
CP1265 Attachment E – Proposed Changes to BSCP27 Technical Assurance of Half Hourly Metering Systems for Settlement Purposes v9.0

1 Introduction

1.1 Purpose and Scope of the Procedure

This BSC Procedure (BSCP) defines the process of inspections of Supplier Volume Allocation (SVA) Half Hourly Metering Systems registered in a Supplier Meter Registration System (SMRS) and –Central Volume Allocation (CVA) Metering Systems registered in the Central Meter Registration Service (CMRS).

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 (CSDs) to ensure that the Active Energy Imported and/or Active Energy Exported through Boundary Points and System Connection Points is complete and accurate.

1.2 Risk Based Performance Assurance Framework

[NO CHANGE PROPOSED TO THIS SECTION]

1.3 Main Users of the Procedure and their Responsibilities

[NO CHANGE PROPOSED TO THIS SECTION]

1.4 Use of the Procedure

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

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

Throughout this procedure, ~~where a timescale is stated, it refers to~~~~timetables reflect~~ the number of Working Days (WD) ~~following defined events~~ by which the activity described shall be completed.

1.5 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.

1.6 Balancing and Settlement Code Provision

[NO CHANGE PROPOSED TO THIS SECTION]

1.7 Associated BSC Procedures

This BSCP interfaces with:

CVA Metering Systems	SVA Metering Systems
▪ BSCP02 – Proving Test Requirements for CVA Metering Systems ▪ BSCP06 – Notification and Sealing of Metering Equipment for Central Volume Allocation ▪ BSCP11 – Trading Queries and Trading Disputes ▪ BSCP20 – Registration of Metering Systems for Central Volume Allocation ▪ BSCP32 – Metering Dispensations ▪ BSCP537 – Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs ▪ BSCP538 – Error and Failure Resolution ▪ BSCP601 - Metering Protocol Approval and Compliance Testing	▪ BSCP11 – Trading Queries and Trading Disputes ▪ BSCP32 - Metering Dispensations ▪ BSCP501 - Supplier Meter Registration Service ▪ BSCP502 – Half Hourly Data Collection for SVA Metering Systems Registered in SMRS ▪ BSCP514 –SVA Meter operations for Metering Systems registered in SMRS ▪ BSCP515 – Licensed Distribution ▪ <u>BSCP535 – Technical Assurance</u> ▪ BSCP537 – Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs ▪ BSCP538 – Error and Failure Resolution ▪ BSCP550 - Shared SVA Meter Arrangement of Half Hourly Import and Export Active Energy ▪ BSCP601 - Metering Protocol Approval and Compliance Testing

1.8 Responsibilities

[NO CHANGE PROPOSED TO THIS SECTION]

1.9 Metering System Sampling Groups

For SVA, the total number of Metering Systems to be inspected in any one year shall be as determined by the Performance Assurance Board (PAB) in accordance with the ROP. This may 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 SVA Metering Systems for the following sampling groups:

- Targeted Inspections
- Specific Sample
- Main Sample

For CVA, the total number of Metering Systems to be inspected in any one year shall be as directed from time to time by the 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, in accordance with the scope as directed by the PAB.

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

- Targeted Inspections
- Main Sample

1.9.1 Targeted Inspections

The TAA ~~will~~may 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.

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 ~~specific sample group~~ will account for no more than 20% of the total number of visits agreed by the 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 Sites: 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.

The registered MOA and LDSO will be responsible for and will 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)

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 will 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:

- 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 towards any one Party, Metering Equipment type or sampling area 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:

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

~~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 ensure that the details it holds are updated daily to a central online database~~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 any associated information as specified in BSCP501 to the PAA via BSCCo. The required information will then be ~~forwarded by BSCCo to~~ used by 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.

The TAA will select 10% more Metering System IDs than will be inspected. The additional 10% will enable the TAA to categorise the Metering Systems ensuring that there is no bias towards any one Party, Metering Equipment type or sampling area.~~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.

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:

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

The relevant Registrant will then be notified of the Metering Systems to be inspected. 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.

1.11 Re-Inspections

Where a category 1 or category 2 non-compliance has been identified and subsequently reported 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. At the end of a quarter, the TAA shall select a sample of 10% (or any other percentage as determined by the PAB) of the category 1 non-compliances that a participant has rectified during that quarter and shall carry out a re-inspection. Where a category 1 or category 2 non-compliance has been identified by the TAA and subsequently reported by the MOA, HHDC, CDCA or Registrant as rectified, it is possible that the Metering System will be re-inspected by the TAA to confirm compliance if it has been altered or amended in order to achieve 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. At the end of a quarter, the TAA shall select a sample of 10% (or any other percentage as determined by the PAB) of the category 1 non-compliances that a participant has rectified during that quarter and then shall carry out an inspection during the following quarter of those Metering Systems that have been altered or amended in order to achieve compliance.

1.12 Targeted Inspections

Where the PAB requires assurance about a particular Metering System, they may request a targeted inspection to take place.

The PAB will use the following information when deciding to perform a targeted check:

- Previous non compliances;
- Performance related issues;

- Settlement error;
- Information provided by it's sub-committees; or
- The Panel.

1.121.13 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 best endeavours to ensure access to all Metering Equipment and, ~~if necessary~~, will liaise with the LDSO or Transmission Company (if necessary) to arrange such access. The Registrant shall be required to ensure that the MOA and LDSO or Transmission Company (if necessary) 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.

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 do~~ so will be reported to PAB at the discretion of BSCCo.

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. The LDSO shall accede to such a request in a reasonable timeframe prior to the inspection visit as agreed with the Registrant.

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

The TAA may, with the agreement of the BSCCo, arrange for an urgent revisit (SVA and CVA Metering Systems) to be initiated. This will be at the expense of the Registrant if:

- The Registrant fails to arrange access on the agreed date and time or access cannot be obtained upon arrival by the TAA; or
- 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' and the reason for non completion will be recorded.

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

1.13.1.14 Additional Metering Equipment Details Required by the TAA

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

1.13.11.14.1 General Information

- Site name
- Site address
- Site telephone number

1.13.21.14.2 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.

1.13.31.14.3 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.

1.13.41.14.4 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.

The TAA may request any additional information that is felt necessary and reasonable for any Metering System being audited. This additional information will also be provided by the registrant in a reasonable timeframe prior to the inspection visit where possible.

Where appropriate, all information to be provided to the TAA regarding an Inspection visit should be provided via the electronic online tool provided by the TAA.

1.141.15 Non-Compliance

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

- (a) The requirements of the Code and CSDs 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.

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.

Categorisation of non compliances

<u>Category 1 Non Compliance</u>	<u>A non-compliance has been identified which is deemed to be currently affecting the quality of data for Settlement purposes.</u>
<u>Category 2 Non Compliance</u>	<u>A non-compliance has been identified which is deemed to have the potential to affect the quality of data for Settlement purposes</u>
<u>Observation</u>	<u>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</u>

- ~~•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, HHDC, LDSO and Transmission Company as appropriate, and

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

Where a non-compliance has been determined the Registrant shall be responsible for progressing the rectification of the non-compliance and must submit a rectification plan to the TAA. 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 in accordance with BSCP538, Error and Failure Resolution.

The TAA ~~shall will~~ 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 within the required timescales. The reminder ~~should will~~ contain all appropriate information about the non-compliance.

1.151.16 Appeals

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

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

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,~~ HHDC, LDSO or the Transmission Company on behalf of the Registrant), ~~is will be~~ required to provide evidence in support of the appeal.

1.161.17 Rectification Action

The Registrant (or MOA, LDSO, ~~or~~ HHDC or the Transmission Company on behalf of the Registrant) will rectify the non-compliance or provide a rectification plan (BSCP27/054), which will detail the appropriate milestones and actions to be taken in order to achieve rectification within the timescales required and set out in section 4.

1.171.18 Post Rectification Action

[NO CHANGE PROPOSED TO THIS SECTION]

1.181.19 Reporting

[NO CHANGE PROPOSED TO THIS SECTION]

1.191.20 Acronyms and Definitions

[NO CHANGE PROPOSED TO THIS SECTION]

2 Not Used

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.	<u>As agreed</u> Email / Fax / Letter
<u>3.1.2</u>	<u>As specified in section 1.10</u>	<u>Request Metering System Ids and associated information.</u>	<u>TAA</u>	<u>SMRA</u>	<u>Relevant information from HH Metering System Id, GSP Group, Registrant, MOA, HHDC and Measurement Class.</u>	<u>As agreed</u>
3.1.23	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.	<u>As agreed</u> Agreed format
<u>3.1.4</u>	<u>Within 10 WD of request in 3.1.1</u>	<u>Provide Half Hourly Metering System Ids and associated information.</u>	<u>SMRA</u>	<u>TAA</u>	<u>Relevant information from HH Metering System Id, GSP Group, Registrant, MOA, HHDC and Measurement Class.</u>	<u>As agreed</u>
3.1.35	Upon receipt of data in 3.1.23	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.	<u>As agreed</u> Agreed format

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1. 46	Within 10 WD of receipt of data in 3.1. 4 and 3.1. 53	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. 57	On completion of 3.1. 46 and at least 20 WD prior to the Inspection Visit	Request information.	TAA	MOA CDCA Registrant ¹ (as necessary)	Meter Technical Details Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter
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. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter
3.1. 78	Within 10 WD of receipt of TAA request in 3.1. 57 as necessary	Provide information (as necessary).	Registrant	TAA	Meter Technical Details. Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter

¹ 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. 89	Where CVA: Within 10 WD of receipt of TAA request in 3.1. 75 Where SVA: On the day of the Inspection Visit or within 10 WD of receipt of TAA request in 3.1. 75	Provide Information.	MOA	TAA	Meter Technical Details. Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter (CVA) As Agreed (SVA)
3.1. 910	Within 10 WD of receipt of TAA request in 3.1. 67	Provide information.	HHDC or CDCA	TAA	Meter Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter
3.1. 1011	Upon receipt of data requested in 3.1. 5 and 3.1. 67	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

3.2 Specific Sample Selection Process – SVA Only

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	At PAB meeting	Agree and notify BSCCo of Specific Sample.	PAB	BSCCo	Number and type of each Metering System to form Specific Sample.	Report / Letter
3.2.2	Within 10 WD of decision at 3.2.1	Request information from each Registrant, MOA and LDSO for all relevant Specific Sample Metering Systems registered in SMRSs.	BSCCo <u>TAA</u>	Registrant, MOA and LDSO	Information about Specific Sample Metering Systems as requested.	Email / Fax / Letter <u>As agreed</u>
3.2.3	Within 20 WD of receipt of request at 3.2.2	Provide information on all Specific Sample Metering Systems as requested.	Registrant, MOA and LDSO	BSCCo <u>TAA</u>	Information about Specific Sample Metering Systems as requested.	Email / Fax / Letter <u>As agreed</u>
3.2.4	Within 5 WD of receipt of information in 3.2.3	Supply information to TAA.	BSCCo	TAA	Information for each Registrants' Specific Sample Metering Systems registered in SMRSs.	Email / Fax / Letter
3.2.5 <u>4</u>	Upon receipt of information from BSCCo	Randomly select the agreed number of each type of Metering System which comprises the agreed Specific Sample group.	TAA		Select sample as instructed by BSCCo.	Internal process
3.2.6 <u>5</u>	At least 20 WD prior to the Inspection Visit	Request information.	TAA	MOA Registrant (as necessary)	Meter Technical Details. Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter <u>As agreed</u>
3.2.7 <u>6</u>	At least 20 WD prior to the Inspection Visit	Request information.	TAA	HHDC	Meter Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter <u>As agreed</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2. 87	Within 10 WD of receipt of request in 3.2. 65 as necessary	Provide information (as necessary).	Registrant	TAA	Meter Technical Details. Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter As agreed
3.2. 98	On the day of the Inspection Visit or within 10 WD of receipt of TAA request in 3.2. 65	Provide information	MOA	TAA	Meter Technical Details. Additional Metering Equipment Technical Details BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only)	As agreed
3.2. 109	Within 10 WD of receipt of request in 3.2. 76	Provide information.	HHDC	TAA	Meter Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter As agreed
3.2. 110	Prior to Inspection Visit	Collate information required for inspection. Proceed to Section 3.5.	TAA			Internal process

3.3 Determination of Metering Systems for Targeted Inspections

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 <u>As agreed</u>
3.3.2	Within 5 WD of receipt of information in 3.3.1	Determine 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 <u>As agreed</u>
3.3.4	At least 20WD prior to the Inspection Visit	Request information.	TAA	MOA Registrant (as necessary)	Meter Technical Details Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only)..	Email / Fax / Letter <u>As agreed</u>
3.3.5	At least 20WD prior to the Inspection Visit	Request information.	TAA	HHDC or CDCA	Meter Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter <u>As agreed</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.6	Within 10 WD of receipt of the request in 3.3.4 as necessary	Provide information (as necessary).	Registrants	TAA	Meter Technical Details. Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / fax / letter <u>As agreed</u>
3.3.7	Where CVA: Within 10 WD of receipt of TAA request in 3.3.4 Where SVA: On the day of the Inspection Visit or within 10 WD of receipt of TAA request in 3.3.4	Provide information.	MOA	TAA	Meter Technical Details. Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter (CVA) <u>As agreed (SVA)</u> <u>As agreed</u>
3.3.8	Within 10 WD of receipt of the request in 3.3.5	Provide information.	HHDC or CDCA	TAA	Meter Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter <u>As agreed</u>
3.3.9	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 As agreed
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 As agreed
3.4.4	At least 20WD prior to the Inspection Visit	Request information.	TAA	MOA Registrant (as necessary)	Meter Technical Details. Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter As agreed
3.4.5	At least 20WD prior to the Inspection Visit	Request information.	TAA	HHDC or CDCA	Meter Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter As agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.6	Within 10 WD of receipt of request at 3.4.4 as necessary	Provide information (as necessary).	Registrant	TAA	Meter Technical Details. Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter <u>As agreed</u>
3.4.7	Where CVA: Within 10 WD of receipt of TAA request in 3.4.4 Where SVA: On the day of the Inspection Visit or within 10 WD of receipt of TAA request in 3.4.4	Provide information.	MOA	TAA	Meter Technical Details. Additional Metering Equipment Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter (CVA) <u>As agreed (SVA)</u> <u>As agreed</u>
3.4.8	Within 10 WD of receipt of request at 3.4.5	Provide information.	HHDC or CDCA	TAA	Meter Technical Details. BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).	Email / Fax / Letter <u>As agreed</u>
3.4.9	Prior to Inspection Visit	Collate information for Inspection Visit and proceed to Section 3.5.	TAA			Internal process

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 MOA 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 As agreed
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).	As agreed
<u>3.5.4</u>	<u>At least 5WD prior to an Inspection Visit</u>	<u>Registrant, LDSO, MOA to provide required information to the TAA for the purposes of the Inspection Visit.</u>	<u>Registrant</u> <u>MOA</u> <u>LDSO</u>	<u>TAA</u>	<u>Meter Technical Details.</u> <u>Additional Metering Equipment Technical Details.</u> <u>BSCP514/8.4.8a Complex Site Supplementary Information Form, where applicable (SVA only).</u>	<u>As agreed</u>
<u>3.5.4</u> <u>5</u>	On the day of the Inspection Visit	TAA performs Inspection Visit with MOA in attendance.	TAA and MOA			

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.5 <u>6</u>	On completion of Inspection Visit <u>Within 2 WD of completion of the Inspection Visit</u>	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. <u>If a category 1 or 2 non compliance identified, initiate process 3.6.</u> <u>If an observation is identified – notify the relevant parties</u> <u>If Inspection Visit is identified as compliant – notify the relevant parties.</u>	TAA MOA	<u>Registrant and MOA, HHDC, LDSO (or Transmission Company) if appropriate</u>	Completed and signed Inspection Schedule (Appendix 4.5.3– BSCP27/03).	<u>As agreed</u>
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”. 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 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 <u>As agreed</u>
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 <u>As agreed</u>

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. <u>If a category 1 or 2 non compliance identified, initiate process 3.6.</u> <u>If an observation is identified – notify the relevant parties</u> <u>If Inspection Visit is identified as compliant – notify the relevant parties.</u> 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”. 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. c) If the Consumption Data Comparison Check confirms that the correct data has entered Settlement notify the relevant parties of compliance.	TAA TAA TAA	<u>Registrant and MOA, HHDC, LDSO (or Transmission Company) if appropriate</u> Registrant, MOA (if appropriate) and HHDC or CDCA Registrant, MOA (if appropriate) and HHDC or CDCA	Completed <u>and signed</u> Inspection Schedule (Appendix 4.5.4–BSCP27/04). Appendix 4.5.4–BSCP27/04. Appendix 4.5.4–BSCP27/04.	<u>As agreed</u> Email / Fax / Letter Email / Fax / Letter

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, MOA, and HHDC/CDCA <u>LDSO and Transmission Company as relevant</u> of non-compliance. Notify LDSO where appropriate. If the visit was a targeted visit notify BSCCo.	TAA	Registrant, MOA, and HHDC, CDCA, LDSO <u>or</u> <u>Transmission Company</u> if appropriate; BSCCo (for targeted visit only)	Specific details of category 1 or 2 non-compliance (<u>Completed and signed Inspection Schedule Appendix 4.5.3—BSCP27/03</u>).	Email / Fax / Letter <u>As agreed</u>
<u>3.6.2</u>	or w Within 2WD of performing Consumption Data Comparison Check (3.5.9a)	b) Notify the Registrant, and CDCA/HHDC of non-compliance. If appropriate <u>relevant</u> notify the MOA. If the visit was a targeted visit notify BSCCo.	TAA	Registrant, and HHDC/CDCA ; MOA (if appropriate); BSCCo (for targeted visit only)	Specific details of category 1 or 2 non-compliance (<u>Completed and signed Inspection Schedule Appendix 4.5.4—BSCP27/04</u>).	Email / Fax / Letter <u>As agreed</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.32	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 As agreed
3.6.34	Within 10WD of receiving non-compliance notification in 3.6.1- e Or following 3.6.56, 3.6.7b8, 3.7.2a or 3.7.4a3	a) Where the Registrant, MOA, or HHDC, or CDCA, LDSO or Transmission Company agrees that metering defects are non-compliant; provide a rectification plan to the TAA or rectify the Metering System defects ² and inform the TAA of action taken. Proceed to Section 3.6.7. 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, MOA, or HHDC, or CDCA, LDSO or Transmission Company Registrant, MOA	TAA TAA	Details of the Rectification action taken, or a rectification plan (Appendix 4.5.5 - BSCP27/05). Non-compliance appealed and reason for disagreement	Email / Fax / Letter Email / Fax / Letter
		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 MOA	TAA	Non-compliance appealed and reason for disagreement.	Email / Fax / Letter
3.6.45	On 11 th 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 MOA, or HHDC/CDCA, send a reminder notification to the Registrant, MOA, and HHDC/CDCA, requesting a rectification plan or details of the rectification action taken.	TAA	Registrant, MOA or HHDC/CDCA	Details of non-compliance.	Email / Fax / Letter
3.6.56	Within 1WD of receiving notification in Ref. 3.6.45	Inform the TAA that a reminder notification has been received and proceed to 3.6.3.	Registrant, MOA and HHDC/CDCA	TAA	Acknowledgement of reminder notification.	Email / Fax / Letter As agreed

² 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
3.6.67	Within 3WD of 3.6.46	Where no rectification plan or details of the rectification action taken are received, escalate the Registrant, MOA, and HHDC/CDCA. Report to BSCCo. Inform the Registrant, MOA, and HHDC/CDCA that they have failed to provide adequate rectification details and will be reported to BSCCo.	TAA TAA	BSCCo Registrant, MOA or HHDC/CDCA		Email / Fax / Letter
3.6.78	Within 2WD of 3.6.3a-4a or following 3.6.8a9a	Analyse the Information provided. <u>a) Where the Registrant, MOA or HHDC/CDCA has provided adequate information to show rectification action is complete close the non-compliance and notify the Registrant and MOA and HHDC/CDCA. Process ends.</u> <u>b) Where the Registrant, MOA or HHDC/CDCA does not provide: adequate information to show rectification action is complete; or a complete rectification plan; notify the Registrant and , MOA, and HHDC/CDCA with the reasons and proceed to 3.6.3.</u> <u>c) Where the Registrant, MOA or HHDC/CDCA provides an adequate rectification plan, notify the Registrant and MOA and HHDC/CDCA that the plan is satisfactory.</u>	TAA	<u>Registrant, MOA and HHDC/CDCA ; and LDSO (if appropriate)</u> <u>Registrant, MOA and HHDC/CDCA ; and LDSO (if appropriate)</u> <u>Registrant, MOA and HHDC/CDCA ; and LDSO (if appropriate)</u>	<u>Rectification plan.</u>	Internal process <u>As agreed</u> <u>As agreed</u> <u>As agreed</u>

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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		a) Where the milestones have been met provide confirmation to the Registrant, MOA, HHDC/CDCA, and BSCCo. If the final milestone has been met proceed to 3.6.7a.	TAA	Registrant, MOA, HHDC/CDCA, 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, MOA or HHDC/CDCA Report to BSCCo.	TAA	BSCCo		Email / Fax / Letter
		Notify the Registrant and MOA, and HHDC/CDCA that they have failed to meet the timescales of the rectification plan and will be reported to BSCCo.	TAA	Registrant and MOA, and HHDC/CDCA		

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 <u>4b.</u>	TAA considers the grounds for the appeal. <u>a) Decide that the appeal is valid and withdraw the non-compliance. Notify the Registrant and/or MOA of the decision and that the issue is now closed. Process ends.</u> <u>b) Decide that the appeal is not valid and inform the Registrant and MOA that the non-compliance will be upheld.</u>	TAA TAA TAA	 Registrant or MOA Registrant or MOA Registrant, MOA and LDSO (if appropriate) Registrant and MOA	Reasons why the non-compliance has been appealed <u>Details of why the non compliance has been removed</u> <u>Details of why non-compliance is still valid</u> Details of why the non-compliance has been removed. Details of why non-compliance is still valid.	Internal process <u>Email / Fax / Letter</u> <u>Email / Fax / Letter</u> Email / Fax / Letter Email / Fax / Letter
3.7.2	Within 5WD of receiving notification in section 3.7.1b	Registrant or MOA considers appeal decision. <u>a) If Registrant or MOA accept decision; inform TAA and proceed to 4.6.4a.</u> <u>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</u>	-Registrant or MOA Registrant or MOA	 TAA TAA BSCCo	Reasons why the non-compliance has been upheld. <u>Acknowledgement of receipt of appeal decision and further appeal.</u>	<u>Email / Fax / Letter</u> <u>Email / Fax / Letter</u> Email / Fax / Letter
		<u>a) If Registrant or MOA accept decision; inform TAA and proceed to 3.6.3a.</u>	Registrant or MOA	TAA		Email / Fax / Letter

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		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. <u>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.</u> <u>(b) Decide that the appeal is not valid and inform the relevant parties that the non-compliance will be upheld.</u>	BSCCo	<u>Registrant, MOA and LDSO (if appropriate); TAA</u> <u>Registrant, MOA and LDSO (if appropriate); TAA</u>	Details of why the non-compliance has been appealed. <u>Details of why the non-compliance has been removed.</u> <u>Details of why non-compliance is still valid.</u>	Internal process <u>Email / Fax / Letter</u> <u>Email / Fax / Letter</u>
		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	Registrant or MOA considers appeal decision.	Registrant or MOA		Reasons why the non-compliance has been	

³ The Panel may delegate this to the PAB.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
	notification in 3.7.3-b	<u>a) If Registrant or MOA accept decision; inform BSCCo and TAA. Proceed to 3.6.3a.</u> <u>b) If Registrant or MOA still disagree with the non-compliance acknowledge receipt of decision. Notify BSCCo that they wish to present appeal to the Panel³.</u> <u>The Registrant or MOA may request attendance at the next PAB/Panel meeting.</u>		<u>TAA</u> <u>BSCCo</u> <u>BSCCo</u>	upheld. <u>Acknowledgement of receipt of appeal decision.</u> <u>Reasons why the non-compliance has been appealed.</u>	<u>Email / Fax / Letter</u> <u>Email / Fax / Letter</u>
		a) If Registrant or MOA accept decision; inform BSCCo and TAA. Proceed to 3.6.3a. b) If Registrant or MOA still disagree with the non-compliance acknowledge receipt of decision. Notify BSCCo that they wish to present appeal to the Panel.⁴ The Registrant or MOA may request attendance at the next PAB/Panel meeting.	Registrant or MOA Registrant or MOA	TAA BSCCo BSCCo	Acknowledgement of receipt of appeal decision. Reasons why the non-compliance has been appealed.	Email / Fax / Letter 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.	BSCCo	TAA	Reasons why the non-compliance has been appealed.	Email / Fax / Letter <u>As agreed</u>
3.7.6	At next appropriate meeting of the PAB or Panel	BSCCo reports the appeal details to the Panel for decision.	BSCCo	PAB / Panel	Details of non-compliance and details of why the non-compliance has been appealed by the Registrant or MOA	<u>PAB or Panel</u> Paper

⁴ The Panel may delegate this to the PAB.

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

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 <u>As agreed</u>
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 <u>PAB</u>		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 or Panel may also choose to initiate the Removal of Qualification Process for a MOA.	SVA — PAB CVA — Panel <u>PAB</u>		Details of Inspection Visits completed by the TAA in the previous month and details of all outstanding non-compliances.	Removal of Qualification Process is defined in BSCP537.

4 Appendices

4.1 Description of Inspection Checks

This appendix describes the tests & checks that may be required to be carried out by the TAA as part of an Inspection Visit, as determined by the PAB. This is not an exhaustive list.

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-equipment 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), Registrant (SVA) or Party Agent in accordance with Section 1.14 of this BSCP, including any measurement transformer error offsets & commissioning details.
- (b) Information supplied to the CDCA, HHDC and MOA Half Hourly Data Collector.

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

4.1.3 Accuracy

[NO CHANGE PROPOSED TO THIS SECTION]

4.1.4 Correct Energy Measurement Check

[NO CHANGE PROPOSED TO THIS SECTION]

4.1.5 Consumption Data Comparison Check

[NO CHANGE PROPOSED TO THIS SECTION]

4.1.6 Code of Practice Compliance

[NO CHANGE PROPOSED TO THIS SECTION]

4.1.7 Quality of Installation

[NO CHANGE PROPOSED TO THIS SECTION]

4.1.8

The TAA will perform an estimated metered error calculation to be included in the Annual Report to the PAB to provide an indication of the impact on settlements, in particular the impact that category 1 non-compliances may be having.~~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 Not Used

4.3 Provision of Measurement Transformer Certificates for Metering Equipment

4.3.1 Objective

[NO CHANGE PROPOSED TO THIS SECTION]

4.3.2 Ownership

[NO CHANGE PROPOSED TO THIS SECTION]

4.3.3 Responsibilities

[NO CHANGE PROPOSED TO THIS SECTION]

4.3.4 Procedures for CoP1,CoP2, S1 and S2

[NO CHANGE PROPOSED TO THIS SECTION]

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.⁵

~~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

⁵ 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.

For the purposes of Technical Assurance the following forms can be utilised. However all exchange of information required⁶ is encouraged through the use of the electronic online tool, as provided by the TAA~~will be utilised:~~

BSCP27/01 - Notification of an Inspection Visit.

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

BSCP27/03 – No longer used~~Inspection Schedule for Half Hourly Metering Systems – Part 1~~

BSCP27/04 – No longer used~~Inspection Schedule for Half Hourly Metering Systems – Part 2~~

BSCP27/05 - Rectification Plan.

4.4.1 Notice of Inspection Visit – BSCP27/01

[NO CHANGE PROPOSED TO THIS SECTION]

4.4.2 Confirmation of Attendance – BSCP27/02

[NO CHANGE PROPOSED TO THIS SECTION]

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

No longer used~~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

No longer used~~The inspection schedule is used by the TAA to record details of the Consumption Data Comparison Check.~~

4.4.5 Rectification Plan – BSCP27/05

[NO CHANGE PROPOSED TO THIS SECTION]

4.5 Forms

Copies Details of all forms follow below in section 4.5.1.

All forms must contain the information stipulated.

⁶ The TAA is able to request any additional information in relation to any Metering System, and is not restricted to the Metering Systems which are being physically audited.

4.5.1 **BSCP27/01 - Notification of Inspection Visit SVA / CVA** ~~—————~~ **BSCP27/01**

The form must contain the following data items:

Contact Details:

- To
- From
- Email address

Date

Number of Pages (only if Faxing)

List of planned Inspection Visits with the following details:

- Date
- Time
- MSID
- Visit Ref
- Site Name / Address
- Attendees

Details that the Registrant must send or facilitate sending prior to the Inspection Visit:

- Meter Test Certificates for all listed MSIDs
- Test Certificates for all Measurement Transformers for all listed MSIDs
- Commissioning documentation
- Compensation calculations (including Transformer Losses, etc), on a circuit by circuit basis
- Metering Equipment Alarm reporting procedure
- And all other reasonable requests made by the TAA

The TAA must stipulate which areas it will require access to, e.g. Metering Equipment Room, Central Control Room, Gen Alternator Pit, Gen VT Chamber, CT / VT's, substations (this list is not exhaustive).

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.~~

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

~~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 **BSCP27/02 - Confirmation of Attendance at Technical Assurance Visit** ~~BSCP27/02~~

The form must contain the following data items:

Contact Details:

- To
- From
- Email address

Date

Number of Pages (only if Faxing)

Written confirmation of Attendance at the TAA visit

Contact details for the site (per MSID):

- MSID
- Contact
- Company
- Telephone Number
- TAA visit Reference

Attending Parties:

- Meter Operator Agent Contact
- Registrant Contact
- LDSO Contact
- Customer Contact

~~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)~~

~~_____~~

Metering System:	
-------------------------	--

Contact:	
-----------------	--

Company:	
Tel (Mobile/Pager):	
TAA Visit Reference:	

Attending Parties:	
Meter Operator Agent	
Registrant	
Distribution System Operator	
Customer	

Signed: _____ on behalf of the Registrant

Date: _____

4.5.3 **BSCP27/03 - Not used**~~Inspection Schedule for Half Hourly Metering Systems—~~
Part 1 ~~BSCP27/03~~

Site Name:			
MSID no:		Registrant:	
MOA:		Code of Practice:	
DC			
Category 1. Checks Currently Affecting The Quality of Data Entering Settlement			
1.01 Standing Data Consistency (Inc. Outstation Personality)		PENDING/COMPLIANT/ T/ NON COMPLIANT	
		TO BE RECTIFIED BY	
		MOA/LDSO/TAA/ Registrant	
1.02 Metering Equipment Correct and Satisfactory⁷ Operation		PENDING/COMPLIANT/ T/ NON COMPLIANT	
		TO BE RECTIFIED BY	
		MOA/LDSO/TAA/ Registrant	
1.03 Timing Reference within tolerance limits defined in this BSCP for SVA and UTC for GVA		PENDING/COMPLIANT/ T/ NON COMPLIANT	
		TO BE RECTIFIED BY	
		MOA/LDSO/TAA/ Registrant	
1.04 Measurement Transformer Ratios correct (where appropriate)		PENDING/COMPLIANT/ T/ NON COMPLIANT	
		TO BE RECTIFIED BY	
		MOA/LDSO/TAA/ Registrant	
1.05 Compensation Calculations correct (if appropriate)		PENDING/COMPLIANT/ T/ NON COMPLIANT	
		TO BE RECTIFIED BY	
		MOA/LDSO/TAA/ Registrant	
Notes:			

⁷ 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 Cont.——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**

Category 2. Installation Checks Potential to Affect The Quality of Data Entering Settlement	
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
2.14 Timing Reference Within Tolerance Limits	PENDING/COMPLIANT/ NON-COMPLIANT
	to be rectified by
	MOA/LDSO/TAA/ Registrant
Notes:	
	Additional detail attached Yes/No

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

Observations. — Installation Checks — not Affecting Data Quality						
O.15 — Suitable Environment (minor)				NOTIFY		
				MOA/LDSO/ TAA/ Registrant		
O.16 — Labelling Consistency				NOTIFY		
				MOA/LDSO/ TAA/ Registrant		
O.17 — Standing Data (including Outstation personality and SMRS not “key fields”				NOTIFY		
				MOA/LDSO/ TAA/ Registrant		
O.18 — Miscellaneous				NOTIFY		
				MOA/LDSO/ TAA/ Registrant		
— Notes:						
CAT 1 — Checks — COMPLIANT / NON COMPLIANT						
CAT 2 — Checks — COMPLIANT / NON COMPLIANT						
BSCP Compliance						
MOA Attended Site — YES / NO						
Metering Equipment Access Gained — YES / NO						
Addition Metering Equipment Technical Details provided 10 WD prior to visit — YES / NO						
— Volume Data Comparison performed on site — YES/NO⁸						
Witnessed By:	Name:		Signature:		Date:	
Inspected By:	Name:		Signature:		Date:	

MOA to Appeal Non-Compliance**YES / NO**

⁸ Where the Consumption Data comparison Check is not performed on site the Metering System will only be compliant subject to the results of that check.

4.5.4 ~~**BSCP27/04 - Not used**~~**Inspection Schedule for Half Hourly Metering Systems–**
Part 2 ~~**BSCP27/04**~~

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

No of Channels examined		
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 **BSCP27/05 - Rectification Plan Proforma** **BSCP27/05**

The form must contain the following data items:

Registrant

MOA

HHDC

LDSO

Contact Details:

- Telephone number

- Email address

MSID

TAA Site Visit Reference

Registrant Ref Number

Site Name & Address

Non Compliances - 1 rectification plan per non compliance:

- Category

- Associated Rectification Action

- Target date for completion

- Key Milestones (e.g. MTDs provided by specific date)

- Where the responsibility is for completing the action

<u>Registrant:</u>	<u>Meter Operator Agent:</u>	<u>HHDC:</u>	<u>LDSO:</u>
---------------------------	-------------------------------------	---------------------	---------------------

<u>Completed By:</u>	<u>Telephone Number:</u>	<u>Email:</u>
-----------------------------	---------------------------------	----------------------

<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.		

Rectification Action	
Target Date of Completion:	
Actual Date of Completion:	

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