

## CP1413 'Amendments to BSCP535 'Technical Assurance' following a review'

### Attachment A – Table of proposed changes to BSCP535

The following table lists the changes proposed by CP1413, each of which fall under one of the following categories:

- Housekeeping changes – to correct typographical errors;
- Clarification changes – to add clarity;
- Process reflection – to reflect how the TAPAP technique is operated in practice; and
- Process improvement – to include enhancements to the existing process.

Proposed change	BSCP535 section reference	Description	Category
<b>Section 1</b>			
1	1.1	Inclusion of a reference to the PAB Terms of Reference	Process reflection
2	1.4.1	Correction of 'Auditor' to 'Auditor'	Housekeeping
3	1.4.1	Correction of 'BSSCo' to 'BSCCo'	Housekeeping
4	1.4.1	Correction of 'it's' to 'its'	Housekeeping
5	1.4.1	Acknowledgment that the scope of work will be published through the Risk Operating Plan	Clarification change
6	1.4.1	Inclusion of the milestone for Performance Assurance Parties (PAPs) to agree check results within 2 Working Days – as per the process steps	Process reflection
7	1.4.1	Acknowledgement that the PAP may <u>or</u> may not (not must) be asked to provide rectification details in accordance with BSCP538 'Error and failure Resolution' (EFR) if a non-compliance is identified	Process reflection
8	1.4.1	Reflecting that the Delegated Authority will report to the PAB on all check types and not just targeted checks	Clarification change
9	1.7	Inclusion of BSCP501 'Supplier Meter Registration Service' and BSCP513 'Bulk Change of NHH Supplier Agent' in the Associated BSC Procedures table	Process reflection

Proposed change	BSCP535 section reference	Description	Category
<b>Section 3</b>			
10	3.1	Acknowledgement that the PAB approves (rather than notifies the BSCCo of) the scope of work for the TAPAP technique through the Risk Operating Plan (ROP)	Clarification change
11	3.2.1	Removal of 'Telephone' communication method for formal notification of a TAPAP check (whilst it's very likely that a PAP would initially be made aware of a check via a telephone call, the formal notification would be in accordance with the BSCP forms)	Process reflection
12	3.2.2 <b>(new process step)</b>	Inclusion of obligation on the PAP to formally acknowledge the proposed TAPAP check within 5 Working Days of formal notification	Process improvement
13	3.2.3 (renumbered from 3.2.2)	Amendment of this step to reflect the new step 3.2.2 (change #12)  Additionally, removal of the telephone communication method to supply the required information prior to the TAPAP checks	Process reflection
14	3.2.4 (renumbered from 3.2.3)	Inclusion of the word 'sampling' as a method of performing the TAPAP checks	Process reflection
15	3.2.7 (renumbered from 3.2.6)	Acknowledgement that the TAPAP technique may be a single or series of checks	Process reflection
16	3.2.8 <b>(new process step)</b>	Inclusion of an obligation on the Delegated Authority to report back to the PAB on the findings of the TAPAP check(s) and seek approval to apply the Error and Failure Resolution (EFR) technique if appropriate	Process reflection
17	3.2.9 (renumbered from 3.2.7)	Inclusion of the words 'if appropriate', to clarify that the EFR technique may <u>or</u> may not be appropriate for resolving identified non-compliance (for example, it may not be appropriate to apply the EFR technique where the fix is simple and 'costs' less than administering the EFR technique)	Clarification change
18	3.4.4	Addition of the word 'PAB' into the method	Clarification

Proposed change	BSCP535 section reference	Description	Category
		section, to clarify that the PAB must be informed of appeal decisions through a PAB Paper	change
19	3.4.5	Removal of PAP from the 'To' section  The PAP would receive the decision on an appeal through the Delegated Authority, although in practice this may all be performed with all parties in the same room	Housekeeping
20	3.4.5	Replacement of 'Written Communication' with 'Minutes of meeting' in the Method section  This is to reflect that the decision is recorded in the meeting minutes; however, the communication is likely to include formal written communication and this would be managed between the ELEXON Operational Service Manager (OSM) and the PAP	Housekeeping
21	3.4.7	Removal of reference to BSCP538 from the Action and Information Required sections, to clarify that the EFR technique may <i>or</i> may not be appropriate for resolving identified non-compliance that had been appealed	Clarification change
22	3.4.7	Amendment to the Method section to reflect that the outcome would be communicated to the PAP through written communication and the use of the EFR technique, if appropriate	Clarification change
<b>Section 4</b>			
23	4.8	Acknowledgement that the structure of the forms will be agreed between the PAP, PAB and the 'Delegated Authority', rather than BSCCo as the TAPAP checks could be contracted out	Clarification change
24	4.8 BSCP535/01	Change the form title from 'Site Selection of a TAPAP check' to 'Notification of a TAPAP check'	Clarification change
25	4.8 BSCP535/01	<ul style="list-style-type: none"> <li>Removal of 'Proposed Time of Check' – in practice this happens once a date has been agreed and an agenda prepared in collaboration with the PAP)</li> <li>Replacement of 'BSCCo' with the 'Delegated Authority' in reference to determination of the 'Check Reference'</li> </ul>	Process reflection  Clarification change

Proposed change	BSCP535 section reference	Description	Category
		<ul style="list-style-type: none"> <li>• Addition of clarity to the details that should be included when requesting documentation from the PAP</li> <li>• Housekeeping changes to improve the flow of the text in the section</li> <li>• Addition of clarity around when the PAP must accept the proposed TAPAP check</li> <li>• <b>New item addition</b> – Date by which the PAP must provide the required documentation</li> <li>• Addition of clarity around the contact details for the delegated Authority</li> </ul>	<p>Clarification change</p> <p>Housekeeping</p> <p>Clarification change</p> <p>Process improvement</p> <p>Clarification change</p>
26	4.8 BSCP535/02	Change of form title from 'Confirmation of Attendance' to 'Acceptance of TA Check'	Clarification change
27	4.8 BSCP535/02	<ul style="list-style-type: none"> <li>• Replacement of 'BSCCo' with the 'Delegated Authority' in reference to determination of the 'Check Reference'</li> <li>• Removal of 'Proposed Time of Check' – in practice this happens once a date has been agreed and an agenda prepared in collaboration with the PAP)</li> <li>• Housekeeping changes to improve the flow of the text in the section</li> </ul>	<p>Clarification change</p> <p>Process reflection</p> <p>Housekeeping</p>
28	4.8 BSCP535/06	<ul style="list-style-type: none"> <li>• Housekeeping changes to improve the flow of the text in the section</li> <li>• Replacement of 'BSCCo' with the 'Delegated Authority' in reference to determination of the 'Check Reference'</li> </ul>	<p>Housekeeping</p> <p>Clarification change</p>