MODIFICATION TO ALLOW THE TAA TO CONDUCT DESKTOP AUDITS

MEETING NAME	TAMEG 38

Date of meeting	18 July 2019
Paper number	TAMEG38/06
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Purpose of paper	For Information
Classification	Public
Summary	This paper provides a summary of the proposed Modification that will allow a Desktop Audit process to be included in the Technical Assurance of Metering (TAM) technique.

1. Background

1.1 Recommendations for changes to the Technical Assurance of Half-Hourly (HH) Metering Systems were identified as part of the Performance Assurance Framework (PAF) Review. This was reported to the Performance Assurance Board (PAB) in February 2019 (PAB217/13). The report identified an opportunity to introduce lower intensity Desktop Audits into the TAM technique. These are to supplement on-site Inspection Visits as directed within the annual audit scope.

1.2 The introduction of Desktop Audits would have the benefit of reducing levels of no access and increasing confidence in the accuracy of Settlement due to an increased number of annual audits being performed.

1.3 By amending BSC Section L: Metering, BSCP27:Technical Assurance of Half Hourly Metering Systems for Settlement Purposes, and the Technical Assurance Agent Management Tool (TAAMT) to facilitate Desktop Audits, ELEXON, via the TAA, can provide a flexible, pragmatic and cost-effective addition to on-site Inspection Visits.

1.4 Desktop Audits will cover areas such as (but not limited to) documentation (e.g. Commissioning and measurement transformer Calibration Certificates) and alignment of Meter Technical Details (MTDs) across participant systems.

1.5 It was noted that a number of desktop-based activities (such as MTD alignment) are already undertaken as part of a TAM Inspection Visit. However, the PAB felt that a clearly defined, structured Desktop Audit process could supplement on-site Inspection Visits, on the understanding that such an activity would not provide the same level of assurance as an on-site Inspection Visit.

1.6 The number of on-site Inspection Visits and Desktop Audits to be completed within the audit scope will be determined annually by the PAB.

2. Desktop Audit Process

2.1 At least 10 WD prior to a Desktop Audit, the TAA will be required to notify and provide an Evidence Request to the following parties, as appropriate:

- Registrant

- Licenced Distribution System Operator (LDSO) or the National Electricity Transmission System Operator (NETSO)

- Meter Operator Agent (MOA)

- Half Hourly Data Collector (HHDC) or Central Data Collection Agent (CDCA)

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2.2   T3he TAA should also confirm the date that the Desktop Audit will be completed.

2.3   The evidence to be requested could vary depending on the scope of the Desktop Audit sample. The documentation which could be requested for a Desktop Audit is as follows:

- Commissioning Record (from both the MOA and LDSO)
- Meter Calibration Certificate
- Measurement Transformer Calibration Certificate
- Meter Technical Details
- Complex Mapping Form
- Single Line Diagram
- Aggregation Rules
- Metering Dispensation
- Overall Accuracy Calculation
- A download of one day's data from the Meter's Outstation
    - The MOA through the manufacturer's software
    - The HHDC/CDCA through the protocol approved software
- The HHDC/CDCA should provide two cumulative reads from the same day as the HH data to allow a Consumption Data Comparison Check to take place
- Where any compensation has been applied, rationale for the evidence to support the compensation values should be provided (transformer test certificates, cable/line details, etc.)

2.4   To complete the Desktop Audit, The TAA should perform checks on the documentation received from parties as specified in the scope of the audit (to be confirmed on an annual basis by ELEXON) and raise non-compliances where appropriate.

2.5   The TAA will be required to identify instances where an Inspection Visit is required following the Desktop Audit. An Inspection Visit should be used if there is any uncertainty around the documentation provided by Parties or if further information is required regarding a possible non-compliance.

3.   Change Process

3.1   This Modification is scheduled to go live in the February 2020 release. It is anticipated that changes will be made to BSC Section L, BSCP27 and ELEXON guidance notes.

3.2   The new Desktop Audit process should be included in the new TAA contract, which will go live in April 2020.

4.   Recommendations

4.1   We invite you to:

a) **NOTE** the proposed Desktop Audit process.

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