

## CDCA User Requirements Specification Issue 15 red line extract

### 5.13 CDCA-F013: Undertake Meter Advance Reconciliation

<b>Requirement ID:</b> CDCA-F013	<b>Status:</b> M	<b>Title:</b> Undertake Meter Advance Reconciliation	<b>ITT reference:</b> CDCA SD 12.2 - 12.6, 12.11, 19.2 BPM 3.8, 4.12, 4.2 CP1153
<b>Man/auto:</b> Manual	<b>Frequency:</b> As per Functional Requirements 1., 2., <del>&amp; 3.</del> <b>&amp; 4.</b>	<b>Volumes:</b> Approximately 100 per working day, based upon 5000 metering systems.	
<b>Functional Requirement:</b>			
<p>1. For Meters with separate Outstations the CDCA shall ensure that meter reading is carried out on the registers of all physical meters recording active energy and the active energy registers of associated data collector outstations, where applicable, which provide meter period data collected by the CDCA for settlement purposes, at least once every three months.</p> <p><u>2. For Meters with separate Outstations located at Offshore Power Park Modules the CDCA shall ensure that meter reading is carried out on the registers of all physical meters recording active energy and the active energy registers of associated data collector outstations, where applicable, which provide meter period data collected by the CDCA for settlement purposes, at three months for the first Meter Advance Reconciliation and thereafter at least once every twelve months.</u></p> <p><u>2.3.</u> For Meters with integral Outstations that do not provide an electronic cumulative reading of the prime Meter register equivalent to the total consumption or production of the Meter, the CDCA shall ensure that meter reading is carried out on the registers of all physical meters recording active energy, which provide meter period data collected by the CDCA for settlement purposes, at least once every six months.</p> <p><u>3.4.</u> For Meters with integral Outstations that provide an electronic cumulative reading of the prime Meter register equivalent to the total consumption or production of the Meter, the CDCA shall ensure that meter reading is carried out on the registers of all physical meters recording active energy, which provide meter period data collected by the CDCA for settlement purposes, at least once every twelve months.</p> <p><u>4.5.</u> All records of active energy meter readings shall be input into the Meter Advance Reconciliation process, recording the relevant dates and times of readings, and comparing the advance of the register reading with the sums of the meter period data relevant to that register reading over the same time period.</p> <p><u>5.6.</u> The CDCA shall validate that the time at which the physical meter reading was taken as either in Universal Co-ordinated Time or local clock time and take this potential variation into account when comparing the sum of half-hourly values in the reconciliation. Note that the meters themselves always operate using a <u>UTC</u> time reference (i.e. GMT).</p> <p>The results of each Meter Advance Reconciliation shall be validated, and the CDCA shall provide the relevant BSC Party (the Registrant) with a reconciliation report detailing the actual difference calculated for each active energy meter or associated outstation register. The report may also be supplied to the relevant MOA, and the Distribution business if required, and to the BSCCo Ltd if needed to support a dispute.</p>			
<b>Non Functional Requirement:</b>			
<p>The CDCA shall in all cases, ensure that authorisation for access is granted to procure meter readings.</p> <p>When attending a site to perform a meter reading for MAR purposes, the CDCA shall also perform visual inspections to ensure that:-</p> <p>a) there is no evidence of damage to the Metering Equipment;</p> <p>b) there is no evidence of fuse failure:</p>			

- c) all indicator lamps are operational;
- d) there is no evidence of tampering with the Metering Equipment;
- e) there is no evidence of safety measures being compromised; and
- f) the appropriate metering seals are correctly applied to the Metering Equipment in accordance with prescribed standards which will be equivalent to Appendix 8 of Schedule 5 of the Meter Operation Code of Practice Agreement.

**Interfaces:**

This is to be in accordance with interface requirement CDCA-I011 for incoming dial readings, and CDCA-I018 for reporting. Meter period data is collected using interfaces CDCA-I008 (for automatically collected data) and CDCA-I009 (for manually collected period data).

**Issues:**