

**Balancing and Settlement Code**

**BSC PROCEDURE**

**Meter Advance Reconciliation For Central Volume Allocation**

**BSCP05**

**Version 10.0**

**Date: 24 June 2010**

**BSC PROCEDURE 05****relating to****METER ADVANCE RECONCILIATION FOR CENTRAL VOLUME  
ALLOCATION**

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of "BSC Procedure" in Section X, Annex X-1 thereof.
2. This is BSC Procedure 05, Version 10.0 relating to Meter Advance Reconciliation for Central Volume Allocation.
3. This BSC Procedure is effective from 24 June 2010.
4. This BSC Procedure has been approved by the Panel.

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**AMENDMENT RECORD**

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Changes Included</b>	<b>Mods/ Panel/ Committee Refs</b>
1.0	Code Effective Date	Designated Version	n/a	n/a
2.0	14/12/00	Work outstanding at Go Active resolution of inconsistencies inclusion of consultation comments	NCR219	09/006
3.0	24/06/03	Approved Modification for June 03 Release	P62	P62 48/003
4.0	30/06/04	Change Proposal for June 04 Release	CP609	ISG40/003
5.0	03/11/04	Change Proposal for the CVA Programme Nov 04 Release	CP1032	TDC58/03
6.0	BETTA Effective Date	BETTA 6.3 rebadging for the CVA Feb 05 Release	BETTA 6.3	
7.0	28/06/06	June 06 Release	P190	ISG/64/001
8.0	22/02/07	February 07 Release	CP1153 v2.0 CP1176	ISG65/02 ISG68/002 SVG67/002
9.0	26/06/08	June 08 Release	CP1223	SVG84/02 ISG84/01 TDC109/01 PAB84/11
10.0	24/06/10	June 10 Release	CP1324	ISG111/03

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## **1 INTRODUCTION**

### **1.1 Purpose and Scope of the Procedure**

This procedure covers the processing, agreement and authorisation of Meter readings in accordance with Section R paragraph 6.2 of the Code. This process provides verification of the accumulation of the half hourly metered data collected by the Central Data Collection Agent (CDCA) for the purposes of Settlement.

The procedure involves:

- (a) The recording and witnessing of the Meter readings by the CDCA and their transfer to the Registrant.
- (b) The further processing and notification of Meter Advance Reconciliation (MAR) results by the CDCA to the Registrant.
- (c) The notification of MAR errors to BSCCo.

The procedure does not cover the following:

- (a) MAR for Metering Equipment for Supplier Volume Allocation (SVA);
- (b) The disputes procedure to be taken in the event that the MAR values do not reconcile with the half hour metering value accumulations.

### **1.2 Main Users of the Procedure and their Responsibilities**

The main users of this procedure are:

- (a) CDCA:
  - Production of annual Meter reading schedule.
  - Take Meter readings and carry out a visual inspection of the Metering Equipment.
  - Performing MAR and providing results to the Registrants.
  - Informing BSCCo of MAR result where there is an error.
  - Responsible for obtaining the Meter readings.
- (b) REGISTRANT:
  - Witnessing Meter readings, if in attendance.
  - Raising disputes as appropriate as a result of MAR discrepancy.
- (c) METER OPERATOR AGENT:
  - As Registrant

### 1.3 Key Milestones

The key milestones in this procedure are:

- Annual notification of the Meter reading schedule for a 12 month period to the Registrant and Meter Operator Agent (MOA) of the Metering Equipment and the BSCCo.
- Taking Meter readings according to the Meter reading schedule.

### 1.4 Balancing and Settlement Code Provision

This BSCP should be read in conjunction with the Code and in particular Section R.

This BSCP has been produced in accordance with the provisions of 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

This procedure interfaces with the following BSCPs:

BSCP11      Trading Queries and Trading Disputes

BSCP38      Authorisations

### 1.6 Other

The nominal tolerance value for acceptable MAR shall be not greater than  $\pm 0.1\%$ , and subject to review by the BSCCo. The tolerance value shall also take into account low energy values in accordance with the guidelines in Appendix 4.2.

## **2 ACRONYMS AND DEFINITIONS**

### **2.1 List of Acronyms**

The following is a list of acronyms used in BSCP05:

BSCCo	Balancing and Settlement Code Company
BST	British Summer Time
CDCA	Central Data Collection Agent
CT	Current Transformer
LDSO	Licensed Distribution System Operator
LIU	Local Interrogation Unit
MAR	Meter Advance Reconciliation
MOA	Meter Operator Agent
MSID	Metering System Identifier
MSSY	Metering Sub System Identifier
SVA	Supplier Volume Allocation
UTC	Co-ordinated Universal Time
VT	Voltage Transformer
WD	Working Day

### **2.2 List of Definitions**

Full definitions of the above acronyms are included in the Code.

### 3 INTERFACE AND TIMETABLE INFORMATION

#### 3.1 Meter Advance Reconciliation

Meter readings shall be scheduled according to the type of Metering System:

- For Meters with integral Outstations that provide a cumulative reading of the prime Meter register equivalent to the total consumption or production of that Meter, the CDCA shall carry out an in-house daily Meter Advance Reconciliation (MAR) using the period half hour data and associated cumulative register data collected as part of the routine dial up process. The tolerance for this MAR shall be  $\pm 5\%$ <sup>1</sup>. The CDCA shall schedule a site visit to carry out an MAR and visual check every 12 months.
- For Meters with integral Outstations that do not provide a cumulative reading of the prime Meter register equivalent to the total consumption or production of that Meter, the CDCA shall schedule a site visit to carry out an MAR and visual check every 6 months.
- For Meters with external Outstations, the CDCA shall schedule a site visit to carry out an MAR and visual check every 3 months.
- For Meters with external Outstations which are located Offshore at Offshore Power Park Modules, the CDCA shall schedule an initial site visit to carry out a MAR and visual check within 3 months of the Metering Equipment becoming registered in CMRS. Thereafter site visits will be conducted every 12 months.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.1	Annually	Notification of the Meter reading schedule for a 12 month period.	CDCA	Registrant MOA	Date and site(s) for Meter reading	Fax / Post / Email
3.1.2	At least 5 WD before the Meter reading	Confirmation of particular Meter reading(s) arrangements.	CDCA	Registrant MOA	Date and site(s) for Meter reading	Fax / Post / Email

<sup>1</sup> If the daily MAR exceeds this tolerance, and the CDCA considers it to be a significant error, then the CDCA shall report it to the registrant as a metering fault.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.3	As scheduled.	Record the physical Meter reading(s), date and time in the presence of the Registrant's representative, if attending.  Where the Meter has an integral outstation and the facility for electronic local interrogation, the CDCA may utilise a LIU for this purpose.	CDCA		Signed record of Universal Meter Reading Sheet (BSCP05/4.1)  Or  LIU data  BSCP05/4.1 requires any witness who signs to be an authorised person. An authorised person must be registered under BSCP38 by the Party.	
3.1.4	At the time of the Meter reading	Carry out a visual inspection of the Metering Equipment as specified in Appendix 4.3 and complete Form BSCP05/4.3.	CDCA		BSCP05/4.3 CDCA Metering System Visual Inspection	
3.1.5	Within 5 WD of Meter reading	Copy the completed Meter reading sheets to the Registrant and MOA and retain originals.	CDCA	Registrant(s) MOA	Signed record of Universal Meter Reading Sheet (BSCP05/4.1)	Post/ Electronic
3.1.6	Within 5 WD of Meter reading	Copy the completed CDCA Metering System Status Report to BSCCo.	CDCA	BSCCo	BSCP05/4.3 CDCA Metering System Visual Inspection	Fax/ Post/ Email
3.1.7	Within 5 WD of Meter reading	Notify Registrant and MOA of any metering defects that they should remedy.	CDCA	Registrant MOA	Details of any metering defects as a result of the visual inspection carried out at the time of the Meter reading.	Fax/ Post/ Email
3.1.8	Within 5 WD of Meter reading	Perform MAR	CDCA		BSCP05/4.1, Universal Meter Reading Sheet	Internal Process
3.1.9	Within 15 WD of Meter reading	Notify the Registrant and MOA of the MAR result(s) and request an explanation of discrepancies greater than $\pm 0.1\%$ .	CDCA	Registrant(s) <sup>2</sup> , MOA (and if appropriate LDSO)	MAR result and explanation of discrepancy, as appropriate.	Fax/ Post/ Email

<sup>2</sup> In the case where difference metering is used to determine a Registrant's Import / Export, the non-metered Registrant shall be provided with the Meter advance readings and MAR results of the metered Registrant.

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.10	Within 5 WD of 3.1.9	Provide explanation of any discrepancies greater than $\pm 0.1\%$ .	MOA	CDCA	Explanation of any discrepancies greater than $\pm 0.1\%$ .	Fax/ Post/ Email
3.1.11	Within 15 WD of Meter reading	Notify the BSCCo of the MAR results where there is a discrepancy greater than $\pm 0.1\%$	CDCA	BSCCo	MAR error result	Fax/ Post/ Email
3.1.12	Within 20 WD of Meter reading.	Discuss possible erroneous values resolving, if possible, any apparent discrepancy.	MOA	CDCA	Explanation of discrepancy	Fax/ Post/ Email
3.1.13	Within 21 WD of Meter reading	Submit corrected data to the following Volume Allocation Runs unless the discrepancy is not yet resolved. Once resolved submit corrected data or, failing this, proceed to 3.1.14	CDCA			Internal Process
3.1.14	Within 60 WD of receipt of report	If discrepancy not resolved raise a formal dispute in accordance with BSCP11.	Registrant	Disputes Registrar	MAR report along with any supporting information.	Fax/ Post/ Email

**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	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
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Check Meter	Physical Meter			Outstation (Primary)			Outstation (Secondary)																										
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Circuit Name: .....

MSID: ..... MSSY: .....

Registrant: .....

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

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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  $\pm 0.1\%$ , 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	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Settlement Meters</li> <li>▪ Outstations</li> <li>▪ Metering cubicle doors</li> <li>▪ Test terminal blocks</li> <li>▪ CT/VT marshalling boxes<sup>3</sup></li> <li>▪ CT/VT distribution boxes<sup>3</sup></li> <li>▪ VT secondary fuses</li> </ul>
(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.

<sup>3</sup> These checks should be completed annually

**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\*
- (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 boxes<sup>3</sup>
  - CT/VT distribution boxes<sup>3</sup>
  - 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: \_\_\_\_\_

\* Delete as appropriate