



CP1218 Attachment B Redlined BSCP537 Appendix 1 v2 for PSL Removal v0.2

Section 16 – Meter Administrator

Objectives of this section

The objective of this section is to consider the controls that have been built into the systems and processes supporting your Agency Service to ensure the requirements of the BSC, BSCP520 and PSL1070 are met. Whilst Sections 1 to 7 of the SAD are generic to all Agency Services, this section focuses on the specific controls required to operate effectively as a Meter Administrator.

Guidance for completing this section

The Meter Administrator (MA) is responsible for receiving summary inventory and latitude/longitude information from the Unmetered Supplies Operator (UMSO) and where relevant inputting this information into the Equivalent Meter (EM). In addition the MA is responsible for operating and maintaining the EM hardware and software, ensuring that metered data is available from the EM in time for the Data Collector to meet the Settlement timetable and indicating to the Data Collector where estimated data should be used where an EM is not functioning correctly. The section is split as follows:

Business Processes and Mitigating Controls: This section looks at the controls over the input of summary inventory and latitude/longitude data into the EM and the operation and maintenance of the metering equipment. It also considers the maintenance of standing data which, if incorrect, may impact upon Settlement, the provision for a full audit trail history of the data used by your Agency Service and any changes made to it as outlined in [BSCP520](#) and [PSL1070](#).

Exception Management: The section looks at the specific controls you have in place to report on, monitor and resolve exceptions during the processing of your data.

A number of questions in the SAD relate to 'data quality'. In this section of the SAD you are concerned with the on-going quality of your data when your Agency Service is live and in operation. The quality of the data used to initially populate your Agency Service is considered in Section 7 of the SAD. A number of the questions in the service specific sections of the SAD relate to how you will ensure the accuracy of incoming and outgoing data and in the event that poor quality data does enter your Agency Service, how you identify and resolve this to minimise the impact upon other Parties and Party Agents. There are numerous methods of monitoring the quality of your data and the benchmarks that you use should be tailored to your Agency Service and the specific risks posed to your data quality.

Both system and manual controls should be considered when answering the SAD questions as your Agency Service will rely on both system and manual processes to effectively fulfil its obligations. Responses should consider the procedures in place for dealing with electronic flows received via the DTN and also manual data flows received via any other means e.g. email, fax, letter.

16.1 Business processes and mitigating controls

Question	Guidance	Response	Evidence
<p>16.1.1 How do you ensure that you have a complete record for each Metering System and that this is updated for all changes in a timely manner?</p>	<p>The MA receives a number of key inputs from the UMSO and the Supplier:</p> <ol style="list-style-type: none"> 1. Latitude and longitude information for each MSID is received on a P0068 and summary inventory details are received on a P0064 (BSCP520 3.1 to 3.7). 2. Appointment and termination details are received from the Supplier on D0155, D0148 and D0151 flows. <p>The response should address the following areas:</p> <ol style="list-style-type: none"> a) An inventory of all Metering Systems installed should be maintained which specifies all Metering System technical details – where relevant this should be supported by the appropriate certificates and paper work and an audit trail should be provided from the inventory to the physical documentation. b) The EM type adopted utilises software which has been approved by BSCCo to provide settlement metered data in accordance with BSC Requirements. c) Management reviews ensure that data is configured in the EM system completely, accurately and in a timely manner. d) Procedures are in place to ensure that EM system parameters have been correctly assigned in a timely manner. e) Monitoring procedures are in place to identify changes 		

Question	Guidance	Response	Evidence
	<p>required to data in a timely manner and to ensure the EM is updated accordingly.</p> <p>f) All flows are identified, reviewed and authorised prior to processing.</p> <p>g) The validation of data for formats and lengths, e.g. the MSID is valid.</p> <p>h) Evidence is retained as to who processed the data, when and what was updated to the MA database.</p>		
<p>16.1.2 How do you ensure that once data has been received that it has been passed to the appropriate recipient or the appropriate action has been taken completely and accurately?</p>	<p>The key inputs received are set out in 17.1.1 and where relevant the MA is required to take the appropriate action which might include, for example, the provision of Metering System technical details to other parties – notably to Data Collectors.</p> <p>The response should address the following areas:</p> <ol style="list-style-type: none"> 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 monitored to ensure they are actioned in a timely manner. 2. Controls should be in place to ensure that complete and accurate EM output data is delivered to the Data Collectors. The output data is transferred in a timely manner to ensure settlement timescales are met. 3. Management should have monitoring controls in place in order to determine whether the appropriate action 		

Question	Guidance	Response	Evidence
	<p>has been taken in each case.</p> <p>4. 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 any acknowledgement received has been checked.</p>		
<p>16.1.3 Where Dynamic Equivalent Metering Systems are used, what procedures are in place to ensure that Photo Electric Cell Unit (PECU) Arrays are installed, configured and maintained correctly?</p>	<p>The response should address the following areas:</p> <ol style="list-style-type: none"> 1. Documented procedures are in place over the set up, installation and testing of the PECU Array(s) and associated communications equipment. These procedures should encompass tests to confirm that information can be retrieved from the PECU Array(s) to meet operational requirements and settlement run timescales. 2. Procedures are in place to establish the load weighted numbers of Unmetered Apparatus controlled by PECUs to ascertain the correct proportion of PECUs on a PECU Array. These procedures also ensure that for each PECU in an Array, type and location details are maintained within the Equivalent Meter system. 3. Procedures are in place to monitor and maintain the correct operation of the PECU Array(s). These procedures encompass the review of any spurious or unusual performance of PECUs within the Array. Failed cells within an Array are replaced in a timely manner. 4. Procedures are in place covering the use of default PECU switching regimes in the event that PECU Array 		

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	data is not available for any day.		
16.1.4 How have you ensured that you have appropriate audit trails in place?	<p>Your systems should be capable of reporting (or archived information should be stored so that it is available for enquiry) sufficient information so as to enable a user to obtain, in a timely fashion any changes to standing data held or used by the system.</p> <p>The audit trail and archiving requirements for MA are set out in PSL1070 sections 10.2 and 10.31-1.5.</p>		
16.1.5 How have you ensured that you can meet the data retention requirements set out in BSC Section U1.6 and PSL1070 Sections 10.2 and 10.31-1.5 ?	<p>Section U1.6 sets out the requirements on Parties and their Party Agents to retain Settlement Data for:</p> <ol style="list-style-type: none"> 1. 28 months after the Settlement Day to which it relates on-line; 2. Until the date 40 months after the Settlement Day to which it relates in an archive; and 3. At the request of the Panel, for more than 40 months if needed for an Extra Settlement Determination. <p>The response should address the following:</p> <ol style="list-style-type: none"> a) Controls to ensure that any archived data can be retrieved within 10 Business Days. b) Systems and procedures to ensure that all data that is retained is in a form in which the data can be used in carrying out a Settlement Run or Volume Allocation Run. 		

16.2 Exception management

Question	Guidance	Response	Evidence
<p>16.2.1 What procedures are in place for identifying, monitoring and resolving unprocessed data flows or notifications, exceptions arising in processing and errors in order to ensure that service level requirements are met?</p>	<p>Within the requirements of the Service there are a number of points at which delays in processing data could occur which if not addressed could exceed the timescale requirements as set out in BSC520 or PSL1700.</p> <p>The response should cover the following areas:</p> <ol style="list-style-type: none"> 1. An analysis of data processing by your Agency Service has been performed in order to identify all points of rejection/failure or potential backlogs in dataflow processing. 2. Reporting mechanisms are in place in order to monitor levels of rejections/failures and backlogs on a daily basis. 3. In the event that an EM fault, including incorrect or missing data, is identified, documented resolution procedures detail actions to be followed to rectify the fault. The procedures include the timely notification of the nature of the fault to all relevant parties. Following resolution the period covered by the fault and the date and time of rectification should also be notified. 		

16.3 Additional information

Question	Guidance	Response	
<p>16.3.1 What additional detail would you like to add to your</p>	<p>The Applicant can use the space provided to add any additional clarification and/or evidence that they consider</p>		

Question	Guidance	Response	
response?	necessary. This question is optional.		