

CP Progression – CP1346

Meeting Name	Imbalance Settlement Group (ISG)
Meeting Date	24 May 2011
Purpose of paper	For decision
Summary	This report provides details of the background, solution, impacts and industry views for CP1346 'Proving tests shall not be based on verbal Meter Technical Details'. We invite you to approve CP1346 based on this information.

1. Why change?

1.1 Summary

1.1.1 This CP will remove the risk of Settlement errors occurring as a result of basing Proving Tests on verbally-communicated Meter Technical Details (MTD).

1.2 Background

1.2.1 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 CoP4¹) and Proving Tests (under BSCP02²) when it is first registered for Settlement purposes in the Central Meter Registration Service (CMRS).

1.2.2 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.

1.2.3 The BSCP02 Proving Tests are designed to:

- 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;
- Establish that the CDCA is able to interrogate the Metering System Outstation and satisfactorily retrieve the relevant metered data in the required format; and
- 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.

¹ Code of Practice 4 'Code of Practice for the Calibration, Testing and Commissioning requirements of Metering Equipment for Settlement Purposes'.

² Balancing and Settlement Code Procedure 02 'Proving Test Requirements for Central Volume Allocation Metering Systems'.

- 1.2.4 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).

2. What is the issue?

- 2.1 In practice, many MOAs agree with the CDCA to carry out a Proving Test 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 while they are there – avoiding the need for a further site visit.
- 2.2 However, in order to carry out the Proving Test immediately after the commissioning tests, the MOA has to convey the MTD over the telephone to the CDCA.³ This allows the CDCA to input these MTD into the CDCA instation and then dial the relevant Settlement Outstation(s).
- 2.3 Within 1 Working Day of the date of the Proving Test, the MOA will submit the Proving Test data to the CDCA using form BSCP02/4.3 'Metering System Proving Test Record'. The 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).
- 2.4 BSCP20⁴ 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.
- 2.5 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.

3. Solution

- 3.1 This CP will amend BSCP02 to state that a Proving Test 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).

³ This is because the MTD cannot be finalised and submitted until after the Commissioning Test is completed.

⁴ Balancing and Settlement Code Procedure 20 'Registration of Metering Systems for Central Volume Allocation'.

- 3.2 You can find a copy of our proposed redlined changes to BSCP02 in Attachment A.
- 3.3 This will not prevent MOAs and the CDCA 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 compare the data retrieved for the Settlement Period 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.

4. Intended benefits

- 4.1 There is scope for human error in communicating MTD verbally in advance of the formal MTD submission under BSCP20.
- 4.2 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.
- 4.3 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.

5. Industry views

- 5.1 We raised [CP1346](#), and issued it for industry impact assessment in CPC00696, on 1 April 2011. We received 4 responses as summarised below.

Respondent role	Respondent view		
	Yes	No	Neutral
Meter Operator Agent	1	-	-
Distributor/Meter Operator Agent	-	-	1
Other (neither respondent is impacted)	2	-	-
Total	3	0	1

- 5.2 One respondent believes that the CP is a simple change to address a known issue. They consider that there will be potential operational/administrative work for some circumstances of Proving Tests, but that this will have negligible negative consequences. Another respondent agrees that Proving Tests should never be based on verbal MTD, as the point of a Proving Test is to ensure that the details held on the system (provided through the appropriate channels) match the installed MTD.

5.3 The respondent who is neutral believes that the CP will make the process for managing MTDs more accurate, but will also slow it down and increase costs because MOAs may need to make multiple site visits. They consider that the extent of this cost is too early to tell.

5.4 You can find the full industry responses on our website [here](#).

5.5 Comments on the proposed redlining

5.5.1 We received no comments on our proposed redlined changes to BSCP02.

6. Impacts and costs

6.1 The following table shows the ELEXON effort needed to implement CP1346 and the participant impact.

Market participant	Cost/impact	Implementation time needed
ELEXON (implementation)	2 man days of effort (equating to £480). This includes applying the proposed changes to BSCP02, and updating the website and Baseline Statement.	November 2011 Release suitable
MOAs	Potential increase in site visits in some circumstances. No specific costs provided.	November 2011 Release suitable
Other	None identified.	N/A

7. Implementation approach

7.1 We propose that CP1346 is implemented in the November 2011 Release, as this is the next available Release.

8. Recommendation

8.1 We invite you to **APPROVE** CP1346 for implementation in the November 2011 Release.

Attachment:

Attachment A – BSCP02 redlined



For more information, please contact:

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CP1346 – Proving Tests shall not be based on verbal Meter Technical Details

CP1346 proposes changes to BSCP02 sections 1.1, 3.1, 3.2, 3.3, 3.4, 3.6 and 3.7.

We have redlined these changes against version 6.0 of the BSCP.

In addition, we have taken the opportunity to correct some minor housekeeping errors in sections 1.7, 2.1 and 3.3.

1. INTRODUCTION

1.1 Purpose and Scope of the Procedure

This BSCP defines the minimum requirements for the proving of new, and changes to existing, Metering Systems. In order to maintain the integrity of Settlement every Metering System is required to go through a full ‘end-to-end’ set of commissioning and Proving Tests when it is first registered for Settlement purposes in the Central Meter Registration Service (CMRS). 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 Meter Operator Agent (MOA) for the comparison between Meter Register data and that collected by the Central Data Collection Agent (CDCA) for the same Settlement Period. However, commissioning tests must be completed prior to carrying out a Proving Test, and all testing and sealing completed before the Effective From Date, except where a Supplier Volume Allocation (SVA) Metering System transfers to Central Volume Allocation (CVA) under BSCP68 (see Section 1.5).

This Balancing and Settlement Code Procedure (BSCP) differentiates between commissioning tests and Proving Tests associated with CVA Metering Systems and defines the boundaries of each activity, as shown in Fig. 1. Commissioning tests, as defined in Code of Practice Four (CoP 4), are the minimum requirements necessary to establish that the Metering Equipment is accurately measuring and recording the energy (consumption or generation) in an Outstation at a Site.

Whilst the general requirements for commissioning tests in relation to the various activities performed on CVA Metering Systems by the MOA which may, or may not, lead to a Proving Test being necessary, are covered in the table - Appendix 5: Table of Testing Requirements and Methods of Assurance of Settlement Data and associated Guidance Notes – any detail associated with those commissioning test requirements are out of scope of this procedure, and are not intended to replace the requirements of CoP4.

In Fig. 1, the Metering System is bounded by a thin solid line, and the boundary for ‘commissioning’ by the MOA is shown as a dotted line – Box A.

The purpose of a Proving Test is to establish the following:

- (a) The Meter Technical Details (MTD) submitted by the MOA or Registrant to the CDCA to enable data collection are complete, accurate and correctly transferred to the CDCA instation;
- (b) The CDCA is able to interrogate the Metering System Outstation and satisfactorily retrieve the relevant metered data in the required format; and
- (c) 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.

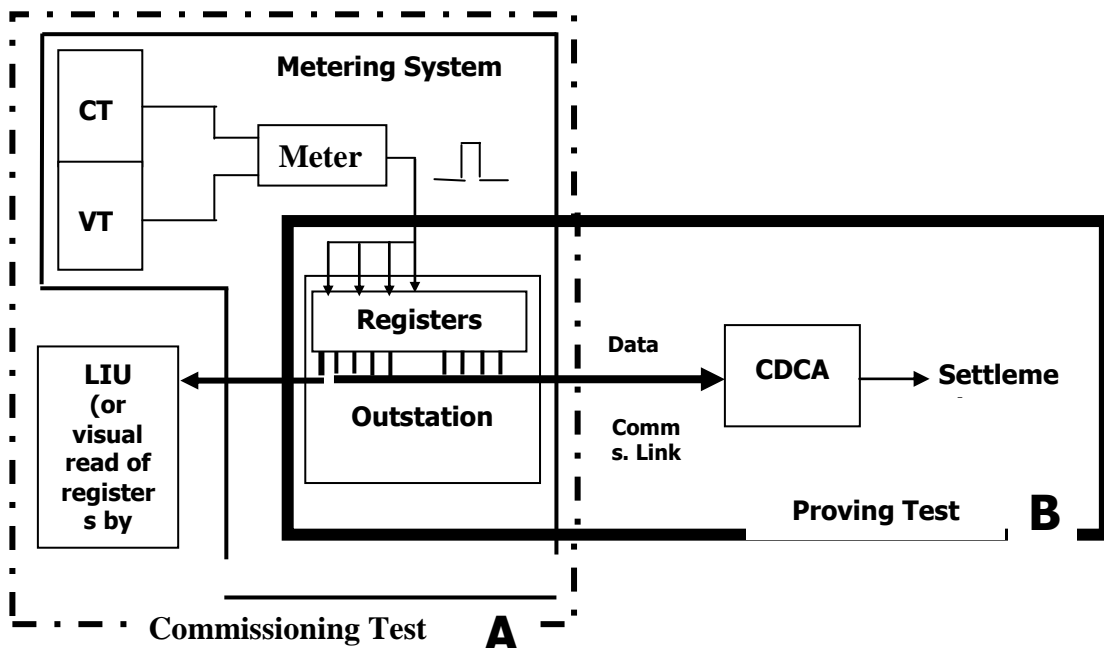


Fig. 1 – Boundaries for Commissioning and Proving Test Activities

The boundary for a Proving Test, carried out by the CDCA in conjunction with the MOA, is shown in Fig. 1 as a thick solid line – Box B.

This procedure describes the process for determining the requirements for carrying out such Proving Tests or other agreed checks on CVA Metering Systems. This procedure also describes the activities involved in carrying out Proving Tests, and any additional checks that may be required either at the same time as, or in place of, a Proving Test.

NOTE: MOAs and CDCA should ensure that all recorded readings associated with commissioning and Proving Tests, in accordance with this procedure, are defined in MWh.

Proving Tests or other agreed checks must use the MTD submitted to the CDCA by the Registrant or MOA in accordance with BSCP20, either via form BSCP20/4.3 'Registration of Meter Technical Details' or the CDCA-I003 'Meter Technical Details'. The MOA and

CDCA shall not use MTD which are provided by any other method as the basis for a Proving Test or other agreed check.

1.1.1 This procedure covers situations where the Registrant or MOA is proposing to:

- (a) Install new, or additions to, existing Metering Systems;
- (b) Remove and / or replace Meters and / or Outstations;
- (c) Reprogram Meters and / or Outstations; and
- (d) Change the registration of a Metering System from a Supplier Metering Registration Service (SMRS) to the Central Metering Registration Service (CMRS), i.e. a SVA Metering System becomes a CVA Metering System.

Some scenarios will not require a Proving Test to be carried out. Simple comparison checks may be adequate in some circumstances by agreement between the MOA and the CDCA using other relevant metered data from the Metering System collected by the CDCA. Where comparison checks are deemed acceptable the evaluation must take into account the overall integrity of Settlement. These comparison checks will largely be dependent on the degree of duplication within each Metering System.

Other scenarios that are not covered by this procedure may require commissioning and / or a limited degree of Proving Tests. In these cases the MOA should consult with the CDCA and / or BSCCo (ELEXON), as appropriate, to agree the scope of testing required. Form BSCP02/4.1 should be used to confirm any agreements between the MOA and CDCA.

1.1.2 This procedure specifically excludes the requirement for Proving Tests or additional checks for Metering Systems registered in SMRS (these are covered in BSCP514).

1.1.3 Proving Tests or additional checks are not required for:

- (a) Change of Registrant – since there is no impact on the physical Metering System or associated parameters (unless PINs are changed) - this activity is then covered under reprogramming of Meters / Outstations;
- (b) Change of Data Collector – except where there is a transfer of Metering System registration from SMRS to CMRS - since there is only one BSC Agent acting as a Data Collector (CDCA) for CVA Metering Systems.
- (c) Change of Meter Operator Agent – since this only requires a registration change by the Registrant, in accordance with BSCP20;

[Sections 1.2-1.6 are unchanged]

1.7 Associated BSC Procedures

BSCP06	CVA Meter Operations for Metering Systems Registered in CMRS Notification and Sealing of Metering Equipment for Central Volume Allocation
BSCP20	Registration of Metering Systems for Central Volume Allocation
BSCP25	Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution System Connection Points
BSCP38	Authorisations (or where appropriate BDTP38). Please note references throughout this document to BSCP38 also relate to the associated BDTP38 where appropriate
BSCP68	Transfer of Registration of Metering Systems between CMRS and SMRS

2. ACRONYMS AND DEFINITIONS

2.1 List of Acronyms

The terms used in this BSCP are defined as follows:

BDTP	BETTA Data Take On Procedure
BSCCo	Balancing and Settlement Code Company Limited
BSCP	Balancing and Settlement Code Procedure
CDCA	Central Data Collection Agent
CMRS	Central Meter Registration Service
CoP	Code of Practice
CRA	Central Registration Agent
CT	Current Transformer
CVA	Central Volume Allocation
GSP	Grid Supply Point
LIU	Local Interrogation Unit
MOA	Meter Operator Agent
MSID	Metering System Identifier
MSN	Meter Serial Number
MTD	Meter Technical Details
MWh	Mega-Watt hours
SMRS	Supplier Meter Registration Service

SD	Settlement Day
SVA	Supplier Volume Allocation
UPI	Units per Impulse
VT	Voltage Transformer
WD	Working Day

3. Interface and Timetable Information

3.1 Proving Test Requirements for New Installations

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	At least 15 WD prior to Effective From Date	Advise CDCA of the date commissioning will be completed and the proposed date for Proving Test.	MOA	CDCA	Proposed Proving Test date NOTE: The Proving Test date must be at least 8 WD prior to the Effective From Date and after the Metering Equipment has been fully commissioned.	Fax / Email
3.1.2	Prior to 3.1.3	Carry out commissioning tests in accordance with CoP 4	MOA		BSCP02 / 4.2(a) & BSCP02 / 4.2(b): Metering System Commissioning Test Record	
3.1.3	Before Proving Test	Confirm that the Metering System has been installed, commissioned in accordance with CoP 4, and is operating satisfactorily in accordance with the relevant Code of Practice. Send commissioning test records to CDCA	MOA	CDCA	BSCP02/4.4: Confirmation of Installation of Metering Equipment BSCP02 / 4.2(a) & BSCP02 / 4.2(b): Metering System Commissioning Test Record	Fax / Email / Letter
3.1.4	On date agreed in 3.1.1	Carry out Proving Tests in accordance with Section 5 – Ref. 1 in section 5.1	MOA / CDCA		<u>BSCP20 / 4.3: Registration of Meter Technical Details</u> <u>(CDCA-I003 Meter Technical Details)</u> NOTE: A Proving Test or other agreed check shall not be considered successful unless it is carried out using MTD submitted in this format.	<u>Fax / Email / Post</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.5	On day of Proving Test	Liaise with CDCA to confirm that half-hourly data is correct.	MOA	CDCA		Phone
3.1.6	Within 1 WD of completion of Proving Test	Send completed form BSCP02/4.3	MOA	CDCA	BSCP02/4.3: Metering System Proving Test Record. NOTE: Form must be signed by an Authorised Person registered in accordance with BSCP38/5.3.	Fax / Email
3.1.7	Within 1 WD of 3.1.6	Confirm results of Proving Test. Where it is unsuccessful agree measures to rectify problem and return to 3.1.3.	CDCA	Registrant MOA	BSCP02/4.3: Metering System Proving Test Record.	Fax / Email

3.2 Proving Test Requirements for Extension to Existing Installation

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	At least 15 WD prior to Effective From Date	Advise CDCA of the date commissioning of additional Metering Equipment will be completed and the proposed date for Proving Test.	MOA	CDCA	Proposed Proving Test date NOTE: The Proving Test date must be at least 8 WD prior to the Effective From Date and after the Metering Equipment has been fully commissioned.	Fax / Email
3.2.2	Prior to 3.2.3	Carry out commissioning tests in accordance with CoP 4	MOA		BSCP02 / 4.2(a) & BSCP02 / 4.2(b): Metering System Commissioning Test Record	
3.2.3	Before Proving Test	Confirm that the Metering System has been installed, commissioned in accordance with CoP 4, and is operating satisfactorily in accordance with the relevant Code of Practice. Send commissioning test records to CDCA.	MOA	CDCA	BSCP02/4.4: Confirmation of Installation of additional Metering Equipment BSCP02 / 4.2(a) & BSCP02 / 4.2(b): Metering System Commissioning Test Record	Fax / Email / Letter
3.2.4	On date agreed in 3.2.1	Carry out Proving Tests in accordance with Section 5 – Ref. 2 in section 5.1.	MOA / CDCA		<u>BSCP20 / 4.3: Registration of Meter Technical Details</u> <u>(CDCA-I003 Meter Technical Details)</u> NOTE: <u>A Proving Test or other agreed check shall not be considered successful unless it is carried out using MTD submitted in this format.</u>	<u>Fax / Email / Post</u>
3.2.5	On day of Proving Test	Liaise with CDCA to confirm that half-hourly data is correct.	MOA	CDCA		Phone

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6	Within 1 WD of completion of Proving Test	Send completed form BSCP02/4.3.	MOA	CDCA	BSCP02/4.3: Metering System Proving Test Record. NOTE: Form must be signed by an Authorised Person registered for purpose in accordance with BSCP38/5.3.	Fax / Email - followed by postal delivery of original
	Within 1 WD of 3.2.6	Confirm results of Proving Test. Where it is unsuccessful agree measures to rectify problem and return to 3.2.3.	CDCA	Registrant MOA	BSCP02/4.3: Metering System Proving Test Record.	Fax / Email

3.3 Proving Test Requirements where a Metering System Registration is transferred from SMRS to CMRS

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	Within 5 WD prior to the Effective From Date	Confirm that the Metering System is operating satisfactorily in accordance with the relevant Code of Practice and agree date for Proving Test.	MOA	CDCA	BSCP02/4.4: Confirmation of Installation of Metering Equipment Proposed Proving Test date	Fax/ Letter
3.3.2	On date agreed in 3.3.1 and within 5 WD after Effective From date	Carry out Proving Tests in accordance with Section 5 Ref. 27 in section 5.4.	MOA / CDCA		<u>BSCP20 / 4.3: Registration of Meter Technical Details</u> <u>(CDCA-I003 Meter Technical Details)</u> <u>NOTE: A Proving Test or other agreed check shall not be considered successful unless it is carried out using MTD submitted in this format.</u>	<u>Fax / Email / Post</u>
3.3.3	On day of Proving Test	Liaise with CDCA to confirm that half-hourly data is correct.	MOA	CDCA		Phone
3.3.4	Within 1 WD of completion of Proving Test	Send completed form BSCP02/4.3 NOTE: CDCA may provide initial information to MOA to allow this process to start, e.g. where Proving Test is by comparison of data in the CDCA system with the data collected by a SVA data collector.	MOA	CDCA	BSCP02/4.3: Metering System Proving Test Record. NOTE: Form must be signed by an Authorised Person, registered for purpose, in accordance with BSCP38/5.3.	Fax/ Email
3.3.5	Within 1 WD of 3.3.4	Confirm results of Proving Test. Where it is unsuccessful agree measures to rectify problem and return to 3.3.1.	CDCA	Registrant MOA	BSCP02/4.3: Metering System Proving Test Record.	Fax/ Email

NOTE: For Metering Systems installed to CoP 3 or below, alternative Proving Test methods and timescales may be more appropriate. Any alternatives shall be agreed with the CDCA beforehand, using BSCP02 / 4.1.-

3.4 Proving Test Requirements where a Meter has been Replaced with a Different Meter

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	Immediately on replacing the Meter	Carry out commissioning tests in accordance with CoP 4	MOA		BSCP02 / 4.2(a) & BSCP02 / 4.2(b): Metering System Commissioning Test Record	
3.4.2	Within 1 WD of 3.4.1	Advice CDCA of the date commissioning will be completed and the proposed date for Proving Test. Proving Test to be as soon as practicable following, but within 5 WD of, 3.4.1	MOA	CDCA	Proposed Proving Test date NOTE: The Proving Test date must be after the Metering Equipment has been fully commissioned.	Fax/ Email
3.4.3	Prior to Proving Test date ¹	Confirm that the Meter has been installed, commissioned in accordance with CoP 4, and is operating satisfactorily in accordance with the relevant Code of Practice. Send commissioning test records to CDCA	MOA	CDCA	BSCP02/4.4: Confirmation of Installation of Metering Equipment BSCP02 / 4.2(a) & BSCP02 / 4.2(b): Metering System Commissioning Test Record	Fax/ Email
3.4.4	On date agreed in 3.4.2	Carry out Proving Tests in accordance with Section 5 Ref. 6 in section 5.2	CDCA/ MOA		BSCP02 / 4.3: Metering System Proving Test Record BSCP20 / 4.3: Registration of Meter Technical Details (CDCA-I003 Meter Technical Details) NOTE: A Proving Test or other agreed check shall not be considered successful unless it is carried out using MTD submitted in this format.	<u>Fax / Email / Post</u>

¹ If possible, or within 1 WD of 3.4.1 if commissioning and Proving Tests are carried out at the same time.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.5	On day of Proving Test	Liaise with CDCA to confirm that half-hourly data is correct.	MOA	CDCA		Phone
3.4.6	Within 1 WD of completion of Proving Test	Send completed form BSCP02/4.3 NOTE: CDCA may provide initial information to MOA to allow this process to start, e.g. where Proving Test is by comparison of data in the CDCA system	MOA	CDCA	BSCP02/4.3: Metering System Proving Test Record. NOTE: Form must be signed by an Authorised Person registered in accordance with BSCP38/5.3.	Fax / Email
3.4.7	Within 1 WD of 3.4.6	Confirm results of Proving Test. Where it is unsuccessful agree measures to rectify problem and return to 3.4.3.	CDCA	Registrant MOA	BSCP02/4.3: Metering System Proving Test Record.	Fax / Email

[Section 3.5 is unchanged]

3.6 Proving Test Requirements where a Outstation has been Replaced by Different Type

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	Immediately on replacing Outstation	Carry out commissioning tests in accordance with CoP 4	MOA		BSCP02 / 4.2(a) & BSCP02 / 4.2(b): Metering System Commissioning Test Record	
3.6.2	At 3.6.1 or within 1 WD of 3.6.1	Advise CDCA of the date commissioning of replacement Outstation will be completed, and the date when Proving Tests can be carried out. Proving Test to be as soon as practicable following, but within 5 WD of, 3.6.1	MOA	CDCA	Proposed date of Proving Tests NOTE: The Proving Tests must be carried out after the Metering Equipment has been fully commissioned.	Fax/ Email
3.6.3	Prior to Proving Test date ²	Confirm that the Outstation has been installed, commissioned in accordance with CoP 4, and is operating satisfactorily in accordance with the relevant Code of Practice.	MOA	CDCA	BSCP02/4.4: Confirmation of Installation of Metering Equipment	Fax/ Email
3.6.4	On date agreed in 3.6.2	Carry out Proving Tests in accordance with Section 5 Ref. 12 in section 5.3	CDCA / MOA		<u>BSCP20 / 4.3: Registration of Meter Technical Details</u> <u>(CDCA-I003 Meter Technical Details)</u> <u>NOTE: A Proving Test or other agreed check shall not be considered successful unless it is carried out using MTD submitted in this format.</u>	<u>Fax / Email / Post</u>
3.6.5	On day of Proving Test	Liaise with CDCA to confirm that half-hourly data is correct.	MOA	CDCA	BSCP02/4.3: Metering System Proving Test Record.	Fax

² If possible, or within 1 WD of 3.6.1 if commissioning and Proving Test are carried out at the same time.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.6	Within 1 WD of completion of Proving Test	Send completed form BSCP02/4.3 NOTE: CDCA may provide initial information to MOA to allow this process to start, e.g. where Proving Test is by comparison of data in the CDCA system	MOA	CDCA	BSCP02/4.3: Metering System Proving Test Record. NOTE: Form must be signed by an Authorised Person, registered for purpose, in accordance with BSCP38/5.3.	Fax - followed by postal delivery of original
3.6.7	Within 1 WD of 3.6.6	Confirm results of Proving Test. Where it is unsuccessful agree measures to rectify problem and return to 3.6.3.	CDCA	Registrant MOA	BSCP02/4.3: Metering System Proving Test Record.	Fax/ Email

3.7 Proving Test Requirements where a Outstation has been Reprogrammed

(i) at Channel Level

(ii) at System Level

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.1	On identifying reprogramming of Outstation is required	Notify CDCA of intended work and date when to be carried out. Advise CDCA of proposed date for Proving Tests. Proving Test to be carried out within 5 WD of 3.7.2	MOA	CDCA	Proposed date for Proving Tests. NOTE: The Proving Tests must be carried out after the Metering Equipment has been fully commissioned.	Fax/Email
3.7.2	Immediately on completing reprogramming of Outstation	Confirm that work is completed and fully commissioned	MOA	CDCA	BSCP02/4.4: Confirmation of Installation of Metering Equipment	Fax/ Email
3.7.3	On date agreed in 3.7.1	Carry out Proving Tests in accordance with Section 5 Ref. 13 in section 5.3 (for Channel level); and Ref. 14 in section 5.3 (for System level)	CDCA / MOA		BSCP02 / 4.3: Metering System Proving Test Record BSCP20 / 4.3: Registration of Meter Technical Details (CDCA-I003 Meter Technical Details) NOTE: A Proving Test or other agreed check shall not be considered successful unless it is carried out using MTD submitted in this format.	<u>Fax / Email / Post</u>
3.7.4	On day of Proving Test	Liaise with CDCA to confirm that half-hourly data is correct.	MOA	CDCA		Phone

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.5	Within 1 WD of completion of Proving Test	Send completed form BSCP02/4.3	MOA	CDCA	BSCP02/4.3: Metering System Proving Test Record. NOTE: Form must be signed by an Authorised Person, registered for purpose, in accordance with BSCP38/5.3.	Fax - followed by postal delivery of original
3.7.6	Within 1 WD of 3.7.5	Confirm results of Proving Test. Where it is unsuccessful agree measures to rectify problem and return to 3.7.2.	CDCA	Registrant MOA	BSCP02/4.3: Metering System Proving Test Record.	Fax/ Email

[Sections 4 and 5 are unchanged]