

Housekeeping Changes

Ref.	Document	Area Affected	Description of Change
1.	BSCP502	3.2.1.2	This process describes a new connection. BSCP514, 5.2.2.10 states that the Meter Operator Agent (MOA) sends the Meter Technical Details (MTD), energisation status and initial Meter reading to the Half Hourly Data Collector (HHDC) following the installation of a New Metering System. The corresponding step in BSCP502 states that only the MTD and initial Meter reading will be sent. The action box in step 3.2.1.2 of BSCP502 should be amended to include energisation status. This will have no impact on Parties since the MOA is already obliged to send this information by BSCP514 and the D0268 'Half Hourly Meter Technical Details' is used for the sending of this information, which includes the energisation status at feeder level as a mandatory field. The corresponding workflow diagram will need to be updated.
2.	BSCP502	3.2.7.3 – 3.2.7.4	This process describes a Change of HHDC. In the corresponding process of BSCP514 (5.2.3.2), there is a step where the MOA sends the new HHDC MTD and details of any current faults. This step is missing from BSCP502. A new step should be added into BSCP502, between 3.2.7.3 and 3.2.7.4 for the MOA to send the New HHDC the MTD and details of any current faults via the D0268 and D0002 'Fault Resolution Report or Request for Decision on Further Action'. This will have no impact on parties since the MOA is already obliged to send this information by BSCP514 and step 3.2.7.4 in BSCP502 requires a proving test to be carried out. Since a proving test cannot be done without the receipt of the MTD, it is implied that the missing step is carried out. The corresponding workflow diagram will need to be updated.
3.	BSCP504	Whole document	There is an inconsistent use of 'current' and 'old' to refer to outgoing Supplier or Supplier Agent. All instances of 'current' should be changed to 'old' when referring to the outgoing Supplier or Supplier Agent.
4.	BSCP504	3.2.1.3	This is the new connections process. BSCP514, 6.2.2.10 states that the MOA sends the MTD, energisation status and initial Meter reading to the HHDC following the installation of a New Metering System. The corresponding step in BSCP504 states that only the MTD and initial Meter reading will be sent. The action box in step 3.2.1.3 of BSCP504 should be amended to include energisation status. This will have no impact on Parties since the MOA is already obliged to send this information by BSCP514 using the D0150 'Non-Half Hourly Meter Technical Details' and the NHHDC receives the D0150 in step 3.2.13 of BSCP504. The D0150 contains the energisation status as a mandatory field. The corresponding workflow diagram will need to be updated.

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5.	BSCP504	3.2.3.9	This process describes the change of NHHDC, not concurrent with Change of Supplier Process. In the corresponding step in BSCP514 (6.2.3.2), when the MOA sends the New NHHDC the MTD, details of any current faults should also be sent. BSCP504 only refers to the MTD being sent. Add to the action box of BSCP504 step 3.2.3.9 that details of any current faults (using the D0002) should be sent alongside the MTD. This will have no impact on Parties since the MOA is already obliged to send this information by BSCP514. The corresponding workflow diagram may need to be updated.
6.	BSCP504	3.2.6.6	Step 3.2.6.6 contains a reference to 'step 3.2.6.6 below'. This reference is incorrect and should be to 3.2.6.7.
7.	BSCP504	3.3.6	BSCP504 contains two processes titled 'Change of Tariff Registers' and 'Reconfigure or Replace SVA Metering System'. However, a change of tariff register is a type of reconfiguration and so BSCP504 effectively contains two processes for a change of tariff register. The 'Reconfigure or Replace SVA Metering System' is the correct process to be used in this circumstance. Therefore the change of Tariff Registers process (3.3.6) should be removed from BSCP504.
8.	BSCP514	5.3.1.5 to 5.3.1.7	These steps define interactions between the Licensed Distribution System Operator (LDSO) and Supplier. They do not define any interaction with the MOA. These steps were included in BSCP514 as when it was being drafted, BSCP515 did not exist. These obligations have now been transferred to BSCP515 and so they are not required under BSCP514. Steps 5.3.1.5 to 5.3.1.7 of BSCP514 should be removed. The corresponding workflow diagram will need to be updated and the 'When' step of 5.3.1.8 of BSCP514 will need to be amended to 'within 5 Working Days of energising Metering System'.
9.	BSCP514	5.3.2.8 to 5.3.2.9	These steps define interactions between the LDSO and Supplier. They do not define any interaction with the MOA. These steps were included in BSCP514 as when it was being drafted, BSCP515 did not exist. These obligations have now been transferred to BSCP515 and so they are not required under BSCP514. Steps 5.3.2.8 and 5.3.2.9 should therefore be removed from BSCP514. The when box of step 5.3.2.10 should be updated to 'within 2 Working Days of request to de-energise Metering System'. The corresponding workflow diagram will need to be updated.
10.	BSCP515	3.6.7	This step requires the HHDC to confirm with the MOA or LDSO as appropriate that data has been collected. In the Information Required section of the corresponding step in BSCP514 (5.3.2.13) the following is stated 'The MOA will telephone the HHDC when the MOA is on site. Following the HHDC collecting the data, the HHDC will provide

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			confirmation to the MOA'. The corresponding text is missing from the Information Required box in BSCP515. This text should be added to the information required box of BSCP515, 3.6.7.
11.	BSCP534	3.2.1, 3.3.1	<p>The solution to CP1084, 'Amendments to delivery of Peer Comparison Reports' was implemented in BSCP534 as part of the SVA February 05 Release.</p> <p>Sections 3.2.1 and 3.3.1 of BSCP534 state that the 'Medium' for these steps is:</p> <ul style="list-style-type: none"> ▪ PARMS ▪ Reports sent by Email/fax. <p>However, PARMS is a software application and not a medium for the delivery of Reports.</p> <p>The when boxes of steps 3.2.1 and 3.3.1 should therefore be changed to 'post / fax / email'</p>
12.	BSCP601	Page 3	Remove 'PSA Agreed Procedure' from the top of the Amendment record