be completed by Transfer Co-ordinator****To be sent to: Contracted LDSO** **, Registrant (CVA), Registrant (SVA), CDCA, CRA, CVA MOA, SVA MOA** |

**B1. Confirmation of transfer of registration from CMRS to SMRS**

**“Effective From Settlement Date {Regi}” in CSS/SMRS on:……../……../……..**

“Registration Effective To Date” in CMRS on:……../……../…….. *(i.e. date of de-registration)*

**Name:** ………....…………………………………………………………………………………………

**Signed:**  ………....……………………………………………………... **Date:** ………………………….

## 4.3 Transfer Guidelines for Registrants

The Imports of a Metering System cannot be registered in CVA without the corresponding Exports. This means that the Imports of a Metering System cannot be transferred from SVA to CVA without the corresponding Exports and similarly, the Exports of the Metering System cannot be transferred from CVA to SVA without the corresponding Imports.

Any Metering Systems Registered in CVA must be Half-Hourly metered.

## 4.4 Validation Rules

### 4.4.1 CRA Validation

The validation carried out by the CRA should ensure that:-

For Registration Transfers from SMRS to CMRS:-

(a) The CVA Registrant on the form is registered as a Party in CMRS;

(b) The CVA Registrant has nominated a Primary BM Unit Id to be registered in CMRS;

(c) That Registration Effective From Date on the form is operationally achievable;

(d) The nominated Primary BM Unit Id is ready for registration in CMRS when the Registration Effective From Date is confirmed by the Transfer Co-ordinator; and

(e) Confirmation of the CVA MOA.

For Registration Transfers from CMRS to SMRS:-

(f) The Metering System is currently registered in CMRS;

(g) Identify whether the Metering System is part of a Primary BM Unit Id that forms part of a Trading Unit;

(h) That Registration Effective To Date is operationally achievable; and

(i) The Primary BM Unit Id is ready for de-registration in CMRS when the Registration Effective To Date is confirmed by the Transfer Co-ordinator.

### 4.4.2 CDCA Validation

The validation carried out by the CDCA should ensure that:-

For Registration Transfers from SMRS to CMRS:-

(a) Aggregation Rules have been registered for the Primary BM Units; and

(b) Primary BM Units are correctly associated with the Metering Systems by the Aggregation Rules; or

For Registration Transfers from CMRS to SMRS:-

(c) Primary BM Units are correctly associated with the Metering Systems by the Aggregation Rules.

### 4.4.3 Contracted LDSO Validation

The validation carried out by the Contracted LDSO should ensure that:-

For Registration Transfers from SMRS to CMRS:-

(a) The SVA MSIDs quoted on the forms exist in SMRS;

(b) By reference to its internal records, that no SVA MSIDs are missing and no additional SVA MSIDs are included on the forms (in accordance with the Transfer Guidelines in Appendix 4.3)

(c) That at least one or more of the SVA MSIDs relate to Exports in the list of SVA MSIDs on the forms. (i.e. the forms include Exemptable Generation Plant);

(d) When requested, the Contracted LDSO should provide the identity of existing Supplier Agents to the Transfer Co-ordinator; and

(e) The Contracted LDSO should confirm that the Supplier Ids on the form correctly identify the Registrant(s) of the SVA MSIDs; or

For Registration Transfers from CMRS to SMRS:-

(f) The SVA MSIDs/MSIDs/Primary BM Unit details on the forms agree with the records held in the Exemptable Generating Plant register; and

(g) By reference to its internal records that no SVA MSIDs are missing and no additional SVA MSIDs are included on the forms (in accordance with the Transfer Guidelines in Appendix 4.3)

## 4.5 Sample Form BSCP68/4.5

*Validation Details for Registration Transfer from SMRS to CMRS*

A1. Details of Registrant

SVA Registrant: .…………………………………………………………………………………………

Import SVA MSID(s): .…………………………………………………………………………………………

Export SVA MSID(s): .…………………………………………………………………………………………

Import CVA MSID(s): .…………………………………………………………………………………………

Export CVA MSID(s): .…………………………………………………………………………………………

CVA MOA: .…………………………………………………………………………………………

Primary BM Units: .…………………………………………………………………………………………

**SITE NAME:** .…………………………………………………………………………………………

**Part B – To be completed by CRA**

Part C – To be completed by CDCA

**Part D – To be completed by Contracted LDSO**

|  |
| --- |
| Part B – To be completed by CRATo be sent to: Transfer Co-ordinator |

The validation carried out by the CRA should ensure that for Registration Transfers from SMRS to CMRS (delete as appropriate):

|  |  |  |  |
| --- | --- | --- | --- |
| (a) The CVA Registrant on the form is registered as a Party in CMRS; | Y |  | N |

|  |  |  |  |
| --- | --- | --- | --- |
| (b) The CVA Registrant has nominated a Primary BM Unit Id to be registered in CMRS; | Y |  | N |

|  |  |  |  |
| --- | --- | --- | --- |
| (c) That Registration Effective From Date on the form is operationally achievable; | Y |  | N |

|  |  |  |  |
| --- | --- | --- | --- |
| (d) The nominated Primary BM Unit Id is ready for registration in CMRS when the Registration Effective From Date is confirmed by the Transfer Co-ordinator ; and | Y |  | N |
|  |  |
| (e) Confirmation of the CVA MOA. | Y |  | N |

**Request transfer successful validated [ Y / N ]** – delete as appropriate

Comments/ Reasons for being invalid: ………………………………………………………………………

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

Name: .…………………………………………………………………………………………………...

Position: .…………………………………………………………………………………………………...

Signature: …………………………………………………………………. Date:………………………….

Telephone Number: ………………………………………………………………………………………….

|  |
| --- |
| **Part C – To be completed by CDCA****To be sent to: Transfer Co-ordinator** |

The validation carried out by the CDCA should ensure that for Registration Transfers from SMRS to CMRS (delete as appropriate):

|  |  |  |  |
| --- | --- | --- | --- |
| (a) Aggregation Rules have been registered for the Primary BM Units; and | Y |  | N |

|  |  |  |  |
| --- | --- | --- | --- |
| (b) Primary BM Units are correctly associated with the Metering Systems by the Aggregation Rules. | Y |  | N |
|  |  |

**Request transfer successful validated [ Y / N ] – delete as appropriate**

Comments/ Reasons for being invalid: ………………………………………………………………………

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

Name: .…………………………………………………………………………………………………...

Position: .…………………………………………………………………………………………………...

Signature: …………………………………………………………………. Date:………………………….

Telephone Number: ………………………………………………………………………………………….

|  |
| --- |
| **Part D – To be completed by Contracted** **LDSO** **To be sent to: Transfer Co-ordinator** |

The validation carried out by the Contracted LDSO should ensure that for Registration Transfers from SMRS to CMRS (delete as appropriate):

|  |  |  |  |
| --- | --- | --- | --- |
| 1. The SVA MSIDs quoted on the forms exist in SMRS;
 | Y |  | N |

|  |  |  |  |
| --- | --- | --- | --- |
| (b) By reference to its internal records, that no SVA MSIDs are missing and no additional SVA MSIDs are included on the forms (in accordance with the Transfer Guidelines in Appendix 4.3) | Y |  | N |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (c) That at least one or more of the SVA MSIDs relate to Exports in the list of SVA MSIDs on the forms. (i.e., the forms include Exemptable Generation Plant); | Y |  | N |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (d) The Contracted LDSO should provide the identity of existing Supplier Agents to the Transfer Co-ordinator using the table, below; | Y |  | N |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (e) The Contracted LDSO should confirm that the Supplier Id on the form correctly identify the Registrant(s) of the SVA MSIDs; and | Y |  | N |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (f) Line Loss Factors are submitted in accordance with BSCP128 approval. | Y |  | N |

**Request transfer successful validated [ Y / N ] – delete as appropriate**

Comments/ Reasons for being invalid: ………………………………………………………………………

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

**Provide details of Supplier Agents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SVA MSIDs** | **Supplier Id** | **SVA HHDA Id** | **SVA HHDC Id** | **SVA MOA Id** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Name: .…………………………………………………………………………………………………...

Position: .…………………………………………………………………………………………………...

Signature: …………………………………………………………………. Date:………………………….

Telephone Number: ………………………………………………………………………………………….

## 4.6 Sample Form BSCP68/4.6

#### Validation Details for Registration Transfer from CMRS to SMRS

A1. Details of Registrant

CVA Registrant: .…………………………………………………………………………………………

Import CVA MSID(s): .…………………………………………………………………………………………

Export CVA MSID(s): .…………………………………………………………………………………………

Import SVA MSID(s): .…………………………………………………………………………………………

Export SVA MSID(s): .…………………………………………………………………………………………

Primary BM Units: .…………………………………………………………………………………………

SVA MOA: .…………………………………………………………………………………………

**SITE NAME:** .…………………………………………………………………………………………

**Part B – To be completed by CRA**

Part C – To be completed by CDCA

**Part D – To be completed by Contracted LDSO**

|  |
| --- |
| **Part B – To be completed by CRA**To be sent to: Transfer Co-ordinator |

The validation carried out by the CRA should ensure that for Registration Transfers from SMRS to CMRS (delete as appropriate):

|  |  |  |  |
| --- | --- | --- | --- |
| (a) The Metering System is currently registered in CMRS; | Y |  | N |

|  |  |  |  |
| --- | --- | --- | --- |
| (b) Identify whether the Metering System is part of a Primary BM Unit Id that forms part of a Trading Unit; | Y |  | N |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (c) That Registration Effective To Date is operationally achievable; and | Y |  | N |

|  |  |  |  |
| --- | --- | --- | --- |
| (d) The Primary BM Unit Id is ready for de-registration in CMRS when the Registration Effective To Date is confirmed by the Transfer Co-ordinator. | Y |  | N |
|  |  |

**Request transfer successful validated [ Y / N ]** – delete as appropriate

Comments/ Reasons for being invalid: ………………………………………………………………………

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

Name: .…………………………………………………………………………………………………...

Position: .…………………………………………………………………………………………………...

Signature: …………………………………………………………………. Date:………………………….

Telephone Number: ………………………………………………………………………………………….

|  |
| --- |
| **Part C – To be completed by CDCA****To be sent to: Transfer Co-ordinator** |

The validation carried out by the CDCA should ensure that for Registration Transfers from CMRS to SMRS (delete as appropriate):

|  |  |  |  |
| --- | --- | --- | --- |
| (a) Primary BM Units are correctly associated with the Metering Systems by the Aggregation Rules. | Y |  | N |

**Request transfer successful validated [ Y / N ] – delete as appropriate**

Comments/ Reasons for being invalid: ………………………………………………………………………

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

Name: .…………………………………………………………………………………………………...

Position: .…………………………………………………………………………………………………...

Signature: …………………………………………………………………. Date:………………………….

Telephone Number: ………………………………………………………………………………………….

|  |
| --- |
| Part D – To be completed by Contracted LDSO To be sent to: Transfer Co-ordinator |

The validation carried out by the Contracted LDSO should ensure that for Registration Transfers from CMRS to SMRS (delete as appropriate):

|  |  |  |  |
| --- | --- | --- | --- |
| (a) The SVA MSIDs/CVA MSIDs/Primary BM Unit details on the forms agree with the records held in the Exemptable Generating Plant Register; and  | Y |  | N |
|  |  |  |
| (b) By reference to its internal records, that no SVA MSIDs are missing and no additional SVA MSIDs are included on the forms (in accordance with the Transfer Guidelines in Appendix 4.3). | Y |  | N |
|  |  |  |

**Request transfer successful validated [ Y / N ] – delete as appropriate**

Comments/ Reasons for being invalid: ………………………………………………………………………

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

Name: .…………………………………………………………………………………………………...

Position: .…………………………………………………………………………………………………...

Signature: ………………………………………………………………….

Date:………………………….

Telephone Number: ………………………………………………………………………………………….

## 4.7 Limitations to Registration Transfers in progress

The Transfer Co-ordinator may delay a Registration Transfer between SMRS and CMRS and vice versa, when the number of Registration Transfers in progress exceeds the limits specified below.

|  |  |
| --- | --- |
| **Limitation** | **Limit** |
| Maximum number of Registration Transfers in progress per Registrant. | Five |
| Maximum number of Registration Transfers in progress per SMRA. | Twenty |
| Maximum number of Registration Transfers in progress overall. | Fifty |

Unless otherwise agreed with the Registrants, the Transfer Co-ordinator will adopt a ‘first-come, first-served’ basis for the order in which to deal with requests for Registration Transfers and the re-scheduling of delayed Registration Transfer requests.

Where a Registrant has had a limitation applied to the number of Registration Transfers in progress, the Registrant may apply to the Transfer Co-ordinator for an increase to the limit of Registration Transfers in progress. The Transfer Co-ordinator may, following consultation with the relevant Parties and Party Agents, permit a temporary increase in the number of Registration Transfers in progress.

## 4.8 Checklists

### 4.8.1 SMRS to CMRS

**4.8.1.1 Transfer of both Import and Export Metering Systems**

#### 4.8.1.1.1 SMRS to CMRS: New CVA Registrant Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| **Process Reference** |  | **Tick√** |
| **3.1.1.1** | Ask existing SVA Registrant for SVA MOA identity and contact details and inform existing SVA Registrant of intention to transfer SVA MSIDs. |  |
| **3.1.1.2** | Send contact details of existing SVA Registrant(s), GSP Group and SVA MOA to Transfer Co-ordinator |  |
| **3.1.1.6** | Formalise agreement with a CVA MOA to act as Meter Operator for the SVA MSIDs to be transferred. |  |
| **3.1.1.7** | Submit the following forms: |  |
|  | BSCP68/4.1 to CRA, CDCA and the Transfer Co-ordinator |  |
|  | BSCP15/4.1 to CRA and the Transfer Co-ordinator |  |
|  | BSCP15/4.13 to BSCCo if appropriate |  |
|  | BSCP20/4.1 to CRA and the Transfer Co-ordinator |  |
| **3.1.1.9** | Receive the new CVA MSID numbers from CRA. |  |
| **3.1.1.11** | Instruct Contracted LDSO to submit CVA LLFs to BSCCo via BSCP128. |  |
| **3.1.1.17** | Submit BSCP75/4.2 to CDCA and the Transfer Co-ordinator |  |
| **3.1.1.23** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.1.31** | Confirm with Contracted LDSO that following details are valid:  |  |
|  | Meter Technical Details, |  |
|  | Primary BM Unit Aggregation Rules, |  |
|  | CVA LLFs. |  |

#### 4.8.1.1.2 SMRS to CMRS: CDCA Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| 3.1.1.7 | Receive form BSCP68/4.1 from the new CVA Registrant: |  |
| **3.1.1.16** | Receive form BSCP20/4.3 a, b and c from the CVA MOA. |  |
| **3.1.1.17** | Receive form BSCP75/4.2 from new CVA Registrant |  |
| **3.1.1.18** | Organise Proving Test date with CVA MOA. |  |
| **3.1.1.19** | Submit Meter Technical Details to the Contracted LDSO and Transfer Co-ordinator. |  |
| **3.1.1.20** | Submit GSP Group Take Aggregation Rules to the Nominated LDSO and Transfer Co-ordinator.  |  |
| **3.1.1.21** | Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator. |  |
| **3.1.1.23** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.1.25** | Update records with confirmed REFD and confirm registration. |  |
| **3.1.1.34** | Confirm with Transfer Co-ordinator that transfers are successfully completed. |  |
| **3.1.1.36** | Perform Proving Test in accordance with BSCP02. |  |
| **3.1.1.38 / 3.1.1.39**  | If requested remotely interrogate Outstation(s) and send Meter reading to old HHDC and New CVA Registrant. |  |
| **3.1.1.44** | Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected.  |  |

#### 4.8.1.1.3 SMRS to CMRS: CRA Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| 3.1.1.7 | Receive the following forms from new CVA Registrant: |  |
|  | BSCP68/4.1, |  |
|  | BSCP15/4.1, |  |
|  | BSCP20/4.1, |  |
| **3.1.1.9** | Inform Transfer Co-ordinator and new CVA Registrant of new CVA MSID. |  |
| **3.1.1.21** | Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator. |  |
| **3.1.1.23** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.1.25** | Update records with confirmed REFD and confirm registration. |  |
| **3.1.1.26** | Send SVA MSID Mappings/CVA MSIDs and Primary BM Unit/SVA MSID mappings (Registration Transfer Report) to the Transfer Co-ordinator and new CVA Registrant. |  |
| **3.1.1.32** | Send Standing Data Report to new CVA Registrant. |  |
| **3.1.1.34** | Confirm with Transfer Co-ordinator that registration transfers were successfully completed.  |  |
| **3.1.1.44** | Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected. |  |

#### 4.8.1.1.4 SMRS to CMRS: Contracted LDSO Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| **3.1.1.10** | Receive Registration form (BSCP68/4.1) including new CVA MSID from Transfer Co-ordinator. |  |
| **3.1.1.12** | Submit LLFs to BSCCo and Transfer Co-ordinator using BSCP128. |  |
| **3.1.1.15** | Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator. |  |
| **3.1.1.19** | Receive Meter Technical Details from CDCA |  |
| **3.1.1.20** | Receive GSP Group Take Aggregation Rules from Nominated LDSO, if required. |  |
| **3.1.1.23** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.1.27** | SVA MSID Mappings/CVA MSIDs and Primary BM Unit/SVA MSID mappings (Registration Transfer Report) received from Transfer Co-ordinator. |  |
| **3.1.1.28** | Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report. |  |
| **3.1.1.35** | Confirmation that registration in CMRS was successfully completed and receive notice of SVA MSID logical disconnection date. |  |
| **3.1.1.40** | Logically disconnect relevant SVA MSIDs in SMRS. |  |
| **3.1.1.42** | Confirm to Transfer Co-ordinator that a registration deactivation occurred on the ETSD {Regi}. |  |
| **3.1.1.45** | Confirm to Transfer Co-ordinator that data values are comparable and acceptable. |  |

#### 4.8.1.1.5 SMRS to CMRS: CVA MOA Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| **3.1.1.6** | New CVA Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue. |  |
| **3.1.1.10** | Receive Registration forms including new CVA MSID from Transfer Co-ordinator. |  |
| **3.1.1.13** | Request Meter Technical Details from SVA MOA |  |
| **3.1.1.14** | Receive Meter Technical Details from SVA MOA |  |
| **3.1.1.16** | Register Meter Technical Details with the CDCA by submitting form BSCP20/4.3 a, b and c to CDCA and the Transfer Co-ordinator: |  |
| **3.1.1.18** | Proving Test date with CDCA arranged (by CDCA). |  |
| **3.1.1.23** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.1.36** | Perform Proving Test in accordance with BSCP02. |  |
|  | Seal in accordance with BSCP06. |  |
|  | Take initial Meter reading. |  |

#### 4.8.1.2 Transfer of the Export only of Metering System

#### 4.8.1.2.1 SMRS to CMRS: New CVA Registrant Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| **Process Reference** |  | **Tick√** |
| **3.1.2.1** | Ask existing SVA Registrant for identity and contact details of an existing SVA MOA and inform existing SVA Registrant of intention to transfer SVA MSIDs. |  |
| **3.1.2.2** | Send contact details of existing SVA Registrant(s), GSP Group and existing SVA MOA to Transfer Co-ordinator. |  |
| **3.1.2.6** | Formalise agreement with a CVA MOA to act as Meter Operator for the SVA MSIDs to be transferred. |  |
| **3.1.2.7** | Inform existing SVA Registrant(s) of identity and details of CVA MOA |  |
| **3.1.2.10** | Submit the following forms:  |  |
|  | BSCP68/4.1 to CRA, CDCA and the Transfer Co-ordinator. |  |
|  | BSCP15/4.1 to CRA and the Transfer Co-ordinator. |  |
|  | BSCP15/4.13 to BSCCo if appropriate |  |
|  | BSCP20/4.1 to CRA and the Transfer Co-ordinator. |  |
| **3.1.2.12** | Request the CDCA to provide the SVA HHDC access to the SVA Import Metering System |  |
| **3.1.2.14** | Receive the new CVA MSID numbers from CRA. |  |
| **3.1.2.16** | Instruct Contracted LDSO to submit CVA LLFs to BSCCo via BSCP128. |  |
| **3.1.2.22** | Submit BSCP75/4.2 to CDCA and the Transfer Co-ordinator. |  |
| **3.1.2.28** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.2.36** | Confirm with Contracted LDSO that following details are valid:  |  |
|  | Meter Technical Details, |  |
|  | Primary BM Unit Aggregation Rules, |  |
|  | CVA LLFs. |  |

#### 4.8.1.2.2 SMRS to CMRS: CDCA Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| 3.1.2.10 | Receive form BSCP68/4.1 from the new CVA Registrant. |  |
| **3.1.2.21** | Receive form BSCP20/4.3 a, b and c from the CVA MOA: |  |
| **3.1.2.22** | Receive form BSCP75/4.2 from new CVA Registrant(s) |  |
| **3.1.2.23** | Organise Proving Test date with CVA MOA. |  |
| **3.1.2.24** | Submit GSP Group Take Aggregation Rules to the Nominated LDSO and Transfer Co-ordinator. |  |
| **3.1.2.25** | Submit Meter Technical Details to the Contracted LDSO and Transfer Co-ordinator. |  |
| **3.1.2.26** | Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator. |  |
| **3.1.2.28** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.2.30** | Update records with confirmed REFD and confirm registration. |  |
| **3.1.2.39** | Confirm with Transfer Co-ordinator that transfers are successfully completed. |  |
| **3.1.2.41** | Perform Proving Test in accordance with BSCP02. |  |
| **3.1.2.43 / 3.1.2.44** | If requested interrogate Outstation(s) remotely and send Meter readings to old SVA HHDC and new CVA Registrant. |  |
| **3.1.2.49** | Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected. |  |

#### 4.8.1.2.3 SMRS to CMRS: CRA Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| 3.1.2.10 | Receive the following forms from new CVA Registrant: |  |
|  | BSCP68/4.1, |  |
|  | BSCP15/4.1, |  |
|  | BSCP20/4.1, |  |
| **3.1.2.14** | Inform Transfer Co-ordinator and new CVA Registrant of new CVA MSID. |  |
| **3.1.2.26** | Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator. |  |
| **3.1.2.28** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.2.30** | Update records with confirmed REFD and confirm registration. |  |
| **3.1.2.31** | Send SVA MSID Mappings/CVA MSIDs and Primary BM Unit/SVA MSID mappings (Registration Transfer Report) to the Transfer Co-ordinator and new CVA Registrant. |  |
| **3.1.2.37** | Send Standing Data Report to new Registrant. |  |
| **3.1.2.39** | Confirm with Transfer Co-ordinator that registration transfers were successfully completed.  |  |
| **3.1.2.49** | Confirm to Transfer Co-ordinator that the transfer has been successfully completed and that realistic values are being collected. |  |

#### 4.8.1.2.4 SMRS to CMRS: Contracted LDSO Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| **3.1.2.15** | Receive Registration form (BSCP68/4.1) including new CVA MSID from Transfer Co-ordinator. |  |
| **3.1.2.17** | Submit LLFs to BSCCo and Transfer Co-ordinator using BSCP128. |  |
| **3.1.2.20** | Validate transfer and send BSCP68/4.5 to Transfer Co-ordinator. |  |
| **3.1.2.24** | Receive Aggregation Rules from Nominated LDSO, if required. |  |
| **3.1.2.25** | Receive Meter Technical Details from CDCA. |  |
| **3.1.2.28** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.2.32** | SVA MSID Mappings/CVA MSIDs and Primary BM Unit/SVA MSID mappings (Registration Transfer Report) received from Transfer Co-ordinator. |  |
| **3.1.2.33** | Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report. |  |
| **3.1.2.40** | Confirmation that registration in CMRS was successfully completed and receive notice of SVA MSID logical disconnection date. |  |
| **3.1.2.45** | Logically disconnect relevant SVA MSIDs in SMRS. |  |
| **3.1.2.47** | Confirm to Transfer Co-ordinator that a registration deactivation occurred on the ETSD {Regi}. |  |
| **3.1.2.50** | Confirm to Transfer Co-ordinator that data values are comparable and acceptable. |  |

#### 4.8.1.2.5 SMRS to CMRS: CVA MOA Check List

**SVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| **3.1.2.6** | New Registrant(s) must have formal agreement in place with a CVA MOA for the process to continue.  |  |
| **3.1.2.15** | Receive Registration forms including new CVA MSID from Transfer Co-ordinator. |  |
| **3.1.2.18** | Request Meter technical details from existing SVA MOA. |  |
| **3.1.2.19** | Receive Meter technical details from existing SVA MOA. |  |
| **3.1.2.21** | Register Meter Technical Details with the CDCA by submitting form BSCP20/4.3 a, b and c to CDCA and the Transfer Co-ordinator. |  |
| **3.1.2.23** | Proving Test date with CDCA arranged (by CDCA). |  |
| **3.1.2.28** | Signed BSCP68/4.1 received, confirming REFD. |  |
| **3.1.2.41** | Perform Proving Test in accordance with BSCP02. |  |
|  | Seal in accordance with BSCP06. |  |
|  | Take initial Meter reading. |  |

### 4.8.2 CMRS to SMRS

4.8.2.1 Transfer of both Import and Export Metering Systems

#### 4.8.2.1.1 CMRS to SMRS: New SVA Registrant Check List

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| **Process Reference** |  | **Tick√** |
| **3.2.1.1** | Contact existing CVA Registrant(s) to inform them of intention to transfer MSIDs, to gain CVA MOA Id and contact details if not known and old SVA MSID details if available. |  |
| **3.2.1.2** | Send contact details of existing CVA Registrant, CVA MOA, GSP Group and old SVA MSID details to Transfer Co-ordinator. |  |
| **3.2.1.6** | Submit form BSCP68/4.2 to the Transfer Co-ordinator. |  |
| **3.2.1.8** | Request SVA LLFs from the Contracted LDSO or obtain from BSC Website. |  |
| **3.2.1.14** | If LLFs are no longer valid in MDD, instruct the Contracted LDSO to establish Line Loss Factor Class via BSCP509 and submit LLFs via BSCP128. |  |
| **3.2.1.15** | Contact SVA MOA and inform of CVA MSID for transfer and identity and contact details of CVA MOA. |  |
| **3.2.1.20** | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.1.30** | Receive SVA MSID(s) from Contracted LDSO and the date at which they can be registered in CSS. |  |
| **3.2.1.31** | Submit Initial Registration Request for MSID and Supply Start Date.  |  |
| **3.2.1.34** | Appoint Supplier Agents from the confirmed EFSD {REGI}. |  |
| **3.2.1.36** | Confirm Supplier Agent Details and update Registration Details. |  |
| **3.2.1.37** | Confirm to the Transfer Co-ordinator that the Registration is complete.  |  |

#### 4.8.2.1.2 CMRS to SMRS: CDCA Check List

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| **3.2.1.9** | Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator. |  |
| **3.2.1.16** | Validate transfer and send BSCP68/4.6 to the Transfer Co-ordinator.  |  |
| **3.2.1.17** | Send revised GSP Group Take Aggregation Rules to Nominated LDSO and Transfer Co-ordinator.  |  |
| 3.2.1.20 | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.1.22** | Enter GSP Group Take Aggregation Rules and send the confirmation report of GSP Group Aggregation Rules to the Nominated LDSO and the Transfer Co-ordinator. |  |
| **3.2.1.23** | Update records with RETD (which is 1 calendar day before the confirmed EFSD REGI}). |  |
| **3.2.1.28** | Confirm to the Transfer Co-ordinator that the RETD is set to 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS. |  |
| **3.2.1.43** | Receive final Meter reading and confirm de-registration of Metering System, with CVA MOA. |  |
| **3.2.1.45** | Confirm to Transfer Co-ordinator and CVA Registrant that the de-registration of the Metering System is complete in CMRS. |  |

#### 4.8.2.1.3 CMRS to SMRS: CRA Check List

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| 3.2.1.9 | Receive Registration forms (BSCP68/4.2) from Transfer Co-ordinator. |  |
| **3.2.1.10** | Identify whether the Primary BM Unit for transfer forms part of a Trading Unit and inform Transfer Co-ordinator and existing CVA Registrant(s). |  |
| **3.2.1.16** | Validate the transfer and send BSCP68/4.6 to the Transfer Co-ordinator. |  |
| **3.2.1.20** | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.1.21** | Receive forms BSCP15/4.2 and BSCP20/4.7 from the existing CVA Registrant(s). |  |
| **3.2.1.24** | Update records with RETD (which is 1 calendar before the confirmed EFSD {REGI}). |  |
| **3.2.1.25** | Provides the Contracted LDSO and Transfer Co-ordinator with details of Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report). |  |
| **3.2.1.28** | Confirm with Transfer Co-ordinator that “RETD” in CMRS is set to 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS. |  |
| **3.2.1.38** | CRA sends Standing Data Report to existing CVA Registrant(s).  |  |

#### 4.8.2.1.4 CMRS to SMRS: Contracted LDSO Check List

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| **Process** **Reference** |  | **Tick√** |
| 3.2.1.9 | Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator. |  |
| **3.2.1.13** | Send LLFs to new Registrant(s) and advise to whether these are valid in MDD. If they are not valid in MDD, advise new Registrant(s) of the default LLFs to be used. |  |
|  | Send the above details to the Transfer Co-ordinator. |  |
| **3.2.1.14** | If LLFs are no longer valid in MDD, establish Line Loss Factor Class via BSCP509 and submit LLFs via BSCP128. |  |
| **3.2.1.16** | Validate the transfer and send BSCP68/4.6 to the Transfer Co-ordinator. |  |
| **3.2.1.17** | Receive GSP Group Take Aggregation Rules from the Nominated LDSO, if required. |  |
| **3.2.1.20** | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.1.22** | Receive confirmation report of GSP Group Take Aggregation Rules from Nominated LDSO, if required. |  |
| **3.2.1.25** | Receive details of Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report) from CRA. |  |
| **3.2.1.27** | Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report received from CRA.  |  |
| **3.2.1.29** | Notify SMRA of new MSID data.  |  |
| **3.2.1.30** | Provide SVA MSIDs to new SVA Registrant(s) and Transfer Co-ordinator and inform New SVA Registrant(s) of the date at which they can be registered in CSS. |  |
| **3.2.1.46** | Confirm to Transfer Co-ordinator that data values are comparable and acceptable. |  |

#### 4.8.2.1.5 CMRS to SMRS: SVA MOA Check List

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| **Process** **Reference** |  | **Tick√** |
| 3.2.1.15 | Receive the CVA MSID of the Metering System to be transferred and identity and contact details of CVA MOA. |  |
| **3.2.1.20** | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.1.39** | Request Meter Technical Details from CVA MOA. |  |
| **3.2.1.40** | Receive Meter Technical Details from CVA MOA. |  |
| **3.2.1.41** | Perform Proving Test as required by BSCP502. |  |
|  | Seal. |  |
|  | Take initial Meter reading. |  |
| **3.2.1.42** | Inform Transfer Co-ordinator that a successful proving test and sealing has occurred and an initial Meter reading has been taken. |  |
| **3.2.1.44** | Provide initial Meter reading to CDCA if requested. |  |

**4.8.2.2 Transfer of the Import only of Metering Systems**

#### 4.8.2.2.1 CMRS to SMRS: New SVA Registrant Check List

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| **Process Reference** |  | **Tick√** |
| **3.2.2.1** | Contact existing CVA Registrant(s) to inform them of intention to transfer MSIDs, to gain contact details of existing CVA MOA and if not known and old SVA MSID details if available. |  |
| **3.2.2.2** | Send contact details of existing CVA Registrant(s), existing CVA MOA, GSP Group and old SVA MSID details to Transfer Co-ordinator. |  |
| **3.2.2.6** | Submit form BSCP68/4.2 to the Transfer Co-ordinator. |  |
| **3.2.2.8** | Request SVA LLFs from the Contracted LDSO or obtain from BSC Website. |  |
| **3.2.2.14** | If LLFs are no longer valid in MDD, instruct the Contracted LDSO to establish Line Loss Factor Class via BSCP509 and submit LLFs via BSCP128. |  |
| **3.2.2.15** | Contact SVA MOA and inform of CVA MSID for transfer and identity and contact details of existing CVA MOA. |  |
| **3.2.2.16** | Contact existing CVA Registrant(s) and inform of SVA MOA Id. |  |
| **3.2.2.23** | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.2.33** | Receive SVA MSID(s) from Contracted LDSO and the date at which they can be registered in CSS. |  |
| **3.2.2.34** | Submit Initial Registration Request for MSID and Supply Start Date.  |  |
| **3.2.2.37** | Appoint Supplier Agents from the confirmed EFSD {REGI}. |  |
| **3.2.2.39** | Confirm Supplier Agent Details and update Registration Details |  |
| **3.2.2.40** | Confirm to the Transfer Co-ordinator that the Registration is complete.  |  |
| **3.2.2.41** | Provide details of the SVA HHDC to the CDCA where the same outstation(s) are used for the purpose of transferring data relating to both CVA and SVA Metering Systems. |  |

#### 4.8.2.2.2 CMRS to SMRS: CDCA Check List

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| **3.2.2.9** | Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator. |  |
| **3.2.2.19** | Validate transfer and send BSCP68/4.6 to the Transfer Co-ordinator.  |  |
| **3.2.2.20** | Send revised GSP Group Take Aggregation Rules to Nominated LDSO and Transfer Co-ordinator.  |  |
| 3.2.2.23 | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.2.25** | Enter GSP Group Take Aggregation Rules and send the confirmation report of GSP Group Aggregation Rules to the Nominated LDSO and the Transfer Co-ordinator. |  |
| **3.2.2.26** | Update records with RETD (which is 1 calendar day before the confirmed EFSD {REGI}). |  |
| **3.2.2.31** | Confirms to the Transfer Co-ordinator that the RETD is set to 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS. |  |
| **3.2.2.48** | Receive final Meter reading and confirm de-registration of Import MSID with CVA MOA. |  |
| **3.2.2.50** | Confirm to Transfer Co-ordinator and CVA Registrant that the de-registration of the Import MSID is complete in CMRS. |  |

#### 4.8.2.2.3 CMRS to SMRS: CRA Check List

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| Process Reference |  | **Tick√** |
| 3.2.2.9 | Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator. |  |
| **3.2.2.10** | Identify whether the Primary BM Unit for transfer forms part of a Trading Unit and inform Transfer Co-ordinator and existing CVA Registrants. |  |
| **3.2.2.19** | Validate the transfer and send BSCP68/4.6 to the Transfer Co-ordinator. |  |
| **3.2.2.23** | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.2.24** | Receive forms BSCP15/4.2 and BSCP20/4.7 from the existing CVA Registrant(s). |  |
| **3.2.2.27** | Update records with RETD (which is 1 calendar day before the confirmed EFSD {REGI}). |  |
| **3.2.2.28** | Provide the Contracted LDSO and Transfer Co-ordinator with details of Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report). |  |
| **3.2.2.31** | Confirm with Transfer Co-ordinator that RETD in CMRS is set to 1 calendar day before the confirmed EFSD {REGI} in CSS/SMRS. |  |
| **3.2.2.43** | CRA sends Standing Data Report to existing CVA Registrant(s).  |  |

**4.8.2.2.4 CMRS to SMRS: Contracted LDSO Check List**

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| **Process** **Reference** |  | **Tick√** |
| 3.2.2.9 | Receive Registration form (BSCP68/4.2) from Transfer Co-ordinator. |  |
| **3.2.2.13** | Send LLFs to new Registrant(s) and advise to whether these are valid in MDD. If they are not valid in MDD, advise new Registrant(s) of the default LLFs to be used.  |  |
|  | Send the above details to the Transfer Co-ordinator. |  |
| **3.2.2.14** | If LLFs are no longer valid in MDD, establish Line Loss Factor Class via BSCP509 and submit LLFs via BSCP128. |  |
| **3.2.2.19** | Validate the transfer and send BSCP68/4.6 to the Transfer Co-ordinator. |  |
| **3.2.2.20** | Receive GSP Group Take Aggregation Rules from the Nominated LDSO, if required. |  |
| **3.2.2.23** | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.2.25** | Receive confirmation report of GSP Group Take Aggregation Rules from the Nominated LDSO, if required. |  |
| **3.2.2.28** | Receive details of Primary BM Unit/CVA MSID Mappings and RETD (Registration Transfer Report) from CRA. |  |
| **3.2.2.30** | Alert Transfer Co-ordinator if discrepancies identified on Registration Transfer Report received from CRA.  |  |
| **3.2.2.32** | Notify SMRA of new MSID Data. |  |
| **3.2.2.33** | Provide SVA MSIDs to new SVA Registrant(s) and Transfer Co-ordinator and inform new SVA Registrant(s) of the date at which they can be registered in CSS. |  |
| **3.2.2.51** | Confirm to Transfer Co-ordinator that data values are comparable and acceptable. |  |

#### 4.8.2.2.5 CMRS to SMRS: SVA MOA Check List

**CVA MSID Number:…………………………**

|  |  |  |
| --- | --- | --- |
| **Process** **Reference** |  | **Tick√** |
| 3.2.2.15 | Receive the CVA MSID of the Metering System to be transferred and identity and contact details of existing CVA MOA. |  |
| **3.2.2.23** | Signed BSCP68/4.2 received, confirming EFSD {REGI}. |  |
| **3.2.2.44** | Request Meter Technical Details from CVA MOA. |  |
| **3.2.2.45** | Receive Meter Technical Details from CVA MOA. |  |
| **3.2.2.46** | Perform Proving Test as required by BSCP502. |  |
|  | Seal. |  |
|  | Take initial Meter reading. |  |
| **3.2.2.47** | Inform Transfer Co-ordinator that a successful Proving Test and sealing has occurred and an initial Meter reading has been taken. |  |
| **3.2.2.49** | Provide initial Meter reading to CDCA if requested. |  |

## 4.9 Guidance on completing the tables and schematic diagrams in Appendix 4.1 and 4.2

The following cases are examples only and do not show all potential combinations.

### 4.9.1 SMRS to CMRS

#### 4.9.1.1 Example 1



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Metering Point (SVA MSID)** | **SVA Aggregation (Ref)** | **Circuit Description** | **Measurement Quantity (Import/ Export)** | **CVA MSID (when known)** | **CVA MSSID**3 **(when known)** |
| **1** | **9911…61** | **None** | **ACME Landfill** | **IMPORT** | **1234** | **1** |
| **2** | **9911…62** | **None** | **ACME Landfill** | **EXPORT** | **1234** | **2** |

#### 4.9.1.2 Example 2



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Metering Point (SVA MSID)** | **SVA Aggregation (Ref)** | **Circuit Description** | **Measurement Quantity (Import/ Export)** | **CVA MSID (when known)** | **CVA MSSID**3 **(when known)** |
| **1** | **9911…61** | **None** | **ACME Landfill Circuit 1** | **IMPORT** | **1234** | **1** |
| **2** | **9911…62** | **None** | **ACME Landfill Circuit 1** | **EXPORT** | **1234** | **2** |
| **3** | **9911…63** | **None** | **ACME Landfill Circuit 2** | **IMPORT** | **1212** | **1** |
| **4** | **9911…64** | **None** | **ACME Landfill Circuit 2** | **EXPORT** | **1212** | **2** |

#### 4.9.1.3 Example 3



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Metering Point (SVA MSID)** | **SVA Aggregation (Ref)** | **Circuit Description** | **Measurement Quantity (Import/ Export)** | **CVA MSID (when known)** | **CVA MSSID**3 **(when known)** |
| **1** | **9911…61** | **None** | **ACME Landfill Circuit 1** | **IMPORT** | **1234** | **1** |
| **2** | **None** | **None** | **ACME Landfill Circuit 1** | **EXPORT** | **1234** | **2** |
| **3** | **9911…62** | **None** | **ACME Landfill Circuit 2** | **IMPORT** | **1212** | **1** |
| **4** | **None** | **None** | **ACME Landfill Circuit 2** | **EXPORT** | **1212** | **2** |
| **5** | **9911…63** | **2+4** | **ACME Landfill Total** | **EXPORT** |  |  |

### 4.9.2 CMRS to SMRS

#### 4.9.2.1 Example 1



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Metering Point (CVA MSID)** | **CVA MSSID**3 | **Circuit Description** | **Measurement Quantity (Import/ Export)** | **SVA MSID (when known)** | **SVA Aggregation (Ref) (when known)** |
| **1** | **1234** | **1** | **ACME Landfill** | **IMPORT** | **9911…61** | **None** |
| **2** | **1234** | **2** | **ACME Landfill** | **EXPORT** | **9911…62** | **None** |

#### 4.9.2.2 Example 2



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Metering Point (CVA MSID)** | **CVA MSSID**3 | **Circuit Description** | **Measurement Quantity (Import/ Export)** | **SVA MSID (when known)** | **SVA Aggregation (Ref) (when known)** |
| **1** | **1234** | **1** | **ACME Landfill Circuit 1** | **IMPORT** | **9911…61** | **None** |
| **2** | **1234** | **2** | **ACME Landfill Circuit 1** | **EXPORT** | **9911…62** | **None** |
| **3** | **1212** | **1** | **ACME Landfill Circuit 2** | **IMPORT** | **9911…63** | **None** |
| **4** | **1212** | **2** | **ACME Landfill Circuit 2** | **EXPORT** | **9911…64** | **None** |

#### 4.9.2.3 Example 3



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Metering Point (CVA MSID)** | **CVA MSSID**3 | **Circuit Description** | **Measurement Quantity (Import/ Export)** | **SVA MSID (when known)** | **SVA Aggregation (Ref) (when known)** |
| **1** | **1234** | **1** | **ACME Landfill Circuit 1** | **IMPORT** | **9911…61** | **None** |
| **2** | **1234** | **2** | **ACME Landfill Circuit 1** | **EXPORT** | **None**  | **None** |
| **3** | **1212** | **1** | **ACME Landfill Circuit 2** | **IMPORT** | **9911…62** | **None** |
| **4** | **1212** | **2** | **ACME Landfill Circuit 2** | **EXPORT** | **None** | **None** |
| **5** |  |  | **ACME Landfill Total** | **EXPORT** | **9911…63** | **2+4** |

1. Refer to Appendix 4.3 for further guidance. [↑](#footnote-ref-1)
2. Refer to Appendix 4.9 for guidance on completing the table and schematic diagram. [↑](#footnote-ref-2)
3. Metering Subsystem ID. [↑](#footnote-ref-3)