Redlined Extract from BSCP502 showing changes proposed by DCP0011

1.1   **Purpose and Scope of the Procedure**
NO CHANGE PROPOSED TO THIS SECTION

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

This BSC Procedure should be used by Suppliers and their agent(s) (including Meter Operator Agents (MOAs), HHDAs and HHDCs), the SVA Agent, and by each Licensed Distribution System Operator (LDSO) and the Transfer Co-ordinator.

The HHDC shall perform the responsibilities and obligations set out in the Party Agent Service Line PSL1300 and this BSC Procedure for a SVA MS for all Settlement Days for which the HHDC is appointed by the Supplier in a SMRS.

The HHDC shall use Qualified systems and processes so approved in accordance with BSCP537 in carrying out the collection of data from SVA Metering Equipment.

The HHDC shall ensure that its systems and processes so approved in accordance with BSCP537 used for the purposes of collecting data have protocols for every meter type (including an Equivalent Meter) for which it is responsible.

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

On change of HHDC to a new HHDC or a new NHHDC and irrespective of whether there is a Change of Measurement Class (CoMC), the HHDC shall retain responsibility for data collected for all Settlement Days that he was appointed by the Supplier in SMRS.

The HHDC shall send active energy data to the HHDA in kWh and in clocktime.

Where the HHDC has not received data in sufficient time to enable it to fulfil its obligations as HHDC, it shall request from the Supplier or its agent that the data that has not been received be supplied forthwith.

The HHDC shall prepare and maintain plans that will enable the Supplier's obligations under the Code to continue to be met notwithstanding the expiry or termination of the HHDC's appointment as the HHDC. The plans, which the HHDC undertakes to implement on any such expiry or termination, will include the transfer of data and other information to an incoming HHDC appointed by the Supplier in accordance with sections 3.2.4 and 3.2.7 of this BSCP.

On expiry or termination of the HHDC's appointment as HHDC in respect of a SVA MS the outgoing HHDC shall continue to retain data and support the Trading Disputes process, as specified in 10.2 and 10.3 of PSL100, for all Settlement Days that he was appointed by the Associated Supplier in SMRS.

The HHDC shall maintain and use records (as updated from time to time) of the Meter Technical Details (MTD), including energisation status received from the

MOA (or MA for an Equivalent Meter) for each meter and communication system comprising each SVA MS for which it is responsible, together with access and site location details in respect of all such SVA MSs.

The HHDC shall have the capability to collect and record all Meter Period Value data for Reactive Power (with associated alarms), cumulative readings and maximum demand readings by Meter register that are required for the LDSO.

The HHDC's system shall be capable of receiving, processing and transmitting all required data accurately and within the timescales agreed by the Panel, Suppliers and LDSOs, and shall be capable of supporting metered data (processed and unprocessed) and associated standing data for all SVA MS Numbers for which the HHDC is appointed (with allowance for growth) for the retention periods specified.

The HHDC must only provide Suppliers with data relating to SVA MSs against which the Suppliers are contracted with the HHDC, and must ensure that LDSOs are not provided with data relating to SVA MSs supplied by the distribution networks of other LDSOs.

Where the same Metering Equipment (ME) is being utilised for the measurement of the Import and/or Export Active Energy for more than one MSID at a site, the Supplier(s) shall ensure that the same MOA is appointed for all of the MSIDs involved to comply with the requirements of the Code. Similarly, where a common Outstation is being utilised for the Import and/or Export Active Energy for more than MSID, the Supplier(s) shall ensure that the same HHDC is appointed for all of the MSIDs involved. These obligations shall be fulfilled by mutual agreement between the Suppliers involved, except in the case of there being an Import Supplier and an Export Supplier where the obligation rests with the Export Supplier to appoint the same agent(s) as the Import Supplier.

1.3 Use of the Procedure

NO CHANGE PROPOSED TO THIS SECTION

1.4 Balancing and Settlement Code Provision

This BSC Procedure has been produced in accordance with the provisions of the Balancing and Settlement Code (BSC). In the event of an inconsistency between the provisions of this BSC Procedure and the Code, the provisions of the Code shall prevail.

The requirements of HHDCs under the Code can be found in BSC Sections J 'Party Agents' and S 'Supplier Volume Allocation'. An overview of these requirements is as follows:

The functions of a HHDC are defined in BSC Section J as follows: to retrieve, validate and process metering data from Half Hourly Meters and Equivalent Meters in respect of SVA Metering Equipment in accordance with the provisions of Section S.

HHDCs are subject to the Accreditation Requirements and the Certification Requirements of Section J.

The principal functions of a HHDC are defined in S2.3.1 as:

(a)   to collect metered data;

(b)   to validate data and provide reports;

(c)   to enter validated metered data into the relevant data collection system;

(d)   to maintain relevant standing data;

(e)   to undertake Meter Advance Reconciliation to reconcile half hourly energy values with meter advances;

(f)   to sum register level data to produce SVA Metering System level data;

(g)   to provide SVA Metering System level data to the relevant Half Hourly Data Aggregator; and

(h)   to provide validated metered data and SVA Metering System reports to the relevant Supplier and the relevant Distribution System Operator.

1.5   Associated BSC Procedures[1]

- BSCP01   Overview of Trading arrangements
- BSCP11   Trading Queries and Trading Disputes
- BSCP32   Metering Dispensation
- BSCP68   Transfer of Registration between CMRS and SMRS
- BSCP503   Half Hourly Data Aggregation for Metering Systems Registered in SMRS
- BSCP504   Non-Half Hourly Data Collector for SVA Metering Systems Registered in SMRS
- BSCP508   Supplier Volume and Allocation Agent
- BSCP514   SVA Meter Operations for Metering Systems Registered in SMRS
- BSCP520   Unmetered Supplies Registered in SMRS
- BSCP537   Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs
- BSCP550   Shared SVA Metering Arrangement of Half Hourly Import and Export Active Energy

1.6   Acronyms and Definitions

1.6.1   Acronyms
NO CHANGE PROPOSED TO THIS SECTION

1.6.2   Definitions
NO CHANGE PROPOSED TO THIS SECTION

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[1] From 23 August 2007, this BSCP shall be associated with BSCP537 'Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs'.

2   This Section is no longer in use.

3   Interface and Timetable Information

3.1 MARKET DATA ACTIVITIES.

3.1.1 SVAA sends Market Domain Data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.1	If required.	Request MDD.	HHDC.	SVAA.	HHDC Id.	Electronic or other method, as agreed
3.1.1.2	When published by SVAA or within 1WD of request from HHDC.	Send MDD.	SVAA.	HHDC.[2]	D0269 Market Domain Data Complete Set. D0270 Market Domain Data Incremental Set. P0186 Half Hourly Default EAC. The HHDC shall record and use such MDD as is considered appropriate by the Panel (having regard to the HHDC's functions) and shall, in particular, use only MDD for those items in relation to which there is a MDD entry.[3]	Electronic or other method, as agreed. Manual Process.
3.1.1.3	Within 4 working hours of receipt of MDD.	Send acknowledgement that data has been received.	HHDC.	SVAA.	P0024 Acknowledgement.	Electronic or other method, as agreed.
3.1.1.4	If file not readable & / or not complete.	Send notification & await receipt of MDD.	HHDC.	SVAA.	P0035 Invalid Data.	Electronic or other method, as agreed.
3.1.1.5	After receiving notification.	Send corrected MDD. Return to 3.1.1.2.	SVAA.	HHDC.	Refer to 3.1.1.2 for data flows.	Electronic or other method, as agreed.

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[2] On receipt of any new MDD, the HHDC shall ensure that all MDD affecting the accuracy of Settlement which is manually entered by the HHDC shall be validated against the source data supplied by the SVAA to the HHDC by means of double entry keying before the data is recorded by the HHDC and used in performing its functions.
[3] In the event of any dispute as to whether an item of MDD is appropriate or, as the case may be, affects the accuracy of Settlement, the decision of the Panel shall be conclusive.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.6	As soon as possible after data in correct format.	Update records.	HHDC.[2]		The HHDC shall record and use such MDD as is considered appropriate by the Panel (having regard to the HHDC's functions) and shall, in particular, use only MDD for those items in relation to which there is a MDD entry.[3]	Internal Process.

3.2 REGISTRATION ACTIVITIES.

3.2.1 New connection or Registration Transfers from CMRS to SMRS [4] - metered supply.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.1	On appointment of new HHDC.	Send appointment details for MS, including start date and IDs of HHDA and MOA.	Supplier.	HHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms. D0289 Notification of MC/EAC/PC [5]. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
3.2.1.2	Upon receipt of SVA MS details.	Record SVA MS details. Validate SVA MS details received from the Supplier against MDD received from the SVAA.	HHDC.		Sufficient details of HHDC's appointment in respect of a SVA MS to enable the HHDC to perform its HHDC functions. These details shall include the relevant SVA MS Number and the Identifiers for the MOA and, as the case may be, the HHDA, the LDSO and the applicable GSP Group. The details shall also include the Settlement Days for which the HHDC and HHDA are appointed.	Internal Process.
3.2.1.3̶2̶	Within 5WD of the installation and commissioning of MS.	Send initial Meter register readings Send MTD and Energisation Status.	MOA.[6]	Supplier / HHDC / LDSO HHDC[6̶7]	D0010 Meter Readings. D0268 Half Hourly Meter Technical Details [8]. If site is complex, send Complex Site Supplementary Information Form. Refer to Appendix 4.8 Guide to Complex Sites.	Electronic or other method, as agreed.

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[4] If a Registration Transfer from CMRS, proceed in accordance with BSCP68, Section 3.2
[5] Refer to Appendix 4.2 for rules on when the EAC should be used by the HHDC for data estimation purposes.
[6] The MOA shall provide the energisation status at MS or feeder level. If the energisation status is provided at feeder level, the HHDC shall assume that the MS is de-energised if all feeders are de-energised, and energised if one or more feeders is energised.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.4 ~~3~~	On agreement of reading schedule with Supplier.	Send Meter reading schedule.	HHDC.	Supplier, LDSO	D0012 Confirmation of the Inclusion of the Metering Point in the Reading Schedules.	Electronic or other method, as agreed.
3.2.1.5 ~~4~~	From HHDC appointment start date.	Collect HH Metered Data.	HHDC.		Refer to Section 3.4.1.	Internal Process.
3.2.1.6 ~~5~~	In accordance with timescales in Appendix 4.6.	Prove MS.	MOA.	HHDC.	Refer to Appendix 4.6.	Electronic or other method, as agreed.

[7] The Half Hour Data Collector shall record energisation status at both Metering System and feeder level.

[8] Refer to Appendix 4.6 for the process to be undertaken when a D0268 is received by the HHDC and no proving test is initiated by the MOA.

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NO CHANGE PROPOSED TO THIS SECTION

3.2.3 Change of Supplier for an existing SVA Metering System (No Change of MOA, HHDC or HHDA).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.1	On appointment of HHDC.	Send appointment details of MS, including start date and IDs of HHDA and MOA.	New Supplier.	HHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms. D0289 Notification of MC/EAC/PC [5].	Electronic or other method, as agreed.
3.2.3.2	Upon receipt of SVA MS details.	Record SVA MS details. Validate SVA MS details received from the Supplier against MDD received from the SVAA.	HHDC.		Sufficient details of HHDC's appointment in respect of a SVA MS to enable the HHDC to perform its HHDC functions. These details shall include the relevant SVA MS Number and the Identifiers for the MOA and, as the case may be, the HHDA, the LDSO and the applicable GSP Group. The details shall also include the Settlement Days for which the HHDC and HHDA are appointed.	Internal Process.
3.2.3.3	On agreement of reading schedule with new Supplier.	Send Meter reading schedule.	HHDC.	New Supplier, LDSO	D0012 Confirmation of the Inclusion of the Metering Point in the Reading Schedules.	Electronic or other method, as agreed.
3.2.3.4	From HHDC appointment start date for new Supplier.	Collect HH Metered Data for new Supplier including an initial Meter reading.	HHDC.		Refer to Section 3.4.1.	Internal Process.
3.2.3.5	On termination of appointment of HHDC.	Send appointment termination date for MS.	Old Supplier.	HHDC.	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.~~6~~5	Within 10WD after end of HHDC appointment to old Supplier.	Complete HH Metered Data collection activities for the old Supplier.	HHDC.		Refer to Section 3.4.1.	Internal Process.

3.2.4 Change of HHDC for an existing SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.4.1	On appointment of new HHDC.	Send appointment details of MS, including start date and IDs of relevant HHDAs, MOA and old HHDC.	Supplier.	New HHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms. D0289 Notification of MC/EAC/PC [5]. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
3.2.4.2	Upon receipt of SVA MS details.	Record SVA MS details. Validate SVA MS details received from the Supplier against MDD received from the SVAA.	HHDC.		Sufficient details of HHDC's appointment in respect of a SVA MS to enable the HHDC to perform its HHDC functions. These details shall include the relevant SVA MS Number and the Identifiers for the MOA and, as the case may be, the HHDA, the LDSO and the applicable GSP Group. The details shall also include the Settlement Days for which the HHDC and HHDA are appointed.	Internal Process.
3.2.4.32	On appointment of new HHDC.	Send appointment termination date for MS.	Supplier.	Old HHDC.	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.
3.2.4.43	Within 5WD of notification of new HHDC.	Send MTD and details of any current faults.	MOA.	New HHDC.	D0002 Fault Resolution Report or Request for Decision on Further Action. D0268 Half Hourly Meter Technical Details [8]. If site is complex, send Complex Site Supplementary Information Form. Refer to Appendix 4.8 Guide to Complex Sites.	Electronic or other method, as agreed.
3.2.4.54	In accordance with timescales in Appendix 4.6.	Prove MS in accordance with the rules defined in Appendix 4.6.	MOA.	New HHDC.	Refer to Appendix 4.6.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.4.6~~5~~	On agreement of reading schedule with Supplier.	Send Meter reading schedule.	New HHDC.	Supplier, LDSO.	D0012 Confirmation of the Inclusion of the Metering Point in the Reading Schedules.	Electronic or other method, as agreed.
3.2.4.7~~6~~	From HHDC appointment start date.	Collect HH Metered Data, including an initial Meter reading.	New HHDC.		Refer to Section 3.4.1.	Internal Process.
3.2.4.8~~7~~	Before Final Reconciliation Volume Allocation Run[9].	Request 14 months of historic HH Metered Data	New HHDC.	Old HHDC.	D0170 Request for SVA Metering System Related Details.	Electronic or other method, as agreed.
3.2.4.9~~8~~	Within 5 WD of request for historic data.	Send historic HH Metered Data as available.	Old HHDC.	New HHDC.	D0036 Validated Half Hourly Advances for Inclusion in Aggregated Supplier Matrix.	Electronic or other method, as agreed.
3.2.4.10~~9~~	If required	Request final Meter read	New HHDC	Old HHDC		Letter/Fax/Email

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[9] The new HHDC should not send the D0170 flow prior to the HHDC Effective From Date on their D0155 'Notification of Meter Operator or Data Collector Appointment and Terms' flow received from their associated Supplier.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.4.11~~0~~	Within 5 WD of 3.2.4.9	Send final Meter read	Old HHDC	New HHDC	D0010 Meter Readings	Electronic or other method, as agreed.
3.2.4.12~~1~~	If there is a separate outstation (or integral outstation that does not provide a cumulative electronic reading) and within 10 WD of the later of the HHDC appointment start date and receipt of Meter Technical Details (unless physical read acquired through site visit within 10 WD of appointment start date); or if required by Supplier.	Request final physical Meter Read	New HHDC	Old HHDC	This reading is required for use in the Meter Advance Reconciliation process - Appendix 4.7 - Meter Advance Reconciliation[10].	Letter/Fax/Email
3.2.4.13~~2~~	Within 5 WD of 3.2.4.11	Send final physical Meter Read	Old HHDC	New HHDC	D0010 Meter Readings	Electronic or other method, as agreed.

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[10] This Meter Advance Reconciliation will require historic HH Metered Data from the old HHDC, and the new HHDC shall therefore ensure that step 3.2.4.7 is carried out in time for this data to be received.

3.2.5 Change of MOA (no change of SVA Metering System).

NO CHANGE PROPOSED TO THIS SECTION

3.2.6 Change of HHDA for an existing SVA Metering System.

NO CHANGE PROPOSED TO THIS SECTION

3.2.7 Concurrent Change of Supplier and HHDC for an existing SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.1	On appointment of new HHDC by new Supplier.	Send appointment details of MS, including start date and IDs of HHDA, MOA and old HHDC.	New Supplier.	New HHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms. D0289 Notification of MC/EAC/PC. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
3.2.7.2	Upon receipt of SVA MS details.	Record SVA MS details. Validate SVA MS details received from the Supplier against MDD received from the SVAA.	New HHDC.		Sufficient details of HHDC's appointment in respect of a SVA MS to enable the HHDC to perform its HHDC functions. These details shall include the relevant SVA MS Number and the Identifiers for the MOA and, as the case may be, the HHDA, the LDSO and the applicable GSP Group. The details shall also include the Settlement Days for which the HHDC and HHDA are appointed.	Internal Process.
3.2.7.32	On termination of appointment of old HHDC to old Supplier.	Send appointment termination date for MS.	Old Supplier.	Old HHDC.	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.
3.2.7.43	Within 10WD after end of old HHDC appointment to old Supplier.	Complete data collection activities for the old Supplier.	Old HHDC.		Refer to Section 3.4.1.	Internal Process.
3.2.7.54	Within 5WD of 3.2.7.3	Send MTD and details of any current faults.	MOA	New HHDC	D0002 Fault Resolution Report or Request for Decision on Further Action. D0268 Half Hourly Meter Technical Details. If site is complex, send Complex Site	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
					Supplementary Information Form. Refer to Appendix 4.8 Guide to Complex Sites.	
3.2.7.6~~5~~	In accordance with timescales in Appendix 4.6.	Prove MS.	MOA.	New HHDC.	Refer to Appendix 4.6.	Electronic or other method, as agreed.
3.2.7.7~~6~~	On agreement of reading schedule between new Supplier and new HHDC.	Send Meter reading schedule.	New HHDC.	Supplier, LDSO	D0012 Confirmation of the Inclusion of the Metering Point in the Reading Schedules.	Electronic or other method, as agreed.
3.2.7.8~~7~~	From appointment start date of new HHDC to new Supplier.	Collect HH Metered Data for new Supplier including an initial Meter reading.	New HHDC.		Refer to Section 3.4.1.	Internal Process.
3.2.7.9~~8~~	Before Final Reconciliation Volume Allocation Run [9]	Request 14 months of historic Metered Data	New HHDC.	Old HHDC.	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
3.2.7.10~~9~~	Within 5 WD of request for historic data.	historic HH Metered Data as available.	Old HHDC.	New HHDC.	D0036 Validated Half Hourly Advances for Inclusion in Aggregated Supplier Matrix.	Electronic or other method, as agreed.
3.2.7.11~~0~~	If required	Request final Meter read	New HHDC	Old HHDC		Letter/Fax/Email.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.12~~1~~	Within 5 WD of 3.2.7.10	Send final Meter read	Old HHDC	New HHDC	D0010 Meter Readings	Electronic or other method, as agreed.
3.2.7.13~~2~~	If there is a separate outstation (or integral outstation that does not provide a cumulative electronic reading) and within 10 WD of the later of the HHDC appointment start date and receipt of Meter Technical Details (unless physical read acquired through site visit within 10 WD of appointment start date); or if required by Supplier.	Request final physical Meter Read	New HHDC	Old HHDC	This reading is required for use in the Meter Advance Reconciliation process - Appendix 4.7 - Meter Advance Reconciliation[11].	Letter/Fax/Email.
3.2.7.14~~3~~	Within 5 WD of 3.2.7.11	Send final physical Meter Read	Old HHDC	New HHDC	D0010 Meter Readings	Electronic or other method, as agreed.

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[11] This Meter Advance Reconciliation will require historic HH Metered Data from the old HHDC, and the new HHDC shall therefore ensure that step 3.2.4.7 is carried out in time for this data to be received

3.3   METERING ACTIVITIES.

3.3.1   Change of Measurement Class from Non-Half Hourly to Half Hourly SVA Metering System, coincident with change of Supplier, HHDC, HHDA and MOA[12].

NO CHANGE PROPOSED TO THIS SECTION

3.3.2   Change of Measurement Class from Half Hourly to Non-Half Hourly SVA Metering System coincident with change of Supplier, NHHDC, NHHDA and MOA [13].

NO CHANGE PROPOSED TO THIS SECTION

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[12] This process can also be used where there is only a CoMC, not a coincident CoS and CoMC.
[13] This process can also be used where there is only a CoMC, not a coincident CoS and CoMC.

3.3.3 Energise a SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.3.1	Within 5WD of changing energisation status or Within 5WD of receipt of change of energisation status.	Send change of energisation status and the initial Meter register reading. Send change of energisation status and, if requested, the initial Meter register reading.	MOA [14].	Supplier, LDSO. HHDC	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.
3.3.3.2	Upon receipt of notification of SVA MS energisation status change.	Record notification by MOA or Supplier of SVA MSs which have been energised and the dates on which they were energised.	HHDC.		Details of SVA MSs which have been energised and the dates on which they were energised.	Internal Process.

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[14] If the LDSO carried out the energisation then the MOA shall only send the D0139 to the HHDC.

3.3.4 De-energise a SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
If MOA De-energises (LV MS)						
3.3.4.1	Within 3WD of request to de-energise MS from Supplier and before planned date for de-energisation.	Arrange with HHDC to collect HH Metered Data.	MOA.	HHDC.	D0005 Instruction on Action.	Electronic or other method, as agreed.
3.3.4.2	On date and time agreed in 3.3.4.1.	Collect HH Metered Data.	HHDC.		Refer to Section 3.4.1.	Internal Process.
3.3.4.3	Immediately following 3.3.4.2	Confirm HH Metered Data collection.	HHDC.	MOA.	The MOA will telephone the HHDC when the MOA is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.
3.3.4.4	Within 5WD of changing energisation status.	Send change of energisation status and final Meter register reading.	MOA.	HHDC, Supplier, LDSO.	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.
3.3.4.5	Upon receipt of notification of SVA MS energisation status change.	Record notification by MOA or Supplier of SVA MSs which have been de-energised and the dates on which they were de-energised.	HHDC		Details of SVA MSs which have been de-energised and the dates on which they were de-energised.	Internal Process.
If LDSO De-energises (HV MS)						
3.3.4.65	Within 2WD of agreeing date and time for de-energisation with LDSO MS and before planned date for de-energistion.	Arrange with HHDC to collect HH Metered Data.	MOA.	HHDC.	D0005 Instruction on Action.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.4.76	On date and time agreed in 3.3.4.5.	Collect HH Metered Data.	HHDC.		Refer to Section 3.4.1.	Internal Process.
3.3.4.87	Immediately following 3.3.4.6	Confirm HH Metered Data collection.	HHDC.	MOA.	The MOA will telephone the HHDC when the MOA is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.
3.3.4.98	Within 5WD of receipt of change of energisation status.	Send change of energisation status and, if requested, the final Meter register reading.	MOA.	HHDC.	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.
3.3.4.10	Upon receipt of notification of SVA MS energisation status change.	Record notification by MOA or Supplier of SVA MSs which have been de-energised and the dates on which they were de-energised.	HHDC.		Details of SVA MSs which have been de-energised and the dates on which they were de-energised.	Internal Process.

3.3.5   Disconnection[15] of a SVA Metering System following De-energisation.

NO CHANGE PROPOSED TO THIS SECTION

3.3.6   Reconfigure or Replace SVA Metering System - No Change of Measurement Class.

NO CHANGE PROPOSED TO THIS SECTION

3.3.7   This page has intentionally been left blank.

NO CHANGE PROPOSED TO THIS SECTION

3.3.8   Change of Measurement Class from Below 100kW to Above 100kW or Vice Versa.

NO CHANGE PROPOSED TO THIS SECTION

3.3.9   Change of Feeder Status – Energise Feeder[16].

NO CHANGE PROPOSED TO THIS SECTION

3.3.10 Change of Feeder Status – De-energise Feeder[16].

NO CHANGE PROPOSED TO THIS SECTION

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[15]   For Registration Transfers from SMRS to CMRS use process described in BSCP68, Section 3.1

[16] This process shall only be used for multi-feeder sites. Where a single feeder site is to be energised or de-energised, processes 3.3.1 or 3.3.2 shall be used as appropriate.

3.4 COLLECTION ACTIVITIES.

3.4.1 HHDC collects, validates and sends consumption data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.1	As appropriate.	Collect [17] and validate HH Metered Data and check items at site.	HHDC.		Refer to Appendix 4.1, Appendix 4.2, Appendix 4.3, and where relevant Appendix 4.7.	Internal Process.
3.4.1.2	Not less than once every calendar month.	In respect of de-energised SVA MSs where communications equipment is available on site, attempt remote data collection.	HHDC.			Internal Process.
3.4.1.3	Annually.	In respect of de-energised SVA MSs which do not include communications equipment or for which the communications equipment is not functioning correctly, make a site visit to attempt data collection.	HHDC.			Internal Process.
3.4.1.42	Following visiting site and in accordance with timescales in Appendix 4.1 and 4.7.	Provide relevant reports.	HHDC.	SFIC. Supplier, MOA. Supplier, MOA and (if requested) LDSO.	Refer to Appendix 4.1 and where relevant Appendix 4.7. D0135 Report Possible Safety Problem. D0136 Report to Supplier of Possible Irregularity. D0008 Meter Advance Reconciliation Report in accordance with Appendix 4.7.	Electronic or other method, as agreed.

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[17] The HHDC shall retrieve data from the Meter as soon as possible before historical data is overwritten.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.5~~3~~	When fault suspected with metering or communications equipment.	Investigate and report any faults detected.	HHDC.		Refer to Section 3.4.2.	Internal Process.
3.4.1.6~~4~~	Within 2 WD of detecting consumption on de-energised metering or if maximum permissible energy exceeds that allowed.	Report any consumption detected on de-energised metering and escalate any occurrences where the energy recorded, for any Settlement Period, exceeds the maximum permissible on energised metering.	HHDC.	Supplier, MOA.	Refer to Appendix 4.1 D0001 Request Metering System Investigation.	Internal Process. Electronic or other method, as agreed.
3.4.1.7~~5~~	When maximum permissible energy exceeds that allowed.	Send notification of action to be taken.	Supplier.	HHDC.	D0005 Instruction on Action. The HHDC will be instructed to validate the actual data or to replace the actual data with estimated successfully validated data.	Electronic or other method, as agreed.
3.4.1.8~~6~~	Following 3.4.1.5.	Undertake action requested by Supplier or if no response provided by Supplier apply the rules defined in Appendix 4.1.	HHDC.			Internal Process.
3.4.1.~~7~~9	If no response received from Supplier and following 3.4.1.6.	Report any occurrences where estimated consumption data used because energy recorded exceeds that allowed and Supplier has not provided an appropriate course of action.	HHDC.	BSCCo.	P0208 Estimation Due To High Energy Recorded.	Manual.
3.4.1.10~~8~~	Where required.	Provide operational data or additional information where the exceptions identified in Appendix 4.2 are met.	Supplier.	HHDC.	In accordance with Appendix 4.2.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.11 ~~9~~	When data is invalid or cannot be retrieved or if requested by Supplier to estimate consumption or if energy exceeds that allowed by more than the limit defined in 3.4.1.6.	Estimate consumption data. Send estimated consumption data report.	HHDC.	Supplier, LDSO.	Refer to Appendix 4.2. D0022 Estimated Half Hourly Data Report.	Internal Process. Electronic or other method, as agreed.
3.4.1.12 ~~10~~	As agreed with Supplier and prior to next Volume Allocation Run and if requested by Supplier to use data following 3.4.1.5.	Validate consumption data (actual and estimated). Send valid consumption data (including data for Unmetered Supplies).[18]	HHDC.[19]	HHDA. Supplier, LDSO[20].	Refer to Appendix 4.1. D0036 Validated Half Hourly Advances for Inclusion in Aggregated Supplier Matrix. D0036 Validated Half Hourly Advances for Inclusion in Aggregated Supplier Matrix. AND/OR D0275 Validated Half Hourly Advances.	Internal Process. Electronic or other method, as agreed.

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[18] The HHDC shall transfer the complete active data for a SVA MS Number to the HHDA to enable the Supplier to meet its obligations under the SVAA Calendar. The HHDC shall send to the HHDA:
    (i) for the Initial Volume Allocation, data for all Meter Period Values for all SVA MS Numbers, which data may be actual or estimated; and
    (ii) for reconciliations subsequent to Initial Volume Allocation, updates of this data where the data has changed.
[19] The HHDC shall provide data for a re-run authorised and timetabled by the Panel, as required.
[20] The dataflow(s) to be used shall be those as agreed between the sender and recipients.

3.4.2 HHDC investigates inconsistencies.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.2.1	As soon as aware of inconsistency.	Send notification of inconsistencies, invalid data, faulty metering, invalid MTD or request investigation.	HHDA. LDSO or Supplier as appropriate. MOA.	HHDC.		Electronic or other method, as agreed.
3.4.2.2	As soon as possible after 3.4.2.1.	Investigate problem and if appropriate send request to investigate suspect metering. The HHDC shall confirm that the SVA MS Number is registered to the MOA submitting the fault report.	HHDC.	MOA as appropriate.	D0001 Request Metering System Investigation.	Electronic or other method, as agreed.
3.4.2.3	Within 5 WD of receipt of request.	Investigate suspect metering and send report of findings.	MOA.	HHDC.	D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
3.4.2.4	As soon as possible after 3.4.2.2.	Report resolution of problem	HHDC.	Supplier, LDSO as appropriate.	D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
3.4.2.5	As soon as possible after 3.4.2.2 or 3.4.2.3 as appropriate.	Where an investigation indicates that a fault has caused incorrect consumption to be recorded, estimate consumption data. Inform the Supplier of any SVA MS equipment inadequate for collecting half hourly data to meet the SVAA Calendar.	HHDC.	Supplier, LDSO.	Refer to Appendix 4.2. D0022 Estimated Half Hourly Data Report. Details of any SVA MS equipment inadequate for collecting half hourly data to meet the SVAA Calendar.	Internal Process. Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Send corrected data.		HHDA.	D0036 Validated Half Hourly Advances for Inclusion in Aggregated Supplier Matrix.	

3.5   PROVING A METERING SYSTEM[21].

3.5.1   Proving of a Metering System by Method 1.
NO CHANGE PROPOSED TO THIS SECTION

3.5.2   Proving of a Metering System by Method 2.
NO CHANGE PROPOSED TO THIS SECTION

3.5.3   Proving of a Metering System by Method 3.
NO CHANGE PROPOSED TO THIS SECTION

3.5.4   Proving of a Metering System by Method 4.
NO CHANGE PROPOSED TO THIS SECTION

3.5.5   Issuing Results of Proving Test (All Methods of Proving).
NO CHANGE PROPOSED TO THIS SECTION

3.5.6   HHDC Reports that no Proving Test has been Initiated.
NO CHANGE PROPOSED TO THIS SECTION

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[21] The MOA shall decide what proving method is appropriate in conjunction with the HHDC.

4 Appendices

4.1 Validate Meter Data.

Unless the HHDC is informed by the MOA that the retrieved data is incorrect, the HHDC shall accept Meter Period Value data collected from the meter for validation processing.

The HHDC shall record all occurrences where data entering Settlements has been changed following instruction from the Supplier.

The HHDC shall retain the originally reading value along with any alarms recorded in the meter, the reason for failure where the value is invalid and the reason for accepting data previously flagged as suspect.

On receipt of the collected Meter period data the HHDC must perform validation to at least meet the following requirements:

4.1.1 Outstation Id (Device Id)

When the Outstation is interrogated, the 'electronic serial number' of the outstation is compared with that expected. If they differ then no data is collected and the failure is investigated in accordance with section 23.4.2.

4.1.2 Outstation Number of Channels

When the outstation is interrogated, the number of channels of the Outstation is compared with that expected. If they differ then no data is collected and the failure is investigated in accordance with section 23.4.2.

4.1.3 Outstation Time

When the Outstation is interrogated, the time of the Outstation is compared with that expected. If they differ by more than 20 seconds and less than 15 minutes then the outstation time is corrected by the data collection system. If the time differs by more than 15 minutes then the problem is resolved in accordance with section 23.4.2.

4.1.4 Alarms

When the Outstation is interrogated, the individual alarms required by the relevant Code of Practice (CoP) shall be investigated if flagged. Some MSs may not have all the alarm flags specified in the relevant CoP, in which case a Dispensation under BSC32 should exist.

Each alarm shall be investigated in accordance with section 23.4.2.

4.1.5 Cumulative/Total Consumption Comparison

When the Outstation is interrogated and where the Outstation provides an electronic cumulative reading of the prime register equivalent to the total consumption of the Meter at that point in time. Using these readings, the

following checks will be performed at least every seven days (i.e. on a daily or weekly basis or as agreed by the Supplier and HHDC).

i) The difference between the cumulative readings shall be calculated to ensure that the HH Metered Data used in Settlements sums to the Meter advance for the same interval[22], i.e. that the difference between cumulative readings and the sum of the Metered Period Data for the same date(s) and time(s) is within a suitable tolerance. It is recommended that the level of the tolerance should be set to take into account the period over which the check was performed. The recommended maximum levels are ±0.7% where the check is carried out on a weekly basis and ±5% where the check is carried out on a daily basis.

Specifically:
Σ(pulses * pulse multiplier) for all Meter periods in the time interval = (Meter advance * Meter multiplier) for the time interval.

The calculation below outlines how the discrepancy should be calculated when performing tolerance checks.

$$Discrepancy = \left(\frac{\sum HHE - MA}{MA} \right) \times 100\%$$

Where:

$\sum$HHE is the sum of HH Energy volumes in kWh; and MA is the corresponding Meter Advance, i.e.

$$MA = M_2 - M_1$$

Where:

M2 is the cumulative reading (in kWh) returned from the last time that the Meter was interrogated; and M1 is the cumulative reading (in kWh) returned from the previous time that the Meter was interrogated over the same time period as the sum of HH period energy.

ii) Where a main and check Meter is fitted, the main and check Meter advances are compared for any discrepancy between the two values in excess of 1.5 times the class accuracy requirements for the individual Meters at full load, as defined in the relevant CoP.

Allowances shall be made for low load discrepancies. If the discrepancy is unacceptable it shall be investigated in accordance with section 23.4.2.

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[22] Described as performing a mini-MAR.

4.1.6 **Maximum Permissible Energy by Metering System Code of Practice**
NO CHANGE PROPOSED TO THIS SECTION

4.1.7 **Main/Check Comparison**
Where main and check Meters are installed in accordance with the relevant CoP, ensure that the Metered Data recorded by each Meter is compared for each circuit. Allowance shall be made for low load discrepancies. Any discrepancy between the two values in excess of 1.5 times the accuracy requirements of that prescribed for the individual Meters at full load, as defined in the relevant CoP, shall be investigated in accordance with section ~~2~~3.4.2.

4.1.8 **Site Checks of SVA Metering System - Site Visit Report**

The following checks shall be carried out by the HHDC on the HH MS when visiting a Site:

1. Any evidence of suspected faults to the MS including phase/fuse failure.
2. Any evidence of damage to metering and associated equipment.
3. Any evidence of tampering of any sort with the MS or associated equipment, particularly seals.
4. Any evidence of supply being taken when the Meters are de-energised.
5. Any potential safety concern with the metering or associated equipment.

NB   The Local Interrogation Unit (IU) or Hand Held Unit (HHU) should be set to ensure agreement with the UTC clock at least every week.

Sites with polyphase MSs should be visited at least annually and single phase at least at two yearly intervals to perform the checks described above. Site visits made for other reasons may be used to carry out these checks.

Any problems are investigated in accordance with ~~section 2.4.2 and~~ section 3.4.2 and a report is issued. The HHDC shall ensure that where a site visit was not possible, the reasons are explained sufficiently such that appropriate action can be taken to improve the chances of securing a successful site visit.

4.1.9 **Reporting**
Ensure that all cases of suspected MS faults are investigated in accordance with section ~~2.4.2~~ and are reported to the Supplier, MOA and LDSO, as appropriate.

Ensure that the original metered value (where obtained) and alarm(s), together with the reason for the changes to that value are retained.

4.2   Data Estimation.

Data will be estimated for Import and Export Metering using one of the following data estimation methods in the **order of precedence specified below** and will apply equally to above and below 100kW MSs. Data will be flagged appropriately as indicated below. Alternatively, the Revenue Protection Service may advise on required adjustments.

When the HHDC receives information from the MOA, Revenue Protection Service, site reports or other sources concerning metered data which has been or will be collected and processed, the Meter Period Value data shall be estimated in accordance with this BSCP where the HHDC believes the data to be in error. The HHDC shall inform the Supplier where an error might affect a different Supplier or data affects the Final Reconciliation Volume Allocation Run.

The HHDC shall retain any original value collected, whether such value is processed before or after receipt of any details of invalid data from the MOA, Revenue Protection Service, site reports or other source, and any alarms set up at the Meter.

Details of all data estimations and the rational behind using the chosen method must be recorded for Audit purposes.

The HHDC will notify the relevant Supplier and (where appropriate) the LDSO of the data estimation method in accordance with 4.2.3 below.

Data estimation shall, wherever possible, be constructed using previous **actual** [23] Metered Data and not previously estimated data.

HHDCs should take particular care when carrying out data estimation using, or during, public holiday periods, e.g. Christmas and New Year, where abnormal consumption patterns may be experienced. Profiles from similar periods in previous years may be used where applicable and available.

HHDCs should consider local information, where available, when carrying out estimations and use appropriate **actual** historical data if this is considered to give a more accurate data estimation, e.g. when estimating consumption of energy for a building known to be a school during the month of August, the average load shape could be based on actual data for the same day of week and Settlement Periods from the previous year.

Having estimated data using one of the methods below, a report is to be produced in accordance with 4.2.3 below.

If a data estimation has been completed and submitted to the HHDA and actual 'A' flag data **OR** information leading to more accurate estimated data becomes available,

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[23] 'Actual' data means collected Metered Data – 'A' flagged – which has successfully passed a main / check data comparison (in accordance with Appendix 4.1.7) and Maximum validation (in accordance with Appendix 4.1.6).

this revised data shall be notified to the Supplier and LDSO and submitted to the HHDA for use in the next Volume Allocation Run.

Where a MAR has failed, in accordance with Appendix 4.7, due to a data estimation being included in the period of reconciliation, that period of data estimation shall be re-estimated.

4.2.1 Standard Methods – Import Metering Systems
NO CHANGE PROPOSED TO THIS SECTION

4.2.2 Standard Methods – Export Metering Systems
NO CHANGE PROPOSED TO THIS SECTION

4.2.3 Reporting
NO CHANGE PROPOSED TO THIS SECTION

4.3 Process Meter Data.

4.3.1 Where there is more than one Meter for an MSID, total the Meter period data by Meter period by Measurement Quantity.

4.3.2 Where one or more Meter period values for a Measurement Quantity is estimated, the Status of the totalled value shall be set to "estimated".

4.3.3 Send the totalled active data to the HHDA and to the LDSO and Supplier according to the Settlement Timetable:
- for the first settlement the HHDC sends data for all Meter periods for all relevant MSIDs; the data may be actual or estimated.
- for subsequent reconciliation(s) the HHDC shall send updates only for this data.

4.3.4 Data File Flags

Ensure that MS data files transmitted by the HHDC to other parties are flagged according to the following table:

Data Flag	Description
A	Actual data (read automatically or manually)
E	Estimated data

4.3.5 The HHDC shall record the totalled Active Energy and Reactive Energy data.

4.4   This page has intentionally been left blank.

NO CHANGE PROPOSED TO THIS SECTION

4.5   Key SVA Meter Technical Details.

NO CHANGE PROPOSED TO THIS SECTION

4.6   Proving of Half Hourly Metering Systems.

NO CHANGE PROPOSED TO THIS SECTION

4.6.1   Reasons for a Proving Test.

NO CHANGE PROPOSED TO THIS SECTION

4.6.2   Methods of Proving.

NO CHANGE PROPOSED TO THIS SECTION

4.6.3   Comparison of Data.

NO CHANGE PROPOSED TO THIS SECTION

4.6.4   Reporting.

NO CHANGE PROPOSED TO THIS SECTION

4.6.5   Proving Test / Re-Test Timescales.

NO CHANGE PROPOSED TO THIS SECTION

4.6.6   Failed Proving Test.

NO CHANGE PROPOSED TO THIS SECTION

4.6.7   Non-Completion of Proving Test.

NO CHANGE PROPOSED TO THIS SECTION

4.7   Meter Advance Reconciliation.

NO CHANGE PROPOSED TO THIS SECTION

4.7.1   Meters with either separate Outstations or integral Outstations which do not provide an electronic cumulative reading of the prime Meter register equivalent to the total consumption or production of the Meter as part of its normal function.

NO CHANGE PROPOSED TO THIS SECTION

4.7.2   Meters with integral Outstations which provide an electronic cumulative reading of the prime Meter register equivalent to the total consumption or production of the Meter as part of its normal function.

NO CHANGE PROPOSED TO THIS SECTION

4.7.3   De-energised Meters

NO CHANGE PROPOSED TO THIS SECTION

4.8   Guide to Complex Sites.

NO CHANGE PROPOSED TO THIS SECTION

4.8.1   Off-Site Totalisation.

This is an example of a non-complex site, where multiple feeders enter a Complex Site, each feeder is normally equipped with Code of Practice compliant Meter(s). The HH data is collected and summated off-site by the HHDC and then submitted for Settlement as a single set of HH data.

Where both import and export meters are present, the export meter shall be totalled in the same way as import metering so that both calculations are gross.However, PSL130 section 1.5.8.3 states 'Where both Import and Export Meters are present, the Export Meter shall be totalled in the same way as Import metering so that both calculations are gross'.

For this reason, the netting of Export energy from Import energy should not be carried out. The BSC also states that there must be only one HHMOA for a MS that measures both Export and Import active energy.
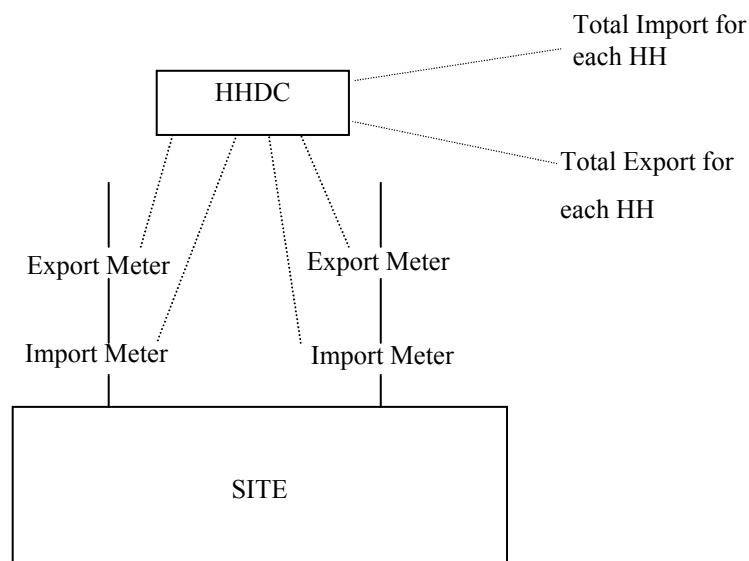
No. of Import MSIDs = 1

No. of Export MSIDs = 1

An alternative would be for each Import or Export Meter to have its own MSID. In this case, totalisation would be carried out by the HHDA as opposed to the HHDC, and the example above would have 2 Import MSIDs and 2 Export MSIDs. This arrangement would be more desirable since it is not a Complex Site and so would not require a Metering Dispensation.

4.8.2   On-Site Totalisation.

NO CHANGE PROPOSED TO THIS SECTION

4.8.3   Embedded Customers within a Private Network.

NO CHANGE PROPOSED TO THIS SECTION

4.8.4   Feed-Through Sites at the Same Voltage with no Embedded Generation.

NO CHANGE PROPOSED TO THIS SECTION

4.8.5   Feed Through Sites at Different Voltages.

NO CHANGE PROPOSED TO THIS SECTION

4.8.6   Feed-Through Sites with Embedded Generation.

NO CHANGE PROPOSED TO THIS SECTION

4.8.7   Separate Meter Points for Export and Import.

NO CHANGE PROPOSED TO THIS SECTION

4.9   Service Levels

The HHDC shall perform the services to be performed by it as HHDC pursuant to this BSCP to standards which shall be at least as good as those specified in this Appendix.

HHDC processes must be capable of providing statistical information to enable monitoring of performance by the Panel in accordance with this Appendix .

This Appendix has effect for the purposes of this BSCP to determine:

(i)   the functions to be performed by the HHDC, as described in columns 2 to 5 of the table set out in this Appendix, in respect of which minimum standards of performance are required;

(ii)   the minimum standards of performance (Service Levels) relating to the functions referred to in paragraph (i) above, as described in columns 6 and 7 of the table set out in this Appendix; and

(iii)   a reference number (Serial) in respect of each Service Level, as described in column 1 of the table set out in this Appendix;

(iv)   the method by which the HHDC's adherence to the Service Levels is to be measured, as described in column 8 of the table set out in this appendix.

For the purposes of this Appendix:

a)   the references in column 3 of the table to a numbered section are to the relevant section in this BSCP;

b)   the references in column 4 of the table to a sub-process/data flow are to the relevant sub-process or data flow as described in this BSCP;references to "Timescales" are to those specified by the relevant BSCP and, if applicable, the SVAA Calendar;

c)   references to a certain percentage of tasks being completed within a certain specified period are to be read as a reference to that percentage of tasks being completed during an applicable reporting period as specified by the relevant BSC procedure;

d)   references to an item being "valid" are to an item which conforms to an applicable SVA Data Catalogue item;

e)   reference to an item being in "correct format" are to an item which complies with the applicable SVA Data Catalogue format or the format specified by the relevant BSCP;

f)   references to an item being "accurate" are to an item being correctly recorded; and

g)   in calculating percentages, the performance figures shall be rounded up or down to the nearest one decimal place (with 0.05 being rounded upwards).

Serial	Sender	Process	Sub-Process	Recipient	Performance Measure	Service Levels	Reporting Method
HC01	HHDC	3.4 Collection Activities	HH Estimates at RF	HHDA	Extent of estimated data submitted for Final Reconciliation	100% of estimated data at RF to be based upon techniques (a) – (e) as described in BSCP502 Section 4.2	Provision of data under PSL100
HC02	Old HHDC	3.2 Registration Activities	HH Read History to New HHDC	New HHDC	D0036 issued within timescales	100% issued within 5WD of request	Provision of data under PSL100