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| <p align="center"><b>Change Proposal – BSCP40/02</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p align="center"><b>CP No: 1346</b></p> <p align="center"><i>Version No: v1.0</i><br/>(mandatory by BSCCo)</p> |
| <p><b>Title</b> <i>(mandatory by originator)</i></p> <p><b>Proving tests shall not be based on verbal Meter Technical Details</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                 |
| <p><b>Description of Problem/Issue</b> <i>(mandatory by originator)</i></p> <p><b><u>Summary</u></b></p> <p>This CP will remove the risk of Settlement errors occurring as a result of basing Proving Tests on verbally-communicated Meter Technical Details (MTD).</p> <p><b><u>Background</u></b></p> <p>In order to maintain the integrity of Settlement, every Central Volume Allocation (CVA) Metering System is required to go through a full ‘end-to-end’ set of commissioning tests (under CoP4<sup>1</sup>) and Proving Tests (under BSCP02<sup>2</sup>) when it is first registered for Settlement purposes in the Central Meter Registration Service (CMRS).</p> <p>The purpose of the CoP4 commissioning tests is to establish that Settlement Metering Equipment is accurately measuring the energy flowing and recording this energy in the Metering System’s Outstation.</p> <p>The BSCP02 Proving Tests are designed to:</p> <ul style="list-style-type: none"> <li>• Establish that the MTD submitted by the Meter Operator Agent (MOA) or Registrant to the Central Data Collection Agent (CDCA) to enable data collection are complete, accurate and correctly transferred to the CDCA instation;</li> <li>• Establish that the CDCA is able to interrogate the Metering System Outstation and satisfactorily retrieve the relevant metered data in the required format; and</li> <li>• Prove that a Meter register advance for a given Settlement Period is consistent with the metered data retrieved by the CDCA for that same Settlement Period.</li> </ul> <p>Commissioning tests and Proving Tests do not necessarily have to be carried out on the same day, provided a reference Settlement Period is identified by the MOA for the comparison between Meter Register data and that collected by the CDCA for the same Settlement Period. However, commissioning tests must be completed prior to carrying out a Proving Test, and all testing and sealing must be completed before the Effective From Date (except where a Supplier Volume Allocation (SVA) Metering System transfers to CVA under BSCP68).</p> <p><b><u>The issue</u></b></p> <p>In practice, many MOAs agree with the CDCA to carry out a Proving Test/checks on a CVA Metering System immediately after completing their commissioning tests. This is because they are already on site, and can therefore rectify any problems detected during the Proving Test/checks while they are there – avoiding the need for a further site visit.</p> <p>However, in order to carry out the Proving Test/checks immediately after the commissioning tests, the MOA has to convey the MTD over the telephone to the CDCA. This allows the CDCA to input these MTD into the CDCA instation and then dial the relevant Settlement Outstation(s).</p> <p>Within 1 Working Day of the date of the Proving Test/checks, the MOA will submit the Proving Test/checks data to the CDCA using form BSCP02/4.3 ‘Metering System Proving Test Record’. The</p> |                                                                                                                 |

<sup>1</sup> Code of Practice (CoP) 4 ‘Code of Practice for the Calibration, Testing and Commissioning requirements of Metering Equipment for Settlement Purposes’.

<sup>2</sup> Balancing and Settlement Code Procedure (BSCP) 02 ‘Proving Test Requirements for Central Volume Allocation Metering Systems’.

CDCA will confirm that the comparison between the reference Settlement Period provided by the MOA and that collected by the CDCA is identical (or within acceptable tolerances).

BSCP20<sup>3</sup> requires MTD to be submitted by post/fax/email using either form BSCP20/4.3 'Registration of Meter Technical Details' (which must be signed by an Authorised Signatory) or flow CDCA-I003 'Meter Technical Details'. In situations where MTD are initially communicated verbally during a Proving Test, the Registrant or MOA will then formally submit the MTD to the CDCA several days later in accordance with BSCP20. The CDCA inputs these subsequent MTD, which overwrite the earlier MTD verbally communicated by the MOA.

The risk with this approach is that, if the subsequent MTD are different to those used for the Proving Test, this can result in Settlement errors even though the Proving Test was considered successful. This situation occurred recently and resulted in an overstated Settlement volume (estimated at £3.4m). Fortunately, the error was able to be corrected before the Final Reconciliation Run.

#### **Proposed Solution** *(mandatory by originator)*

This CP will amend BSCP02 to state that a Proving Test/check shall only be considered successful if it is carried out using the MTD submitted by post/fax/email in accordance with BSCP20 (i.e. using form BSCP20/4.3 or the CDCA-I003).

This will not prevent MOAs and the CDCA from carrying out preliminary tests/comparisons based on verbal MTD while the MOA is on site immediately after the commissioning tests. However, once the CDCA receives the formal MTD in accordance with BSCP20 it must use these to redial the Outstation(s). It must then use the retrieved data for the Settlement Period comparison with those values recorded by the MOA on the BSCP02/4.3 form or CDCA-I003. As long as the data dialled by the CDCA matches the MOA's, there should be no need for the MOA to perform another site visit. This avoids causing unnecessary inefficiencies to MOAs while addressing the risk of Settlement errors.

#### **Justification for Change** *(mandatory by originator)*

There is scope for human error in communicating MTD verbally in advance of the formal MTD submission under BSCP20.

Where the initial verbal MTD and subsequent BSCP20 post/fax/email MTD differ, it could be that the initial verbal MTD are the correct ones. However, because the formal post/fax/email MTD submitted under BSCP20 will always over-write the verbal ones, the Proving Test must be based on the formal BSCP20 MTD so that any errors can be identified and addressed before data enters Settlement.

The purpose of a Proving Test is ultimately to verify that the data which will be used in Settlement is correct; not to verify data that is expected to be used in Settlement.

#### **To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code?** *(mandatory by originator)*

This CP will facilitate the provisions of BSC Section K 'Classification and registration of Metering Systems and BM Units'.

#### **Estimated Implementation Costs** *(mandatory by BSCCo)*

2 man days of ELEXON effort (equating to £480).

#### **Configurable Items Affected by Proposed Solution(s)** *(mandatory by originator)*

This CP will impact BSCP02 'Proving Test Requirements for Central Volume Allocation Metering Systems'. Our proposed redlined changes to the BSCP are attached to this CP.

<sup>3</sup> 'Registration of Metering Systems for Central Volume Allocation'.

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| <b>Impact on Core Industry Documents or System Operator-Transmission Owner Code</b> <i>(mandatory by originator)</i><br>None.                                                                                                                                               |
| <b>Related Changes and/or Projects</b> <i>(mandatory by BSCCo)</i><br>None.                                                                                                                                                                                                 |
| <b>Requested Implementation Date</b> <i>(mandatory by originator)</i><br>November 2011 Release.<br><b>Reason:</b><br>Next available Release.                                                                                                                                |
| <b>Version History</b> <i>(mandatory by BSCCo)</i><br>We raised version 1.0 of this CP on 1 April 2011.                                                                                                                                                                     |
| <b>Originator's Details:</b><br><b>BCA Name:</b> Kathryn Coffin<br><b>Organisation:</b> ELEXON<br><b>Email Address:</b> <a href="mailto:kathryn.coffin@elexon.co.uk">kathryn.coffin@elexon.co.uk</a><br><b>Telephone Number:</b> 020 7380 4030<br><b>Date:</b> 1 April 2011 |
| <b>Attachments:</b> Yes<br>Redlined changes to BSCP02 – 16 pages                                                                                                                                                                                                            |