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| **Balancing and Settlement Code****BSC PROCEDURE****Licensed Distribution****BSCP515****Version 19.1****Date:**  |

**BSC Procedure 515**

**relating to**

**Licensed Distribution**

1. Reference is made to the Balancing and Settlement Code for the Electricity Industry in Great Britain and in particular, to the definition of “BSC Procedure”.

2. This is BSC Procedure 515, Version 19.2Version 19.1 relating to Licensed Distribution.

3. This BSC Procedure is effective from .

4. This BSC Procedure has been approved by the Panel.

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**AMENDMENT RECORD**

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| 3.0 | 23/02/05 | SVA February 05 Release and BETTA 6.3 | BETTA 6.3, CP1049, CP984, CP992, CP1091 | SVG/47/004 |
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# 1. Introduction

## 1.1 Purpose and Scope of the Procedure

This BSC Procedure (BSCP) defines a number of specific processes that Licensed Distribution System Operators (LDSOs) will use in order to carry out ongoing distribution obligations required by the BSC.

It describes the obligations applicable to LDSOs in relation to industry processes, e.g. new connections, de-energisations and disconnections of Supplier Volume Allocation (SVA) and/or Central Volume Allocation (CVA) Metering Systems.

The purpose of this BSCP is to describe the high-level requirements of LDSOs and their relationship with other market participants such as the Suppliers, Supplier Meter Registration Agents (SMRAs) and the SVA Agent.

LDSOs shall liaise with other LDSOs as required to help establish correct LLFs and Aggregation Rules details.

## 1.2 Main Users of Procedure and their Responsibilities

This BSCP provides a central focus for licensed distribution businesses carrying out their Settlement activities. LDSOs will be required to liaise with a range of market participants in order to carry out their various Settlement obligations. As a result, this document makes reference to many other BSCPs for the full details of some of the more complex procedures that involve a number of different participants.

## 1.3 Use of the Procedure

The remaining sections in this document are:

Section 2 – Not Used.

Section 3 – Interface and Timetable Information: this section defines in more detail the requirements of each business process.

Section 4 – Appendices: this section contains additional information relating to Current Transformer (CT) and Voltage Transformer (VT) data.

## 1.4 Balancing and Settlement Code Provision

This BSCP has been produced in accordance with the provisions of the Balancing and Settlement Code (the Code). In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

## 1.5 Associated BSC Procedures

|  |  |
| --- | --- |
| BSCP15 | BM Unit Registration |
| BSCP20 | Registration of Metering Systems for Central Volume Allocation |
| BSCP25 | Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution Systems Connection Points |
| BSCP41 | Report Requests and Authorisation |
| BSCP65 | Registration of Parties and Exit Procedures |
| BSCP68 | Transfer of Registration of Metering Systems between CMRS and SMRS |
| BSCP75 | Registration of Aggregation Rules for Volume Allocation Units |
| BSCP128 | Production, Submission, Audit and Approval of Line Loss Factors |
| BSCP501 | Supplier Meter Registration Service |
| BSCP502 | Half Hourly Data Collection for SVA Metering Systems Registered in SMRS |
| BSCP503 | Half Hourly Data Aggregation for SVA Metering Systems Registered in SMRS |
| BSCP504 | Non Half Hourly Data Collection for SVA Metering Systems registered in SMRS |
| BSCP505 | Non Half Hourly Data Aggregation for SVA Metering Systems registered in SMRS |
| BSCP508 | Supplier Volume Allocation Agent |
| BSCP509 | Changes to Market Domain Data |
| BSCP520 | Unmetered Supplies Registered in SMRS |
| BSCP537 | Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs |

##

## 1.6 Acronyms and Definitions

**1.6.1 Acronyms**

The terms used in this BSCP are defined as follows.

|  |  |
| --- | --- |
| BSC | Balancing and Settlement Code |
| BSCCo | Balancing and Settlement Code Company |
| BSCP | BSC Procedure |
| CDCA | Central Data Collection Agent |
| CMRS | Central Meter Registration Service |
| CRA | Central Registration Agent |
| CT | Current Transformer |
| DC | Data Collector |
| LDSO | Licensed Distribution System Operator |
| HHDC | Half Hourly Data Collector |
| LLF | Line Loss Factor |
| LLFC | Line Loss Factor Class |
| MDD | Market Domain Data |
| SVA MOA | SVA Meter Operator Agent |
| MTC | Meter Timeswitch Class |
| MSID | Metering System ID |
| NETSO | National Electricity Transmission System Operator as the holder of the Transmission Licence and any reference to "NETSO", "NGESO", "National Grid Company" or "NGC" in the Code or any Subsidiary Document shall have the same meaning |
| NHHDC | Non Half Hourly Data Collector |
| REC | Retail Energy Code |
| SMRA | Supplier Meter Registration Agent |
| SMRS | Supplier Meter Registration Service |
| SVA | Supplier Volume Allocation |
| SVAA | Supplier Volume Allocation Agent |
| TAA | Technical Assurance Agent  |
| VT | Voltage Transformer |
| WD | Working Day |

###

**1.6.2 Definitions**

Full definitions of the above acronyms are, where appropriate, included in the BSC.

|  |  |
| --- | --- |
| Nominated LDSO | The LDSO who has obligations to submit the GSP Group Metered Volume Aggregation Rules. For the avoidance of doubt, the Nominated LDSO is the LDSO who was responsible for a GSP Group on 1 August 2003 or the Scottish Distribution Licensee in respect of that Bulk Supply Point Group under the Settlement Agreement for Scotland on 1 August 2003. |
| National Measurement Transformer Error Statement | A list of Current Transformer and Voltage Transformer types which have been approved as an agreed list of national Generic Measurement Transformer Errors. This list can be used by the TAA to replace the Measurement Transformer Test Certificate where no Measurement Transformer Test Certificate exists. |

# 2. Not Used

# 3. Interface and Timetable Information

## 3.1 Not used

## 3.2 Not used

## [CP1558]3.3 New SVA Metering System

The establishment of a new SVA Metering System may arise as a result of a number of circumstances including the following:

* new connection to be registered in SMRS;
* new connection for a Metering System associated with an Exemptable Generating Plant where the Export Meter(s) is registered in CMRS (the procedure for this process is set out in BSCP501); and
* transfer of Metering System registration from CMRS to SMRS (the procedure for this process is set out in BSCP68).

The procedures to be followed by the LDSO differ depending on the circumstances. In all cases, however, LDSOs should consider whether any changes are required to LLFs, LLFCs, and MTC-related MDD entities as a result of new SVA Metering System. For the Commissioning of new or replacement measurement transformers, go to section 3.3.A.

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.3.1 | For all other metering systems.Within 2WD of completion of works associated with a new connection, or LDSO’s agreement with Supplier to register a new MSID. | Notify new MSID data. | LDSO. | SMRA. | MSID, GSP Group Id, LLF Class Id[[1]](#footnote-1), 1998 TA Indicator, Metering Point Address, Connection Type, Connection Type EFD, Connection Type ETD, Metered Indicator, Energy Direction and Associated Import/Export MSID (where applicable). | Electronic or other method, as agreed. |
| 3.3.2 | Within 1WD[[2]](#footnote-2) of accepting a valid registration from the Supplier. | Notify Settlement liability for New MSID. | SMRA. | LDSO. | Supplier Id, MSID, DA Id[[3]](#footnote-3), DC Id and Supply Start Date. | Electronic or other method, as agreed. |
| 3.3.3 | As required.[[4]](#footnote-4) | Request Site Technical Details[[5]](#footnote-5). | SVA MOA. | LDSO. | D0170 Request for Metering System Related Details. | Electronic or other method, as agreed. |
| 3.3.4 | If request for Site Technical Details rejected and within 5 WD of 3.3.3 | Send Rejection response for request for Site Technical Details including the reasons why the request has been rejected. | LDSO | SVA MOA | D0382 Rejection response for Request to LDSO for Site Technical Details. | Electronic or other method, as agreed. |
| 3.3.5 | Within 5WD of 3.3.3. | Provide Site Technical Details. | LDSO[[6]](#footnote-6). | SVA MOA. | D0215 Provision of Site Technical Details. | Electronic or other method, as agreed. |
| 3.3.6 | Within 5WD (for HH) or 10WD (for NHH) of installation and commissioning of Metering System by SVA MOA. | Provide Meter Technical Details. | SVA MOA. | LDSO. | D0149 Notification of Mapping Details,D0150 Non Half Hourly Meter Technical Details. (for NHH Metering Systems)ORD0268 Half Hourly Meter Technical Details. (for HH Metering Systems) | Electronic or other method, as agreed. |

## 3.3.A New SVA Metering System – Commissioning of Measurement Transformers

Commissioning shall be performed on all new Metering Equipment which is to provide Metering data for Settlement. Should the Measurement Transformers be owned by the LDSO then Commissioning procedures need to be followed in accordance with the appropriate Codes of Practice and Code of Practice 4 and the Retail Energy Code (REC).

If the Measurement Transformers are not owned by a LDSO then SVA MOA Commissioning will take place on the Measurement Transformers in accordance with the REC.

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.3.A.1 | At the earliest opportunity but no later than 16 WD after energisation | Commission Measurement Transformers in accordance with Code of Practice 4. | LDSO |  |  | Internal Process. |
| 3.3.A.2 | At the earliest opportunity but no later than 5 WD of 3.3.A.1 | Send complete Commissioning information for the Measurement Transformers to the SVA MOA. | LDSO | SVA MOA | D0383 Notification of Commissioning information. | Electronic or other method, as agreed. |

## 3.4 New CVA Metering System

Refer to Appendix 4 for further details regarding the LDSO’s role in submitting CVA data into Settlement following a new connection.

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.4.1 | Following request or for any other reason. | Establish new connection in accordance with the relevant connection agreement. | LDSO. |  |  | Internal Process. |
| 3.4.2 | If required, a) at least 20WD before Registration Effective From Date of new connection, orb) at least 40WD before Registration Effective From Date of new connection if new LLFs are intended to be effective from that date.  | Register new Systems Connection Point or Boundary Point in accordance with BSCP25.  | LDSO.[[7]](#footnote-7) | CRA. | BSCP25 Registration of Metering Systems for Central Volume Allocation. | BSCP25 |
| 3.4.3 | At least 40WD before Registration Effective From Date of Metering System.[[8]](#footnote-8) | Register new Metering System with CRA in accordance with BSCP20. | Registrant. | CRA. | BSCP20 Registration of Metering Systems for Central Volume Allocation. | BSCP20. |
| 3.4.4 | At least 30WD prior to BM Unit Effective From Date. | Register BM Unit with CRA in accordance with BSCP15. | BM Unit Lead Party. | CRA. | BSCP15 BM Unit Registration. | BSCP15. |
| 3.4.5 | Following 3.4.4. | Notify LDSO of BM Unit registration where BM Unit is embedded within a Distribution System. | CRA. | LDSO. | BM Unit information including Effective From Date. | Post/Fax/Email. |
| 3.4.6. | At any time but at least prior to 3.4.7 and 3.4.8. | Liaise with other LDSOs in GSP Group to ascertain LLFs.[[9]](#footnote-9) | LDSO. | Other LDSOs. | GSP Group ID, Line Loss Factors, other relevant Distribution System information. | Fax/Email/Letter. |
| 3.4.7 | Following 3.4.6 and at least 40WD prior to LLF Effective Date.[[10]](#footnote-10) | Submit LLFs to BSCCo for Panel approval in accordance with BSCP128. | LDSO. | BSCCo. | BSCP128 Production, Submission, Audit and Approval of Line Loss Factors. | BSCP128. |
| 3.4.8 | At least 20WD prior to Aggregation Rules effective date. | Submit new Aggregation Rules for each Volume Allocation Unit for which the LDSO is responsible as detailed in BSCP75. | LDSO. | CDCA. | BSCP75 Registration of Meter Aggregation Rules for Volume Allocation Units. | BSCP75. |
| 3.4.9 | Prior to the Effective Date of the Aggregation Rules and as part of 3.4.8 | Provide a copy of the GSP Group Take Aggregation Rules to the LDSO | CDCA. | Nominated LDSO. | GSP Group Take Aggregation Rules from CDCA-I048 | Fax/Letter/Email |
| 3.4.10 | Following receipt of 3.4.9 | Check revised Aggregation rules for GSP Group. | Nominated LDSO. |  | GSP Group Metered Volume and GSP Group Take Aggregation Rules. | Internal Process |

## 3.5 Energisation of a Metering System (SVA Only)[[11]](#footnote-11)

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.5.1 | At any time. | Issue energisation request. | Supplier. | SVA MOA orLDSO | D0134 Request to Change Energisation Status. | Electronic or other method, as agreed. |
| If SVA MOA energises  |
| 3.5.2 | Within 5WD (for HH) or 10WD (for NHH) of attempting to change energisation status. | Send change of energisation status and initial meter register reading. | SVA MOA. | LDSO, Supplier, DC. | D0139 Confirmation or Rejection of Energisation Status Change.orFor Prepayment Meters see the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter. | Electronic or other method, as agreed. |
| If LDSO energises  |
| 3.5.3 | If request rejected and within 2WD of 3.5.1. | Send notification of rejection, including reasons why the request has been rejected. | LDSO. | Supplier. | D0139 Confirmation or Rejection of Energisation Status Change. | Electronic or other method, as agreed. |
| P0211 Site Visit Rejection.[[12]](#footnote-12)orFor Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change. | Manual. |
| 3.5.4 | If request accepted and on the date requested or agreed in 3.5.1. | Energise Metering System and note initial meter register reading. | LDSO. |  |  | Internal Process. |
| 3.5.5 | Within 5WD of 3.5.4. | Send change of energisation status and the initial meter register reading. | LDSO. | SVA MOA,Supplier. | D0139 Confirmation or Rejection of Energisation Status Change.[[13]](#footnote-13)orFor Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change. | Electronic or other method, as agreed. |

## 3.6 De-energisation of a Metering System (SVA Only)[[14]](#footnote-14)

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.6.1 | As required and at least 10WD before the requested de-energisation date.[[15]](#footnote-15) | Send de-energisation request. | Supplier. | SVA MOA orLDSO  | D0134 Request to Change Energisation Status. | Electronic or other method, as agreed. |
| If SVA MOA de-energises |
| 3.6.2 | Within 5WD (for HH) or 10WD (for NHH) of attempting to change energisation status. | Send change of energisation status and final Meter register reading. | SVA MOA. | LDSO, Supplier, DC. | D0139 Confirmation or Rejection of Energisation Status Change.13P0211 Site Visit Rejection.12orFor Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change.13Go to 3.6.1 if required. | Electronic or other method, as agreed. |
| If LDSO de-energises |
| 3.6.3 | If request rejected and within 2WD (for HH) or 5WD (for NHH) of 3.6.1. | Send notification of rejection, including reasons why the request has been rejected. | LDSO. | Supplier. | D0139 Confirmation or Rejection of Energisation Status Change. | Electronic or other method, as agreed. |
|  |  |  |  |  | P0211 Site Visit Rejection.12orFor Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change.Go to 3.6.1 if required. | Manual. |
| 3.6.4 | If request accepted and within 2WD of 3.6.1 (HH only). | Agree time and date for de-energisation. | LDSO | SVA MOA. | De-energisation details. | Telephone or other method, as agreed. |
| 3.6.5 | Within 2WD of 3.6.4 and before planned date for de-energisation (HH only). | Arrange with HHDC to collect final HH Metered Data. | SVA MOA. | HHDC. | D0005 Instruction on Action. | Electronic or other method, as agreed. |
| 3.6.6 | On date and time agreed in 3.6.4(HH only). | Collect final HH Metered Data. | HHDC. |  |  | Internal Process. |
| 3.6.7 | Immediately following 3.6.6 (HH only). | Confirm final HH Metered Data collection. | HHDC. | LDSO or SVA MOA (if appropriate). | The LDSO or SVA MOA (if appropriate) will telephone the HHDC when it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the LDSO or SVA MOA, as appropriate.  | Telephone or other method, as agreed. |
| 3.6.8 | On the date requested or agreed in 3.6.1, or as required (for example, as a result of an emergency). | Obtain final Meter register reading, if available.De-energise Metering System. | LDSO. |  |  | Internal Process. |
| 3.6.9 | Within 10WD of 3.6.8. | Send change of energisation status and final Meter register reading, if available. | LDSO. | Supplier, SVA MOA. | D0139 Confirmation or Rejection of Energisation Status Change.13orFor Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change. | Electronic or other method, as agreed. |
| If LDSO de-energises when not at the request of a Supplier[[16]](#footnote-16) |
| 3.6.10 | At any time. | Obtain final Meter register reading, if available.De-energise Metering System | LDSO |  |  | Internal Process. |
| 3.6.11 | Within 10WD of 3.6.10. | Send change of energisation status and final Meter reading, if available. | LDSO | Supplier, SVA MOA. | D0139 Confirmation or Rejection of Energisation Status Change.orFor Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change. | Electronic or other method, as agreed. |

## 3.7 Disconnection of a SVA Metering System

SVA disconnections are carried out under the following scenarios:

* Supplier led, where the customer seeks a disconnection from the Supplier; and
* LDSO led, where the customer seeks a disconnection from the LDSO, or the LDSO needs to disconnect at short notice, for example as a result of an emergency.
* In both cases, it may be necessary for the LDSO to de-energise the Metering System; and/or with agreement with the Supplier, remove the assets. If this is the case, then de-energisation should be carried out in accordance with Section 3.6 De-energisation of a Metering System (SVA Only) and the REC; and removal of Meters in accordance with the REC.

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| Supplier led disconnections only |
| 3.7.1 | At request of Supplier, or as required. | Supplier requests disconnection of Metering System. | Supplier. | LDSO. | D0132 Request for Disconnection of Supply. | Electronic or other method, as agreed. |
| 3.7.2 | If request rejected. | Notify Supplier of rejection of disconnection request. | LDSO. | Supplier. | D0262 Rejection of Disconnection.  | Electronic or other method, as agreed. |
| LDSO led disconnections only |
| 3.7.3 | As required[[17]](#footnote-17). | Notify Supplier of scheduled disconnection of Metering System | LDSO | Supplier | Disconnection Date and MSID | Electronic or other method, as agreed. |
| 3.7.4 | Within 5WD of receipt of notification of scheduled disconnection, if Supplier objects[[18]](#footnote-18). | Notify LDSO of reason for objecting to the disconnection. | Supplier | LDSO | Reason for objecting to the disconnection, Disconnection Date and MSID | Electronic or other method, as agreed. |
| For all disconnections |
| 3.7.5 | If request accepted following 3.7.1 or 3.7.3. | Notify SVA MOA and DC of scheduled disconnection;andArrange for retrieval of final Meter register, de-energisation of Metering System and retrieval of the assets, as appropriate.[[19]](#footnote-19) | Supplier | SVA MOA/DC | Disconnection Date and MSIDAs per 3.6 De-energisation of a Metering System (SVA Only) and the REC. | Electronic or other method, as agreed. |
| 3.7.6 | If Metering System is still energised at scheduled time of disconnection. | Decide as to whether to proceed with the disconnection.[[20]](#footnote-20) | LDSO |  |  | Internal Process. |
| 3.7.7 | If the LDSO has agreed with the Supplier to collect the final Meter register reading. | Obtain final Meter register reading, if available. | LDSO |  |  | Internal Process. |
|  |  | Provide the final Meter register reading or notify that it wasn’t available. | LDSO | SVA MOA | Final Meter register reading. | Electronic or other method, as agreed. |
| 3.7.8 | On the date of scheduled disconnection | Disconnect Metering System | LDSO. |  |  |  |
| 3.7.9 | Following 3.7.8. | Notify SMRA of disconnection.[[21]](#footnote-21) | LDSO | SMRA | Disconnection Date and MSID. | Manual, electronic or other method, as agreed. |
| 3.7.10 | On unsuccessful validation of data sent in 3.7.9. | Notify originator of receipt of invalid data. | SMRA | LDSO | MSID, original message identifier and reason for failure.(If MSID is root of error or cause of failure, this data item may be omitted). | Manual, electronic or other method, as agreed. |

## 3.8 Disconnection of a CVA Metering System

Note that disconnection of CVA Metering Systems is only allowed under limited circumstances.

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.8.1 | As required. | Registrant requests disconnection of Metering System. | Registrant. | LDSO. | Disconnection details. | Fax/Email/Letter. |
| 3.8.2 | If request rejected. | Notify Registrant of rejection of disconnection request. | LDSO. | Registrant. | Disconnection details and reasons for rejection. | Fax/Email/Letter. |
| 3.8.3 | If request accepted. | Disconnect Metering System. | LDSO. |  | Disconnection Details. | Internal Process. |
| 3.8.4 | Following 3.8.3 | Provide certificate of disconnection.  | LDSO. | Registrant. | Certificate of disconnection. | Letter. |
| 3.8.5 | Following 3.8.3. | De-register Metering System in CRA in accordance with BSCP20 | Registrant. | CRA. | BSCP20 Registration of Metering Systems for Central Volume Allocation. | BSCP20. |
| 3.8.6 | If required and following disconnection. | Submit revised Aggregation Rules for each Volume Allocation Unit for which the LDSO is responsible as detailed in BSCP75. | LDSO. | CDCA. | BSCP75 Registration of Meter Aggregation Rules for Volume Allocation Units. | BSCP75. |
| 3.8.7 | Prior to the Effective Date of the Aggregation Rules and as part of 3.8.6. | Provide a copy of the GSP Group Take Aggregation Rules to the LDSO. | CDCA. | Nominated LDSO. | GSP Group Take Aggregation Rules from CDCA-I048. | Fax/Letter/Email |
| 3.8.8 | Following receipt of 3.8.7. | Check revised GSP Group Take Aggregation rules. | Nominated LDSO. |  | GSP Group Metered Volume and GSP Group Take Aggregation Rules. | Internal Process |

## 3.9 Not Used

## 3.10 Update of the National Measurement Transformer Error Statement[[22]](#footnote-22)

The National Measurement Transformer Statement is a record of the average errors attributable to specific Measurement Transformer types based on sample data. It is to be used where it is not possible to obtain the actual errors for Measurement Transformers for SVA Metering Systems complying with Codes of Practice 3 and 5.

**3.10.1 Addition to the National Measurement Transformer Error Statement**

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.10.1.1 | As required. | Submit a minimum sample of 50 CT or 10 VT errors obtained from test records supplied from (i) accredited sources or from (ii) other sources which have been suitably investigated to establish the reliability of the test records. | LDSO | BSCCo | Details of:Equipment Type (HV CT / LV CT / VT)Ratio (Tested)ManufacturerClass Rating (VA)Test Point (Load percentage)Ratio Error and Phase Angle Error at Rated Burden and Test Burden The spreadsheet form contained in Appendix 4.1.1 shall be used for the submission of this data. | Email Spreadsheet |
| 3.10.1.2 | Within 20WD of 3.10.1.1 | Analyse Data and prepare report. If data conforms to 4.2 and Panel approval is not required, proceed to 3.10.1.4 | BSCCo. |  | See Appendix 4.2 Go to 3.10.1.4 if panel approval not required. | Internal Process |
| 3.10.1.3 | At Panel Meeting (if Panel approval required) | Review report and approve or reject submission. Inform BSCCo of decision. | Panel | BSCCo | Report and Recommendations | Internal Process |
| 3.10.1.4 | Within 5WD of 3.10.1.2 or 3.10.1.4 | Notify LDSO whether the CT or VT data has been approved | BSCCo. | LDSO | Panel Decision | Email / Fax / Post |
| 3.10.1.5 | At the same time as 3.10.1.4 (if approved) | Update the National Measurement Transformer Error Statement | BSCCo. |  |  | Internal Process |
| 3.10.1.6 | At the same time as 3.10.1.5 | Notify SVA TAA of new generic CT / VT errors | BSCCo. | SVA TAA |  | Email / Fax / Post |

###

**3.10.2 Removal of Data from the National Measurement Transformer Error Statement**

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.10.2.1 | As required. | Request that data is removed from the National Measurement Transformer Error Statement stating reason for the removal. | LDSO / SVA TAA | BSCCo. | Equipment TypeRatioManufacturerClassRating / VAExplanation of why the CT or VT should be removed from the National Measurement Transformer Error Statement | Email / Fax / Post |
| 3.10.2.2 | Within 10WD of 3.10.2.1 | Validate the request and assess the impact. Analyse Data and prepare a report and recommendations to the Panel | BSCCo. | Panel |  | Internal Process |
| 3.10.2.3 | At Panel meeting | Review report and approve or reject submission. Inform BSCCo of decision. | Panel | BSCCo | Report and Recommendations | Internal Process |
| 3.10.2.4 | Within 5WD of 3.10.2.2 | Notify of whether the request to remove the CT or VT has been successful. | BSCCo. | LDSO / SVA TAA |  | Email / Fax /Post |
| 3.10.2.5 | If the request has been successful and within 5WD of 3.10.2.3 | Update National Measurement Transformer Error Statement. | BSCCo. |  |  | Internal Process |
| 3.10.2.6 | At the same time as 3.10.2.4 | Notify the SVA TAA of CT / VT removal. | BSCCo. | SVA TAA |  | Email / Fax / Post |

##

## 3.11 Change of Measurement Class (SVA only) from NHH to HH Metering System and vice versa

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.11.1 | As required. | Request Site Technical Details | SVA MOA | LDSO. | D0170 Request for Metering System Related Details | Electronic or other method, as agreed. |
| 3.11.2 | If request for Site Technical Details rejected and within 5 WD of 3.11.1 | Send Rejection response for request for Site Technical Details including the reasons why the request has been rejected. | LDSO | SVA MOA | D0382 Rejection response for Request to LDSO for Site Technical Details. | Electronic or other method, as agreed. |
| 3.11.3 | Within 5WD of 3.11.1 | Send Site Technical Details | LDSO.6 | SVA MOA | D0215 Provision of Site Technical Details | Electronic or other method, as agreed. |

## 3.12 On the installation of Small Scale Third Party Generating Plant

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| 3.12.1 | Within 10WD of the LDSO being informed that a Small Scale Third Party Generating Plant will be or has been installed at a site; ORIf the LDSO has to carry out a network condition assessment / reinforcement work before Small Scale Third Party Generating Plant can be installed, then within 10WD of the completion of that work. | Inform the Import Supplier of the installation of a Small Scale Third Party Generation Plant. | LDSO | Import Supplier | D0001 ‘Request Metering System Investigation’. | Electronic or other method, as agreed. |

## 3.13 Request EAC Data to Distributor Report (Optional)

The EAC Data to Distributor Report is a snapshot containing Estimated Annual Consumption (EAC) data and Metering System details in respect of Metering Systems located at Boundary Points on the relevant LDSO’s Distribution System(s) and Associated Distribution System(s), in accordance with Section S2.4.2(g). LDSOs who wish to receive the EAC Data to Distributor Report must send notification in writing to Suppliers in accordance with BSCP505 Section 3.1.2.

## 3.14 Demand Control Events

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.14.1 | Within the period of 1WD commencing on the Business Day after the BMRA receives the data from the NETSO specified in Section Q6.9.5 | BSCCo will assess the costs and value of the DCE in accordance with the Demand Disconnection Event Threshold Rules and notify BSC Parties, Party Agents and BSC Panel Members of the outcome of its assessment | BSCCo | BSC Parties, Party Agents and BSC Panel | Notice of the outcome of BSCCo’s assessment | Email, Circular, BSC Website |
| 3.14.2 | Within 5WD of 3.14.1 | Send notification of Demand Control Event and all affected MSIDs[[23]](#footnote-23) | LDSO | BSCCo | P0238 MSIDs affected by Demand Control Event[[24]](#footnote-24) | Email to bscservicedesk@cgi.com |
| Send details of all CRA-registered BM Units disconnected as a result of the Demand Control Event  | LDSO | CDCA | CDCA-I067 Disconnected BM Units | Email or other method, as agreed. |
| 3.14.3 | Following 3.14.2 | Ensure that details of disconnected MSIDs are provided to relevant Supplier Agents and SVAA | BSCCo | All Supplier Agents,SVAA | P0238 MSIDs affected by Demand Control Event | Email  |

## 3.15 Submission of the Current Transformer (CT) and/or Voltage Transformer (VT) ratios for inclusion (or removal) in the BSCCo valid set[[25]](#footnote-25)

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.15.1 | As required | Submit CT or VT ratio | LDSO | BSCCo | CT and/or VT ratios | Email[[26]](#footnote-26) |
| 3.15.2 | Within 2 WDs of 3.15.1 | Confirm receipt of submitted ratios | BSCCo | LDSO |  | Email |
| 3.15.3 | Within 5 WDs of 3.15.1 | Review ratios and approve or reject submission. | BSCCo |  |  | Internal Process |
| 3.15.4 | Within 2 WDs of 3.15.3 | Notify LDSO whether the CT or VT data has been approved | BSCCo | LDSO |  | Email |
| 3.15.5 | Within 2 WDs of 3.15.4 | Send global notification that a new CT or VT ratio has been approved for addition/removal from the valid set.  | BSCCo |  |  | Circular |
| 3.15.6 | 10 WD following 3.15.5 | Update and publish valid set | BSCCo |  | CT and/or VT ratios | Internal Process[[27]](#footnote-27) |

# 4. Appendices

## 4.1 Update of the National Measurement Error Transformer Statement

4.1.1 CT or VT Error Data Form

This document is contained in file reference BSCP515\_APPX041

Title ‘Form for the submission of CT or VT Error data for addition to the National Measurement Transformer Error Statement’

Date: 24 February 2005

## 4.2 Analysis of CT or VT Data by BSCCo.

4.2.1 CT Data

BSCCo will firstly look at the ratio error compared to the class of the CT sample for all Test Point and Burdens. If, for each Test Point and Burden, a minimum of 98% of the sample is within the class accuracy, then BSCCo may approve the CT type. For any set of CT data which does not meet these requirements and where the applicant wishes to proceed, BSCCo will undertake further analysis of the data and present the results of this further analysis to the Panel for approval.

4.2.2 VT Data

BSCCo will firstly look at the ratio error compared to the class of the VT sample for all Test Point and Burdens. If, for each Test Point and Burden, a minimum of 98% of the sample is within the class accuracy, then BSCCo may approve the VT type. For any set of VT data which does not meet these requirements and where the applicant wishes to proceed, BSCCo will undertake further analysis of the data and present the results of this further analysis to the Panel for approval.

## 4.3 Communication of MSIDs following Demand Control Event

4.3.1 Whilst the P0238 is sent by the LDSO to the BSCCo, it should be generated as though it is to be sent direct to Party Agents, i.e. the ‘MPID To’ in the header should reflect the various agents that are intended to receive the file.

4.3.2 The Demand Control Event ID (DCE ID) is originally determined by the National Electricity Transmission System Operator (NETSO), who uses it in its correspondence with the LDSO and SVAA. The LDSO should therefore use the DCE ID reported to it by the NETSO when compiling and sending a P0238 to Party Agents.

4.3.3 The ‘Start Date and Time’ and ‘End Date and Time’ in the P0238 reflect the start and end of the entire Demand Control Event, not intermediary stages or actions within an event. Therefore, the LDSO should report all MSIDs affected by the same event once between the Start and End Date and Time that represent the beginning and end of the whole event, irrespective of whether the LDSO disconnects and reconnects MSIDs multiple times within the same event.

4.3.4 Where necessary, the LDSO should resend a P0238 where it is necessary to update the list of MSIDs related to a Demand Control Event. The LDSO should reuse the original Demand Control Event ID when sending an updated P0238.

4.4 **Validation of Measurement Transformer Ratios**

4.4.1 Where Meter Technical Details include the population of data items ‘J0454 – CT Ratio’ and/or ‘J0455 - VT Ratio’ then the populated value must conform to the valid set held on the Elexon Portal (https://www.elexonportal.co.uk/). Changes made to the valid set become live as soon as they are published by BSCCo, and the values can be used for retrospective dates.

4.4.2 Where a LDSO receives a value that is invalid (missing from the valid set) it should set the value to ‘unknown’ and contact the sender for resolution and Elexon if an update to the Valid Set is required.

1. LLF Class ID will contain the actual LLF Class ID or, where this is not known, the default LLF Class ID. [↑](#footnote-ref-1)
2. For notifications received before 18:00 on a Working Day, SMRA will reply by 06:00 on the next Working Day. [↑](#footnote-ref-2)
3. Agent IDs (DC/DA) and other marked items are not mandatory for a Supplier to register liability whilst the energisation status has not been provided. [↑](#footnote-ref-3)
4. Note that a Supplier must have appointed an SVA MOA for that Metering System before step 3.3.3 can occur. [↑](#footnote-ref-4)
5. If required, and at any time after a new connection (and only for MSIDs first registered after 6 November 2008), the SVA MOA may make further requests for Site Technical Details from the LDSO, in which case the LDSO shall respond by sending a D0215 ‘Provision of Site Technical Details’ or D0382 ‘Rejection Response for Request to LDSO for Site Technical Details within 5WD. [↑](#footnote-ref-5)
6. In the event of any subsequent changes to Site Technical Details, the LDSO (where they hold responsibility under CoP4 for the measurement transformers installed at the site) shall send an updated D0215 ‘Provision of Site Technical Details’ to the SVA MOA within 1WD of updating their systems [↑](#footnote-ref-6)
7. The registration of a Distribution Systems Connection Point will require the consent of the other interested distributor, as detailed in BSCP20. [↑](#footnote-ref-7)
8. A registration lead time of 40WD will be required if the LLFs submitted by the LDSO in step 3.4.7 are intended to become effective on and from the Metering System Effective From Date. Where this is not the case the Metering System registration lead time is 20WD as stated in BSCP20. [↑](#footnote-ref-8)
9. If required, the LDSO may make a formal request to BSCCo via BSCP41 (Report Requests and Authorisations) to receive other LDSOs’ reports on an ongoing basis in order to monitor future changes that may require revisions to LLFs and Aggregation Rules. [↑](#footnote-ref-9)
10. The lead time for LLF approval may be reduced at the discretion of BSCCo in accordance with BSCP128. [↑](#footnote-ref-10)
11. Note that energisation of CVA Metering Systems only occurs as part of the connection process described in section 3.4. [↑](#footnote-ref-11)
12. The use of this data flow is optional. [↑](#footnote-ref-12)
13. Where there is a failure to change the energisation status, the D0139 is sent only to the Supplier. Where the energisation status *is* changed, but a meter register reading cannot be taken, the D0139 is sent to all of the above recipients, and a D0002 sent by the SVA MOA to the DC requesting a decision on further action. [↑](#footnote-ref-13)
14. Note that, unlike in SVA, de-energisation of CVA Metering Systems only occurs as part of the disconnection process described in section 3.8 [↑](#footnote-ref-14)
15. This step could be completed in shorter timescales where the Supplier and SVA MOA/LDSO have reached mutual agreement. [↑](#footnote-ref-15)
16. For example, as a result of an emergency. [↑](#footnote-ref-16)
17. The scheduled date should be sufficiently in the future to allow the Supplier to arrange for the collection of final Meter register reading and removal of assets. The exception to this is where the LDSO needs to carry out a disconnection at short notice (for example, as a result of an emergency). Where the LDSO is carrying out a disconnection (for example, as a result of an emergency or with the agreement of the Supplier), the LDSO will record the final Meter reading and recover the assets where safe and practical to do so. [↑](#footnote-ref-17)
18. If the LDSO has not received any objections from the Supplier within 5WD, then it may assume that the disconnection can go ahead as planned. Objections should be limited to the wrong MSID and/or address for disconnection. [↑](#footnote-ref-18)
19. The LDSO may agree with the Supplier to carry out these steps. [↑](#footnote-ref-19)
20. An LDSO shall have the right to refuse to disconnect if the Metering System is still energised. [↑](#footnote-ref-20)
21. LDSOs may additionally send a D0125 Confirmation of Disconnection of Supply data flow to the Supplier. [↑](#footnote-ref-21)
22. The National Measurement Transformer Error Statement may be used for the purpose of Technical Assurance where individual measurement transformer errors are not available. This process is designed to amend the data contained in the statement. [↑](#footnote-ref-22)
23. The Distribution Connection and Use of System Agreement (DCUSA) allows the LDSO to disclose Confidential Information (as defined in the DCUSA) where the LDSO is required or permitted to do so under a Relevant Instrument. The BSC is a Relevant Instrument for the purpose of DCUSA. [↑](#footnote-ref-23)
24. Please see Appendix 4.3 for details on populating the P0238. [↑](#footnote-ref-24)
25. This valid set refers to EMDS data item(s) J0454 (CT Ratio) and J0455 (VT Ratio) however the valid set will be managed by BSCCo. [↑](#footnote-ref-25)
26. LDSOs should email metering@elexon.co.uk with the measurement transformer ratios with which they wish Elexon to update the valid set with. [↑](#footnote-ref-26)
27. The valid set will be published on the BSCCo website (www.elexonportal.co.uk). [↑](#footnote-ref-27)