CP1180 Proposed amendments to BSCP537 Qualification Appendix 3.1 'Self Assessment Document (SAD)'
(BSCP537V1.0_CP1180_REDLINED_V0.2)

Redlined text based on BSCP5537v0.7. Please note that this text assumes that errors in the existing draft version of BSCP 537 will have been corrected (i.e. NHHMOA in 14.1.1 and the wrong reference to section 14.2.1 in section 14.1.2 which should be 14.1.1)

Section 14 – SVA NHHMOA

Amend the following processes:

14.1 Business processes and mitigating controls

Question	Guidance	Response	Evidence
14.1.1 How do you ensure that data is received and processed completely accurately and in a timely manner, in line with the requirements of BSCP514 and PSL110?	The SVA NHHMOA receives a number of key inputs: 1. D0155, D0151, D0148 from Suppliers relating to appointments and Party Agent changes (BSCP514 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 7.1, 7.2, 7.3 and 7.4). 2. D0170 from Suppliers and other Meter Operators requesting Metering System details (BSCP514 6.2.1, 6.2.4, 7.1 and 7.2). 3. D0149, D0150, D0010, D0268, D0291 and D0215 from Suppliers, other Metering System Operators and LDSOs providing Metering System technical details or Meter readings (BSCP514 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.3.3, 6.3.4, 6.3.5, 7.1, 7.2, 7.3 and 7.4). 4. D0134 and D0139 from Suppliers, other Metering		

Question	Guidance	Response	Evidence
	System operators and LDSOs requesting and providing energisation status changes (BSCP514 6.3.1 and 6.3.2). 5. D0142 from Suppliers requesting installation, removal or changes to Metering Systems (BSCP514 6.2.2, 6.3.3, 6.3.4, 7.3 and 7.4). The response should address the following areas: 1. All flows are identified, reviewed and authorised prior to processing. 2. The validation of data for formats and lengths, e.g. the MSID is valid. 3. The validation of data for its internal consistency. 4. Controls in place to ensure that all data required or expected is received. This may be through controls within the update routines or through manual controls.		
14.1.2 How do you ensure that once data has been collected that is has been passed to the appropriate recipient completely, accurately and in a timely manner.	The key inputs received are set out in 14.1.1 and where relevant the SVA NHHMOA is required to take the appropriate action which might include the provision of Metering System technical details and Meter readings to other parties – notably to NHHDC Agents. The response should address the following areas: 1. Controls should be in place to ensure that the appropriate action for each request or provision of data is taken, all instructions should be logged and progress		

Question	Guidance	Response	Evidence
	monitored to ensure they are actioned in a timely manner. 2. Management should have monitoring controls in place in order to determine whether the appropriate action has been taken in each case. 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 - in an electronic environment these may include: a) File sequence numbers are maintained to ensure that all are processed and in the correct order. b) Record counts and check sums are included in the data transmitted to ensure completeness. c) Receipt acknowledgements received are checked to ensure completeness of transmission. d) Processes are in place to re-send transmissions should a failure occur.		