CP1253 - REDLINE CHANGES TO BSCP504 V19.1 CONFORMED: SECTION 1.2 – SEE BELOW:

SECTION 1.1 WILL NOT BE IMPACTED BY CP1253

1.2 Main Users of Procedure and their Responsibilities

This BSC Procedure should be used by Suppliers and their agent(s) (including MOAs, NHHDAs and NHHDCs), the Supplier Volume Allocation Agent (SVAA), and each LDSO).

1.2.1 Non-Half Hourly Data Collector Responsibilities

The appointment of a NHHDC in SMRS by the Associated Supplier to a SVA MS is effective from a specified calendar day. From that calendar day onwards the NHHDC is responsible for all Settlement Days (SDs) within the period of its Associated the Supplier's registration, until superseded by a new NHHDC, providing there is no Change of Measurement Class (CoMC) from Non-Half Hourly (NHH) to Half Hourly (HH) metering or vice versa. If there is a CoMC, there will be no transfer in responsibility or historic data from the old NHHDC to the new HHDC or vice versa.

The NHHDC shall use systems and processes approved in accordance with BSCP537 which are capable of processing the following:

- Positive and negative Meter advances;
- Positive and negative EACs and AAs;
- Positive and negative Daily profile coefficients.

These systems and processes must comply with all other applicable requirements set out in the Code, the Supplier Volume Allocation Rules, the Party Service Line (PSL) and its appendices and the relevant BSCP.

The NHHDC's system shall be set in accordance with Co-ordinated Universal Time (UTC) at least once every day.

The NHHDC shall provide data for any adjustments to Volume Allocation Runs required in accordance with BSCP11

The NHHDC shall record all meter readings collected or received for each SVA Metering System (relating to Import consumption and/or Export generation) for which it is responsible. Such meter readings may be:-

a. Collected as a regular schedule read;

b. Collected when a meter reading is obtained outside the collection schedule agreed by its Associated Supplier;

c. Collected by an outgoing Non-Half Hourly Data Collector and passed to the incoming Non-Half Hourly Data Collector as the change of Supplier meter reading;

d. Received when Customer own meter readings are provided by its Associated Supplier or Customer;

e. Received when prepayment meter readings are provided by its Associated Supplier;

f. Deemed readings established on appropriate occasions;

g. Received when initial or final readings are provided by the Associated Meter Operator Agent or related LDSO;

h. Received when final readings are provided by the incoming NHHDC on a change of Supplier; and

i. Received when estimates of a change of Supplier read generated by the old Supplier are provided by its Associated Supplier.

The NHHDC shall ensure that, for each SVA Metering System for which it is responsible, the metering data for Settlement and for use by the LDSO is retrieved from the SVA Metering System, and is validated, processed and transmitted to its Associated NHHDA and the relevant LDSO, in each case using systems and processes so approved in accordance with BSCP537 and in time for the related Final Reconciliation Volume Allocation Run.

The NHHDC shall ensure:-

a. That the Metering System and register being read are the ones intended to be read.

b. The Settlement register reading shown on the display of the Metering System is the value that is entered into Settlement i.e. data integrity exists between the readings obtained remotely and readings obtained locally.

c. That readings used for Settlement purposes are passed from the Metering System to the NHHDC, logically unchanged, and that suitable controls are in place such that the final format of the data and the manner in which it is interpreted are consistent and accurate.

SECTIONS 1.3 – 3.1 WILL NOT BE IMPACTED BY CP1253

CP1253 REDLINE CHANGES TO BSCP504 V19.1 CONFORMED: SECTION 3.2.7.4 – SEE BELOW:

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.3	On date of change of LDSO	Where actual Meter register reading required:				
		Send request to obtain an actual Meter register reading.	Supplier.	Old NHHDC.	D0170 Request for Metering System Related Details	Electronic or other method, as agreed.
		The old NHHDC will obtain a Meter register reading where instructed by the Supplier.	Old NHHDC.			Internal Process.
		Otherwise:				
		If an appropriate Customer own reading has been received, provide this.	Supplier.	Old NHHDC.		
		The MOA may send a Meter register reading to the old NHHDC.	MOA.	Old NHHDC.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.2.7.4	Following date of change of LDSO	Select the final reading for old MSID[1].	Old NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
		Process and validate the Meter register reading.				

[1] ~~The order of precedence is as follows: Remote reading, MOA final, NHHDC, Customer own reading~~

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.5	If invalid Meter register reading	Produce and send an Invalid Data Report.	Old NHHDC.	Supplier, old LDSO.		Electronic or other method, as agreed.
3.2.7.6	On receipt of Invalid Data Report.	Send a request to the old NHHDC to provide a Meter register reading to replace the invalid one already received.	Supplier.	Old NHHDC.		Electronic or other method, as agreed.
3.2.7.7	Following 3.2.7.6	The old NHHDC will collect a Meter register reading, based on the request from the Supplier. Return to 3.2.7.4	Old NHHDC.			Internal Process.
3.2.7.8	If valid Meter register reading obtained for date of change of LDSO	Produce and send Valid Data Report.	Old NHHDC.	Supplier, old LDSO.	D0010 Meter Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.2.7.9	If valid Meter register reading not obtained for date of Change of LDSO	Calculate a final Deemed Meter Reading for the old MSID Send this Deemed Meter Reading.	Old NHHDC. Old NHHDC.	Supplier, old LDSO,	Appendix 4.5 – Deemed Meter Advance D0010 Meter Readings Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process. Electronic or other method, as agreed.
3.2.7.10	Within 10WD of 3.2.7.9	Send final Meter register reading (whether actual or deemed) for old MSID. This shall be used as the initial Meter reading for the new MSID.	Old NHHDC	New NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.11	Once final Meter reading for Old MSID received	Send this Meter reading	New NHHDC	New LDSO	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.12	If no Meter reading provided by 10WD after change of LDSO	Request final Meter reading for old MSID.	New NHHDC	Old NHHDC, Supplier		Post / Fax / Email
3.2.7.13	Following 3.2.7.12	Send final Meter reading for old MSID. This shall be used as the initial Meter reading for the new MSID.	Old NHHDC, Supplier	New NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.14	Once final Meter reading for Old MSID received	Send this Meter reading	New NHHDC	New LDSO	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.15	At least 10WD after 3.2.7.12 and no more than 12 months after 3.2.7.12, if no final Meter reading has been received for old MSID	Obtain Meter register reading, deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	New NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.7.16	Once Deemed Meter Reading has been calculated	Send this Deemed Meter Reading.	New NHHDC.	Supplier, new LDSO, Old NHHDC	D0010 Meter Readings Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.17	Following 3.2.7.16	Send Deemed Meter Reading	Old NHHDC	Old LDSO	D0010 Meter Readings	Electronic or other method as agreed.

SECTIONS 3.3 – 3.6 WILL NOT BE IMPACTED BY CP1253

CP1253 REDLINE CHANGES TO BSCP504 V19.1 CONFORMED: SECTION 4.1 – SEE BELOW:

4.1 Site Checks of SVA Metering System - Site Visit Report.

The following checks shall be carried out by the NHHDC when visiting a site with a NHH SVA MS installed:

1. Any changes to site which could affect the Profile registered in SMRS

2. Energisation Status (i.e. on/off)

3. Number of Maximum Demand Register (MDR) Resets where appropriate

4. Zero reading on an MDR, if fitted

5. Whether the MDR is on full scale, if fitted

6. Any evidence of suspected faults to the SVA MS

7. Any evidence of damage to LDSO equipment

8. Whether any timeswitch is set to the incorrect time

9. Evidence of tampering with the SVA MS or LDSO equipment, particularly seals

10. Evidence of stopped meters (particularly zero advance on an occupied premises - refer to Appendix 4.2 - Validate Meter Data.)

11. Evidence of supply being taken when the meters are de-energised

12. That the time and date shown on the Meter are correct

The following checks shall be carried out by the NHHDC when remotely contacting a site with a NHH SVA MS installed:

1. Energisation Status (i.e. on/off)

2. Number of Maximum Demand Register (MDR) Resets where appropriate

3. Zero reading on an MDR, if fitted

4. Any evidence of suspected faults to the SVA MS

5. Whether any timeswitch is set to the incorrect time

6. That the time and date shown on the Meter are correct

For the avoidance of doubt, checks undertaken remotely are referred to as site visit checks and relate (where appropriate) to DTC data item J0024 'Site Vist Check Code'.

If the meter time and data collection system time differ by more than 20 seconds and less than 15 minutes then the outstation time shall be corrected by the data collection system. If the time differs by more than 15 minutes then NHHDC shall send a D0001 'Request Metering System Investigation' to NHHMOA.

The NHHDC shall receive and record cumulative meter readings and maximum demand readings from its Associated MOA following any change of meter detail, any fault rectification and any de-energisation or energisation of Metering Equipment.The NHHDC will report this information to the Supplier, LDSO, MOA, as appropriate via the Site Visit Report.

CP1253 REDLINE CHANGES TO BSCP504 V19.1 CONFORMED: SECTION 4.2 – SEE BELOW:

4.2 Validate Meter Data.

The minimum validation rules contained within BSCP504 apply equally for whether the reading to be validated lies after other valid Meter readings, before other Meter readings or between other Meter readings.

The validation requirements described below are the minimum requirements that the NHHDC shall carry out for each Settlement Register:

1. Check that where data is collected at site the Meter serial number for the MSID is the same as the serial number provided by the MOA for that MSID.

2. Check that the date of Meter reading is after the date of the last valid Meter reading.

   In the Change of Supplier scenario, where no Meter reading history has been received:

   - In the case of validating a Meter reading, using subsequent Meter readings, the date of the reading to be validated against will be before the date of the reading used to validate;

   - In the case of validating a Meter reading, using Meter readings either side, the date of the reading to be validated against will be between the date of the readings used to validate; and

   - The reading(s) used in validation will not have passed BSC Validation as there would have been nothing to validate these readings against.

3. Check for zero consumption, where the zero consumption/generation on the Meter register is not necessitated by the Time Pattern Regime, and if so:
   - 3.1 check for previous zero consumptions/generations,
   - 3.2 check for zero MD,
   - 3.3 check Site Visit Report.
   - 3.4 check whether Metering System is being settled on a zero EAC, for example, the Supplier is treating the site as Long Term Vacant.

   If zero explained by historical consumption, Site Visit Reports, Time Pattern Regime, or Metering System being settled on a zero EAC, then valid, otherwise invalid.

4. Check for negative consumption/generation and if so:
   - 4.1 check for Meter rollover
   - 4.2 check if the previous Meter register reading is a deemed reading and that the reading prior to the deemed reading is an actual Meter register reading, and that the current Meter register reading advance creates a positive consumption/generation with respect to the last actual Meter register reading

(i.e. obtained prior to the deemed reading), making allowance for any Meter register rollover (Appendix 4.1),

if so then reading valid, otherwise invalid

5. Check consumption/generation does not exceed twice the expected advance.
(using the EAC times the Profile Coefficient, or some other equivalent method.)
Where the reading to be validated does not come after other validated readings the expected advance may be calculated using either:

- the class average Estimated Annualised Consumption (EAC) times the profile coefficient or some other equivalent method, and the first Meter reading available; or

- the Annualised Advance (AA), determined from two readings either side of the reading to be validated, times the Profile Coefficient.

Note that where Profile Coefficients are not yet available they may be submitted by using the Profile Coefficients from the same period last year. If consumption/generation does exceed twice the expected advance, this Meter register reading will fail validation, except where it is caused by a seasonal register Time Pattern Regime. However, a facility to review all Meter register readings which fail validation will be available. Based on this review, the NHHDC may choose to set it to valid and the status may be altered, where good reason exists. If not exceeded then the Meter register reading is valid.

6. Compare actual and expected Meter register readings and identify missing and overdue Meter register readings, in particular meters that have not been read by the Final Reconciliation Volume Allocation Run.

7. Check that the number of MD resets is not greater than one since the last time that the MD was reset by a person authorised by the NHHDC. Where the number of resets is unexplained, the Meter register reading(s) recording energy remain valid unless invalid for a separate reason.

8. For multi-register meters check that all registers have the same date of reading.

9. ~~For remote readings~~ Tthe NHHDC must inform the MOA of any error flags received from the Meter and record the reasons for accepting any error flagged data into Settlements.

10. The validation must retain the original value, the initial validation flag, the reason for failure where the flag is invalid and the reason for changing the status to valid.

SECTIONS 4.3 – (END OF DOCUMENT) WILL NOT BE IMPACTED BY CP1253