



CP1340 Attachment – BSCP537 Appendix 1 v8.1 conformed redlined v0.6

The following extracts from BSCP537 Appendix 1 v8.1 conformed show the redlined changes required to deliver the changes describe in CP1340.

Pages 1- 6 are not impacted by CP1340.

Page 7 requires the following amendment

Director Sign off page

NAME OF APPLICANT:

Qualified Person:

Except for the matters detailed below (delete if not applicable), having made appropriate enquiries of other directors and officials of the organisation, we confirm that:

1. the BSC Qualification Documentation (SAD) in respect of the above service is true, complete and accurate and not misleading because of any omission or ambiguity or for any other reason; and
2. in our opinion, the arrangements as documented are adequate and appropriate for that service.

Please detail any exception here:

Approved by

Print Name

Signature

Position

Date

Note: The SAD should be authorised by a registered Director of the company (~~verifiable with Companies House~~) for and on behalf of their company in respect of Qualification issues.

Section 1 to Section 8.1.14 is not impacted by CP1340.

Amend Section 8.1.15 as follows

Question	Guidance	Response	Evidence
<p>8.1.15 What controls and procedures do you have in place to ensure that the requirements of BSCP533 are met?</p>	<p>The response should address the following:</p> <ol style="list-style-type: none"> 1) Calculations are in accordance with the calculation guidelines specified in BSCP533 Appendix B PARMS Calculation Guidelines 2) Data submissions to PAA@elexon.co.uk are made in accordance with the timetable specified in BSCP533 3) Data is submitted in the required file format specification (in accordance with BSCP533 Appendix A PARMS Data Provider File Formats) 4) Controls in place for data validity and completeness <p>Demonstration of a full understanding of, and capability to fulfil, the obligations and requirements of PARMS.</p>		

Section 8.1.16 to Section 9.1.7 is not impacted by CP1340.

Amend Section 9.1.8 as follows

Question	Guidance	Response	Evidence
<p>9.1.8 What controls and procedures do you have in place to ensure that the requirements of BSCP533 are met?</p>	<p>The response should address the following:</p> <ol style="list-style-type: none"> 1) Calculations are in accordance with the calculation guidelines specified in BSCP533 Appendix B PARMS Calculation Guidelines 2) Submissions are in accordance with the specified timescales/calendar to PAA@elexon.co.uk<u>BSCP533</u> 3) Data is submitted in the required file format specification (in accordance with BSCP533 Appendix A PARMS Data Provider File Formats 4) Controls in place for data validity and completeness <p>Demonstration of a full understanding of, and capability to fulfil, the obligations and requirements of PARMS.</p>		

Section 9.1.9 to Section 9.1.11 is not impacted by CP1340.

9.2 Exception Management

Question	Guidance	Response	Evidence
<p>9.2.1 What procedures are in place for identifying, monitoring and resolving unprocessed data flows or notification exceptions arising in processing and other errors in order to ensure that service level requirements are met?</p>	<p>Within the requirements of the service there are a number of points at which delays in processing data could occur, which, if not addressed, could result in the timescale requirements, as set out in BSCP502 and PSL100, being exceeded. This could consequentially have an adverse impact on the quality of data used by other Party Agents or Parties in the Settlement process.</p> <p>The response should address the following areas:</p> <ol style="list-style-type: none"> 1. The internal reporting mechanisms you have in place to identify rejections, errors and backlogs in data processing on a daily basis. 2. The ongoing analysis performed to identify: <ol style="list-style-type: none"> a) All points of rejection/failure in data flow processing. b) All areas where backlogs may occur in processing e.g. where there are dependent data flows or where a manual review is required to validate data. 3. Management processes in place to monitor performance against the standards as set out in BSCP502 and PSL100. 4. Procedures setting out the action to be taken to resolve different exception types and provide guidance as to how to resolve underlying problems, which may be preventing a data 		

Question	Guidance	Response	Evidence
	<p>flow/notification from processing.</p> <p>5. A mechanism to capture any root causes of exceptions/problems should be established in order for preventative controls to be established or enhanced.</p> <p>As a minimum please ensure that the response to the above addresses actions surrounding the follow up of those data flows specified in question 9.1.1 above and also addresses the receipt of all types of Meter read.</p>		
<p>9.2.2 What procedures do you have in place to address any exceptions reported to the HHDC on the half hourly aggregation exceptions report received on a D0235 data flow (BSCP502 3.4.2)?</p>	<p>BSCP502 3.4.2 defines the requirements on the HHDC to investigate inconsistencies and rectify faults. The response should address the controls and procedures in place to resolve exceptions reported on the D0235 report. The response should address the following:</p> <ol style="list-style-type: none"> 1. The controls and processes in place to resolve any exceptions reported on the D0235 report, including procedures in place which specify the action to be taken for each error code reported. 2. Any additional methods used by the HHDC to report on and resolve exceptions. 3. Processes in place to monitor the level and type of exceptions received to facilitate root cause analysis. 		
<p>9.2.3 How do you ensure that the clocks on Half Hourly Meters are checked on a regular</p>	<p>The response should address the following areas:</p> <ol style="list-style-type: none"> 1. Controls in place to ensure the regular checking of Outstation clocks (this process may have been addressed in response to question 9.1.4 on 		

Question	Guidance	Response	Evidence
<p>basis and appropriate corrective action is taken if any errors are detected?</p>	<p>Meter data validation – where this is the case please provide a cross reference).</p> <ol style="list-style-type: none"> 2. Formal reporting of clock inaccuracies. 3. Formal rectification procedures. 4. Monitoring in place to ensure completeness and accuracy of action taken. 		
<p>9.2.4 What controls do you have in place to ensure that site visits are carried out completely, accurately and as per the timescales defined in BSCP502? (BSCP502 4.1.8 & Appendix 4.4)</p>	<p>BSCP502 4.1.8 stipulates that sites with polyphase Metering Systems should be visited at least annually and single phase at least at two yearly intervals to perform the checks described.</p> <p>The response should address the controls and procedures in place to ensure the following:</p> <ol style="list-style-type: none"> 1. Site visits are scheduled and carried out in all required circumstances within timescales as defined in the BSCP. 2. Site visits are carried out completely and accurately (with all required checks being made as defined in BSCP502 Appendix 4.1.8). 3. The local interrogation unit (IU) or hand held unit (HHU) is set to ensure agreement with UTC at least every week. 4. Information received back from a site visit is processed in a timely manner with all exceptions being followed up as required. 5. Monitoring over the completeness, accuracy and timeliness of the performance of site visits in line with the BSCP requirements. 		

Question	Guidance	Response	Evidence
<p>9.2.5 What controls do you have in place to ensure that manual Meter Advance Reconciliations (MARs) are performed completely, accurately and as per the timescales defined in BSCP502? (BSCP502 Appendix 4.7).</p>	<p>Meter Advance Reconciliations (MARs) should be performed at least every quarter for Metering Systems where the automatic cumulation/total consumption comparison (i.e. the mini-MAR as specified in BSCP502 Appendix 4.1.5) cannot be performed.</p> <p>The response should address the controls and procedures in place to ensure the following:</p> <ol style="list-style-type: none"> 1. Process and procedures should be in place to identify all Metering Systems that require a MAR to be performed, either an inventory or some form of identification on the systems should be available. 2. MARs are scheduled and performed as per the requirements specified in BSCP502 Appendix 4.7. 3. Appropriate checks are performed when using the Meter register readings taken during any site visit. 4. MARs are calculated accurately as per the requirements in BSCP502. 5. Reports are produced and sent to the relevant Supplier (MAR confirmation report, MAR failure report and MAR overdue report) and LDSO (Meter Advance Reconciliation report). 6. Appropriate actions are taken in response to the failure to perform a MAR (action taken to identify the cause of the failure and subsequent MARs performed). 7. Follow up of any exceptions identified in the 		

Question	Guidance	Response	Evidence
	completion of the MAR process.		
<p>9.2.6 What controls do you have in place to ensure that proving tests are performed in all the circumstances and timescales as defined by BSCP502 3.2.4.5 and Appendix 4.6?</p>	<p>The HHDC agent is required to perform Proving Tests at the request of the Meter Operator Agent. BSCP502 3.5 specifies the procedures to be used for different proving methods. Appendix 4.6 sets out, the circumstances in which a proving test will be required, the methods which can be used, the timescales to be applied and the actions to be taken with exceptions. Your response should address the end to end procedures and controls in place to cover the following:</p> <ol style="list-style-type: none"> 1. Appropriate scheduling of proving tests to ensure that proving tests are carried out on both main and check Metering Systems in all the circumstances defined in BSCP502 Appendix 4.6 where the HHDC knows that a proving test should have been performed (due to one of the circumstances set out in BSCP502 Appendix 4.6 arising) then the HHDC is required to report this to the MOA and the Supplier. 2. Monitoring controls to review the completeness over scheduling of proving tests. 3. Utilisation of an appropriate proving method (BSCP502 3.5 & Appendix 4.6.2). 4. Adherence to defined timescales for testing and re-testing (BSCP502 Appendix 4.6.5). 5. Monitoring controls to review the completeness over actioning of proving tests and adherence to timescales. 		

Question	Guidance	Response	Evidence
	<p>6. Controls to ensure appropriate action is taken upon failed / incomplete proving tests (BSCP502 Appendix 4.6.6 & 4.6.7).</p>		
<p>9.2.7 How do you ensure that within two working days of detecting consumption on de-energised metering, the HHDC reports any detection to the Supplier and Meter Operator Agent as per BSCP502 3.4.1.6?</p>	<p>The response should detail the controls in place to ensure:</p> <ol style="list-style-type: none"> 1. Complete reporting via a D0001 data flow to Supplier and the relevant Meter Operator Agent of any consumption detected on a de-energised Metering System (BSCP502 3.4.1.6). 2. Accurate and timely follow up of subsequent instructions received from the Supplier on a D0005 data flow – instruction on action. 		
<p>9.2.8 What procedures do you have in place to proactively monitor and improve the standards of quality of the data (both standing data and Meter reads) used by your Agency Service?</p>	<p>The response should address the following areas:</p> <ol style="list-style-type: none"> 1. Processes in place to measure and report upon data quality, (including what data quality is measured against and how you would identify an improvement or decline in the quality of data used by your Party Agent service). 2. Review of data quality statistics by senior management. 		
<p><u>9.2.9 How have you demonstrated that your systems are appropriate to communicate with Metering equipment in accordance with</u></p>	<p><u>The HHDC agent is required to perform protocol and testing. BSCP601 sets out the tests and requirements relating to Metering equipment protocols</u></p>		

Question	Guidance	Response	Evidence
<u>BSCP601</u>			

Section 9.3 to 10.1.3 is not impacted by CP1340.

Amend Section 10.1.4 as follows

Question	Guidance	Response	Evidence
10.1.4 What controls and procedures do you have in place to ensure that the requirements of BSCP533 are met?	<p>The response should address the following:</p> <ol style="list-style-type: none"> 1. Calculations are in accordance with the calculation guidelines specified in BSCP533 Appendix B PARMS Calculation Guidelines 2. Submissions are in accordance with the specified timescales/calendar to PAA@elexon.co.uk<u>BSCP533</u> 3. Data is submitted in the required file format specification (in accordance with BSCP533 Appendix A PARMS Data Provider File Formats) 4. Controls in place for data validity and completeness 5. Demonstration of a full understanding of, and capability to fulfil, the obligations and requirements of PARMS. 		

Section 10.1.5 to Section 11.1.3 is not impacted by CP1340.

Amend Section 11.1.4 as follows

Question	Guidance	Response	Evidence
<p>11.1.4 What controls and procedures do you have in place to ensure that the requirements of BSCP533 are met?</p>	<p>The response should address the following:</p> <ol style="list-style-type: none"> 1. Calculations are in accordance with the calculation guidelines specified in BSCP533 Appendix B PARMS Calculation Guidelines 2. Submissions are in accordance with the specified timescales/calendar to PAA@elexon.co.uk<u>BSCP533</u> 3. Data is submitted in the required file format specification (in accordance with BSCP533 Appendix A PARMS Data Provider File Formats 4. Controls in place for data validity and completeness 5. Demonstration of a full understanding of, and capability to fulfil, the obligations and requirements of PARMS. 		

Section 11.1.5 to Section 12.1.4 is not impacted by CP1340.

Amend Section 12.1.5 as follows

Question	Guidance	Response	Evidence
<p>12.1.5 What controls and procedures do you have in place to ensure that the requirements of BSCP533 are met?</p>	<p>The response should address the following:</p> <ol style="list-style-type: none"> 1. Calculations are in accordance in with the calculation guidelines specified in BSCP533 Appendix B PARMS Calculation Guidelines 2. Submissions are in accordance with the specified timescales/calendar to PAA@elexon.co.uk<u>BSCP533</u> 3. Data is submitted in the required file format specification (in accordance with BSCP533 Appendix A PARMS Data Provider File Formats) 4. Controls in place for data validity and completeness 5. Demonstration of a full understanding of, and capability to fulfil, the obligations and requirements of PARMS. 		

Section 12.1.6 to Section 13.1.4 is not impacted by CP1340.

Amend Section 13.1.5 as follows

Question	Guidance	Response	Evidence
<p>13.1.5 What controls and procedures do you have in place to ensure that the requirements of BSCP533 are met?</p>	<p>The response should address the following:</p> <ol style="list-style-type: none"> 1. Calculations are in accordance with the calculation guidelines specified in BSCP533 Appendix B PARMS Calculation Guidelines 2. Submissions are in accordance with the specified timescales/calendar to PAA@elexon.co.uk<u>BSCP533</u> 3. Data is submitted in the required file format specification (in accordance with BSCP533 Appendix A PARMS Data Provider File Formats) 4. Controls in place for data validity and completeness 5. Demonstration of a full understanding of, and capability to fulfil, the obligations and requirements of PARMS. 		

Section 13.1.6 to Section 14.1.4 is not impacted by CP1340.

Amend Section 14.1.5 as follows

Question	Guidance	Response	Evidence
<p>14.1.5 What controls and procedures do you have in place to ensure that the requirements of BSCP533 are met?</p>	<p>The response should address the following:</p> <ol style="list-style-type: none"> 1. Calculations are in accordance with the calculation guidelines specified in BSCP533 Appendix B PARMS Calculation Guidelines 2. Submissions are in accordance with the specified timescales/calendar to PAA@elexon.co.uk<u>BSCP533</u> 3. Data is submitted in the required file format specification (in accordance with BSCP533 Appendix A PARMS Data Provider File Formats) 4. Controls in place for data validity and completeness 5. Demonstration of a full understanding of, and capability to fulfil, the obligations and requirements of PARMS. 		

Section 14.1.6 to Section 15 is not impacted by CP1340.

Add new Section 15.1.5 as follows

15.1 Business processes and mitigating controls

Question	Guidance	Response	Evidence
<p>15.1.1 How do you ensure that you have a complete record for each Metering System and that this is updated for all changes?</p>	<p>BSCP06 section 1.5.2 (a) sets out the details of information that should be recorded for each Metering System. In addition the CVA MOA will receive a number of communications from other Parties as follows:</p> <ol style="list-style-type: none"> 1. The MSID for a Metering System on registration of a new Metering System (BSCP20 3.1.6 and 3.8.16). 2. BSCP20/4.8 form from the Registrant appointing new CVA MOA (BSCP20 3.4). 3. Communications from CDCA with respect to MTD changes and proving tests. <p>The response should address the following areas:</p> <ol style="list-style-type: none"> a) An inventory of all Metering Systems installed should be maintained which specifies all Metering System technical details – where relevant this should be supported by the appropriate certificates and paper work (e.g. CT/VT certificates) and an audit trail should be provided from the inventory to the physical documentation. b) All received forms/notifications should be identified, reviewed and authorised prior to 		

Question	Guidance	Response	Evidence
	<p>response.</p> <ul style="list-style-type: none"> c) Procedures should be in place to ensure that the inventory is updated for all changes (either as notified by other Parties or as a result of information gathered by field operators). d) Expected data/information to be received from site visits should be measured against actual data/information received. e) Scheduled work/site visits should be monitored against actual work/site visits performed. f) Evidence should be retained as to who received any form/notification, when and what was updated to the CVA MOA inventory. g) Controls should be in place to ensure that the appropriate action for each request or provision of data is taken, all instructions/communications should be logged and progress monitored to ensure they are actioned in a timely manner. 		
<p>15.1.2 How do you ensure that any changes made to Metering System technical details are updated to the CDCA?</p>	<p>BSCP20 3.5 and BSCP06 section 1.5.4 require the CVA MOA to update the CDCA using form BSCP20/4.3 of any changes to Metering System technical details or energisation status and where relevant to provide Meter reads and proving test dates in accordance with BSCP02.</p>		

Question	Guidance	Response	Evidence
	<p>The response should address the following areas:</p> <ol style="list-style-type: none"> 1. The authorised person is required to sign the form (BSCP38). 2. Procedures should specify the action to be taken to ensure that the form is sent to the CDCA within the required timescale. 3. Controls should be in place to ensure that data sent (regardless of method) has been sent to the appropriate recipient, has been authorised for sending and potentially any acknowledgement received has been checked. 		
<p>15.1.3 How do you ensure that all installed Metering Systems either conform to the metering Code of Practice or that an appropriate Metering Dispensation has been obtained?</p>	<p>The response should address the following areas:</p> <ol style="list-style-type: none"> 1. Controls should be in place to identify Metering Systems that require a dispensation and to monitor the expiry dates of any dispensations held. 2. An inventory of all Metering Systems that have a dispensation should be maintained which specifies the duration of each. 		
<p>15.1.4 How have you ensured that you have appropriate audit trails in place?</p>	<p>The systems should be capable of reporting (or archived information should be stored so that it is available for enquiry) sufficient information so as to enable a user to obtain, in a timely fashion any changes to standing data held or used by the system (this will also be applicable to a paper based system).</p> <p>The audit trail and archiving requirements for CVA MOA Agents are set out in PSL100 sections 10.2 and</p>		

Question	Guidance	Response	Evidence
	10.3.		
<p><u>15.1.5 What controls and procedures do you have in place to ensure that the requirements of BSCP533 are met?</u></p>	<p>The response should address the following:</p> <p><u>5) Calculations are in accordance in with the calculation guidelines specified in BSCP533 Appendix B.</u></p> <p><u>6) Submissions are in accordance with BSCP533.</u></p> <p><u>7) Data is submitted in the required file format specification (in accordance with BSCP533 Appendix A PARMs Data Provider File Formats and BSCP533 Appendix B).</u></p> <p><u>8) Controls in place for data validity and completeness.</u></p> <p><u>Demonstration of a full understanding of the obligations and requirements of PARMs.</u></p>		
<p>15.1.56 How have you ensured that you can meet the data retention requirements set out in BSC Section U1.6 and PSL100 Sections 10.2 and 10.3</p>	<p>Section U1.6 sets out the requirements on Parties and their Party Agents to retain Settlement Data for:</p> <ol style="list-style-type: none"> 1. 28 months after the Settlement Day to which it relates on-line; 2. Until the date 40 months after the Settlement Day to which it relates in an archive; and 3. At the request of the Panel, for more than 40 months if needed for an Extra Settlement 		

Question	Guidance	Response	Evidence
	<p>Determination.</p> <p>The response should address the following:</p> <ul style="list-style-type: none"> a) Controls to ensure that any archived data can be retrieved within 10 Business Days. b) Systems and procedures to ensure that all data that is retained is in a form in which the data can be used in carrying out a Settlement Run or Volume Allocation Run. 		
<p>15.1.67 What controls do you have in place to ensure that all commissioning tests are conducted to meet the requirements detailed in CoP 4, Appendix A?</p>	<p>The response should address the following areas:</p> <ul style="list-style-type: none"> 1. Controls and procedures should be in place to identify all circumstances where a commissioning test is required. 2. All commissioning tests are performed in a timely manner (e.g. where applicable, prior to registration). 3. All relevant documentation is retained and is available for retrieval. 4. Transfer of documentation to the new SVA HHMOA on CoA. 5. Commissioning tests performed meet the requirements detailed in CoP 4, Appendix A. 		
<p>15.1.78 What procedures are in place for the registering of sealing pliers and</p>	<p>PSL100 section 1.5.3 (c) requires the CVA MOA to provide a sealing service.</p> <p>The response and supporting evidence must include:</p>		

Question	Guidance	Response	Evidence
maintaining a register of seals applied for individual CVA Metering Systems?	<ol style="list-style-type: none"> 1. Evidence that a company specific identifier has been requested from BSCCo for sealing pliers; 2. Procedures for maintaining a register of sealing pliers for individual pairs of sealing pliers; and 3. Procedures for maintaining a register of seals applied for each CVA Metering System. 		

Section 15.2 to Section 18.1.5 is not impacted by CP1340.

Amend Section 18.1.6 as follows

Question	Guidance	Response	Evidence
18.1.6 What controls and procedures do you have in place to ensure that the requirements of BSCP533 are met?	<p>The response should address the following:</p> <ol style="list-style-type: none"> 1. Calculations are in accordance with the calculation guidelines specified in BSCP533 Appendix B PARMS Calculation Guidelines 2. Submissions <u>are</u> in accordance with the <u>specified timescales/calendar to PAA@elexon.co.uk</u> BSCP533 3. Data is submitted in the required file format specification (in accordance with BSCP533 Appendix A PARMS Data Provider File Formats) 4. Controls in place for data validity and completeness 5. Demonstration of a full understanding of, and capability to fulfil, the obligations and 		

Question	Guidance	Response	Evidence
	requirements of PARMS.		

Section 18.1.7 to the end of the document is not impacted by CP1340.