

3 Interface and Timetable Information

Meter Advance Reconciliation

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

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

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

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

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

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.9	Within 15WD of Meter reading	Notify the Registrant and MOA of the MAR result(s) and request an explanation of discrepancies greater than $\pm 0.1\%$.	CDCA	Registrant(s) ² , MOA (and if appropriate LDSO)	MAR result and explanation of discrepancy, as appropriate.	Fax / Post / Email
3.1.10	Within 5WD of 3.1.9	Provide explanation of any discrepancies greater than $\pm 0.1\%$.	MOA	CDCA	Explanation of any discrepancies greater than $\pm 0.1\%$.	Fax / Post / Email
3.1.11	Within 15WD of Meter reading	Notify the BSCCo of the MAR results where there is a discrepancy greater than $\pm 0.1\%$	CDCA	BSCCo	MAR error result	Fax / Post / Email
3.1.12	Within 20WD of Meter reading.	Discuss possible erroneous values resolving, if possible, any apparent discrepancy.	MOA	CDCA	Explanation of discrepancy	Fax / Post / Email
3.1.13	Within 21 WD of Meter reading	Submit corrected data to the following Volume Allocation Runs unless the discrepancy is not yet resolved. Once resolved submit corrected data or, failing this, proceed to 3.1.14	CDCA			Internal Process
3.1.14	Within 60WD of receipt of report	If discrepancy not resolved raise a formal dispute in accordance with BSCP11.	Registrant	Disputes Registrar	MAR report along with any supporting information.	Fax / Post / Email

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