

1.1. CP Form

Change Proposal – F40/01 (Page 1 of 2)	CP No: 714 (mandatory by BSCCo)
Title (mandatory by originator) Clarifications to Meter Read Audit Trail requirements in Party Agent Service Line (PSL) 120.	
Description of Change (mandatory by originator) PSL120 defines requirements for Non Half Hourly Data Collectors (NHHDCs) regarding audit trails that must be maintained for meter readings processed. An audit trail allows NHHDCs to trace the source of a reading to verify its accuracy for use in settlements. Non-compliance with current obligations has been identified by the Auditor, and the issue has been pursued using ELEXON's Performance Issue Management Process. However, compliance across the industry has not been achieved because some NHHDCs feel the requirements place unnecessarily onerous data storage burdens on them. This CP proposes amendments to the wording of PSL120 to clarify workable data storage levels, and to establish specifications for minimum requirements.	
Proposed Solution(s) (mandatory by originator) The following changes are proposed: 1. To revise PSL120 section 1.1.5.2 by adding: "The data shall be retained in a format allowing items of information to be subsequently searched, located and checked for validation purposes." 2. To revise PSL120 section 5.1.1.2 by adding: "where source data is the raw source data, or a file or record produced following input into the system, but prior to any processing or amendments." 3. To send by ELEXON Circular, specifications of minimum data storage requirements. 4. To introduce the concept of an Audit Log for NHHDCs to maintain, containing the MPAN, the read, the read date, the read source, the entry operative's identity, and the input date. This will allow source data to be identified, and to an extent verified, where raw data cannot be searched efficiently.	

Justification for Change *(mandatory by originator)*

The last 4 Pool Audits have raised a total of 11 Pool Audit Issue Documents on NHHDCs for non-compliance with the PSL120 requirements to hold all data for 28 months, including source data.

The current wording in PSL120 5.1.1.2 applies to 'source data'. This term allows ambiguity about the need to retain unnecessary data such as tape recordings of operator/customer conversations.

Some Agents feel that cost and storage space constraints prevent compliance.

Storage of some raw source data couldn't be in a format which could be searched to validate readings, so retaining the information serves no purpose.

Change Proposal – F40/01 (Page 2 of 2)**MP No:**
*(mandatory by BSCCo)***Other Configurable Items Potentially Affected by Proposed Solution(s)** *(optional by BSCCo)***Impact on Core Industry Documents** *(optional by originator)*

Party Agent Service Line 120 - Non Half Hourly Data Collection

Related Changes and/or Projects *(mandatory by BSCCo)***Originator's Details:**

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Date...24 October 2001

Organisation.....

Attachments: Y/N* (If Yes, No. of Pages attached:.....)
(delete as appropriate)