



## **CP1190 'Recommended changes following an operational review of MDD Processes'**

**Redlined text based on BSCP537**

## 2. Interface and Timetable Information

### 2.1 Qualification Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.1	As required	Provide information and guidance on the Qualification Process and any other entry processes applicable to the Applicant.	BSCCo	Applicant	High level overview of Qualification Process including which Qualification Documents must be completed and the location of the information pack on BSCCo website.	Phone/Written Confirmation
2.1.2	After 2.1.1	<p>Applicant submits its proposed market role details and Qualification Letter<sup>1</sup>.</p> <p>Where the Applicant intends to be a Party to the Code it has applied to become a Party in accordance with Section A of the Code.</p> <p>Applicant sends appropriate Qualification Fee (if applicable).</p>	Applicant	BSCCo	<p>Applicant's proposed market role details and Qualification Letter or Applicant's application to be a Party to the Code.</p> <p>BSCP65 "Registration of Parties and Exit Procedures".</p> <p>Menu of Qualification Fees.</p>	Written Confirmation

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<sup>1</sup> The Applicant can voluntarily withdraw their Qualification Application, or put this application on hold, at any point in the process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.3	5WD after 2.1.2	BSCCo sends confirmation that the Applicant intends to commence the Qualification Process (and where applicable confirms receipt of any documentation or otherwise).	BSCCo	Applicant	Confirmation of Applicant's intention to commence Qualification Process.	Written Confirmation
2.1.4	Prior to Panel Meeting	Applicant ensures and BSCCo confirms that any additional steps required to complete the Qualification Process have been carried out.	BSCCo Applicant		<p>Confirmation that Accession has been completed for Suppliers.</p> <p>Confirmation that the confidentiality disclosure and licence agreement have been received for NHHDA, NHHDC and HHDC applications.</p> <p>For BSC Parties<sup>2</sup> and CVA MOAs- Confirmation that the Applicant has completed additional qualification testing (BSCP70 "CVA Qualification Testing for Parties and Party Agents").</p> <p>For CVA MOAs - Confirmation that the Applicant has registered for CVA MOA Sealing ID for CVA MOA applications (BSCP06 "Notification and Sealing of Metering Equipment for Central Volume Allocation").</p>	
2.1.5	5WD after 2.1.2 or later as agreed	Meet to discuss or communicate the Qualification Process in particular the necessity for completing the SAD and/or any testing requirements and/or witness	BSCCo	Applicant	Mutually convenient date, time and venue.	Phone/Written Confirmation

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<sup>2</sup> Suppliers and LDSOs only.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		testing.  In the case of BSC Parties <sup>2</sup> liaise with MRASCo to discuss possibility of combining any meeting. The aim of such meeting to discuss application timescales for the coordination of testing/witnessing.		MRASCo		
2.1.6	After 2.1.5	Applicant completes any relevant section of the SAD and submits to BSCCo for initial review <sup>3 4</sup> .	Applicant	BSCCo	Completed SAD.	Written Confirmation
2.1.7	At any time after 2.1.5	Applicant completes internal testing of systems and processes which may be witnessed by BSCCo until such time as BSCCo confirms that witnessed testing demonstrates that requirements have been met.	Applicant BSCCo		Completion of internal testing by Applicant and witnessing, if required, by BSCCo.	
2.1.8	Within 10WD after 2.1.6	High level review of SAD by BSCCo.  BSCCo returns reviewed SAD and provides guidance, education and clarification on sections where requirements have not been met.  If the requirements have been met proceed	BSCCo	Applicant	Reviewed SAD.	Phone/Written Confirmation

<sup>3</sup> The SAD may be either submitted in full or section by section, as agreed between Applicant and BSCCo.

<sup>4</sup> The Applicant can go to the Panel at any time during the drafting of the SAD for advice, clarification or endorsement of its plans.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		to 2.1.10.				
2.1.9	After 2.1.8	Applicant further completes the SAD and submits to BSCCo for additional review.	Applicant	BSCCo	Completed SAD.	
2.1.10	Within 10WD of 2.1.9	BSCCo reviews SAD to ensure that it is prepared to the required standard. If prepared to the required standard then proceed to 2.1.11.  If the requirements have not been met proceed to 2.1.6.	BSCCo			Internal Process
2.1.11	After 2.1.10	BSCCo and Applicant confirm that evidence review can commence and mutually agree timescales. <sup>5</sup>	BSCCo Applicant		Details of SAD supporting evidence to be reviewed.	Written Confirmation
2.1.12	After 2.1.11 and within the agreed timescales.	BSCCo reviews supporting evidence <sup>6</sup> to determine if evidence provides the appropriate confirmation that the required standard has been met. When required standards have been met proceed to 2.1.13.  Where the required standards have not been met, BSCCo will provide guidance, assistance and clarification to the	BSCCo	Applicant	Supporting evidence.	

<sup>5</sup> When completing the SAD the Applicant should detail what pieces of evidence can be provided in support of its response. BSCCo may request that these are provided for review, the 'evidence review'. Examples of types of evidence include documentation or evidence of testing.

<sup>6</sup> This review may be at the Applicant's site, if so required.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Applicant as to why its Application was deferred.				
2.1.13	After 2.1.12	Applicant submits final version of SAD signed by its Authorised Signatory.	Applicant	BSCCo	SAD.	Signed Off Hard copy
2.1.14	At any time between 2.1.5 and 2.1.13	BSCCo shall provide the applicant written confirmation of any decision made by BSCCo.	BSCCo	Applicant		Written Confirmation
2.1.15	At any time between 2.1.5 and 2.1.13 but at least 12WD prior to Panel meeting	If Applicant disagrees with any decisions made by BSCCo in relation to the Applicant's Qualification the Applicant may request that the Panel makes a Qualification determination in respect of its Application.	Applicant	Panel	Details of Applicant's appeal.	Written Confirmation
2.1.16	At least 12 WD before Panel Meeting and after 2.1.13.	BSCCo prepares and submits Qualification report to the Panel (and provides a copy of the same to the Applicant) recommending that the Applicant should be Qualified.	BSCCo	Panel Applicant	Qualification Report.	Written Confirmation
2.1.17	At Panel Meeting	Panel decides whether the Applicant should be Qualified. If yes, then proceed to 2.1.18 <sup>7</sup> .  If the application is deferred, then proceed to 2.1.20 <sup>2</sup> .	Panel	BSCCo	Qualification decision.	Meeting

<sup>7</sup> The Panel may also approve the Applicant's Qualification and also impose certain conditions or requirements on the Qualified Person.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>2.1.18</u>	<u>After Panel decision</u>	<u>Raise MDD circular to add Qualified Applicant information to MDD database in accordance with BSCP509.</u>	<u>BSCCo</u>	<u>SVAA</u>	<u>PAB decision on addition</u>	<u>As per BSCP509</u>
2.1. <del>19</del> <del>18</del>	5WD after 2.1.17	Notification of Panel's decision to accept Qualification.	BSCCo	Applicant  All interested parties	Panel Decision.	Written Confirmation
<u>2.1.20</u>	<u>After Panel decision</u>	<u>SMRA may commence with MDD change request process.</u>	<u>SMRA</u>	<u>BSCCo</u>	<u>MDD change request form F509/01 in accordance with BSCP509.</u>	<u>Email / Fax</u>
2.1. <del>21</del> <del>19</del>	Next PAB meeting after 2.1.17	Notify PAB of Panel's Decision and detail additional matters that are required to be addressed, including where a technical assurance check is required (if appropriate).	BSCCo	PAB	Panel Decision.	Meeting
2.1. <del>22</del> <del>20</del>	Within 5 WD of 2.1.17 (if Qualification deferred)	Applicant informed in writing of the rationale for the decision.  BSCCo to provide guidance, assistance and clarification to the Applicant as to why its Application was deferred.  Proceed to 2.1.6.	BSCCo	Applicant	Areas of the SAD that are not acceptable and/or other areas which require further testing or evidence to be provided as determined by the Panel.	Written Confirmation