

CP1183 'Allowing a Date to be Deemed for a Change in Energisation Status of a Half hourly Meter'

Redlined text based on BSCP514v9.0

5.3 Metering Activities

5.3.1 Energise a Metering System

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
If HHMOA Energises						
5.3.1.1	As required	Send request to energise MS.	Supplier	HHMOA	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
5.3.1.2	If request rejected and within 2WD of 5.3.1.1	Send notification of rejection including the reason why the request has been rejected.	HHMOA	Supplier	P0211 Site Visit Rejection. (Go to 5.3.1.1 if required)	Electronic or other method, as agreed.
5.3.1.3	On the date requested or agreed in 5.3.1.1	Energise MS and note initial Meter register reading.	HHMOA			Internal Process.
5.3.1.4	Within 5WD of attempting to change energisation status <u>or</u> <u>Following the HHMOA becoming aware of</u>	Send change of energisation status and the initial Meter register reading. Send change of energisation status and, if requested, the initial Meter register reading.	HHMOA	Supplier / LDSO HHDC	D0139 Confirmation or Rejection of Energisation Status Change ^{1,2} .	Electronic or other method, as agreed.

¹ If there is a failure to change the energisation status, the D0139 shall be sent only to the Supplier. If energisation status is changed but a Meter register reading cannot be taken, the D0139 shall be sent to all of the above recipients and a D0002 'Fault Resolution Report or Request for Decision on Further Action' shall be sent to the HHDC.

² If the date of the change of energisation status is unknown, a date can be instructed or agreed by the Supplier for inclusion in the D0139 flow. All other fields in this D0139 must be completed as normal. For guidance:

- The Supplier should consider all available information (e.g. D0235 'Half hourly Aggregation Exception Report' flows, HHDC/HHMOA information) when determining the date that should be recorded for the change in energisation status.
- Communication regarding the instruction of a date should be by email or another method, as agreed; an audit trail should be retained.

REF	WHEN <u>a discrepancy between the energisation status on site and that held by the Supplier/HHDC</u>	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
If LDSO Energises						
5.3.1.5	Within 5WD of energising a Metering System.	Send change of energisation status and the initial Meter register reading.	LDSO	HHMOA / Supplier	D0139 Confirmation or Rejection of Energisation Status Change ¹ .	Electronic or other method, as agreed.
5.3.1.6	Within 5WD of 5.3.15	Send change of energisation status and, if requested, the initial Meter register reading.	HHMOA	HHDC	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

5.3.2 De-energise a Metering System

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
If HHMOA De-energises						
5.3.2.1	As required	Send request to de-energise MS.	Supplier	HHMOA	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
5.3.2.2	If request rejected and within 2WD of 5.3.2.1	Send notification of rejection including the reason why the request has been rejected.	HHMOA	Supplier	P0211 Site Visit Rejection. (Go to 5.3.2.1 if required)	Electronic or other method, as agreed.
5.3.2.3	If request accepted and within 3WD of 5.3.2.1 and before planned date for de-energisation.	Arrange with HHDC to collect final HH Metered Data.	HHMOA	HHDC.	D0005 Instruction on Action.	Electronic or other method, as agreed.
5.3.2.4	On date and time agreed in 5.3.2.3.	Collect final HH Metered Data.	HHDC			Internal Process.
5.3.2.5	Immediately following 5.3.2.4	Confirm final HH Metered Data collection.	HHDC	HHMOA	The MOA will telephone the HHDC when the MOA is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.
5.3.2.6	Immediately following 5.3.2.5	Note final Meter register reading, if available. If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available. De-energise MS.	HHMOA			Internal Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.3.2.7	<p>Within 5WD of changing energisation status</p> <p><u>or</u></p> <p><u>Following the HHMOA becoming aware of a discrepancy between the energisation status on site and that held by the Supplier/HHDC</u></p>	<p>Send change of energisation status and final Meter register reading, if available.</p> <p>Send change of energisation status and, if requested, final Meter register reading, if available.</p>	HHMOA	<p>Supplier / LDSO</p> <p>HHDC</p>	D0139 Confirmation or Rejection of Energisation Status Change ^{1 2} .	Electronic or other method, as agreed.
If LDSO De-energises						
5.3.2.8	Within 2WD of request to de-energise Metering System.	Agree date and time for de-energisation.	LDSO	HHMOA		Telephone.
5.3.2.9	Within 2WD of 5.3.2.8 and before planned date for de-energisation	Arrange with HHDC to collect HH final HH Metered Data.	HHMOA	HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.
5.3.2.10	On date and time agreed in 5.3.2.8	Collect final HH Metered Data.	HHDC			Internal Process.
5.3.2.11	Immediately following 5.3.2.10	Confirm final HH Metered Data collection.	HHDC	LDSO (or HHMOA if appropriate)	The MOA will telephone the HHDC when the MOA is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.
5.3.2.12	On the date requested	Note final Meter register reading, if available. De-energise MS.	LDSO			Internal Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.3.2.13	Within 5WD of 5.3.2.12	Send change of energisation status and final Meter register reading, if available.	LDSO	Supplier / HHMOA	D0139 Confirmation or Rejection of Energisation Status Change ¹ .	Electronic or other method, as agreed.
5.3.2.14	Within 5WD of 5.3.2.13	Send change of energisation status and, if requested, final Meter register reading, if available.	HHMOA	HHDC	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

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3.3.3.3.3 Energise a SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.3.1	Within 5WD of changing energisation status or Within 5WD of receipt of change of energisation status.	Send change of energisation status and the initial Meter register reading. Send change of energisation status and, if requested, the initial Meter register reading.	MOA ³ .	Supplier, LDSO. HHDC ⁴	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

³ If the LDSO carried out the energisation then the MOA shall only send the D0139 to the HHDC.

⁴ If an HHDC is aware that their record of the energisation status of a Metering System is inconsistent with the energisation status of the Metering system on site, the HHDC should notify both the HHMOA and the Supplier.

3.3.43.3.4 De-energise a SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
If MOA De-energises (LV MS)						
3.3.4.1	Within 3WD of request to de-energise MS from Supplier and before planned date for de-energisation.	Arrange with HHDC to collect HH Metered Data.	MOA.	HHDC.	D0005 Instruction on Action.	Electronic or other method, as agreed.
3.3.4.2	On date and time agreed in 3.3.4.1.	Collect HH Metered Data.	HHDC.		Refer to Section 3.4.1.	Internal Process.
3.3.4.3	Immediately following 3.3.4.2	Confirm HH Metered Data collection.	HHDC.	MOA.	The MOA will telephone the HHDC when the MOA is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.
3.3.4.4	Within 5WD of changing energisation status.	Send change of energisation status and final Meter register reading.	MOA.	HHDC ⁴ , Supplier, LDSO.	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.
If LDSO De-energises (HV MS)						
3.3.4.5	Within 2WD of agreeing date and time for de-energisation with LDSO MS and before planned date for de-energisation.	Arrange with HHDC to collect HH Metered Data.	MOA.	HHDC.	D0005 Instruction on Action.	Electronic or other method, as agreed.
3.3.4.6	On date and time agreed in 3.3.4.5.	Collect HH Metered Data.	HHDC.		Refer to Section 3.4.1.	Internal Process.
3.3.4.7	Immediately following 3.3.4.6	Confirm HH Metered Data collection.	HHDC.	MOA.	The MOA will telephone the HHDC when the MOA is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.4.8	Within 5WD of receipt of change of energisation status.	Send change of energisation status and, if requested, the final Meter register reading.	MOA.	HHDC ⁴ .	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.