# 4. APPENDICIES

## 4.1 BSCP05/4.1 Universal Meter Reading Sheet

The Universal Meter Reading Sheet, BSCP05/4.1, is an example Meter reading sheet. Different Meter reading sheets may be used as long as they contain the same or more information.

***BSCP05/4.1* Universal Meter Reading Sheet**

PLEASE COMPLETE IN BLOCK CAPITALS

*Site Name:*

*Circuit Name:*

*MSID: MSSY :*

*Registrant:*

*Date: Start time (local clock time): End time:*

Main Meter Physical Meter Outstation (Primary) Outstation (Secondary)







Import MWh

Export MWh

Import MVArh

Export MVArh

Check Meter Physical Meter Outstation (Primary) Outstation (Secondary)







Import MWh

Export MWh

Import MVArh

Export MVArh

*Circuit Name:*

*MSID: MSSY :*

*Registrant:*

*Date: Start time (local clock time): End time:*

Main Meter Physical Meter Outstation (Primary) Outstation (Secondary)







Import MWh

Export MWh

Import MVArh

Export MVArh

Check Meter Physical Meter Outstation (Primary) Outstation (Secondary)







Import MWh

Export MWh

Import MVArh

Export MVArh

*CDCA Recorder Name: Signature:*

*Registrant Witness Name: Signature:*

*(If in attendance)*

***Note: a) Shaded blocks represent the decimal place.***

***b) All readings should be taken at local time (BST/UTC) as appropriate***

## 4.2 Investigation of Discrepancies

Before raising a dispute on a discrepancy of greater than ±0.1%, the CDCA and the Registrant shall investigate whether there is an acceptable reason for the discrepancy. The following are common causes of discrepancies which would not normally require a formal dispute to be raised:

(a) Meter readings not performed on the half hour.

Short period between current and previous reading, (e.g. less than one week)

(b) Incorrect transcription of readings. Examples might include the following:

Mis-read/written by a factor of 10.

Mis-interpretation of UTC/BST local time.

Transposition of digits.

These can usually be resolved by comparisons with the advance of the Check Meters.

(c) Data estimation has taken place, for instance when Meters or Outstations have been faulty, or during injection testing.

(d) Rounding of significant figures, particularly for low energy values.

## 4.3 Visual Inspection of Metering Equipment

The following checks should be completed when a Meter reading is being carried out and form BSCP05/4.3 completed:

|  |  |
| --- | --- |
| (a) Environment | Check that all Metering Equipment other than outdoor measurement transformers, are accommodated in a clean dry environment. |
| (b) Identification | Check that all Settlement Meters are labelled or otherwise readily identifiable in terms of applicable circuit, measured quantity and power flow direction. |
| (c) Indicators | Check Meter panels lamps, where fitted, are working satisfactorily and report any alarm indications.  |
| (d) Operation | Check that all Settlement Meters and Outstations are functioning correctly and that no circuits are de-energised. |
| (e) Seals | Check that all Metering Equipment has appropriate seals and report any missing seals to the relevant MOA, Registrant and BSCCo. The equipment to check are:* Settlement Meters
* Outstations
* Metering cubicle doors
* Test terminal blocks
* CT/VT marshalling boxes[[1]](#footnote-1)
* CT/VT distribution boxes1
* VT secondary fuses
 |
| (f) Register of seals applied | Check that the register of seals applied is kept on site, located near to the metering panel and is up-to-date. |
| (g) Miscellaneous | Other information detailing areas of concern. |

**BSCP05/4.3 CDCA Metering System Visual Inspection**

|  |  |
| --- | --- |
| Site Name: |  |
| Registrant: |  |
| Date: |  |
| MSID: |  |
|  |  |
| (a) | Environment | Check that all Metering Equipment other than outdoor measurement transformers, are accommodated in a clean dry environment. |
|  |  | All Satisfactory YES/NO[[2]](#footnote-2)\* |
| (b) | Identification | Check that all Settlement Meters are labelled or otherwise readily identifiable in terms of applicable circuit, measured quantity and power flow direction. |
|  |  | All Satisfactory YES/NO\* |
| (c) | Indicators | Check Meter panel lamps, where fitted, are working satisfactorily and report any alarm indications. |
|  |  | All Satisfactory YES/NO\* |
| (d) | Operation | Check that all Settlement Meters and Outstations are functioning correctly and that no circuits are de-energised. |
|  |  | All Satisfactory YES/NO\* |
| (e) | Seals | Check that all Metering Equipment have appropriate seals and report any missing seals to the relevant MOA, Registrant and BSCCo. The equipment to check are:* Settlement Meters
* Outstations
* Metering cubicle doors
* Test terminal blocks
* CT/VT marshalling boxes1
* CT/VT distribution boxes1
* VT Secondary fuses
 |
|  |  | All Satisfactory YES/NO\* |
| (f) | Register of seals applied | Check that the register of seals applied is kept on site, located near to the metering panel and is up-to-date. |
|  |  | All Satisfactory YES/NO\* |
| (g) | Miscellaneous |  |
|  |  |
| Carried out by: |  |
| Date: |  |

1. These checks should be completed annually [↑](#footnote-ref-1)
2. \* Delete as appropriate [↑](#footnote-ref-2)