

CP1054

Extract from BSCP06:

3. Interface and Timetable Information

3.1 Routine Work

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.1	At least 15WD prior to work being carried out	If MOA wishes to carry out some work, give notification of date, time and place where work required	MOA/ Registrant	CDCA, Registrant (if required)	BSCP06/4.1 Notification of Work on Central Volume Allocation Metering Equipment (Part A) Notification form must be signed by an authorised person as registered under BSCP38.	Letter / Fax / Email
3.1.2	Within 5WD of 3.1.1	If Registrant wishes to attend the site, he provides confirmation	Registrant	MOA	Confirmation	Letter / Fax / Email
3.1.3	Within 5WD of 3.1.1	Give approval for work to proceed and arrange to attend site if appropriate.	CDCA	MOA or Registrant as appropriate	BSCP06/4.1 Notification of Work on Central Volume Allocation Metering Equipment (Part B)	Letter / Fax / Email
3.1.4	Day work carried out	Take “before” Meter readings, remotely interrogate Outstation(s) and then break seal(s)	CDCA (MOA and/or Registrant as witness)		BSCP06/4.2 Universal Meter Reading Sheet BSCP06/4.4 Notification of Seals Broken. Signing witness must be an authorised person as registered under BSCP38.	
3.1.5	Within 5WD of 3.1.4	Notification of “before” Meter readings	CDCA	Registrant, MOA	BSCP06/4.2 Universal Meter Reading Sheet	Letter / Fax / Email

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.6	Upon completion of work	Confirmation of work carried out	MOA / Registrant	CDCA	BSCP06/4.1 Notification of Work on Central Volume Allocation Metering Equipment (Part C)	Letter / Fax / Email
3.1.67	On the day when work has been completed	Take “after” Meter readings, remotely interrogate Outstation(s), reseal Metering Equipment, confirm seals reapplied and update seal registers	CDCA (MOA and/or Registrant as witness)		BSCP06/4.1 Notification of Work on Central Volume Allocation Metering Equipment BSCP06/4.2 Universal Meter Reading Sheet BSCP06/4.3 Register of Seals Applied	
3.1.78	Within 5WD of 3.1.67	Send all details of work carried out and “after” Meter readings to MOA and Registrant as appropriate	CDCA	Registrant, MOA (if appropriate)	BSCP06/4.1 Notification of Work on Central Volume Allocation Metering Equipment (Part D) BSCP06/4.2 Universal Meter Reading Sheet BSCP06/4.3 Register of Seals Applied	Letter / Fax / Email