

**Balancing and Settlement**

**Code**

**BSC PROCEDURE**

**Technical Assurance of Half Hourly Metering  
Systems for Settlement Purposes**

**BSCP27**

**Version 3.1**

**Date : 2 November 2005**

**BSC PROCEDURE BSCP27****relating to****Technical Assurance of Half Hourly Metering Systems for Settlement Purposes**

1. Reference is made to the Balancing and Settlement Code for the Electricity Industry in Great Britain, and in particular, to the definitions of “BSC Procedure”.
2. This is BSC Procedure BSCP27, Version 3.0 relating to Technical Assurance of Half Hourly Metering Systems for Settlement Purposes.
3. This BSC Procedure is effective from 2 November 2005.
4. This BSC Procedure has been approved by the Panel.

For and on behalf of  
the Panel

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**AMENDMENT RECORD**

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	<b>CPs Included</b>	<b>Mods Panel Ref</b>
0.1	30/06/2004	New BSCP (This BSCP supersedes BSCP526 and BSCP26)	CP998	
0.2	06/02/2004	Incorporating industry review comments		
0.3	13/02/2004	Incorporating comments from the Internal Walkthrough		
0.4	21/02/2004	Incorporating industry review comments		
0.5	08/03/2004	Incorporating industry review comments		
0.6	19/03/04	Incorporating comments from the External Walkthrough		
1.0	01/06/04	Incorporating comments from ISG		
2.0	BETTA Effective Date	BETTA 6.3 and SVA February 2005 Release	CP1091 and BETTA 6.3	SVG/48/004
3.0	02/11/05	CVA Nov 05 Release	CP1062 version 1	SVG/56/014

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## **1. Introduction**

# 1. Introduction

## 1.1. Purpose and Scope of this Procedure

This BSC Procedure (BSCP) defines the process of inspections of Supplier Volume Allocation (SVA) Half Hourly Metering Systems registered as Measurement Class Id C, Half Hourly Metered (at site above 100kW), in a Supplier Meter Registration System (SMRS) and Central Volume Allocation (CVA) Metering Systems registered with the Central Registration Agent (CRA). It describes the key interfaces and timetable responsibilities for the role of the Technical Assurance Agent (TAA) and interested parties in the inspection of Metering Systems. The primary aim of Technical Assurance is to monitor Registrants' and Party Agents' compliance with their obligations as defined in the Balancing and Settlement Code (the Code) and Code Subsidiary Documents to ensure that the Active Energy Imported and/or Active Energy Exported through Boundary Points and System Connection Points is complete and accurate.

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This BSCP supersedes BSCP026 (Technical Assurance of Metering Systems for Central Volume Allocation) and BSCP526 (Technical Assurance of Half Hourly Metering Systems for Supplier Volume Allocation).

Half Hourly Metering Systems registered in a SMRS as Measurement Class Id E, Half Hourly Metered (at site below 100kW) are not subject to Technical Assurance Inspection Visits.

## 1.2. Main Users of Procedure and their Responsibilities

This Procedure should be used by the following for each type of Metering System:

CVA Metering Systems	SVA Metering Systems
<ul style="list-style-type: none"> <li>▪ Accreditation Administrator</li> <li>▪ BSCCo</li> <li>▪ Central Data Collection Agent (CDCA)</li> <li>▪ Central Registration Agent (CRA)</li> <li>▪ Market Participants</li> <li>▪ Meter Operator Agents (MOA)</li> <li>▪ Panel</li> <li>▪ Panel Committees</li> <li>▪ Registrants</li> <li>▪ Technical Assurance Agent (TAA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accreditation Administrator</li> <li>▪ BSCCo</li> <li>▪ Half Hourly Data Collectors (HHDCs)</li> <li>▪ Licensed Distribution System Operators (LDSOs)</li> <li>▪ Market Participants</li> <li>▪ Meter Operator Agents (MOAs)</li> <li>▪ Panel</li> <li>▪ Panel Committees</li> <li>▪ Performance Assurance Administrator (PAA)</li> <li>▪ <u>Registrants</u></li> <li>▪ Supplier Meter Registration Agents (SMRAs)</li> <li>▪ Technical Assurance Agent (TAA)</li> </ul>

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**1.3. Use of this Procedure**

The Registrant is responsible for ensuring the compliance of its Party Agents, in particular the MOA and DC, with the Code and Code Subsidiary Documents.

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The TAA shall determine a Metering System to be non-compliant if the Code or Code Subsidiary Documents are not being adhered to, subject to any Metering Dispensations applicable to the Metering Equipment.

Throughout this procedure, timetables reflect the number of Working Days (WD) following defined events by which the activity shall be completed.

**1.4. Key Milestones**

The key milestones in this procedure are:

- Extracts from CDCA and SMRA for the sampling of Metering Systems as detailed in section 1.10.
- 20WD notice to the Registrant and MOA of a TAA Inspection-Visit.

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**1.5. Balancing and Settlement Code Provision**

This BSCP has been produced in accordance with the provisions of the Code. In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

**1.6. Associated BSC Procedures**

This BSCP interfaces with:

CVA Metering Systems	SVA Metering Systems
<b>BSCP02</b> – Proving Test Requirements for CVA Metering Systems	<b>BSCP32</b> - Metering Dispensations
<b>BSCP06</b> – Notification and Sealing of Metering Equipment for Central Volume Allocation	<b>BSCP11</b> – <u>Trading Queries and Trading Disputes</u>
<b>BSCP20</b> – Registration of Metering Systems for Central Volume Allocation	<b>BSCP501</b> - Supplier Meter Registration Service
<b>BSCP32</b> – Metering Dispensations	<b>BSCP502</b> – Half Hourly Data Collection for SVA Metering Systems Registered in SMRS
<b>BSCP38</b> - Authorisations	<b>BSCP514</b> – Meter Operator Agent SVA Meter Operations
<b>BDTP38</b> – Authorisations	<b>BSCP515</b> – Licensed Distribution
	<b>BSCP550</b> - <u>Shared SVA Meter Arrangement of Half Hourly Import and Export Active Energy</u>
	<b>BSCP601</b> - Metering Protocol Approval and Compliance Testing

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**1.7. Assistance with Using the Procedure**

Where assistance is required in the use of this BSCP the user should, in the first instance, contact the BSCCo Help Desk.

## 1.8. Responsibilities

For the purpose of this BSCP the Registrant is the Party responsible for the provision of Code-compliant Settlement Metering Systems.

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## 1.9. Metering System Sampling Groups

The total number of Metering Systems to be inspected in any one year shall be as directed from time to time by the Performance Assurance Board (PAB). This will include a percentage of re-inspections. The selection of the actual Metering Systems to be inspected shall be at the discretion of BSCCo.

The TAA shall select Metering Systems for the following sampling groups:

- Targeted Inspections – CVA and SVA
- Specific Sample – SVA.
- Main Sample – CVA and SVA.

### 1.9.1. Targeted Inspections

The TAA will target a number of Metering Systems where non-compliance is suspected. These may be identified as a consequence of information obtained by BSCCo (including that information provided by the PAA), by the TAA or as directed by the PAB. BSCCo will inform the TAA of those Metering Systems that require a targeted Inspection Visit.

The basis for this sample will be on information provided by Registrants and other parties to enable BSCCo to target specific Metering Systems, GSP Groups, types of Metering Equipment, Party Agents or BSC Parties. Targeted inspections will not necessarily be carried out each time a group of inspections is arranged.

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### 1.9.2. Specific Sample - SVA Only

It is intended that specific samples will focus on 'complex metering', where the risk to Settlement is perceived to be greatest. The PAB will determine the size of the specific sample. It is anticipated this group will account for no more than 20% of the total number of visits agreed by PAB to be performed each year. The focus of this specific sample will be set by the PAB on an annual basis. It is envisaged that this group will be sampled from, but is not limited to, the following:

- 1) Code of Practice (CoP) One, Two and G Metering Systems and Scottish Code of Practice One (S1) and Two (S2) Metering Systems
- 2) Import/Export Metering Systems: those Metering Systems that record Import and Export electricity will be targeted for inspection, to ensure that the technical details have been correctly recorded in Settlement.
- 3) Multi-Feeder Metering Systems.

- 4) Complex Metering Systems: those Metering Systems that cannot be adequately expressed via the D0268, Half Hourly Meter Technical Details, and where the MOA is required to provide additional information.

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The MOA and LDSO will be responsible for and use reasonable endeavours to provide complete and accurate Metering System data, where they are the registered MOA or LDSO, upon request to the TAA or BSCCo for the purposes of Technical Assurance.

### 1.9.3. Main Sample – CVA and SVA

The TAA, on behalf of BSCCo, shall ensure that a representative sample of Half Hourly Metering Systems is inspected for both SVA and CVA Half Hourly Metering Systems. The selection of Metering Systems will be based upon consideration of:

- GSP Group (SVA Only)
- Registrant
- Meter Operator Agent
- Code of Practice
- Metering Equipment
- Previous inspection(s)

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## 1.10. Information Required to Enable Sampling of Metering Systems

### 1.10.1. Specific Sample – SVA

In order to ensure that the relevant Metering Systems are inspected, an annual request will be made by BSCCo to each Registrant, LDSO or MOA where appropriate, to provide details of all those Metering Systems to be included within the specific sample (described in section 1.9.2) so that a representative sample can be determined by the TAA. The Registrant will be asked to provide the following information for each Metering System:

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- Metering System ID.
- GSP Group.
- MOA Id.
- HHDC Id.
- Site Address Details.
- Applicable CoP.
- Details of any current applicable Metering Dispensation

These lists will be forwarded to the TAA who will, on behalf of BSCCo, create a schedule of inspections that meets the PAB's agreed requirements.

### 1.10.2. Main Sample – CVA

The CDCA shall submit an electronic list of all Metering System IDs registered in the Central Meter Registration Service (CMRS), together with associated information to BSCCo. The lists shall be provided four times a year on dates agreed with BSCCo. The required information will be forwarded to the TAA to initiate the sample selection process.

The TAA will use reasonable endeavours to minimise the number of repeated inspections when selecting the Metering Systems to be inspected.

Initially the TAA shall select 10% more Metering System IDs than those that will be inspected. The additional 10% selected will enable the TAA to categorise the Metering Systems to ensure that there is no bias in any given sampling area. This initial sample will be sub-divided by Registrant and MOA.

BSCCo will provide additional guidance for the selection of sampled inspections.

On identification of the Metering System IDs the CDCA will be required to provide the following additional information in order to finalise the sample:

- Metering Technical Details for each Metering System ID (as detailed in BSCP20).

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Metering Systems will be categorised to ensure that the sample is not biased towards any one party or type of Metering Equipment. The relevant Registrant will then be notified of the Metering Systems to be inspected.

### 1.10.3. Main Sample – SVA

This is the main sample selection process (excluding those detailed in 1.9.2) for SVA Metering Systems.

Each SMRA shall submit an electronic list of all Half Hourly Metering System IDs (MSIDs) registered on its SMRS in line with the requirements detailed in the Master Registration Agreement (MRA), together with associated information as specified in BSCP501 to the PAA via BSCCo. The required information will then be forwarded by BSCCo to the TAA to initiate the sample selection process.

The TAA will use reasonable endeavours to minimise the number of repeated visits when selecting the Metering Systems to be inspected.

Initially the TAA shall select 10% more Metering System IDs than those that will be inspected. The additional 10% will be selected to enable the TAA to categorise the Metering Systems so as to ensure that there is no bias in any given sampling criteria. This initial sample will be sub divided by GSP Group, Registrant and MOA.

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Once the Metering System IDs have been identified the Registrant will be required to provide the following additional information in order to finalise the sample:

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- Meter Technical Details for each Metering System ID (as detailed in the D0268, Half Hourly-Meter Technical Details).

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Metering System IDs will then be categorised by the TAA to ensure that sample is not biased towards any one party or type of Metering Equipment. The finalised main sample will be forwarded to the Registrant as notification of the Metering System IDs to be inspected.

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### 1.11. Re-Inspections

Where a non-compliance has been identified by the TAA and subsequently reported by the MOA, or Registrant as rectified, it is possible that the Metering System will be re-inspected by the TAA to confirm compliance. BSCCo will inform the TAA of the percentage of previously non-compliant Metering Systems which should be re-inspected. Re-inspections will be selected with consideration given to the category and number of non-compliances associated with the previous inspection. The TAA will submit the proposed schedule of re-inspections to BSCCo for approval.

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### 1.12. Metering System Inspection

On selection of an appropriate Metering System the TAA shall notify the relevant Registrant, MOA and LDSO prior to the date of the intended Inspection Visit. The Registrant or a nominated representative will be invited to attend the Inspection Visit and shall make all reasonable endeavours to ensure access to all Metering Equipment and, if necessary, will liaise with the LDSO or Transmission Company to arrange such access. The Registrant shall be required to ensure that the MOA will be in attendance and that the person attending the site is technically competent to discuss problems relating to any defects or non-compliances and able to agree the resolution of any defects or non-compliances.

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The Registrant shall notify the TAA, prior to the intended Inspection Visit that the MOA will be in attendance. In addition the Registrant will inform the TAA of any other representatives that will be present at the Inspection Visit. Failure to reply will be reported to PAB at the discretion of BSCCo.

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A MOA may appoint a competent third party who may attend on their behalf.

For SVA Metering Systems the Registrant shall obtain permission from the appropriate LDSO to gain independent access to the LDSO's equipment associated with the Metering System and the MOA shall allow access to the Meter and associated Metering Equipment for which it is responsible.

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For CVA Metering Systems during the Inspection Visit the Registrant (or its nominated representative) shall provide access to the Metering Equipment.

The TAA may, with the agreement of the BSCCo, arrange for an urgent revisit to be initiated at the expense of the Registrant if:

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- (a) The Registrant fails to arrange access on the agreed date and time or access cannot be obtained; or

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(b) The MOA fails to attend an Inspection Visit.

Any costs incurred by the MOA as a result of its attendance at an Inspection Visit shall be met by the MOA.

Where the TAA has gained access to the Metering System but has been unable to complete the Inspection Visit, a result of 'incomplete Inspection Visit' will be recorded.

Where the TAA has been unable to gain access to the Metering System a result of 'no access Inspection Visit' will be recorded.

### 1.13. Additional Metering Equipment Details Required by the TAA

When a Metering System has been selected for inspection, the Registrant will be required to provide the following additional Metering Equipment Technical Details prior to the Inspection Visit:

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#### 1.13.1. General Information

- Site name
- Site address
- Site telephone number

#### 1.13.2. Accuracy

- Circuit Identifier
- Applicable CoP (including the specific Issue)
- Current applicable Metering Dispensation(s)
- Meter Calibration Certificates
- Current Transformer Test Certificates (including details of manufacturer, type, serial number and class).
- Voltage Transformer Test Certificates (including details of manufacturer, type, serial number and class).
- Applicable Meter Compensation values (including evidence to support the applied values).

The determination of the overall accuracy of Metering Systems requires the provision of all associated measurement transformer errors. Details for the processes to be followed by the various parties for the provision of this information are given in section 4 of this BSCP.

#### 1.13.3. Half Hourly Metering System Functional Information

- Channel Number(s) (for Active Energy)
- Measurement Quantity Id
- Date of First Registration

The HHDC will also be required to provide the Meter Technical Details prior to the Inspection Visit.

**1.13.4. Half Hourly Metering System Functional Information**

Failure to provide the above information to the TAA within the required timescales as defined in section 4 shall be classified as a non-compliance.

**1.14. Consumption Data Comparison Check**

The TAA shall compare the metered energy data for one half hour recorded at the time of the Inspection Visit with the consumption data held by the HHDC or CDCA for that same half-hour period. If the values differ by more than agreed tolerances the TAA will issue a non-compliance. This check can take place on site or off site at the discretion of the TAA and either method forms part of the Inspection Visit.

The tolerances will be agreed from time to time by the PAB.

**1.15. Non-Compliance**

The TAA shall raise a non-compliance if, after taking into account any Metering Dispensations:

- a) The requirements of the Code and Code Subsidiary Documents are not being adhered to;
- b) The actual configurable Meter parameters are not consistent with the Meter Technical Details recorded in Settlement Systems as provided by the Registrant and HHDC or CDCA, or MOA prior to the Inspection Visit.

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The findings of the Inspection Visit will be recorded on an Inspection Schedule (BSCP27/03) and presented to the MOA at the time of the Inspection Visit. Wherever possible any identified non-compliances shall be rectified by the MOA at the time of the visit.

- Where a non-compliance has been identified which is deemed to be currently affecting the quality of data for Settlement purposes shall be categorised as ‘category 1 non-compliant’.
- Where a non-compliance has been identified which is deemed to have the potential to affect the quality of data for Settlement purposes (but not currently affecting it) shall be categorised as ‘category 2 non-compliant’.
- Where a non-compliance has been identified which is deemed neither to affect nor to have the potential to affect the quality of data for Settlement purposes shall be categorised as an ‘observation’.

On completion of an inspection, the TAA shall issue notices of compliance or non-compliance to the Registrant and MOA.

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Where a non-compliance has been determined, the TAA shall provide the Registrant with details of the non-compliance.

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Where a non-compliance has been determined the Registrant shall be responsible for progressing the rectification of the non-compliance. The Registrant will be required to take all reasonable steps to ensure that the party that can take direct action actually does so, and that the Registrant pursues that party to the extent necessary. Where the BSCCo deems it necessary, non-compliances not rectified by the Registrant will be reported to the PAB who will decide on further action.

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The TAA shall provide the Registrant with a reminder, in the form of a re-issued non-compliance report, if the Registrant has failed to rectify the non-compliance. The reminder should contain the following information:

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- Site Address
- Metering System Identifier
- Date of Inspection Visit
- Time of Inspection Visit
- Non-compliance reference number
- Date of original non-compliance notice
- Attendee on behalf of TAA
- Attendee on behalf of BSC Party
- Category of non-compliance
- Reason for non-compliance
- Consequences of failure to comply.

### 1.16. Appeals

Where a non-compliance has been identified, this may be appealed by:

- The Registrant responsible for that Metering System; or
- The relevant MOA, on behalf of the Registrant.

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The non-compliance can be appealed as follows:

1. Initially to the TAA who will review the appeal and provide a response to the appellant.
2. If unsuccessful in 1, the appellant may pursue the appeal with BSCCo, or withdraw the appeal. If the appeal is not withdrawn, BSCCo will review the appeal and provide a response to the appellant.
3. If unsuccessful in 2, the appellant may pursue the appeal with the Panel, or withdraw the appeal. The Panel may choose to delegate this responsibility to the PAB.

The Registrant, or MOA on behalf of the Registrant, is required to provide evidence in support of the appeal.

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**1.17. Rectification Action**

The Registrant, or MOA on behalf of the Registrant, will rectify the non-compliance or provide a rectification plan (BSCP27/04), which will detail the appropriate milestones and actions to be taken in order to achieve rectification.

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**1.18. Post Rectification Action**

Where a Registrant is required to perform testing as per CoP 4, 'Code of Practice for the Calibration, Testing and Commissioning Requirements of Metering Equipment for Settlement Purposes', following the rectification of a non-compliance, the PAA or BSCCo or TAA shall have the option to attend and/or request details of the tests performed.

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The costs associated with the rectification of a non-compliance and any subsequent testing shall be borne by the responsible Party.

**1.19. Reporting**

The BSCCo may report the findings of an Inspection Visit and any outstanding non-compliances to the PAB.

## 1.20. Acronyms and Definitions

### 1.20.1. Acronyms

The terms used in this BSCP are defined as follows;

AMETD	Additional Metering Equipment Technical Details
BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
BSCP	BSC Procedure
BDTP	BETTA Data Take on 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
HH	Half Hour
HHDC	Half Hourly Data Collector
HV	High Voltage
LDSO	Licensed Distribution System Operator
LV	Low Voltage
MOA	Meter Operator Agent
MRA	Master Registration Agreement
MSID	Metering System ID
MTD	Meter Technical Details
PAA	Performance Assurance Administrator
PAB	Performance Assurance Board
S	Scottish Code of Practice (for Metering Systems registered in Scotland prior to the BETTA Effective Date)
SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
SVA	Supplier Volume Allocation
TAA	Technical Assurance Agent
VT	Voltage Transformer
WD	Working Day

### 1.20.2. Definitions

**Additional Metering Equipment Technical Details** – Additional Meter Technical Details not included within the D0268 dataflow or listed in BSCP20, Registration of Metering Systems for CVA.

**Inspection Visit** – the on site inspection of a Metering System.

**Meter Technical Details** – Those details supplied on the D0268, Half Hourly Meter Technical Details, dataflow as defined in the MRA Data Flow Catalogue or for CVA Metering Systems those details listed in BSCP20.

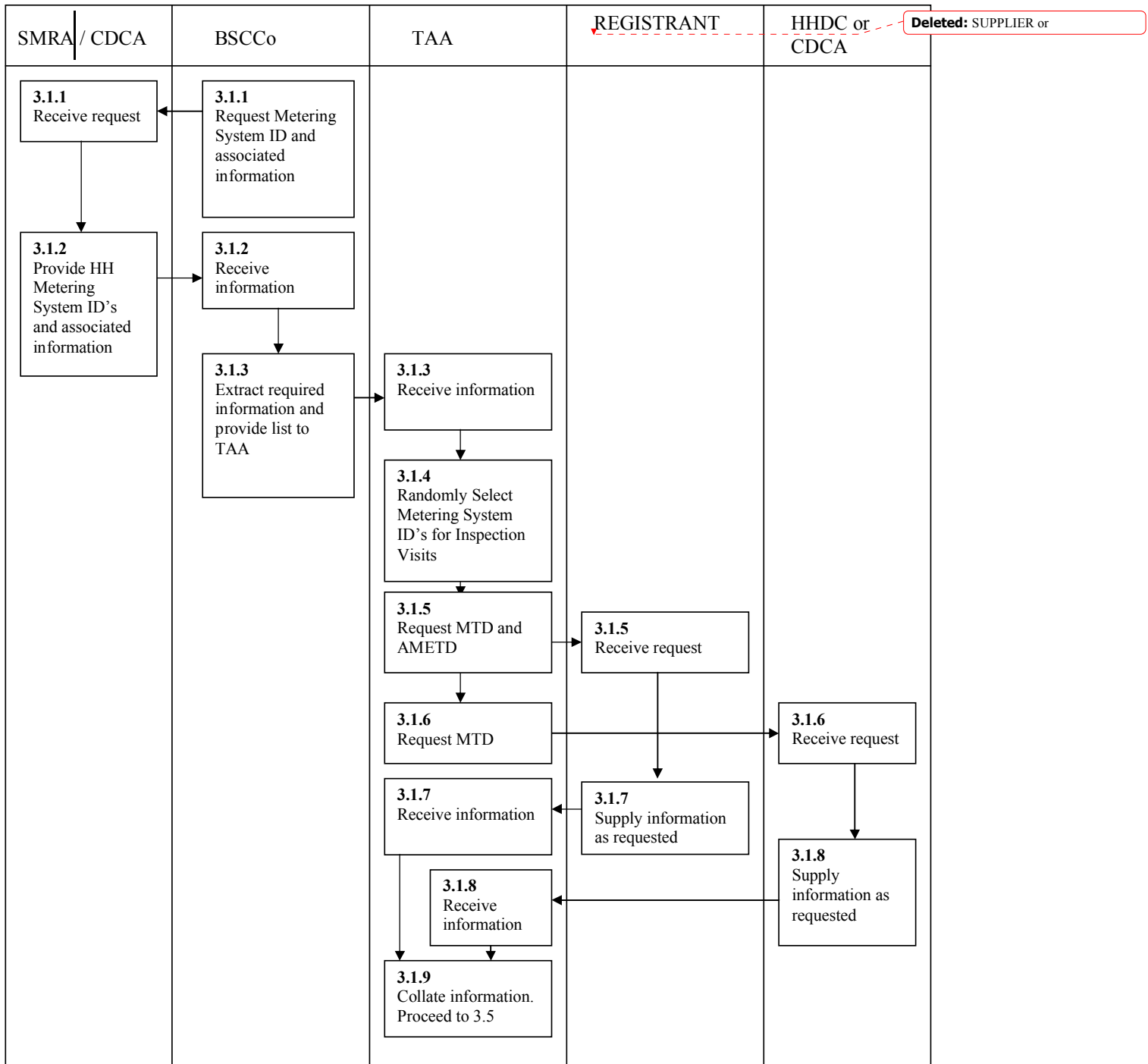
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**Specific Sample** – the sample of Metering System Inspection Visits detailed in section 1.10.1 of this BSCP.

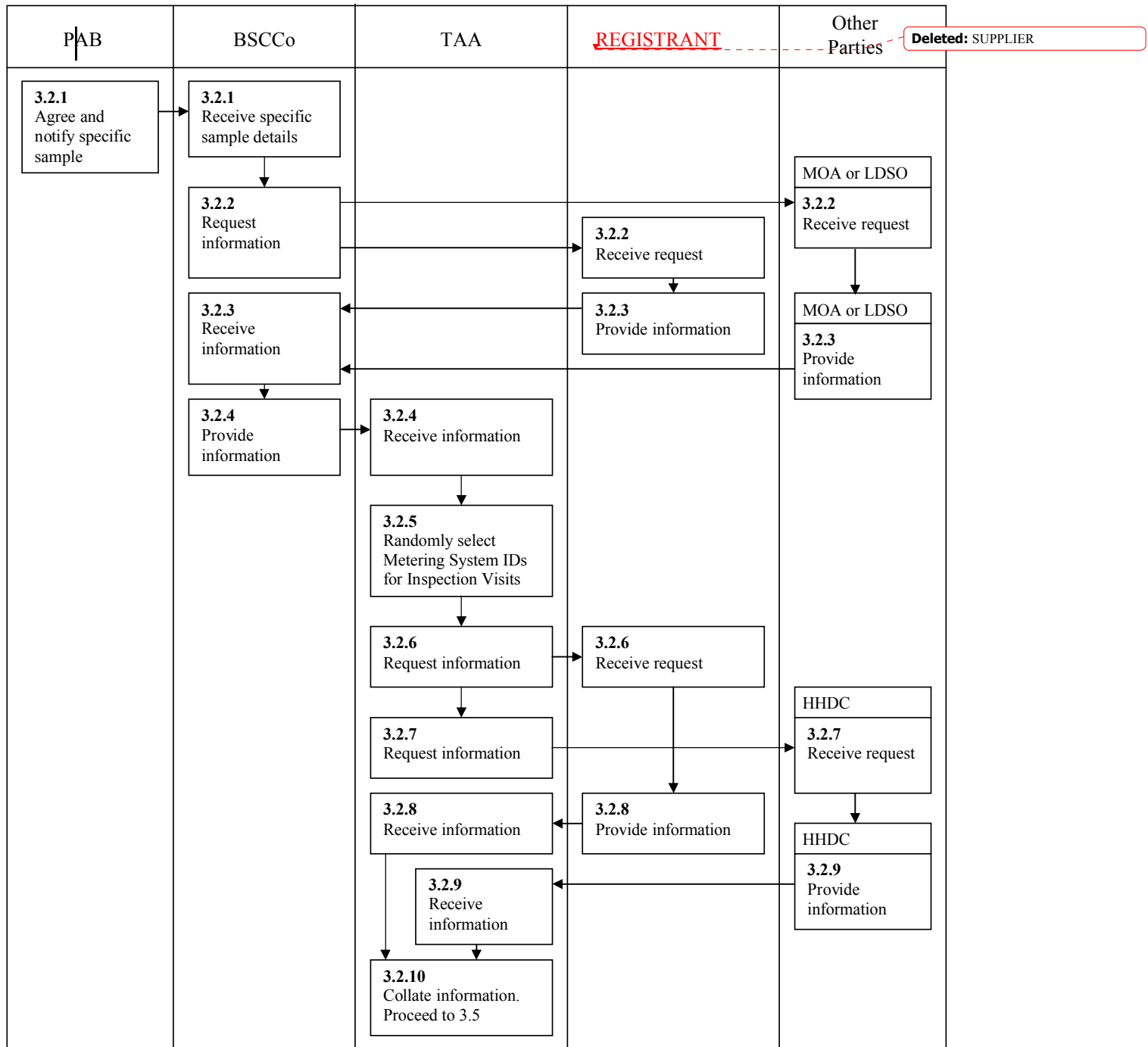
A full list of definitions is provided in the Code.

## 2. Workflow Diagrams

2.1 Main Sample Selection Process – CVA and SVA

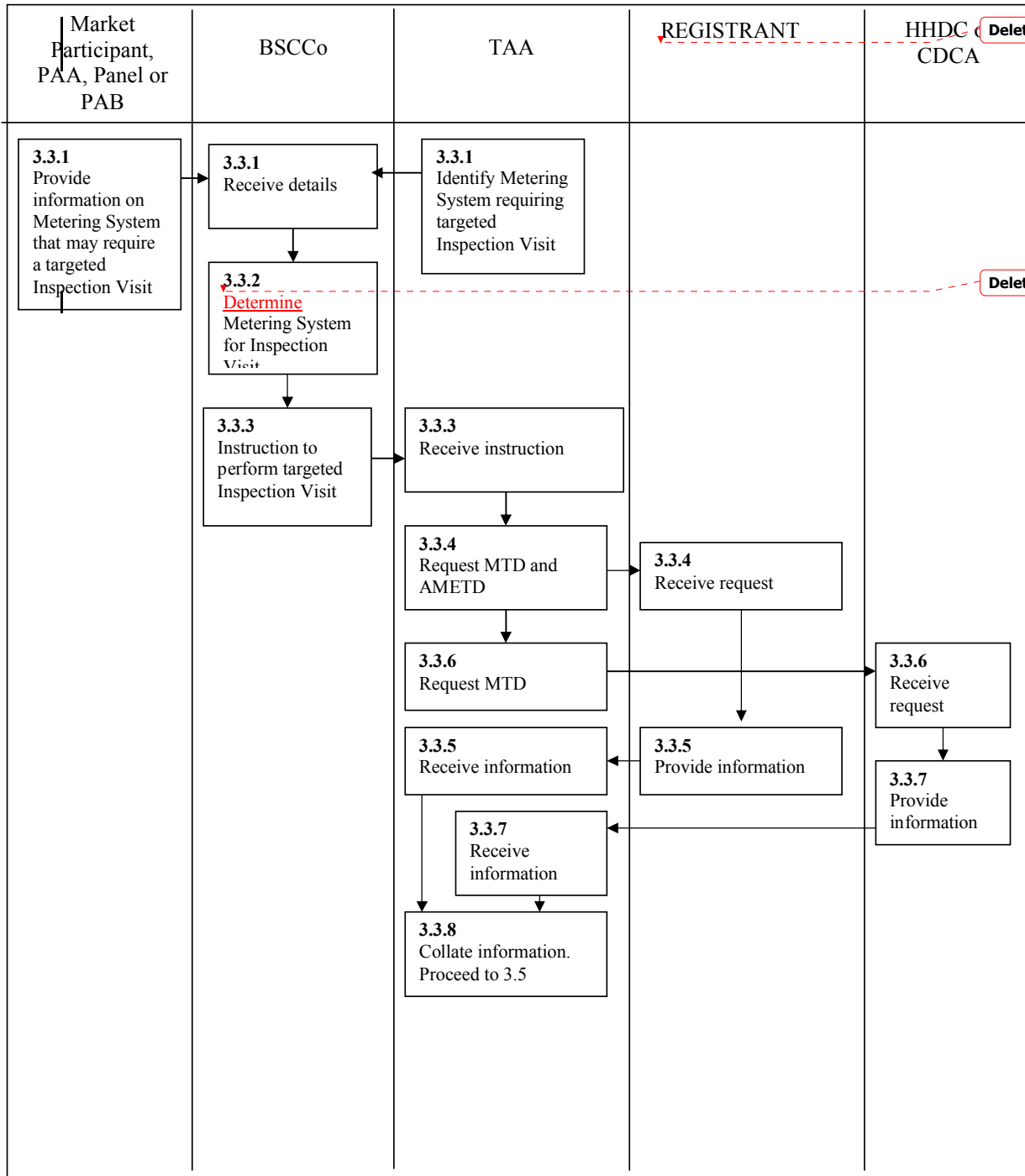


2.2 Specific Sample Selection Process – SVA Only



2.3 **Determination** of Metering Systems for Targeted Inspections

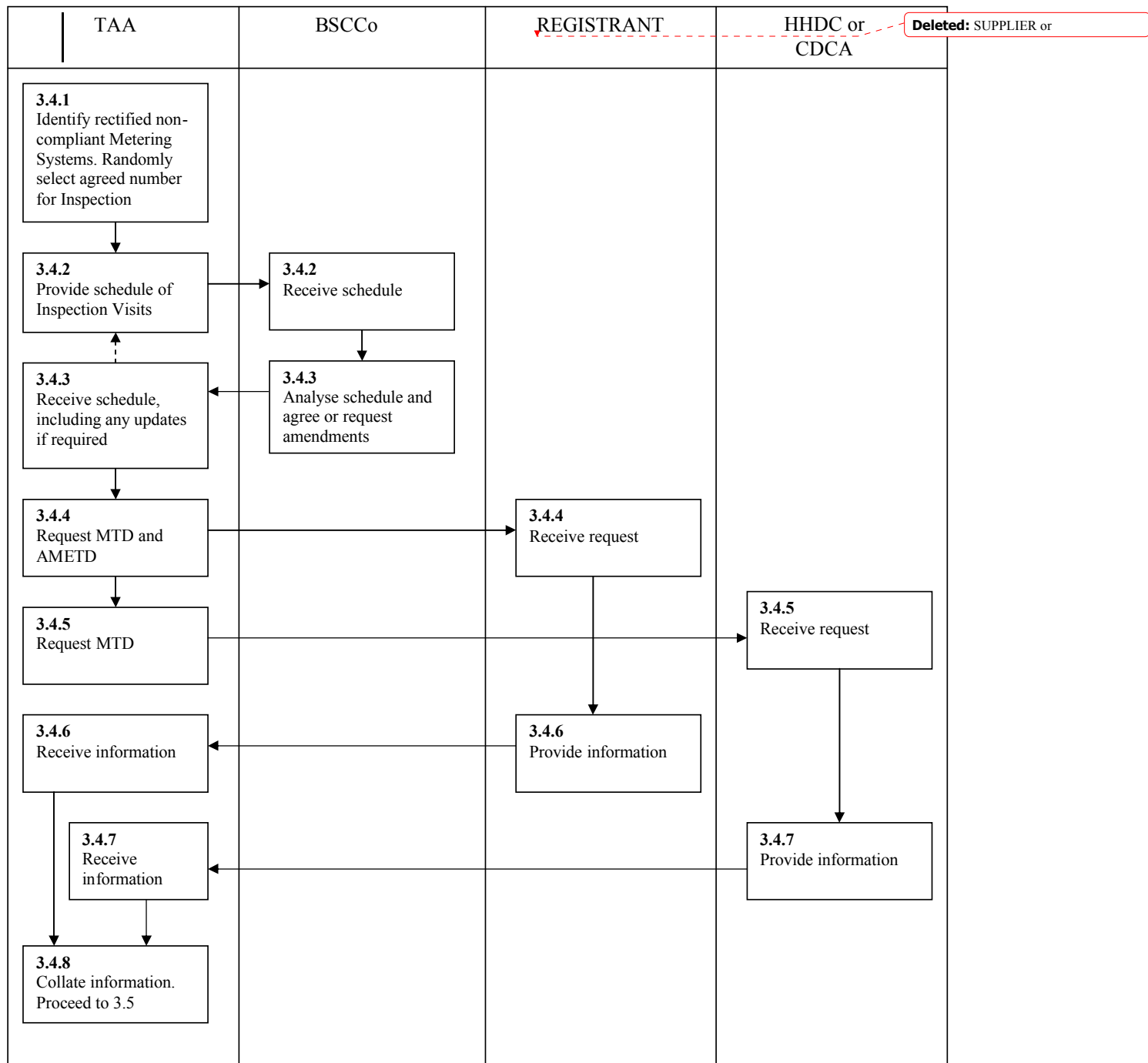
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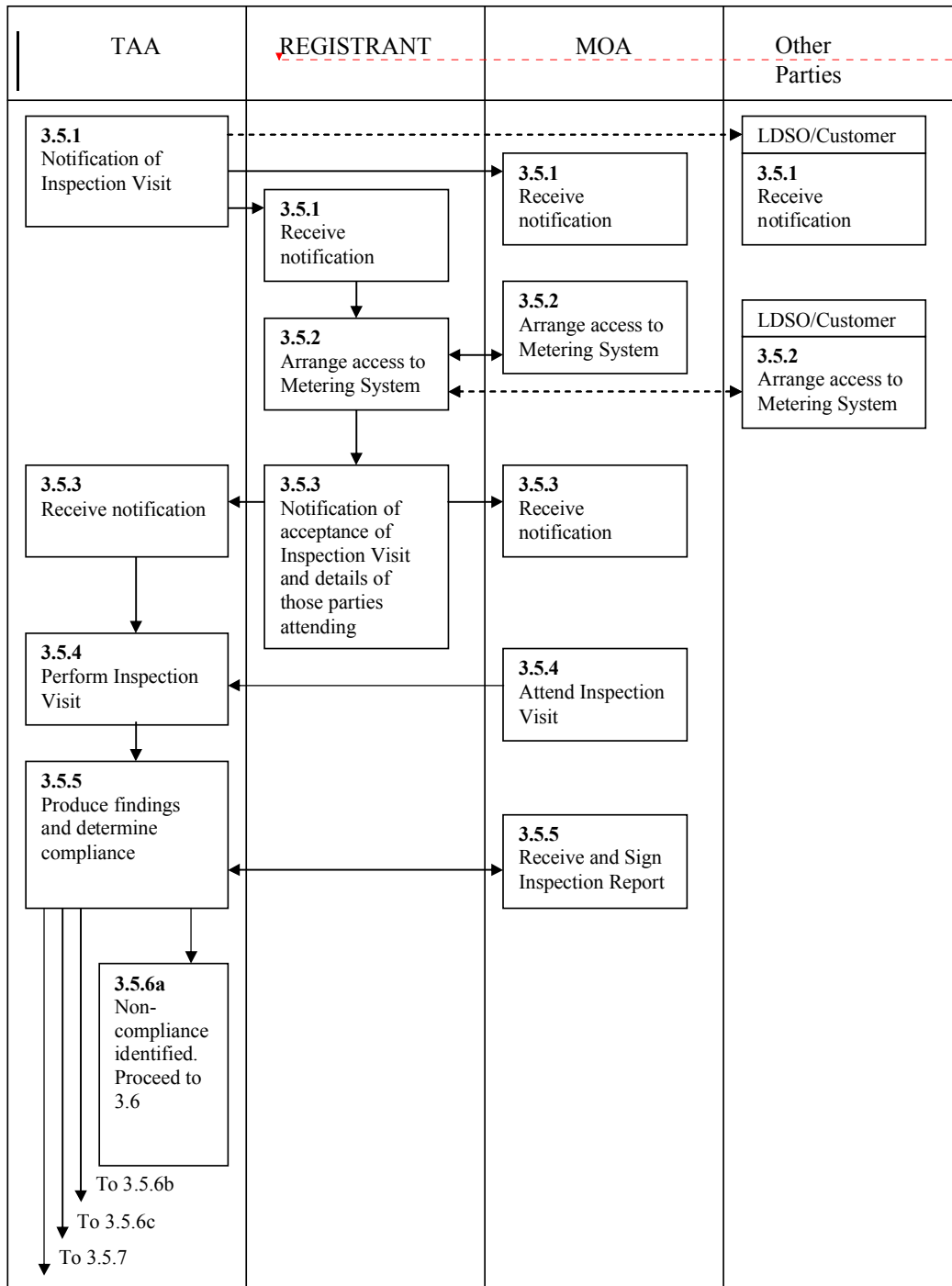
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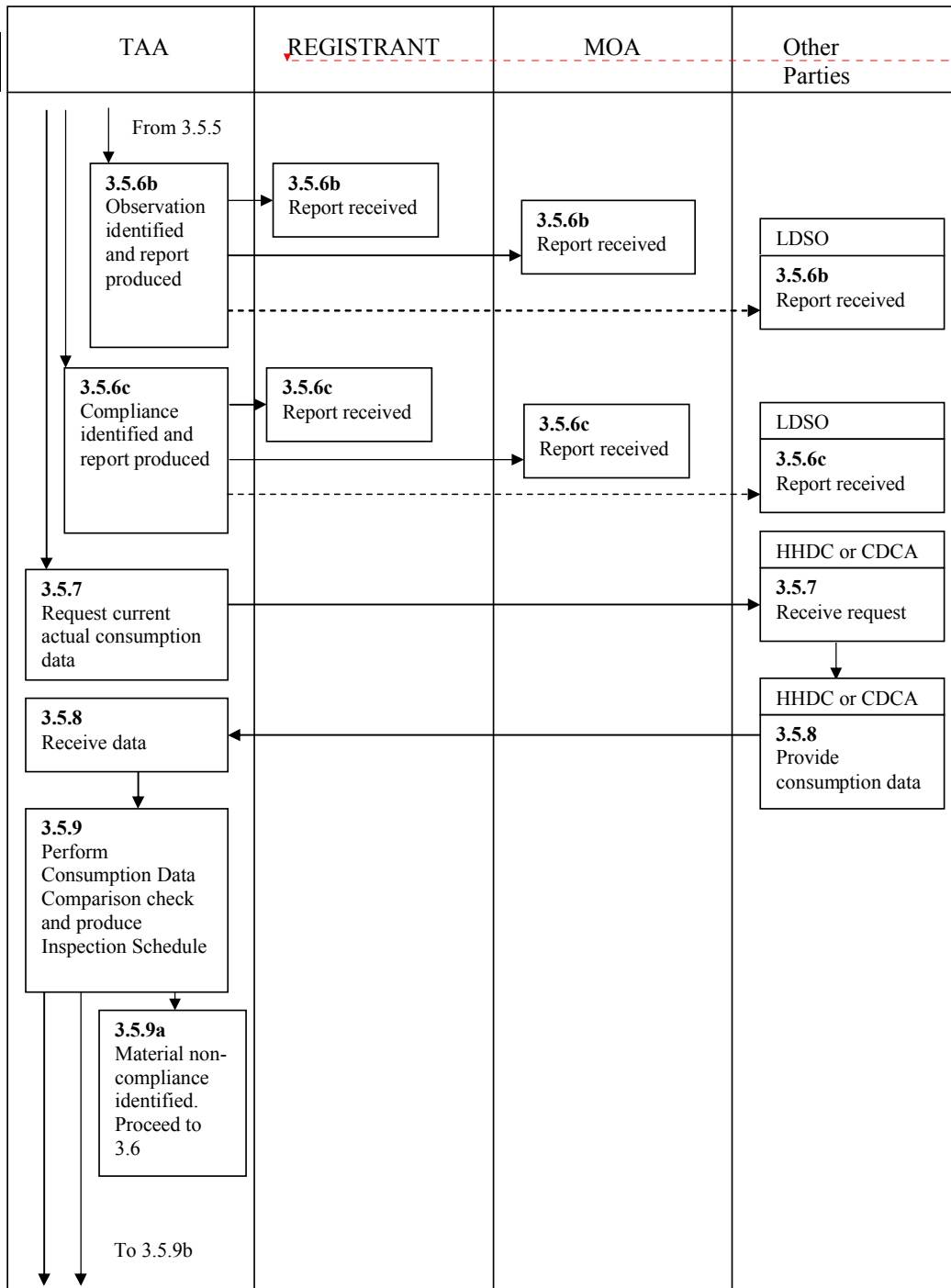
2.4 Selection of Metering Systems for Re-Inspection



2.5 Inspection Visit

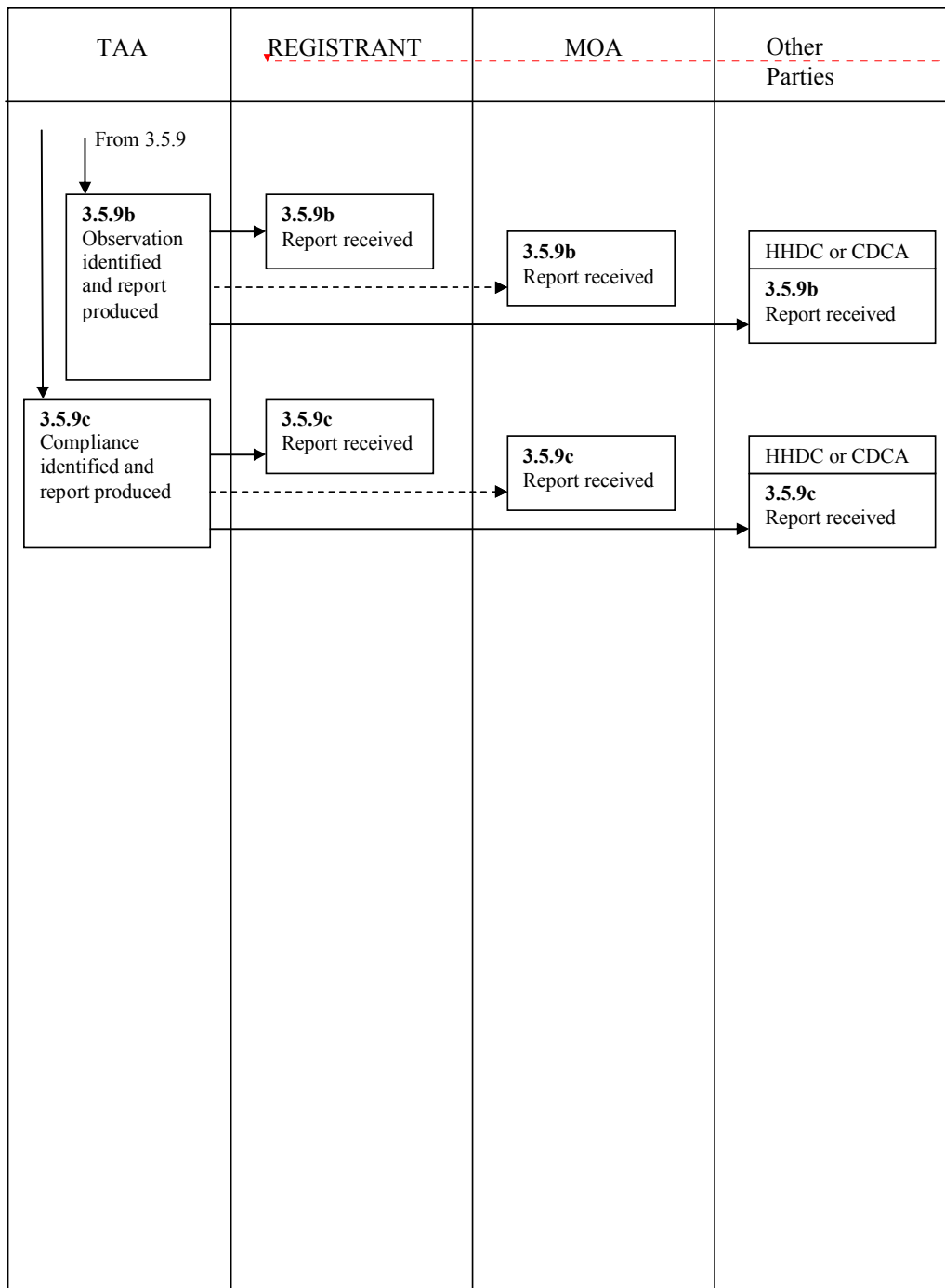


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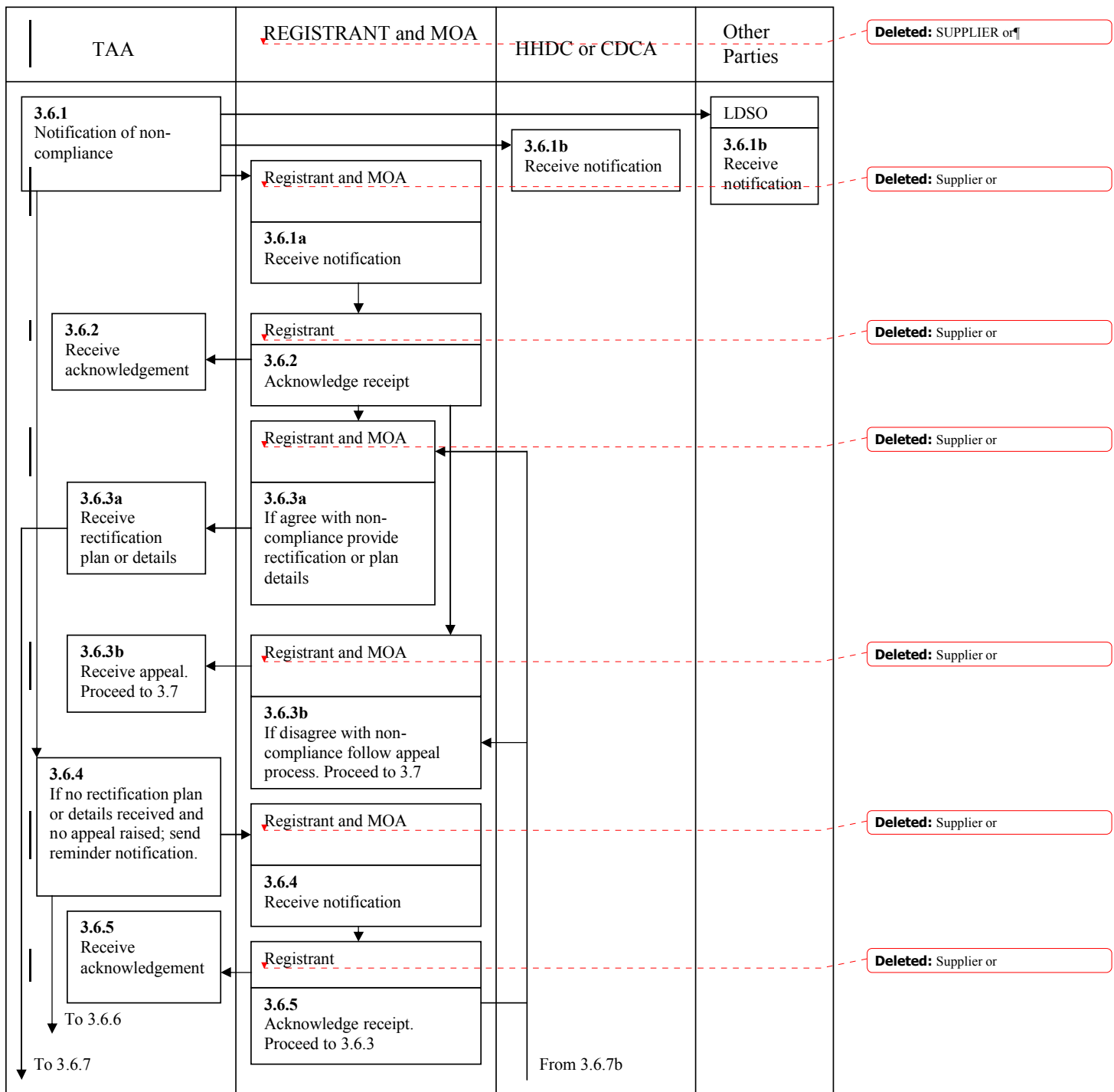
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Inspection Visit (Cont)

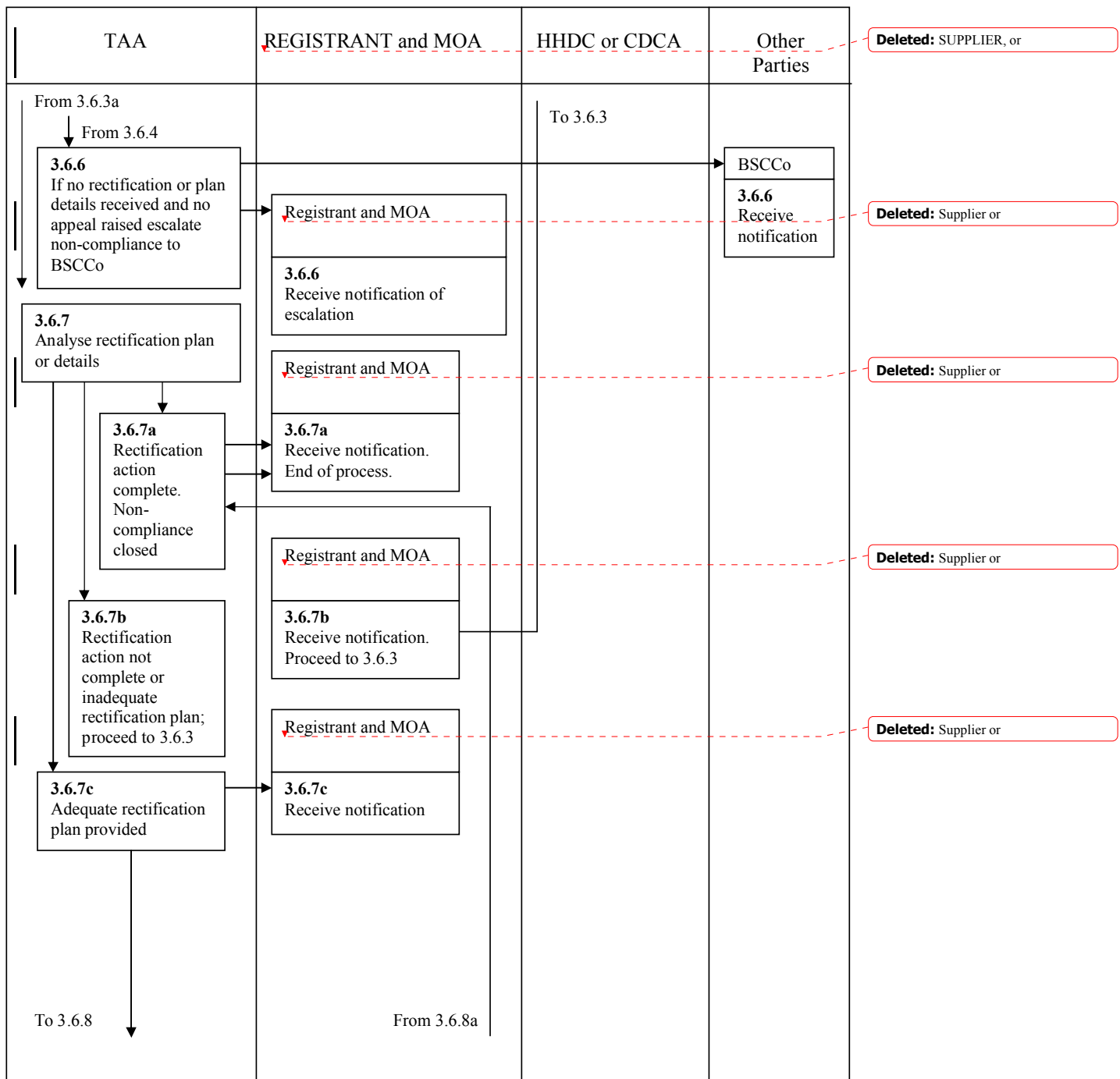


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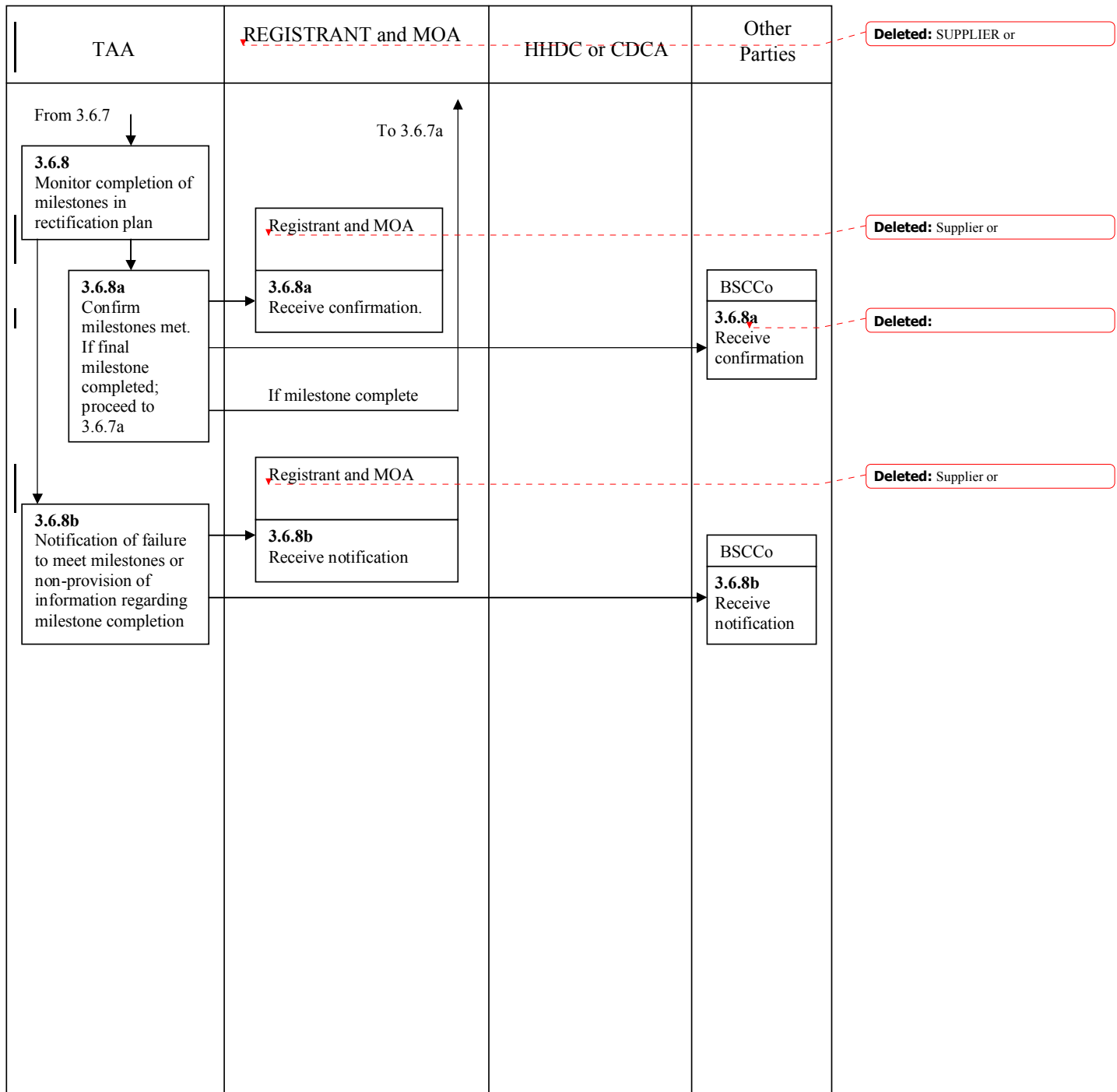
2.6 Category 1 or 2 Non-Compliance



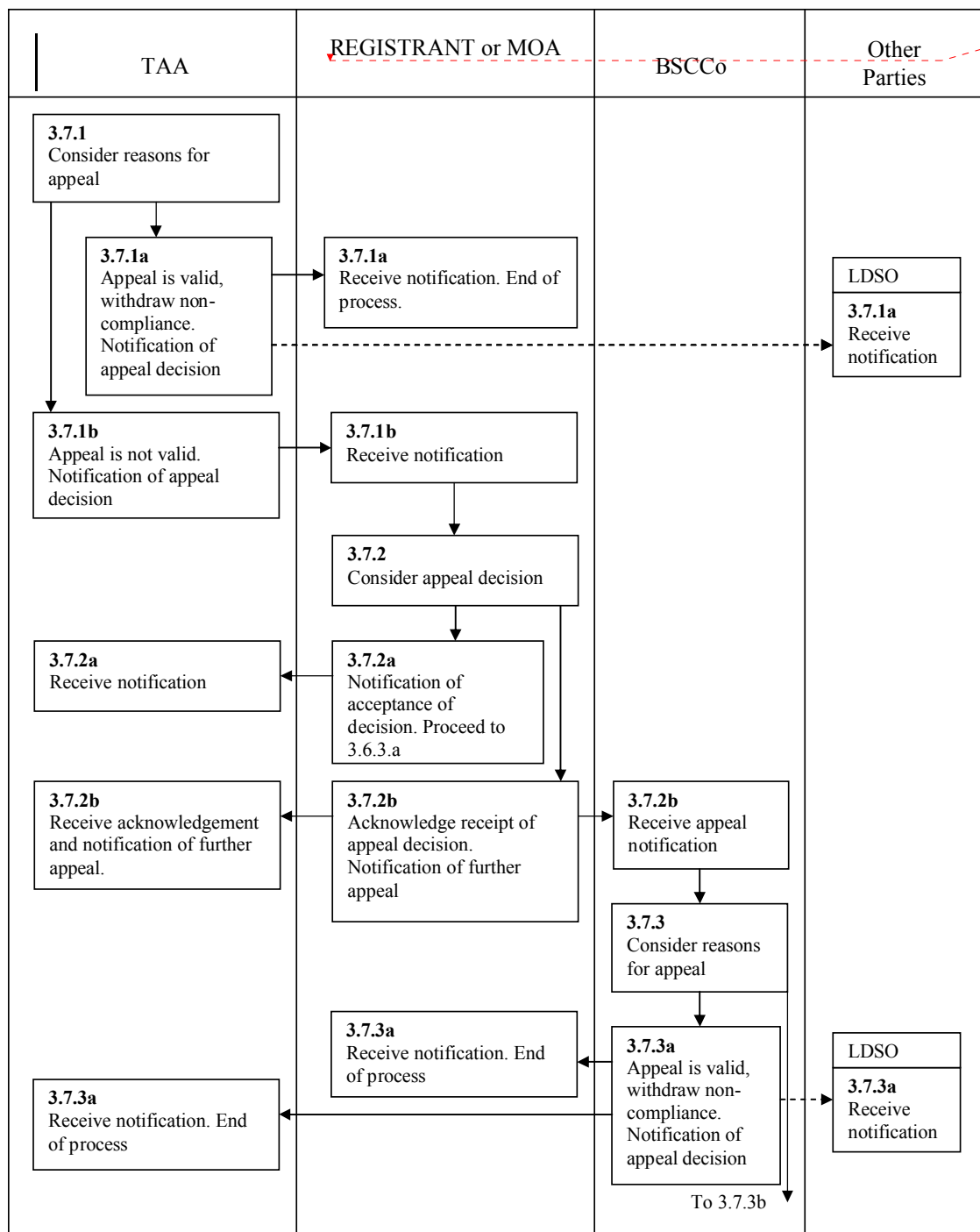
Category 1 or 2 Non-Compliance (Cont)



Category 1 or 2 Non-Compliance (Cont)

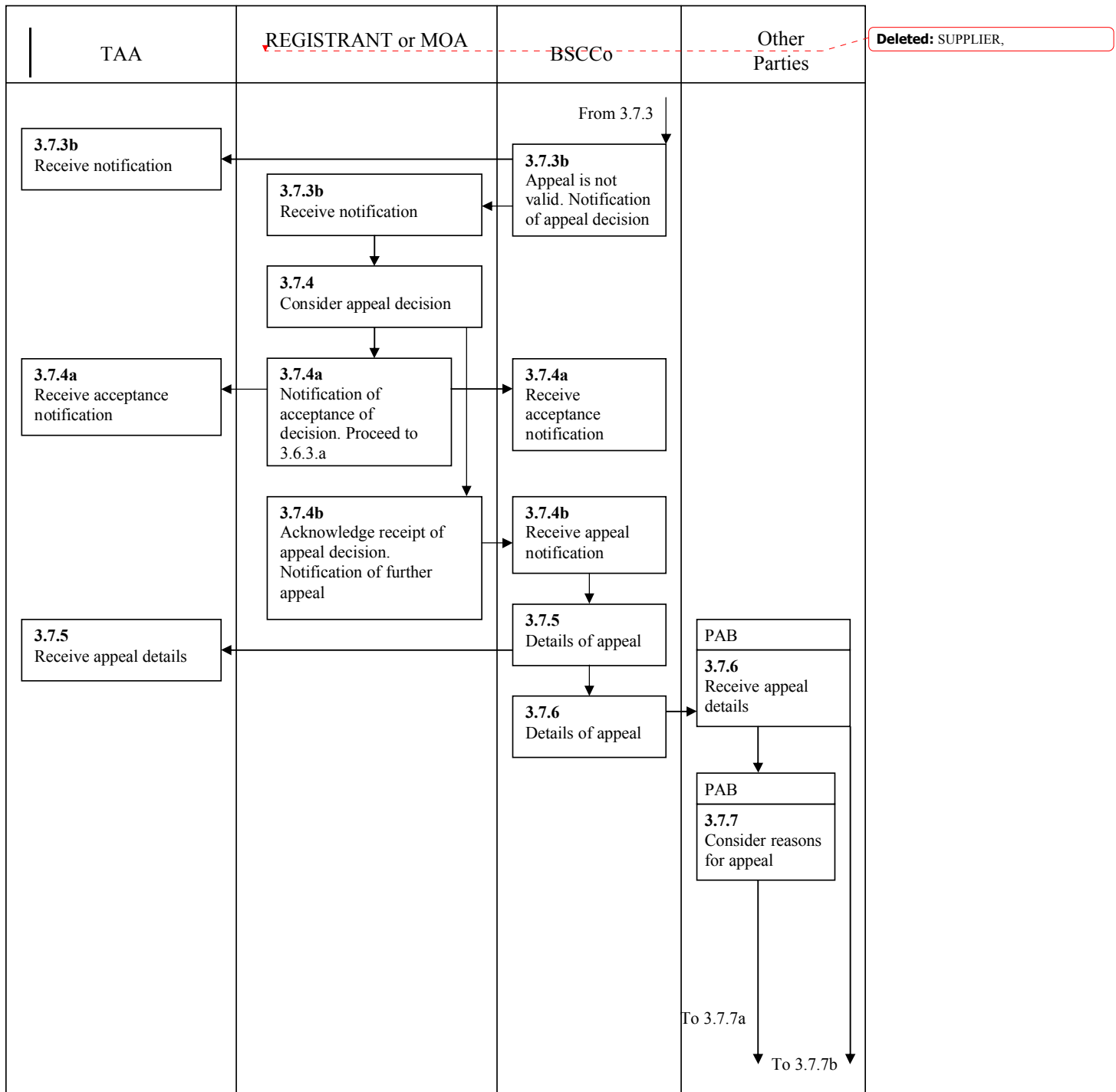


2.7 Appeals Process



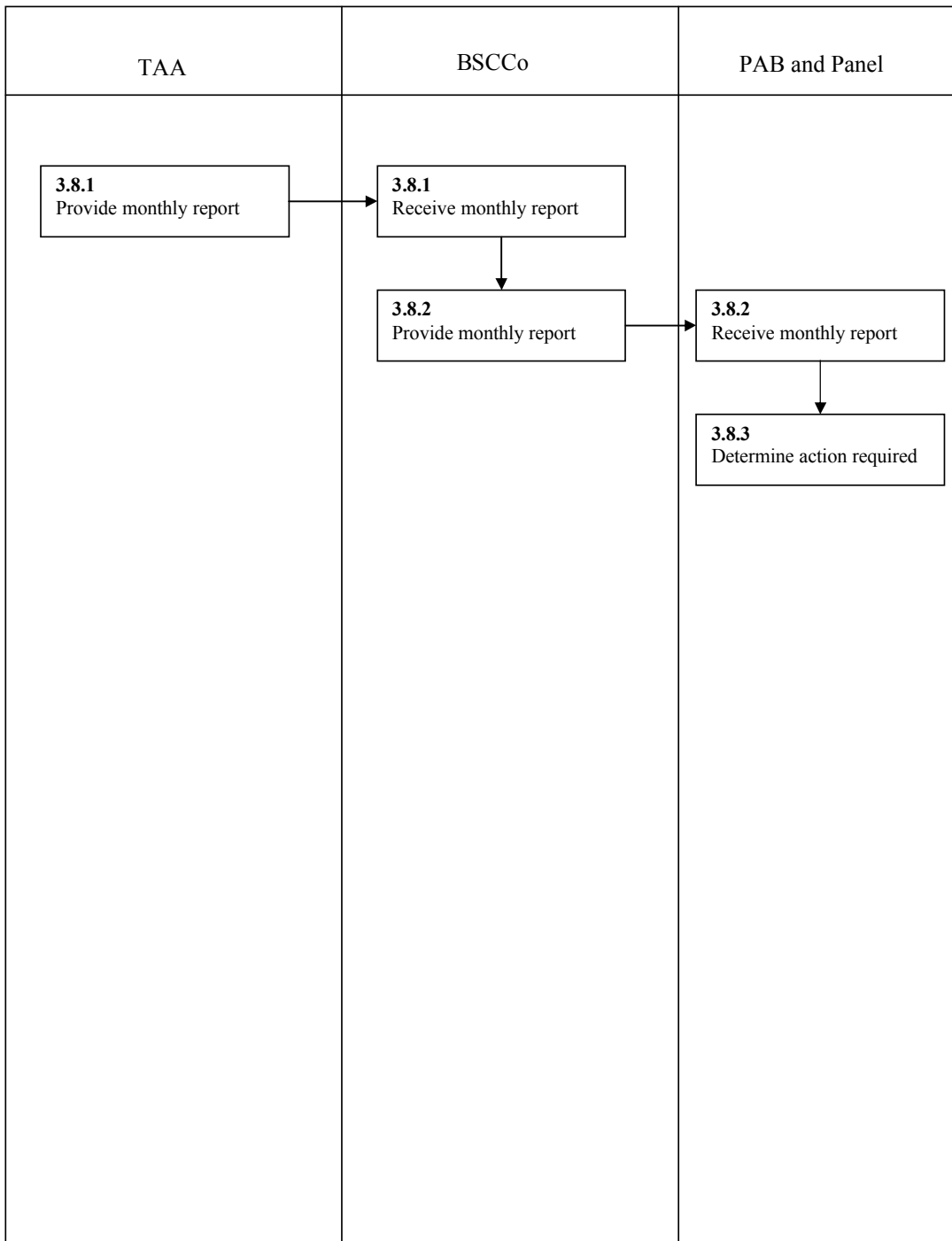
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Appeals Process (Cont)





**2.8 Reporting**



### **3. Interface and Timetable Information**

3.1. Main Sample Selection Process – CVA and SVA

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	As specified in section 1.10.2 and 1.10.3	Request Metering System Ids and associated information.	BSCCo	CDCA or SMRA	Relevant information from HH Metering System Id, GSP Group, Registrant, MOA, HHDC and Measurement Class.	Email / Fax / Letter
3.1.2	Within 10 WD of request in 3.1.1	Provide Half Hourly Metering System Ids and associated information.	CDCA or SMRA	BSCCo	Relevant information from HH Metering System Id, GSP Group, Registrant, MOA, HHDC and Measurement Class.	Agreed format
3.1.3	Upon receipt of data in 3.1.2	Extract the required information relating to each Metering System Id (Measurement Class Id C) from the lists and provide the TAA with the data.	BSCCo	TAA	Lists of HH Metering System Ids and associated Registrant and MOA.	Agreed format
3.1.4	Within 10 WD of receipt of data in 3.1.3	Randomly select 10% more Metering Systems than will be inspected for the forthcoming Quarter, as agreed by the BSCCo.	TAA		Lists of HH Metering System Ids and associated Registrant and MOA.	Internal process
3.1.5	On completion of 3.1.4 and at least 20 WD prior to the Inspection Visit	Request information.	TAA	Registrant <sup>1</sup>	Meter Technical Details and Additional Metering Equipment Technical Details.	Email / Fax / Letter

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<sup>1</sup> It is the responsibility of the Registrant to provide the requested information to the TAA. However, the MOA can provide the information at the request of the Registrant.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.6	On completion of 3.1.4 and at least 20 WD prior to the Inspection Visit	Request information_	TAA	HHDC or CDCA	Meter Technical Details_	Email / Fax / Letter
3.1.7	Within 10 WD of receipt of TAA request in 3.1.5	Provide information_	<del>Registrant</del>	TAA	<del>Meter Technical Details and Additional Metering Equipment Technical Details_</del>	Email / Fax / Letter
3.1.8	Within 10 WD of receipt of TAA request in 3.1.6	Provide information_	HHDC or CDCA	TAA	<del>Meter Technical Details_</del>	Email / Fax / Letter
3.1.9	Upon receipt of data requested in 3.1.5 and 3.1.6.	Finalise sample of HH Metering System to avoid bias towards any one party or type of Metering Equipment and derive inspection schedule. Collate information required for the inspection. Proceed to Section 3.5 (Inspection Visit)_	TAA			Internal process

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## 3.2. Specific Sample Selection Process – SVA Only

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	Annually	Agree and notify BSCCo of Specific Sample <sub>2</sub>	PAB	BSCCo	Number and type of each Metering System to form Specific Sample <sub>2</sub>	Report / Letter
3.2.2	Within 10 WD of decision at 3.2.1	Request information from each <del>Registrant</del> , MOA and LDSO for all relevant Specific Sample Metering Systems registered in SMRSs <sub>2</sub>	BSCCo	<del>Registrant</del> , MOA and LDSO	Information about Specific Sample Metering Systems as requested.	Email / Fax / Letter
3.2.3	Within 20 WD of receipt of request at 3.2.2.	Provide information on all Specific Sample Metering Systems as requested <sub>2</sub>	<del>Registrant</del> , MOA and LDSO	BSCCo	Information about Specific Sample Metering Systems as requested.	Email / Fax / Letter
3.2.4	Within 5 WD of receipt of information in 3.2.3	Supply information to TAA <sub>2</sub>	BSCCo	TAA	Information for each <del>Registrant's</del> Specific Sample Metering Systems registered in SMRSs <sub>2</sub>	Email / Fax / Letter
3.2.5	Upon receipt of information from BSCCo	Randomly select the agreed number of each type of Metering System which comprises the agreed Specific Sample group <sub>2</sub>	TAA		Select sample as instructed by BSCCo <sub>2</sub>	Internal process
3.2.6	At least 20 WD prior to the Inspection Visit	Request information <sub>2</sub>	TAA	<del>Registrant</del>	<del>Meter Technical Details</del> and Additional Metering Equipment Technical Details <sub>2</sub>	Email / Fax / Letter
3.2.7	At least 20 WD prior to the Inspection Visit	Request information <sub>2</sub>	TAA	HHDC	<del>Meter Technical Details</del>	Email / Fax / Letter

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.8	Within 10 WD of receipt of request in 3.2.6.	Provide information_	<del>Registrant</del>	TAA	<del>Meter Technical Details and Additional Metering Equipment Technical Details_</del>	Email / Fax / Letter
3.2.9	Within 10 WD of receipt of request in 3.2.7	Provide information_	HHDC	TAA	<del>Meter Technical Details_</del>	Email / Fax / Letter
3.2.10	Prior to Inspection Visit	Collate information required for inspection. Proceed to Section 3.5_	TAA			Internal process

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3.3. **Determination** of Metering Systems for Targeted Inspections

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	At any time	Provide information on SVA Half Hourly or CVA Metering Systems that may require a targeted inspection.	Market Participant, PAA, Panel, PAB or TAA BSCCo	BSCCo	Metering System with reasons and supporting evidence of suspected non-compliance.	Email / Fax / Letter  Internal process
3.3.2	Within 5 WD of receipt of information in 3.3.1	<del>Determine</del> Metering System that requires a targeted inspection.	BSCCo		Suspected non-compliance.	Internal process
3.3.3	Within 1 WD of 3.3.2.	Instruct the TAA to carry out a targeted inspection and inform the TAA of the urgency.	BSCCo	TAA	Metering System and reason for targeted inspection.	Email / Fax / Letter
3.3.4	At least 20WD prior to the Inspection Visit	Request information.	TAA	<del>Registrant</del>	<del>Meter Technical Details</del> and Additional Metering Equipment Technical Details.	Email / Fax / Letter
3.3.5	At least 20WD prior to the Inspection Visit	Request information.	TAA	HHDC or CDCA	<del>Meter Technical Details.</del>	Email / Fax / Letter
3.3.6	Within 10 WD of receipt of the request in 3.3.4.	Provide information.	<del>Registrant</del>	TAA	<del>Meter Technical Details and Additional Metering Equipment Technical Details.</del>	Email / fax / letter
3.3.7	Within 10 WD of receipt of the request in 3.3.5	Provide information.	HHDC or CDCA	TAA	<del>Meter Technical Details.</del>	Email / Fax / Letter

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8	Prior to Inspection Visit	Collate information required for Inspection Visit and proceed to section 3.5.	TAA			Internal process

## 3.4. Selection of Metering Systems for Re-inspections

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	On a Quarterly basis	Identify Metering Systems that were found to be non-compliant and have since been notified as rectified. Randomly select Metering Systems in accordance with the percentage agreed by BSCCo.	TAA		Previous inspection history Percentages as agreed by BSCCo.	Internal process
3.4.2	Within 2 WD of 3.4.1	Provide BSCCo with schedule of proposed re-inspections for authorisation.	TAA	BSCCo	Schedule of proposed re-inspections.	Email / Fax / Letter
3.4.3	Within 2 WD of 3.4.2	Analyse proposed schedule of re-inspections and either agree schedule or request amendments. Go back to 3.4.2 if required.	BSCCo	TAA	Schedule of proposed re-inspections.	Email / Fax / Letter
3.4.4	At least 20WD prior to the Inspection Visit	Request information.	TAA	Registrant	<del>Meter Technical Details and Additional Metering Equipment Technical Details.</del>	Email / Fax / Letter
3.4.5	At least 20WD prior to the Inspection Visit	Request information.	TAA	HHDC or CDCA	<del>Meter Technical Details.</del>	Email / Fax / Letter
3.4.6	Within 10 WD of receipt of request at 3.4.4	Provide information.	Registrant	TAA	<del>Meter Technical Details and Additional Metering Equipment Technical Details.</del>	Email / Fax / Letter
3.4.7	Within 10 WD of receipt of request at 3.4.5	Provide information.	HHDC or CDCA	TAA	<del>Meter Technical Details.</del>	Email / Fax / Letter
3.4.8	Prior to Inspection Visit	Collate information for Inspection Visit and proceed to Section 3.5.	TAA			Internal process

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## 3.5. Inspection Visit

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	At least 20 WD prior to an Inspection Visit	Notify Registrant, LDSO and MOAs of HH Metering System identified for Inspection Visit.	TAA	Registrant, LDSO and MOA	Date, time and Metering System to be inspected. (as detailed in Appendix 4.5.1 - BSCP27/01).	Email / Fax / Letter
3.5.2	Within 10 WD of receipt of notification in 3.5.1.	Arrange for access to Metering System for the purposes of an Inspection Visit.	Registrant	MOA, Customer, and if necessary LDSO	Date, time and Metering System to be inspected.	As agreed
3.5.3	At least 5WD prior to an Inspection Visit	Notify the TAA and MOA of acceptance of impending Inspection Visit and those parties attending.	Registrant	TAA MOA	Acceptance of terms and required attendees of an impending Inspection Visit. (as detailed in Appendix 4.5.2 - BSCP27/02) For CVA - Must be signed by an authorised person registered under BSCP38 and/or BDTP38.	As agreed
3.5.4	On the day of the Inspection Visit	TAA performs Inspection Visit with MOA in attendance.	TAA and MOA			
3.5.5	On completion of Inspection Visit	TAA produces Inspection Visit findings and determines Metering System compliance. At same time as steps in 3.5.6 also proceed to 3.5.7.	TAA MOA		Completed and signed Inspection Schedule (Appendix 4.5.3 - BSCP27/03).	

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.6	Within 2 WD of completion of the Inspection Visit	a) If an Inspection Visit has revealed a non-compliance that is currently affecting or has the potential to affect the quality of metered data entering Settlement (category 1 or 2 non-compliance); initiate process in Section 3.6, "Category 1 or 2 Non-Compliance".	TAA			
		b) If an Inspection Visit has revealed a non-compliance that is not currently affecting Settlement nor has the potential to affect Settlement then the TAA records the non-compliance as an observation and reports this to the relevant parties.	TAA	Registrant, MOA and if appropriate LDSO	Appendix 4.5.3 - BSCP27/03	Email / Fax / Letter
		c) If an Inspection Visit shows a Metering System to be compliant notify the relevant parties of compliance, subject to the results of the Consumption Data Comparison Check.	TAA	Registrant or MOA and if appropriate LDSO	Appendix 4.5.3 - BSCP27/03	Email / Fax / Letter
3.5.7	Within 2 WD of completion of Inspection Visit	Request current actual consumption data held by the CDCA or HHDC for the same period as recorded during the Inspection Visit.	TAA	CDCA or HHDC	Current actual consumption data held by the CDCA or HHDC for the same HH period.	Email / Fax / Letter
3.5.8	Within 5 WD of receipt of request	Provide HH data requested in 3.5.7.	CDCA or HHDC	TAA	HH data.	Email / Fax / Letter

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.9	Within 2 WD of receipt of 3.5.8	TAA performs Consumption Data Comparison Check and produces Inspection Schedule.	TAA		Completed Inspection Schedule (Appendix 4.5.4 - BSCP27/04)	
		a) If the Consumption Data Comparison Check has revealed a non-compliance that is currently affecting or has the potential to affect the quality of data entering Settlement (category 1 or 2 non-compliance); proceed to Section 3.6, "Category 1 or 2 Non-Compliance".	TAA			
		b) If the Consumption Data Comparison Check has revealed a non-compliance that is not currently affecting Settlement nor has the potential to affect Settlement then the TAA records the non-compliance as an observation and reports this to the relevant parties.	TAA	Registrant, MOA (if appropriate) and HHDC or CDCA	Appendix 4.5.4 - BSCP27/04	Email / Fax / Letter
		c) If the Consumption Data Comparison Check confirms that the correct data has entered Settlement notify the relevant parties of compliance.	TAA	Registrant, MOA (if appropriate) and HHDC or CDCA	Appendix 4.5.4 - BSCP27/04	Email / Fax / Letter

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3.6. Category 1 or 2 Non-Compliance

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	Within 2WD of an Inspection Visit (3.5.6a)	a) Notify the Registrant and MOA of non-compliance. Notify LDSO where appropriate.  If the visit was a targeted visit notify BSCCo.	TAA	Registrant and MOA; LDSO if appropriate; BSCCo (for targeted visit only)	Specific details of category 1 or 2 non-compliance (Appendix 4.5.3 - BSCP27/03).	Email / Fax / Letter
	or within 2WD of performing Consumption Data Comparison Check (3.5.9a)	b) Notify the Registrant and CDCA or HHDC of non-compliance. If appropriate notify the MOA.  If the visit was a targeted visit notify BSCCo.	TAA	Registrant and HHDC or CDCA MOA (if appropriate) BSCCo (for targeted visit only)	Specific details of category 1 or 2 non-compliance (Appendix 4.5.4 - BSCP27/04).	Email / Fax / Letter
3.6.2	Within 1WD of receiving notification in 3.6.1.	Inform the TAA that a non-compliance notification has been received.	Registrant	TAA	Acknowledgement.	Email / Fax / Letter
3.6.3	Within 10WD of receiving non-compliance notification in 3.6.1 or following 3.6.5, 3.6.7b, 3.7.2 or 3.7.6b.	a) Where the Registrant agrees that metering defects are non-compliant; provide a rectification plan to the TAA or rectify the Metering System defects <sup>2</sup> and inform the TAA of action taken. Proceed to Section 3.6.7.	Registrant or MOA	TAA	Details of the Rectification action taken, or a rectification plan (Appendix 4.5.5 - BSCP27/05).	Email / Fax / Letter

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<sup>2</sup> It should be noted that it is the responsibility of the Registrant to progress any non-compliances associated with a Settlement Metering System. However, the MOA can progress the rectification of a non-compliance at the request of the Registrant and will follow the actions of the Registrant detailed in this process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		b) Where the Registrant or MOA disagrees the non-compliances raised; inform the TAA and follow the appeal process set out in 3.7.	Registrant or MOA	TAA	Non-compliance appealed and reason for disagreement.	Email / Fax / Letter
3.6.4	On 11 <sup>th</sup> WD after notifying a Registrant of non-compliance	Where an appeal has <i>not</i> been received, and no rectification details or plan are received from the Registrant or MOA send a reminder notification to the Registrant and MOA requesting a rectification plan or details of the rectification action taken.	TAA	Registrant and MOA	Details of non-compliance.	Email / Fax / Letter
3.6.5	Within 1WD of receiving notification in Ref. 3.6.4	Inform the TAA that a reminder notification has been received and proceed to 3.6.3.	Registrant and MOA	TAA	Acknowledgement of reminder notification.	Email / Fax / Letter
3.6.6	Within 3WD of 3.6.4	Where no rectification plan or details of the rectification action taken are received, escalate the Registrant. Notify BSCCo.  Inform Registrant and MOA that they have failed to provide adequate rectification details and will be reported to BSCCo.	TAA  TAA	BSCCo  Registrant and MOA		Email / Fax / Letter
3.6.7	Within 2WD of Registrant notifying the TAA as at 3.6.3a or following 3.6.8a	Analyse the Information provided.	TAA			Internal process
		a) Where the Registrant has provided adequate information to show rectification action is complete close the non-compliance and notify the Registrant and MOA. Process ends.	TAA	Registrant, MOA and LDSO (if appropriate)		Email / Fax / Letter

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		b) Where the Registrant does not provide: adequate information to show rectification action is complete; or a complete rectification plan; notify the Registrant and MOA with the reasons and proceed to 3.6.3.	TAA	Registrant and MOA		Email / Fax / Letter
		c) Where the Registrant provides an adequate rectification plan, notify the Registrant and MOA that the plan is satisfactory.	TAA	Registrant and MOA	Rectification plan.	Email / Fax / Letter
3.6.8	As appropriate for the milestones in the rectification plan	Monitor completion of milestones in the rectification plan.  Analyse the information required.	TAA			Internal process
		a) Where the milestones have been met provide confirmation to the Registrant, MOA and BSCCo.  If the final milestone has been met proceed to 3.6.7a.	TAA	Registrant, MOA and BSCCo		Email / Fax / Letter
		b) Where the milestones have not been met or no information is received regarding the completion of milestones from the Registrant, notify BSCCo.  Notify the Registrant and MOA that they have failed to meet the timescales of the rectification plan and will be reported to BSCCo.	TAA  TAA	BSCCo  Registrant and MOA		Email / Fax / Letter

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3.7. Appeal Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.1	Within 5WD of receipt of appeal details at 3.6.3b.	TAA considers the grounds for the appeal.	TAA		Reasons why the non-compliance has been appealed.	Internal process
		a) Decide that the appeal is valid and withdraw the non-compliance. Notify the Registrant and MOA of the decision and that the issue is now closed. Process ends.	TAA	Registrant, MOA and LDSO (if appropriate)	Details of why the non-compliance has been removed.	Email / Fax / Letter
		b) Decide that the appeal is not valid and inform the Registrant and MOA that the non-compliance will be upheld.	TAA	Registrant and MOA	Details of why non-compliance is still valid.	Email / Fax / Letter
3.7.2	Within 5WD of receiving notification in section 3.7.1b	Registrant or MOA considers appeal decision.	Registrant or MOA		Reasons why the non-compliance has been upheld.	
		a) If Registrant or MOA accept decision; inform TAA and proceed to 3.6.3a.	Registrant or MOA	TAA		Email / Fax / Letter
		b) If Registrant or MOA still disagree with the non-compliance acknowledge receipt of decision and notify TAA of further appeal.  Notify BSCCo of the appeal.	Registrant or MOA	TAA  BSCCo	Acknowledgement of receipt of appeal decision and further appeal.  Reasons why the non-compliance has been re-appealed by the Registrant and/or MOA.	Email / Fax / Letter
3.7.3	Within 20 WD of receipt of the appeal at 3.7.2b	BSCCo considers the grounds for the appeal.	BSCCo		Details of why the non-compliance has been appealed.	Internal process

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		a) Decide that the appeal is valid and withdraw the non-compliance. Notify the relevant parties of the decision and that the issue is now closed. Process ends.	BSCCo	Registrant, MOA and LDSO (if appropriate); TAA	Details of why the non-compliance has been removed.	Email / Fax / Letter
		(b) Decide that the appeal is not valid and inform the relevant parties that the non-compliance will be upheld.	BSCCo	Registrant and MOA; TAA	Details of why non-compliance is still valid.	Email / Fax / Letter
3.7.4	Within 5 WD of receiving notification in 3.7.3 b	Registrant or MOA considers appeal decision.	Registrant or MOA		Reasons why the non-compliance has been upheld.	
		a) If Registrant or MOA accept decision; inform BSCCo and TAA. Proceed to 3.6.3a.	Registrant or MOA	TAA BSCCo		Email / Fax / Letter
		b) If Registrant or MOA still disagree with the non-compliance acknowledge receipt of decision. Notify BSCCo that they wish to present appeal to Panel / PAB.	Registrant or MOA	BSCCo	Acknowledgement of receipt of appeal decision.  Reasons why the non-compliance has been appealed.	Email / Fax / Letter
3.7.5	Within 1WD of receipt of the appeal details in 3.7.4 b	Notify the TAA of appeal to Panel / PAB.	BSCCo	TAA	Reasons why the non-compliance has been appealed.	Email / Fax / Letter
3.7.6	At next meeting of the PAB	BSCCo reports the appeal details to the Panel / PAB for decision.	BSCCo	Panel / PAB	Details of non-compliance and details why the non-compliance has been appealed by the Registrant or MOA.	Paper
3.7.7	At PAB meeting	PAB considers the grounds of the appeal and decides whether to uphold or remove withdraw the non-compliance.	Panel / PAB		Report from the TAA and BSCCo.	
		(a) PAB decides that the appeal is valid and	Panel / PAB via	Registrant, MOA	The Panel / PAB's decision	Email / Fax /

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		informs the relevant parties to withdraw the non-compliance. Process ends.	BSCCo	and LDSO (if appropriate); TAA	and reasons why the appeal has been accepted.	Letter
		(b) PAB decides that the appeal is not valid and informs the relevant parties to continue with the non-compliance procedure. Proceed to 3.6.3a.	Panel / PAB via BSCCo	Registrant and MOA; TAA	The Panel / PAB's decision and reasons why the appeal has not been accepted.	Email / Fax / Letter

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**3.8. Reporting**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.1	Monthly	Provide BSCCo with a report of the results of all Inspection Visits completed in the previous month and details of all outstanding non-compliances.	TAA	BSCCo		Agreed format
3.8.2	On or before PAB or Panel paper day	Provide the PAB or Panel with details of Inspection Visits completed by the TAA in the previous month and details of all outstanding non-compliances.	BSCCo	SVA – PAB CVA – Panel		Report
3.8.3	At the PAB or Panel meeting	Determine what action, if any, needs to be taken in respect of a non-compliant Registrant. The PAB may also choose to initiate the Removal of Accreditation Process for a MOA.	SVA – PAB CVA – Panel		Details of Inspection Visits completed by the TAA in the previous month and details of all outstanding non-compliances.	Removal of Accreditation Process is defined in BSCP531.

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## 4. Appendices

#### 4.1. Description of Inspection Checks

This appendix describes the tests & checks that are required to be carried out by the TAA as part of an Inspection Visit.

##### 4.1.1. Measurement Transformer Specification (where appropriate)

Where possible check the:

- (a) Ratio, class, rated burden and polarity from the labels physically attached to the measurement transformers and/or the identification plates attached to switchgear or other enclosures containing measurement transformers (in practice this will not always be practical for safety reasons). And
- (b) Test records/certificates detailing specific measured errors held by the LDSO, or asset owner, associated with the measurement transformers on site or from agreed Generic CT/VT certificates (SVA) in the case of CTs and VTs.

##### 4.1.2. Meter Technical Details

Check to ensure that the actual Meter Technical Details conform to those recorded in Settlement Systems using:

- (a) Information provided by the CDCA (CVA) or Registrant (SVA) in accordance with Section 1.13 of this BSCP, including any measurement transformer error offsets & commissioning details.
- (b) Information supplied to the Half Hourly Data Collector.

(This may require a remote/local interrogation of data for comparison purposes).

##### 4.1.3. Accuracy

The following checks should be performed to verify the overall accuracy requirements of the Metering System:

- (a) Measurement transformers relate to test certificates provided;
- (b) Meter - test certificate calibration details are in accordance with requirements in CoP Four;
- (c) Metering Equipment installed is in accordance with the relevant CoP.

The overall accuracy is to be determined by the TAA and shall be within the requirements of the applicable CoP.

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#### 4.1.4. Correct Energy Measurement Check

To verify that the Metering System is recording the correct amount of energy, checks shall be carried out that compare the primary load with that being recorded by the Metering System. However, due to the possible restrictive physical location of the primary conductors and Plant at an installation, access may be limited. Where this is the case, other suitable methods may be used to determine correct measurement.

For SVA sites installations can be divided up into the following three categories:

- (a) LV whole current;
- (b) LV, CT operated;
- (c) HV, CT & VT operated.

Sites that fall into categories (a) and (b) will prove to be the most accessible for prevailing load checks. Sites in category (c) may be more difficult to access, but it is often possible to use a clip-on ammeter around the current transformer cables where access to switchgear is restricted.

Note: When all preferred methods of checking the prevailing load fails, other suitable engineering methods may be adopted to establish correct measurement.

##### Methods of establishing primary load (in order of preference)

1. The demand (derived from independently measured primary values) shall be compared to the Meter's instantaneous demand reading for the same period; or
2. The demand (derived from independently measured secondary values where the primary/secondary ratios can be established) shall be compared to the Meter's demand reading for the same period; or
3. Where appropriate an alternative measurement device shall be used for comparison with that of the Settlement Meter; or
4. The MOA shall provide the TAA with appropriate commissioning records. The TAA is required to establish that these details sufficiently verify that the Meter has been proven to be operating correctly during commissioning; or
5. In the event that none of the above is possible, the TAA will notify BSCCo giving the reasons. (This recognises that if 1 to 4 are not possible additional checks do not add value.)

#### 4.1.5. Consumption Data Comparison Check

In order to obtain and verify stored Meter data values that are eventually transferred to the HHDC or CDCA, it will be necessary to use a Hand Held Unit running relevant approved Hand Held Unit protocol to download from the Meter or Outstation. This process will also provide engineering units (kW half hours and/or raw pulses) and some

standing data. Once the pulse multiplier and Meter constant are applied (where applicable) these values can be compared with the measured values.

This Consumption Data Comparison Check shall take the following format:

- 1) Compare the Meter Technical Details provided by both the HHDC or CDCA and MOA with that observed on-site. Consideration should also be given to Commissioning and historic proving test information.
- 2) Request the current actual consumption data held by the CDCA or HHDC for the same half hour period to compare energy recorded by the Settlement Meter and the energy values held in the CDCA or HHDC systems which will be submitted to Settlement.

In both cases one Active Energy channel will be requested unless a non-compliance is identified.

#### **4.1.6. Code of Practice Compliance**

All points to be checked as specified in the appropriate CoP.

#### **4.1.7. Quality of Installation**

All points to be checked as specified in the applicable CoP, including:

- (a) Labelling of equipment.
- (b) General standard of installation i.e. good working practice.

#### **4.1.8. Estimating Metered Error and Material Settlement Error for Category 1 Non-Compliances**

A Metering System may be recording energy incorrectly due to non-compliance. However this metered error may not be passed into Settlement due to validation and estimation activities undertaken as part of normal Settlement processes. This approach is focused on identifying the potential metered error in kWh and making the distinction with a materiality impact that could result from non-compliance.

The basis of this derivation is that if a non-compliance can be quantified, even in an indicative manner, it will provide the PAB with an enhanced insight into the magnitude of the issue. The basis of the approach is as follows:

- 1) Identify the applicable CoP against which the non-compliance has been identified e.g. CoP 1.
- 2) Select a value at the mid-point of the range dictated by the specific CoP.
- 3) Identify the likely Load factor to be applied. It is recognised that in many cases this will be dependent on the nature of the customers operation, but an average value will suffice.

- 4) Estimate the materiality of the non-compliance in terms of absolute kWh or a percentage value, e.g. the Meter records 33% of actual energy consumed or the Meter has under recorded by 150,000 kWh in 3 months.
- 5) Derive the potential Materiality for a year, based on 8760 hours in a year.

This is best illustrated as follows;

If a Meter with a non-compliance against it was:

- a CoP 3 Meter (1MW to 10MW), implies using 5.5 MW as mid-point of range;
- resulted in an estimated error of +30%;
- an assumed average Load Factor of 50%.

The derivation of potential Materiality for a year would then be as follows:

- $5.5 \text{ MW} \times 30\% \text{ error} \times 50\% \text{ LF} \times 8760 \text{ hours} = 7,227 \text{ MWh}$

For a CoP 1 Meter over 100 MVA a value of 200MW should be used.

#### 4.2. Reasons for Failure or Issue of Non-Compliance

The tolerance levels relating to Metering System timing errors are defined within the relevant CoP. The table below defines when a timing error should be categorised as either category 1 or observation:

Code of Practice	Category 1 Non-Compliance	Observation
CoP 1 and S1	> ± 30 seconds	>± 20 to ± 30 secs
CoP 2 (G) and S2	> ± 30 seconds	> ± 20 secs up to 30 secs
CoP 3 (G) and S3	> ± 1 minute	> ±- 20 secs up to 1 min
CoP 5 and S5	> ± 2 minutes	> ± 20 secs up to 2 mins
CoP 6, 7	> ± 1 hour	> ± 6 minutes up to 1 hr

The following is a non-exhaustive list of non-compliances.

Category 1 Checks (affecting data quality now)	
<b>1.01</b>	<b>Standing Data (including Outstation personality and SMRS "key fields" for SVA)</b>
	Outstation serial number
	Meter serial number
	Number of channels
	Unit of measure code (SVA only)
	Meter constant

	Pulse multiplier
	Channel configuration
	GSP Identifier (SVA only)
<b>1.02</b>	<b>Metering Equipment Correct and Satisfactory Operation</b>
	Metering Equipment not functioning correctly
	Metering Equipment not programmed correctly
	Overall CoP accuracy not maintained
	Where summation CTs used, feeders must be connected to a common voltage source
	Approved data format and protocol not in use
<b>1.03</b>	<b>Timing Reference Within Tolerance Limits</b>
	Meter/Outstation clock outside tolerance defined in table above
<b>1.04</b>	<b>Measurement Transformer Ratios Physically Correct</b>
	On site measurement transformer ratios different from those set up in Meter
<b>1.05</b>	<b>Compensation Calculations Correct (where appropriate)</b>
	Meter compensation for CTs and VTs incorrectly applied or not applied
	Meter compensation for Power Transformers incorrectly applied or not applied
	Line Loss Factors incorrect in SMRS or CDCA

<b>Category 2 Checks with potential for future data quality problems</b>	
<b>2.06</b>	<b>Metering Equipment Correct and Satisfactory Operation</b>
	Incorrect CoP applied
	Check Meter missing
	Insufficient memory storage
	Meter accuracy class incorrect
	Voltage selection relay not installed/working when summation CTs used
<b>2.07</b>	<b>Measurement Transformer and/or Meter Certificates</b>
	Certificates not provided
	Certificates do not match on site equipment
<b>2.08</b>	<b>Suitable Environment (Serious)</b>
	Environmental conditions likely to cause Metering Equipment failure
<b>2.09</b>	<b>Adequate Overcurrent Protection</b>
	Insufficient discrimination between source and local fusing
	No local isolation

	Main and check meters not separately fused
	Other Metering Equipment not separately fused
	Non-Settlement meters not separately fused
<b>2.10</b>	<b>Alarms Installed - Local and Remote</b>
	Phase failure
	Resets (other than caused by a supply failure)
	Battery monitor
	Interrogation port access (which changes time and date)
	Interrogation port access (which changes other than time and date)
	Reverse running
	Demand periods changed by a time synchronisation not from the interrogation port
<b>2.11</b>	<b>Adequate Metering Equipment Integrity</b>
	Settlement Metering Equipment not sealed
	Passwords not applied
	Unrestricted access which could lead to interference with Metering Equipment
<b>2.12</b>	<b>Metering Equipment Test Facilities</b>
	Lack of adequate Metering Equipment test facilities
<b>2.13</b>	<b>Miscellaneous</b>
	Metering Equipment does not fully comply with CoP specification (Depending on the type of non-compliance, this can be a category 2 or merely an observation – O.18)
<b>2.14</b>	<b>Timing Reference Within Tolerance Limits</b>
	Meter/Outstation clock within tolerance defined in table above

<b>Observation Checks (not Affecting Data Quality)</b>	
<b>O.15</b>	<b>Suitable Environment (minor)</b>
	Environmental conditions not likely to cause immediate Metering Equipment failure
<b>O.16</b>	<b>Labelling Consistency</b>
	Main/Check/Import/Export
	Circuits (feeders) not properly identified
	Measurement transformer ratio not correctly identified
	“No outgoing calls”
<b>O.17</b>	<b>Standing Data (including Outstation personality and SMRS not “key fields”)</b>
	All SMRS fields other than those in 1.01 and site contact name
<b>O.18</b>	<b>Miscellaneous</b>
	Metering Equipment does not fully comply with CoP specification. (Depending on the type of non-compliance, this can be an observation or a category 2 – 2.13)

### 4.3. Provision of Measurement Transformer Certificates for Metering Equipment

#### 4.3.1. Objective

BSC Parties require assurance that Metering Equipment operates within the accuracy limits defined in the appropriate CoP. As part of the process of establishing this assurance, evidence is required of the measurement transformer errors associated with the Metering System. This section explains the process involved in achieving such assurance.

#### 4.3.2. Ownership

In the context of this BSCP, Equipment Owner is defined as the owner of the measurement transformers which form part of the Metering System.

#### 4.3.3. Responsibilities

The MOA responsibilities are as stated in the Code and Code Subsidiary Documents.

The Equipment Owners responsibilities regarding the provision of measurement transformer certificates and co-operation with the MOA, are stated in the Code and Code Subsidiary Documents.

#### 4.3.4. Procedures for CoP1, CoP2, S1 and S2

The MOA should obtain the necessary measurement transformer test certificates from the Equipment Owner. This should be provided within 10 WD of the request.

If the necessary test certificates are not immediately available, the Equipment Owner shall advise the MOA of that situation (within 10 WD of the request) and state what steps are being taken to obtain the test certificates associated with the measurement transformers for that circuit/Site.

If the Equipment Owner does not have the necessary test certificates readily available, the Equipment Owner should request copies of the original test certificates. Where these are obtained, they should then be supplied to the MOA as soon as possible after the request from the MOA.

If the required test certificates are not available, the Equipment Owner must either:

- (a) Quote errors for a measurement transformer of similar characteristics, eg accuracy class, ratio, burden rating, manufacturer, type, age, etc; or
- (b) Obtain measurement transformer errors by testing; or
- (c) Replace the installed units by units with known errors at the earliest opportunity.

In either of (a) or (b) above, the Equipment Owner shall provide evidence to support the errors provided. This information shall be passed to the MOA within a further period of 10 WD of the errors being established.

The MOA will, as required, provide to the TAA the information supplied by the Equipment Owner.

#### 4.3.5. Procedures for CoP3, CoP5, S3 and S5

The MOA should obtain the necessary measurement transformer error certificates from the Equipment Owner. This should be provided within 10 WD of the request.

Where the LV CTs are of accuracy class 0.5 or below the TAA will not require the MOA to obtain the CT certificates and the error shall be deemed that of the accuracy class in both directions for the purpose of establishing the overall error.

If the necessary error certificates are not readily available the Equipment Owner must provide the MOA, (still within the 10 WD of the request), with one of the following:

- Copies of the original certificates
- A generic certificate.

A generic certificate needs to be approved by the Panel. In order to approve a generic certificate, the Panel requires evidence that the statistical analysis method used is robust. The statistical analysis needs to be specific to ratio, make, rating, class and type.

When carrying out an audit the TAA will ask the MOA for the measurement transformer error certificates. The MOA will provide to the TAA, the information provided to him by the LDSO.

#### 4.4. Details of Forms for use in Technical Assurance

For the purposes of Technical Assurance the following forms will be utilised:

BSCP27/01 - Notification of an Inspection Visit.

BSCP27/02 - Confirmation of Attendance at Technical Assurance Inspection Visit.

BSCP27/03 – Inspection Schedule for Half Hourly Metering Systems – Part 1

BSCP27/04 – Inspection Schedule for Half Hourly Metering Systems – Part 2

BSCP27/05 - Rectification Plan

##### 4.4.1. Notice of Inspection Visit – BSCP27/01

This form, BSCP27/01, is used by the TAA to inform the Registrant of impending Inspection Visits. It contains the date, time and Site address for the Inspection Visit.

The Registrant is required to respond to this notice in a timely manner; failure to do so may result in the matter being escalated to the PAB.

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##### 4.4.2. Confirmation of Attendance – BSCP27/02

This form, BSCP27/02, is used by the Registrant to confirm attendance at an impending Inspection Visit and acceptance of the arrangements requested by the TAA. It is sent in response to an BSCP27/01 form. Failure to respond to this confirmation in a timely manner may be reported to the PAB.

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##### 4.4.3. Inspection Schedule for Half Hourly Metering Systems – Part 1 – BSCP27/03

The inspection schedule is used by the TAA to record details of the Inspection Visit on Site.

##### 4.4.4. Inspection Schedule for Half Hourly Metering Systems – Part 2 – BSCP27/04

The inspection schedule is used by the TAA to record details of the Consumption Data Comparison Check.

**4.4.5. Rectification Plan – BSCP27/05**

This form is used by the Registrant or MOA to provide details to the TAA and/or BSCCo of the action that the party intends to take in order to rectify the non-compliance. Details of all relevant milestones should also be included.

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**4.5. Forms**

Copies of all forms follow below in section 4.5.1.

4.5.1. Notification of Inspection Visit SVA / CVA

BSCP27/01

To: Tel:  
From: Technical Assurance Agent  
Date: E-mail:  
Time: No of Pages:

Dear

Please find detailed below planned Inspection Visits to sites for which you are the Registrant

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<u>Date</u>	<u>Time</u>	<u>Metering System Id/ MSID</u>	<u>Visit Ref</u>	<u>Site Name / Address</u>	<u>Attendees</u>

I should be grateful if you would arrange for the following to be sent to the TAA within 5WD prior to the visit:

- A copy of the Meter test certificates associated with the Metering Systems identified above;
- A copy of the test certificates for all measurements transformers (including notification of ratios and compensation applied factors supplied by the relevant Licensed Distribution System Operator) associated with the above Metering Systems; and
- Commissioning documentation, to be supplied during the visit or sent to me prior to the above visit date.

In accordance with BSCP27 (Technical Assurance of Half Hourly Metering Systems for Settlement Purposes), please complete the attached form and return it to me at least five Working Days prior to the Inspection Visit(s).

It should be noted that BSCP27 also requires the Meter Operator Agent's attendance at an Inspection Visit.

Regards

Technical Assurance Agent

**Notification of Inspection Visit SVA / CVA Continued****BSCP27/01**

The purpose of this Site visit is to audit the Metering System used for Settlement purposes. In addition to the documentation listed below, access will be required to the following areas:-

**Generation Metering**

Access Required to	Information Required
Metering Equipment Room	Metering Equipment details
Central Control Room	Metering Alarm(s)
Gen Alternator Pit (where outages permit)	CT nameplates
Gen VT Chamber (where outages permit)*	VT nameplates
Gen Metering VT Fuse Distribution Box	VT fuse segregation and Sealing
Switchgear Rooms associated with Station Transformer and Gas Turbine Measurement Transformers and fusing	

\* Where the Metering Point is on the HV side of the Generator Transformer, access will be required to the HV Compound/Sub-Station.

**Demand Metering**

Access Required to	Information Required
Sub-Station Compound	VT/CT Marshalling Boxes
Metering Equipment Room	Metering Equipment Panels

**Documentation***Measurement Transformers*

Metering CT & VT Test Certificates, on a circuit by circuit basis.

*Settlement Meters*

Test Certificates, for all circuits

Compensation calculations (including Transformer Losses, etc), on a circuit by circuit basis.

*Fault Procedure*

Metering Equipment Alarm reporting procedure.

**4.5.2. Confirmation of Attendance at Technical Assurance Visit**

**BSCP27/02**

To: Technical Assurance Agent  
Fax:  
Tel:

From:

Confirmation of Attendance

I confirm receipt of your notification and shall ensure that the necessary arrangements will be made to enable the Inspection Visit to be carried out.

The contact for the above site visit will be:  
(Please complete a separate form for each visit)

<b>Metering System:</b>	
-------------------------	--

<b>Contact:</b>	
<b>Company:</b>	
<b>Tel (Mobile/Pager):</b>	
<b>TAA Visit Reference:</b>	

<b>Attending Parties:</b>	
<b>Meter Operator Agent</b>	
<b>Registrant</b>	
<b>Distribution System Operator</b>	
<b>Customer</b>	

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Signed \_\_\_\_\_ on behalf of the Registrant

Deleted: Supplier or

Date \_\_\_\_\_

4.5.3. Inspection Schedule for Half Hourly Metering Systems – Part 1

BSCP27/03

Site Name:			
MSID no:		Registrant :	
MOA:		Code of Practice:	
DC			
<b>Category 1. Checks – Currently Affecting The Quality of Data Entering Settlement</b>			
<b>1.01</b>	<b>Standing Data Consistency (Inc. Outstation Personality)</b>		PENDING/COMPLIANT/ NON-COMPLIANT
			TO BE RECTIFIED BY
			MOA/LDSO/TAA/ Registrant
<b>1.02</b>	<b>Metering Equipment Correct and Satisfactory<sup>3</sup> Operation</b>		PENDING/COMPLIANT/ NON-COMPLIANT
			TO BE RECTIFIED BY
			MOA/LDSO/TAA/ Registrant
<b>1.03 and</b>	<b>Timing Reference - within tolerance limits defined in this BSCP for SVA and UTC for CVA</b>		PENDING/COMPLIANT/ NON-COMPLIANT
			TO BE RECTIFIED BY
			MOA/LDSO/TAA/ Registrant
<b>1.04</b>	<b>Measurement Transformer Ratios correct (where appropriate)</b>		PENDING/COMPLIANT/ NON-COMPLIANT
			TO BE RECTIFIED BY
			MOA/LDSO/TAA/ Registrant
<b>1.05</b>	<b>Compensation Calculations correct (if appropriate)</b>		PENDING/COMPLIANT/ NON-COMPLIANT
			TO BE RECTIFIED BY
			MOA/LDSO/TAA/ Registrant
Notes:			

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<sup>3</sup> Satisfactory Operation relates to the possible checks by the TAA at the time of the Inspection Visit, taking into account site conditions, i.e. access, etc.

**Inspection Schedule for Half Hourly Metering Systems – Part 1 Continued BSCP27/03**

Category 2. Installation Checks – Potential to Affect The Quality of Data Entering Settlement	
2.06 Metering Equipment Correct and Satisfactory Operation	PENDING/COMPLIANT/ NON-COMPLIANT
	TO BE RECTIFIED BY
	MOA/LDSO/TAA/ Registrant
2.07 Measurement Transformer and/or Meter Certificates	PENDING/COMPLIANT/ NON-COMPLIANT
	TO BE RECTIFIED BY
	MOA/LDSO/TAA/ Registrant
2.08 Suitable Environment (Serious)	PENDING/COMPLIANT/ NON-COMPLIANT
	TO BE RECTIFIED BY
	MOA/LDSO/TAA/ Registrant
2.09 Adequate Over current Protection	PENDING/COMPLIANT/ NON-COMPLIANT
	TO BE RECTIFIED BY
	MOA/LDSO/TAA/ Registrant
2.10 Alarms Installed – Local and Remote	PENDING/COMPLIANT/ NON-COMPLIANT
	TO BE RECTIFIED BY
	MOA/LDSO/TAA/ Registrant
2.11 Adequate Metering Equipment Integrity	PENDING/COMPLIANT/ NON-COMPLIANT
	TO BE RECTIFIED BY
	MOA/LDSO/TAA/ Registrant
2.12 Metering Equipment Test Facilities	PENDING/COMPLIANT/ NON-COMPLIANT
	TO BE RECTIFIED BY
	MOA/LDSO/TAA/ Registrant
2.13 Miscellaneous	PENDING/COMPLIANT/ NON-COMPLIANT
	TO BE RECTIFIED BY
	MOA/LDSO/TAA/ Registrant

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**Inspection Schedule for Half Hourly Metering Systems – Part 1 Continued BSCP27/03**

<b>2.14 Timing Reference Within Tolerance Limits</b>		<b>PENDING/COMPLIANT/ NON-COMPLIANT</b>
		<b>TO BE RECTIFIED BY</b>
		<b>MOA/LDSO/TAA/ Registrant</b>
<b>Notes:</b>		
		Additional detail attached Yes/No

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**4.5.4. Inspection Schedule for Half Hourly Metering Systems - Part 2**      **BSCP27/04**

Site Name:			
MSID no:		Registrant :	
MOA:		Code of Practice:	
DC		Contact at DC	

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No of Channels examined	of	
Metered Data		
DC Consumption Data		
Metered data consistent with data held in DC Systems	YES/NO*	
* If NO what is the percentage difference between the metered data and DC Consumption data		
* If NO what is the volume difference between the metered data and DC Consumption data		

Metering System Compliant / Non-Compliant	
Technical Assurance Agent – Name & Signature	
Date	

4.5.5. Rectification Plan Proforma

BSCP27/05

<u>Registrant</u>	<u>Meter Operator Agent</u>	<u>HHDC</u>	<u>LDSO</u>	<u>Deleted: / Supplier</u>
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<u>Completed By:</u>	<u>Telephone Number:</u>	<u>Email:</u>
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<u>MSID:</u>	<u>TAA Site Visit Ref.:</u>	<u>Registrant Ref. No:</u>
--------------	-----------------------------	----------------------------

<u>Site Name and Address</u>
------------------------------

<u>Non-Compliances</u>	<u>Category</u>
1.	
2.	
3.	

<u>Rectification Action</u>
<u>Target Date of Completion:</u>
<u>Actual Date of Completion:</u>

<u>Key Milestones</u>		<u>Non-Compliances Affected:</u> no as above	<u>Action:</u> e.g. Ordering, Delivery, Fitting of Equipment, Providing evidence to the TAA	<u>To Be Actioned By:</u> e.g. Meter Operator / Distributor	<u>Date Completed</u>
<u>No</u>	<u>Target Date</u>				
1.					
2.					
3.					