BSCP514 Footnotes Version 31.0 – 30 June 2016

1. CP1325 was implemented as part of the November 2010 Release on 01 November 2010

2. CP1334 was implemented as part of the June 2011 Release on 01 July 2011

3. A BSC Party may perform the functions of any Party Agent including those of a Meter Operator Agent. As such the BSC Party is required to fulfil the obligations discharged to a MOA in accordance with Section J 1.2.4 of the BSC.

4. Significant work – means any work carried out on the Metering System by a competent person, that would require re-registration of the Metering System

5. Where the identifier cannot be uniquely identified by a 2-character Meter Register ID (e.g. "CUM 3"), a label shall be applied to, or immediately adjacent to, the Meter that shows the display sequence with the equivalent Meter Register ID for each register (e.g. "CUM 2 – Reg ID = 02" etc.). For two-rate Key Meters only, the only permitted Meter Register IDs are " 1", "1 ", "01" or "R1" and " 2", "2 ", "02" or "R2". (When installing or attending the site to carry out significant work requiring re-registration).

6. The MOA shall provide the identity of Equipment Owners to Suppliers and Licensed Distribution System Operators, allowing data to be entered into Market Domain Data on their behalf.

7. The acknowledgement may be made by the automatic acknowledgement generated by the gateway of the MOA in respect of Market Domain Data transferred over the Managed Data Network.

8. This step could be completed in less than 5 WD if the Supplier knows a de-appointment is not going to be rejected.

9. Where the current MOA has been instructed to send MTD to a new MOA, and there is a change to MTD, the current MOA should send the revised MTD to the new MOA until such a time as the current MOA is no longer responsible for the MTD.

~~9.~~10. If required, and at any time after the effective date of the MOA's appointment (and only for MSIDs first registered after 6 November 2008), the MOA may request Site Technical Details by sending a D0170 'Request for Metering System Related Details' to the LDSO. The LDSO shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' either by electronic means or by another method, as agreed with the MOA. The MOA shall determine any appropriate course of action within 2 WD of receiving this information.

~~10.~~11. The MTD, in the form of the D0268 flow, is to be sent under all circumstances, even if no MS is present on site, unless the MOA does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of CoS/CoA scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by MOAs from LDSOs) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

~~11.~~12. If the new connection is a Transfer of Registration from CMRS, proceed in accordance with section 5.2.5.

~~12.~~13. This step could be completed in shorter timescales where the Supplier and MOA have reached mutual agreement.

~~13.~~14. Where it is necessary to involve the LDSO, the HHMOA shall arrange this.

~~14.~~15. In the event of any subsequent changes to Site Technical Details, the LDSO shall send an updated D0215 'Provision of Site Technical Details' to the MOA within 1WD of updating their

systems. The MOA shall determine any appropriate course of action within 2 WD of receiving this information.

~~15.~~16. If MS is to be installed but not energised at this time, the energisation of the MS shall be carried out at an appropriate time in accordance with process 5.3.1

~~16.~~17. This process shall also apply to a concurrent Change of Supplier and Change of HHDC. In this circumstance, the Supplier referred to above is the new Supplier.

~~17.~~18. Note that if there is also a concurrent Change of HHDC, the New Supplier shall send the D0148 once the D0011 from both the MOA and the HHDC has been received and within 5WD of the receipt of the latter D0011.

~~18.~~19. The HHMOA for the MS must be Qualified in both CVA and SVA. The HHMOA for the MS must be Qualified in both CVA and SVA. In this case, the appointment shall be rejected at this time if the HHMOA is not Qualified in both SVA and CVA and the Supplier must appoint an appropriately Qualified HHMOA.

~~19.~~20. The HHMOA shall request MTD using the SVA MSID. The CVA MOA should match this with the CVA MSID using the details submitted on form BSCP68/4.2.

~~20.~~21. Where the current MOA is required to send MTD to a new MOA, the current MOA should send the revised MTD to the new MOA until such a time as the current MOA is no longer responsible for the MTD.

~~21.~~22. This is the initial Meter register reading in SMRS and is equal to the final Meter register reading in CMRS. The CDCA may request the initial Meter register reading in SMRS to use or compare with as the final Meter register reading in CMRS.

~~22.~~23. If there is a failure to change the energisation status, the D0139 shall be sent only to the Supplier. If energisation status is changed but a Meter register reading cannot be taken, the D0139 shall be sent to all of the above recipients and a D0002 'Fault Resolution Report or Request for Decision on Further Action' shall be sent to the DC.

~~23.~~24. If the date of the change of energisation status is unknown, a date can be instructed or agreed by the Supplier for inclusion in the D0139 flow. All other fields in this D0139 must be completed as normal. Such a D0139 flow should not be sent unless the date for inclusion has been agreed by the Supplier. For guidance:

- The Supplier should consider all available information (e.g. D0235 'Half hourly Aggregation Exception Report' flows, HHDC/HHMOA information) when determining the date that should be recorded for the change in energisation status.

- Communication regarding the instruction of a date should be by email or another method, as agreed; an audit trail should be retained.

~~24.~~25. The use of this data flow is optional.

~~25.~~26. This step could be completed in shorter timescales where the Supplier and MOA/LDSO, as applicable, have reached mutual agreement.

~~26.~~27. The Removal of a MS includes the removal of all Meters assigned to that MS. Where only some of the Meters are to be removed, a reconfiguration process shall be followed in accordance with section 5.3.4.

~~27.~~28. Note that prior to the removal of the MS a de-energisation shall be carried out in accordance with section 5.3.2. If de-energisation is carried out at the same time as the removal of the MS, the following steps of section 5.3.2 must also be carried out (Collection of HH Data by the HHDC):

where HHMOA de-energises, steps 5.3.2.3 to 5.3.2.5; and where the LDSO de-energises (for example, as a result of an emergency), steps 5.3.2.11 to 5.3.2.13.

~~28.~~29. Note that the removal of a MS requires the removal of all of the Meters associated with that MS. Where only some of the Meters are to be removed, proceed in accordance with section 5.3.4 Reconfigure or Replace Metering System (No Change of Measurement Class).

~~29.~~30. If the MS cannot be removed at the appointed time, the MOA/LDSO shall liaise with the Supplier to agree the way forward.

~~30. Where the current MOA has been instructed to send MTD to a new MOA, and there is a change to MTD, the current MOA should send the revised MTD to the new MOA until such a time as the current MOA is no longer responsible for the MTD.~~

31. Note that prior to the replacement of the MS, a de-energisation shall be carried out in accordance with section 5.3.2.

32. The need to replace or reconfigure the MS could also be from CoP4 requirements, Ofgem or Customer driven.

33. If the MS cannot be reconfigured or replaced at the appointed time, the MOA shall liaise with the Supplier to agree the way forward.

34. If the MS cannot be reconfigured or replaced at the appointed time, the LDSO shall liaise with the Supplier to agree the way forward.

35. Since the LDSO is operating as part of an Urgent Metering Service (UMetS), he shall interface with the HHMOA who shall be responsible for notifying the Supplier and the HHDC of the action taken.

36. This process shall only be used for multi-feeder sites. Where a single feeder site is to be energised or de-energised, processes 5.3.1 or 5.3.2 shall be used as appropriate.

37. The LDSO may perform this role.

38. Any Participant other than the HHDC wishing to request that the HHMOA carries out a MS investigation shall do so via the Supplier. The D0001 'Request Metering System Investigation' can be used to notify the Supplier of the fault if appropriate.

39. The HHMOA should contact and liaise with the Supplier if appropriate

40. The D0005 'Instruction on Action' should always be sent containing the high level points so that an audit trail can be maintained. For complex cases where the D0005 is not sufficient, or where requested by the HHDC, further details can be given in the fault resolution plan. In these instances the sending of the fault resolution plan should be referred to in the D0005. Any other correspondence between the Supplier, HHMOA and HHDC which is required to resolve the fault should be sent in a format and by a method agreed by those Participants involved.

41. Where the MS investigation was requested by a Participant other than the HHDC, the Supplier shall send the relevant Participant the fault resolution report within 5 WD of receiving the D0002 'Fault Resolution Report or Request for Decision on Further Action'. The Supplier shall use the D0002 for this notification where the Participant initially notified the Supplier of the inconsistency via the D0001 'Request Metering System Investigation'.

42. The HHMOA shall decide what proving method is appropriate in conjunction with the HHDC. Refer to appendix 8.3.2 'Methods of Proving' for descriptions of the method of proving.

43. MS assigned to Measurement Class F are exempt from proving tests.

44. Note that if the Proving Test fails the MOA and HHDC may have to reconsider whether the Site should be considered as a Complex Site.

45. The HHDC shall use all reasonable endeavours to collect the data for the Settlement Period requested.

46. In the case of a Registration Transfer from CMRS to SMRS, the proving test shall be performed in accordance with the timescale described in BSCP68

47. The commissioning may be carried out when the HH MS is installed but may be deferred if load is not available at that time.

48. If this data is correct then the MOAs data retrieval system has been successfully proved.

49. The MOA does not specify the Settlement Periods to be collected by the HHDC.

50. The current NHHMOA will send the Meter Technical Details on receipt of a D0170 data flow, irrespective of whether a D0151 'Termination of Appointment or Contract by Supplier' data flow has been received from the Supplier. Where no D0151 data flow has been received, the de-appointment date can be derived from the 'Date Action Required By' (J0028) data item on the D0170 data flow.

51. The outgoing MOA remains responsible for sending revised MTD where they relate to site activity carried out after their de-appointment date.

~~51.~~52. If MTD are not received within 12 WD of new NHHMOA appointment, new NHHMOA to request the current NHHMOA to send MTD using the D0170 Request for Metering System Related Details and report this to the Supplier.

~~52.~~53. The NHHMOA will send the D0150 Non Half-hourly Technical Details to the relevant parties in all cases, even when no Meter is present.

~~53.~~54. Note that currently the extent of Commissioning for NHH MS is not defined in CoP4.

~~54.~~55. If the MSID is for Export purposes, the 'Additional Information' field should state this, and therefore a physical site visit may not be required.

~~55.~~56. Whenever installing new, replacement or re-configured meters or carrying out work requiring re-registration of the metering system, the MOA shall ensure that the meter registers are clearly labelled and that the data item J0010 'Meter Register Id' in all relevant DTN data flows (e.g. D0149 & D0150) accurately reflects the identifiers of the meter registers themselves. See Sections 2.3.2 and 2.4.1 for details.

~~56.~~57. If more than one Meter register reading is provided, the NHHDC shall process and use the first reading provided.

~~57.~~58. This process shall also apply to a concurrent Change of Supplier and Change of NHHDC. The Supplier referred to above is the new Supplier. In this case, the MTD and details of any current faults shall also be sent to the new Supplier and LDSO.

~~58.~~59. Note that if there is also a concurrent Change of NHHDC and/or NHHDA, and the Supplier waits for all D0011 flows before sending a D0148, the New Supplier shall send the D0148 within 1 WD of the receipt of all applicable D0011 flows.

~~59.~~60. If the new Supplier is unable to configure the Meter until after the SSD, but is able to do so by SSD+5WD, for example due to a communications failure, the new Supplier will re-date any SSC change (and associated) readings to the SSD. If the new Supplier is unable to configure the Meter

until after SSD+5WD, the new Supplier will use the change of SSC process in BSCP504 section 3.3.6 and will adopt the old Supplier's SSC for the intervening period.

~~60.~~61. If LDSO has not provided the final Meter register reading, the NHHMOA can retrieve this from the Meter when it retrieves the Meter. If the LDSO removed the Meter, the NHHMOA must ensure that it has the final Meter register reading and provided this to the NHHDC before disposing of or re-using the Meter. See 6.3.3.4 to 6.3.3.7 for steps where the LDSO removes the Metering System.

~~61.~~62. Note that prior to the removal of the MS, a de-energisation shall be carried out in accordance with section 6.3.2. If de-energisation is carried out at the same time as the removal of the MS, only the flows referenced in section 6.3.3 need be sent.

~~62.~~63. The Removal of a MS includes the removal of all Meters assigned to that MS. Where only some of the Meters are to be removed, a reconfiguration process shall be followed in accordance with section 6.3.4.

~~63.~~64. Note that the removal of a MS requires the removal of all of the Meters associated with that MS. Where only some of the Meters are to be removed, proceed in accordance with section 6.3.4 Reconfigure or Replace Metering System (No Change of Measurement Class).

~~64.~~65. Where the MS has been removed by the LDSO, the LDSO shall provide the notification and final Meter register reading to the NHHMOA, and the NHHMOA shall provide this information to the Supplier and the NHHDC.

~~65.~~66. Note that prior to the reconfiguration or replacement of the MS, a de-energisation shall be carried out in accordance with section 6.3.2.

~~66.~~67. This may be a standing arrangement between the Supplier and LDSO and in practise, steps 6.3.5.1 and 6.3.5.2 may not occur.

~~67.~~68. Since the LDSO is operating as part of an Urgent Metering Services (UMetS), he shall interface with the NHHMOA who shall be responsible for notifying the Supplier and the NHHDC of the action taken.

~~68.~~69. Where the NHHMOA has a contract with the customer, this must be taken into account when determining whether it is appropriate for the NHHMOA to investigate inconsistencies.

~~69.~~70. Where the MS investigation was requested by another Participant via the Supplier, the Supplier shall send the relevant Participant the resolution of problem report.

~~70.~~71. Pending the development of change of Measurement Class processes for smart Meters, the existing processes should be read in conjunction with the smart Meter replacement process.

~~71.~~72. Should any participant experience any problems whilst carrying out the CoMC process, these should be reported to the Supplier and the Supplier should resolve as appropriate.

~~72.~~73. Note that the Change of Meter shall not occur until on or after the SSD.

~~73.~~74. The Supplier shall indicate in the D0151 via the 'Termination Reason' field that this is a CoMC.

~~74.~~75. The HHMOA shall decide whether to replace the MS or upgrade the NHH MS to a HH MS (where current MS has both HH and NHH capabilities).

~~75.~~76. The Supplier shall provide the HHMOA with the relevant details of the NHH meter where the NHH meter is to be removed by the HHMOA. Where the NHH meter is being removed by the

HHMOA, the HHMOA shall agree an appropriate method for the return of the meter with the NHHMOA.

~~76.~~77. The outgoing MOA shall be entitled to use customer own reads or readings provided by the outgoing Non Half Hourly Data Collector for the final Meter readings.

~~77.~~78. The Supplier shall indicate in the D0151 the reason for termination in the Additional Information field.

~~78.~~79. The NHHMOA shall decide whether to replace the MS or to reconfigure the existing MS, as required (where current MS has both HH and NHH capabilities).

~~79.~~80. The Supplier shall provide the NHHMOA with the relevant details of the HH meter where the HH meter is to be removed by the NHHMOA. Where the HH meter is being removed by the NHHMOA, the NHHMOA shall agree an appropriate method for the return of the meter with the HHMOA.

~~80.~~81. An initial Meter reading is required for a co-incident CoS and CoMC. It is optional for a CoMC only.

~~81.~~82. Where access to the Metering Equipment at Password Level 3 has changed only the schedule for automated data transfer, a Proving Test will not be required

~~82.~~83. Ideally this should be the latest Settlement Period for which non-zero data is available. This is to prevent the data from being overwritten in the Meter's memory before the HHMOA has had time to collect it.

~~83.~~84. The starting date for this time is either the Date of Meter Installation, the Date of Commissioning, the Effective From Date of the Meter, the Effective Date of a Change of Agent as described in Section 8.3.1, or the date when a Metering System becomes energised where there has been a key field change whilst the Metering System was de-energised, whichever is the later.

~~84.~~85. For the avoidance of doubt, the D0139 'Confirmation or Rejection of Energisation Status Change' must be sent by the MOA to the NHHDC on change of Energisation Status.