Attachment 1

Proposed Changes to Code Subsidiary Documents

PSL130 Party Service Line for Half Hour Data Collection

1. Amend section 1.5.2 'Reading Schedule' as follows:

   1.5.2.1 The Half Hourly Data Collector shall, in conjunction with the Associated Supplier, produce a Meter reading schedule for each Metering System on an annual basis and provide it ~~the latest reading schedule~~ to the Associated Supplier and related Public Distribution System Operator (PDSO) for all SVA Metering Systems for which it is responsible.

BSCP502 'Half Hourly Data Collection for SVA Metering Systems Registered in SMRS'

2. Under section 3.4.1 'HHDC collects, validates and sends consumption data', split step 3.4.1.2 into two, the first part to include all the original text which applies to site visits and the second part to note that, for Meters with integral Outstations, the D0008 'Meter Advance Reconciliation Report' should be sent out as required by Appendix 4.7, highlighting those Meters for which the MAR has failed. See redlined steps of 3.4.1 below. Consequential changes are required to Workflow Diagram 2.4.1.

3. Add a new process to section 3.4 'Collection Activities' titled 3.4.3 'HHDC produces reading schedule' This would contain two steps, firstly, the HHDC generating the Supplier reading schedule electronically, and then the HHDC sending the schedule to the Supplier and PDSO. See redlined steps of the new process below. A new Workflow Diagram 2.4.3 will be required. Consequential changes are required to the SVA Data Catalogue.

3.4.1 HHDC collects, validates and sends consumption data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.1	As agreed with Supplier schedule.	Collect and validate HH metering data and check items at site.	HHDC.		Refer to Appendix 4.1 and where relevant Appendix 4.7.	Internal Process.
3.4.1.2	~~When~~ Following visiting site.	Provide relevant reports.	HHDC.	SFIC.Supplier. Supplier, MOA and / or PDSO (as appropriate).	Refer to Appendix 4.1 and where relevant Appendix 4.7. D0135 Report Possible Safety Problem. D0136 Report to Supplier of Possible Irregularity. D0008 Meter Advance Reconciliation Report, only when having performed a MAR only when having performed a MAR in accordance with Appendix 4.7.	Electronic or other method, as agreed.
3.4.1.3	As required by Appendix 4.7	For Meters with Integral Outstations which provide an electronic cumulative reading of the prime Meter register equivalent to the total consumption of the Meter at that point in time, provide the Meter Advance Reconciliation Report for those Metering Systems for which a MAR has failed.	HHDC.	Supplier and PDSO (as appropriate)	D0008 Meter Advance Reconciliation Report	Electronic or other method, as agreed.
3.4.1.4~~3~~	When fault suspected with metering or communications equipment.	Investigate and report any faults detected.	HHDC.		Refer to Section 3.4.2.	Internal Process.

3.4.3 HHDC produces reading schedule

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.3.1	Annually	Generate reading schedule	HHDC			Internal Process
3.4.3.2	Within 5WD of 3.4.3.1	Send reading schedule	HHDC	Supplier / PDSO	D0012 Confirmation of the Inclusion of the Metering Point in the Reading Schedules	Electronic or other method as agreed

4. Remove section 4.1.5 ‘Cumulative / Total Consumption from Appendix 4.1 ‘Validate Meter Data’.

5. Add to Appendix 4.3 ‘Process Meter Data’ the following statement:

‘Where the HHDC obtains a physical Meter reading via the annual site safety visit, or from the MOA, the HHDC shall compare this manual reading to the reading collected remotely on interrogation at the nearest date and time. Allowances shall be made for the differences in time of the two readings. If the discrepancy is unacceptable, then it shall be investigated in accordance with section 3.4.2’.

6. Rewrite Appendix 4.7 ‘Meter Advance Reconciliation’ as shown, redlined below:

4.7 Meter Advance Reconciliation

A Meter Advance Reconciliation (MAR) is the reconciliation of the advance on the Meter register between two specific date(s) and time(s) compared with the summation of the relevant Settlement Period data used in Settlement over the same date(s) and time(s).

Care should be exercised where the Meter register reading does not align with the end of a Settlement Period, and this should be taken into consideration in the reconciliation.

4.7.1 Meters with either separate Outstations or integral Outstations which do not provide an electronic cumulative reading of the prime Meter register equivalent to the total consumption or production of the Meter as part of its normal function

The HHDC shall perform a MAR:

a) at least once every three months for Meters over 100kW; or

b) at least once every twelve months for Meters below 100kW.

Where a change of HHDC has occurred, the new HHDC shall perform a MAR within the first six months of the appointment for Meters below 100kW using the last physical Meter register reading taken on site provided by the old HHDC.

Meter readings recorded from the physical Meter register during a site visit by an Accredited Supplier Agent may be used for the purpose of the MAR under a) or b) above.

Using the Meter register readings taken during any site visit, the following checks shall be performed:

i) Ensure that the HH Metered Data between two different date(s) and time(s), as used in Settlements, sums to the Meter advance from site readings of the prime Meter registers for the same date(s) and

time(s), i.e. that the difference between successive cumulative Meter register readings and the total of the Metered Period Data for the same time interval, is within a tolerance of ±0.1%.

Specifically:
∑(pulses * pulse multiplier) for all Meter periods in the time interval = (Meter advance * Meter Multiplier) for the time interval.

ii) Where a main and check Meter is fitted, the main and check Meter advances are compared for any discrepancy between the two values in excess of 1.5 times the class accuracy requirements for the individual Meters at full load, as defined in the relevant CoP.

If after making allowance for the readings not being taken at the end of the preceding Settlement Period (and other factors such as estimates made during the period of the MAR calculation) the above checks fail, then the failure shall be investigated in accordance with section 3.4.2.

The D0008 'Meter Advance Reconciliation Report' shall be produced for the Supplier (and relevant PDSO if requested) on a monthly basis. This will include:

- MAR confirmation;
- MAR failure; and
- MAR overdue,

for all Metering Systems for which a MAR has been, or should have been, carried out during the preceding month.

4.7.2 Meters with integral Outstations which provide an electronic cumulative reading of the prime Meter register equivalent to the total consumption or production of the Meter as part of its normal function

When the Outstation is interrogated, the Outstation provides an electronic cumulative reading of the prime register equivalent to the total consumption of the Meter at that point in time. Using these readings, the following checks will be performed every seven days.

i) The difference between the cumulative readings shall be calculated to ensure that the HH Metered Data used in Settlements sums to the Meter advance for the same interval[1], ie. that the difference between cumulative readings and the sum of the Metered Period Data for the same date(s) and time(s) is within a tolerance of ±0.6%.

Specifically:
∑(pulses * pulse multiplier) for all Meter periods in the time interval = (Meter advance * Meter multiplier) for the time interval.

ii) Where a main and check Meter is fitted, the main and check Meter advances are compared for any discrepancy between the two values

[1] This process is often described as performing a mini-MAR.

in excess of 1.5 times the class accuracy requirements for the individual Meters at full load, as defined in the relevant CoP.

Allowances shall be made for low load discrepancies (and other factors such as estimates made during the period of the MAR calculation). If the discrepancy is unacceptable it shall be investigated in accordance with section 3.4.2.

HHDCs may **additionally** carry out these checks over shorter timescales.

The D0008 'Meter Advance Reconciliation Report' shall be produced for the Supplier (and relevant PDSO if requested) on a weekly basis, and indicate only those Metering Systems for which the MAR has failed.

~~If on interrogation the outstation does not provide an electronic cumulative reading of the prime register equivalent to the total consumption of the meter then a meter advance reconciliation (MAR) shall be carried out. A Site visit will be performed quarterly for Sites over 100kW, and annually for other Sites, to obtain readings of the prime meter registers. The following checks will then be performed:~~

~~a) Ensure that the half hourly data taken into settlements sums to the meter advance read on Site from the prime meter registers for the same interval, i.e. that the difference between successive cumulative readings and the total of the meter period data for the same time interval is within a tolerance of 0.1%. Specifically:~~

~~∑ (pulses * pulse multiplier) for all meter periods in the time interval = (meter advance * meter multiplier) for the time interval.~~

~~b) Where fitted, the main and check meter advances are compared for any discrepancy between the two values in excess of 1.5 times the accuracy requirements of that prescribed for the individual meters at full load, as defined in the relevant CoP.~~

~~If after making allowance for the readings not being taken on the half hour (and other factors such as estimates made during the period) the above checks fail, then the failure will be investigated in accordance with section 2.4.2.~~

~~The following advance comparison reports shall be produced for the Supplier (and relevant PDSO if requested).~~

~~- MAR confirmation report - Monthly~~
~~- MAR failure report - Monthly~~
~~- MAR overdue report - Monthly~~