

<b>Change Proposal – F40/01</b>	<p>CP No: 1142</p> <p><i>Version No: 1.0</i></p>
<p><b>Title:</b> <b>Changes to the Proving Test Process</b></p>	
<p><b>Description of Problem/Issue</b> <i>(mandatory by originator)</i></p>	
<p>The Proving Test process is susceptible to failure/non-completion due to various generic Supplier Agent non-compliances and also the current procedures used to administer and support the trading arrangements requirements for proving tests.</p> <p>The objectives of the BSC are therefore not being fulfilled to an acceptable standard, and a proportion of data is entering Settlements for which Metering Systems have not been successfully “proved”.</p> <p>Two significant matters of non compliance (under the Statement of Significant Matters) have been identified within the BSC Auditors report which this change proposal relates to and attempts to resolve:</p> <ol style="list-style-type: none"> <li>1. SSM 13: Metering Equipment Technical Details not provided to Data Collectors (issue open since 13 March 2002)</li> <li>2. SSM 14: Proving tests not performed or not performed on a timely basis (issue open since 13 March 2002)</li> </ol> <p>Following initial discussion with ELEXON and subsequent discussions at the Supplier Agent Forum and Settlement Data Review Group, it was agreed the process could be enhanced to significantly improve the performance of the BSC requirements. The end-to-end Proving Test process was reviewed and subsequently SDRG presented their findings and recommendations to Suppliers, Supplier Agents and ELEXON at the Supplier Hub Management Forum (SHMF - October Meeting). SHMF agreed with the findings and it was agreed a CP should be raised.</p>	
<p><b>Issue 1:</b> Currently a Proving Test is initiated by the sending of a D0005 (Instruction on Action) by the Meter Operator (HHMO), to the relevant Data Collector (HHDC); BSCP502 defines the instances in which the HHMO should initiate a Proving Test. In order to perform the Proving Test correctly, the HHMO is also required to submit the appropriate D0268 (Half Hourly Meter Technical Details) to the HHDC (this must occur prior to the submission of the D0005 in order to avoid irrelevant Proving Tests).</p> <p>The current process generally fails because Proving Tests are not requested in every required instance as defined in the BSCP. Furthermore, in the instance that Proving Test is correctly requested, approximately 10% of these are failed immediately because the HHDC has not received the required, appropriate version of the D0268 from the HHMO. This all leads to proving tests not being initiated when they should, delays and failed proving tests.</p> <p><b>Issue 2:</b></p> <ol style="list-style-type: none"> <li>a) A Proving Test cannot be performed until a Commissioning Test has been performed.</li> <li>b) A Commissioning Test cannot be performed until the site is recording approximately 10% of its</li> </ol>	

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Agreed Capacity.

There is no way for a HHDC to identify those sites for which a Commissioning Test has not yet been performed and therefore identifying why a Proving Test has not yet been initiated. Similarly, there is no way for a HHMO to identify that the site has reached the 10% threshold (meaning a Proving Test is required), other than to make “off-chance” visits to site in order to monitor the consumption. This process is inefficient, non-cost effective and does not ensure that the Proving Test is performed at the earliest opportunity, thus all contributing to possible inaccuracies in Settlement data.

### **Issue 3:**

Currently a retest for a previously “unsuccessful” Proving Test is requested via a D0005, the same flow as currently used for the initial request. This process in itself does not have any associated issues however as it is proposed that this flow continue to be used in this scenario only, a change to the DTC will be required in order to clarify its use.

### **Issue 4:**

In the instance that a HHMO fails a Proving Test they are required to notify the HHDC of this via a D0002 flow (Fault Resolution Report or Request for Decision on Further Action); in such instances the information contained within the D0002 is frequently found to be poor or, relevant information is missing. Therefore, a HHDC is unable to make an informed decision as to whether this data should be submitted to Settlements or to apply the relevant estimation techniques. It is believed that one of the possible reasons for this poor quality of information, is that a HHMO could send a D0002 response and fail the proving test, solely to meet the HHMO Service Levels and avoid a non-compliance. There is a possibility that in these instances the site may not have “genuinely” failed a Proving Test which could lead to less accurate data entering Settlements.

Similarly some HHDC’s “fail” Proving Tests when data cannot be retrieved remotely instead of issuing a hand held read to collect the data, again this also may be to meet the prescribed timescales in the BSCP and avoid a non-compliance being raised.

### **Issue 5:**

It is believed there will be an increase in the use of “GPRS” as a comms. method. In light of this it would be efficient to add this to the D0268 at the same time as making any other changes.

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### **Proposed Solution(s)** *(mandatory by originator)*

#### **Issue 1:**

It is proposed that the D0268 should be used as the trigger to initiate the Proving Test and the use of the D0005 in this "initial" Proving Test request will become redundant. The following two options describe how the D0268 could be used to facilitate this change.

#### OPTION 1:

Amend and extend the list of options available in the "Event Indicator Field" (J1689) as follows:

- a) Amendment to Code A - New Connection, commissioning complete.
- b) New code - New Connection, commissioning outstanding.
- c) New code R – MTDs manually intervened.

The Meeting agreed that the use of the following Codes by the HHMO would denote to the HHDC that a Proving Test was required: - A, B, D, E, O, P and R.

In this Option, the "Additional Information" field in the D0268 (data item J0012) would be used to denote the date required for Proving, if using Method 1 of the Proving Test Options. If progressed, this option would require an amendment to Annex C of the DTC regarding the use of data item J0012.

#### OPTION 2:

Add a new field to the D0268 to denote "Proving Test Required".

This option would fully resolve the problems surrounding Proving Tests but there was concern over the cost of adding a new field on the D0268. However, it has been included in the Change Proposal in order that it can be considered by the Industry.

#### **Issue 2:**

A process requirement for HHMOs to be introduced and included in the Proving Test section of BSCP514 to the effect that: -

The HHMO will monitor the consumption on site, at least monthly, in order to determine when a Commissioning Test can be performed. The HHMO will monitor this load either by communicating with the meter direct or alternatively, by checking the consumption level with the relevant HHDC by either phone call or email.

Once the HHMO has performed the Commissioning Test they should request a Proving Test as per the process described in section 5.5 of BSCP 514.

#### **Issue 3:**

In the instance that a Proving Test is "failed", the HHMO should initiate a retest by completing and submitting a D0005 to the HHDC – this would be the only instance in the Proving Test Process in which this flow should be used.

A change to the DTC may be required solely to amend the definition to the Data Item "J0007 –

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Requested Action Code".

### **Issue 4:**

Amend Section 4.6.5 of BSCP 502 to read: "In the event that timescales are exceeded and the Proving Test is not completed, the process shall proceed to completion and an audit trail will be maintained by Supplier Agents in order to explain the delay.

### **Issue 5:**

A change to the D0268 should be progressed to add "GPRS" as a communications method to the data item J0386.

### **Justification for Change** *(mandatory by originator)*

#### **Market:**

The use of one single flow would streamline the Proving Test Request Process and provide confidence that this requirement is being fully satisfied. The changes suggested would make the process robust, easier to perform and will allow a greater understanding of the events that caused a proving test not being performed.

#### **Suppliers:**

Suppliers would gain greater assurance that the process is adhered to in all instances and that where possible, the data entering Settlements has been validated via the Proving Test process. Suppliers would also benefit in cost savings, as this approach would eliminate any irrelevant Proving Tests, delays and errors.

#### **MO Agent:**

The use of one single flow in the Proving Test request process would reduce the DTN costs associated with this process and take into account the MOA has regarding commissioning and completing proving tests in certain timescales.

An automated solution would ensure that a Proving Test is requested in every instance, thus reducing resource time in completion of the D0005. The opportunity for human error causing further problems would be significantly reduced through the automation and the changes should negate the potential of audit non-compliances being raised due to a failure to comply with the requirements.

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<b>Configurable Items Potentially Affected by Proposed Solution(s)</b> <i>(optional by Originator)</i>	
<b>Impact on Core Industry Documents</b> <i>(optional by originator)</i> BSCPs: - 502 and 514. DTC	
<b>Related Changes and/or Projects</b> <i>(mandatory by BSSCo)</i>	
<b>Requested Implementation Date</b> <i>(mandatory by originator)</i> June 2006 Release  <b>Reason:</b>	
<b>Agreed Release/Implementation Date</b> <i>(mandatory by BSSCo)</i>	
<b>Originator's Details:</b>  <b>BCA Name</b>  <b>Organisation.....ELEXON (on behalf of SAF)</b>  <b>Email Address</b>  <b>Date..... 13/07/2005</b>	
Attachments: Y/N*      (If Yes, No. of Pages attached:.....) <i>(delete as appropriate)</i>	