Change Proposal – F40/01 (Page 1 of 3)	**CP No: 609** *(mandatory by BSCCo)*

Title *(mandatory by originator)*

BSCP05 Visual Inspection of Metering Systems

Description of Change *(mandatory by originator)*

There are 2 proposed changes

1. a new form to be completed by the CDCA on a meter reading site visit and an associated new step in the Interface Timetable, 3.1.6. The new form includes an additional requirement for the CDCA to check for any de-energised circuits, this requirement will also need to be reflected in section 4.3 of the BSCP.

2. Step 3.1.9 to be expanded : "Notify the Registrant *and MOA* of the MAR result(s) *and request an explanation of discrepancies greater than +/- 0.1%*" and Step 3.1.11 the recipient should be the MOA and not the Registrant.

See NCR290 attached which includes the proposed changes to BSCP05

Proposed Solution(s) *(mandatory by originator)*

See NCR290 attached which details the proposed changes to BSCP05

Justification for Change *(mandatory by originator)*

Addresses market participant review comments raised during the Code consultation process.

Other Configurable Items Potentially Affected by Proposed Solution(s) *(optional by BSCCo)*

Possible change to the CDCA Service Description.

Impact on Core Industry Documents *(optional by originator)*

None

Related Changes and/or Projects *(mandatory by BSCCo)*

Originator's Details:
BCA Name: ***David Osborne……..***
Organisation: **ELEXON**
Email Address: ……..
Date: ……
Organisation: ……
Attachments: Y/N* (If Yes, No. of Pages attached:…….) *(delete as appropriate)*

NETA Programme Change Request Form			
Change Request ID:			
Change Request Name: BSCP05 Visual Inspection of Metering Systems	***Priority***		
	Critical for Go live	**Desirable for Go Live**	Not needed for Go Live
Identified By: Ann McNaughton	Date Submitted: **14.10.00 (updated 10.01.01)**		

Description of Proposed Change:
Amendment A
Attached is a new form (Attachment 1) to be completed by the CDCA on a meter reading site visit and an associated new step in the Interface Timetable, 3.1.6. (Attachment 2)

The new form includes an additional requirement for the CDCA to check for any de-energised circuits, this requirement will also need to be reflected in section 4.3 of the BSCP, see Attachment 3.

Amendment B
Step 3.1.9 to be expanded : "Notify the Registrant *and MOA* of the MAR result(s) *and request an explanation of discrepancies greater than +/- 0.1%*" and Step 3.1.11 the recipient should be the MOA and not the Registrant.

Reason for Proposed Change (Benefits) and/or Implications of not making the Change:
Amendment A
The change was initiated as a result of a comment received on BSCP05 during the LCRA consultation process Tranche 2, see Attachment 4.

Completing the form will ensure that all areas specified in section 4.3 of the BSCP have been reviewed and recorded as such, including the additional requirement of checking for de-energised circuits.

The obligation in the timetable will require the CDCA to forward the complete form to the BSCCo, which could potentially be used in the scheduling of a TAA visit at the discretion of BSCCo.

Amendment B
This change reflects Schedule 1 Part F of the Logica contract which requires the CDCA to discuss the discrepancies with the MOA.
In relation to step 3.1.9 the CDCA notifies the Registrant, MOA and BSCCO, Flow CDCA-I018.

Initial Recommendation to Programme Exec:	**Final Recommendation to Programme Exec:**

Impact Assessment(s):	**Deliverables Impacted:**	**Effort/Cost Impact:**
CDA		
Business Process Model NETA Data File Catalogue (Clive Cushen)		
Overall Design (Keith Messenger)		
LRCA (Jackie Moran)		
Balancing & Settlement Code		
BSC Procedures		

Core Documents		
Other BSC Subsidiary Docs		
Consistency Check		
Transition Mgmt		
MIT		
Qualification Testing		
Pre-production		
Implementation		
Cutover		
Logica (Stewart Gardiner)		
URS		
System Specs		
IDDs		
Test Specs & Scripts		
System software		
Comms infrastructure		
EPFAL (Stewart Gardiner)		
URS		
System Specs		
IDDs		
Test Specs & Scripts		
System software		
NGC (Derek Walker)		
Interfaces		
System Build		
Comms infrastructure		
System Testing		
Implementation		
External Participants		
NIPS		
CEO (Sandy Blows)		
MRASCo (Nuriye Dillow)		
BtFO/ELEXON		

Status						
	Identified	Rejected	Withdrawn	Approved for Impact Assessment	Authorised for Implementation	Implemented

Attachment 1

BSCP05/4.4 CDCA Metering System Status Report

Site Name: .....
Registrant: .....
Date: .....
MSID: .....

(a) Environment — Check that all Metering Equipment other than outdoor measurement transformers, are accommodated in a clean dry environment.

All Satisfactory YES/No*

(b) Identification — Check that all Settlement Meters are labelled or otherwise readily identifiable in terms of applicable circuit, measured quantity and power flow direction.

All Satisfactory YES/No*

(c) Indicators — Check Meter panel lamps, where fitted, are working satisfactorily and report any alarm indications.

All Satisfactory YES/No*

(d) Operation — Check that all Settlement Meters and Outstations are functioning correctly and that no circuits are de-energised.

All Satisfactory YES/No*

(e) Seals — Check that all Metering Equipment ha the authorised Settlement seals. The equipment to check are:

- Settlement Meters
- Outstations
- Metering cubicle doors
- Test terminal blocks
- CT/VT marshalling boxes[1]
- CT/VT distribution boxes[1]
- VT Secondary fuses

All Satisfactory YES/No*

(f) Register of seals — Check that the Register of Seal Applied form is kept on site, located near to the metering panel and is complete and up-to-date

All Satisfactory YES/No*

(g) Miscellaneous .....

Carried out by: .....
Date: .....

* Delete as appropriate
[1] These checks should be completed annually

Attachment 2

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.1	Annually	Notification of the Meter reading schedule for a 12 month period.	CDCA	Registrant MOA	Date and site(s) for Meter reading	Fax / Post / Email
3.1.2	At least 5WD before the Meter reading	Confirmation of particular Meter reading(s) arrangements.	CDCA	Registrant MOA	Date and site(s) for Meter reading	Fax / Post / Email
3.1.3	At or within 3 months of the last Meter reading date	Record the physical Meter reading(s), date and time in the presence of the Registrant's representative, if attending. Where the Meter has an integral outstation and the facility for electronic local interrogation, the CDCA may utilise a LIU for this purpose.	CDCA		Signed record of Universal Meter Reading Sheet (BSCP05/01) Or LIU data BSCP05/4.1 requires any witness who signs to be an authorised person. An authorised person must be registered under BSCP38 by the Party.	
3.1.4	At the time of the Meter reading	Carry out a visual inspection of the Metering Equipment as specified in Appendix 4.3 & complete Form BSCP05/4.4	CDCA		BSCP05/4.4 CDCA Metering System Status Report	
3.1.5	Within 5WD of Meter reading	Copy the completed Meter reading sheets to the Registrant and MOA and retain originals.	CDCA	Registrant(s) MOA	Signed record of Universal Meter Reading Sheet (BSCP05/4.1)	Post / Electronic
3.1.6	Within 5WD of Meter reading	Copy the completed CDCA Metering System Status Report to BSCCo	CDCA	BSCCo	BSCP05/4.4 CDCA Metering System Status Report	Post / Electronic

Attachment 2

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.76	Within 5WD of Meter reading	Notify Registrant and MOA of any metering defects that they should remedy.	CDCA	Registrant MOA	Details of any metering defects as a result of the visual inspection carried out at the time of the Meter reading.	Fax / Electronic
3.1.87	Within 5WD of Meter reading	Perform MAR	CDCA		BSCP05/4.1, Universal Meter Reading Sheet	Internal Process
3.1.98	Within 15WD of Meter reading	Notify the Registrant and MOA of the MAR result(s) and request an explanation of discrepancies greater then ±0.1%.	CDCA	Registrant(s)[1], MOA (and if appropriate DSO)	MAR result and explanation of discrepancy, as appropriate.	Post / Email
3.1.109	Within 15WD of Meter reading	Notify the BSCCo of the MAR results where there is a discrepancy greater than ±0.1%	CDCA	BSCCo	MAR error result	Fax / Post / Email
3.1.110	Within 20WD of Meter reading.	Discuss possible erroneous values resolving, if possible, any apparent discrepancy.	~~Registrant~~ MOA	CDCA	Explanation of discrepancy	Fax / Post / Email

1 In the case where difference metering is used to determine a Registrant's Import / Export, the non-metered Registrant shall be provided with the Meter advance readings and MAR results of the metered Registrant. ~~more than one Registrant share a common commercial boundary and only one circuit is metered (usually the minority circuit), the non-metered Registrant shall be provided with the meter advance readings and MAR results of the metered Registrant.~~

Attachment 2

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	MEDIUM
3.1.121	Within 21 WD of Meter reading	Submit corrected data to the following Volume Allocation Runs unless the discrepancy is not yet resolved. Once resolved submit corrected data or, failing this, proceed to 3.1.132	CDCA			Internal Process
3.1.132	Within 60WD of receipt of report	If discrepancy not resolved raise a formal dispute in accordance with BSCP11.	Registrant	Disputes Registrar	MAR report along with any supporting information.	Fax / Post / Email

1.1. 4.3 Visual Inspection of Metering Equipment

The following checks should be completed when a meterMeter reading is being carried out:

(a) Environment Check that all Metering Equipment other than outdoor measurement transformers, are accommodated in a clean dry environment.

(b) Identification Check that all Settlement Meters are labelled or otherwise readily identifiable in terms of applicable circuit, measured quantity and power flow direction.

(c) Indicators Check Meter panels lamps, where fitted, are working satisfactorily and report any alarm indications.

(d) Operation Check that all Settlement Meters and Outstations are functioning correctly and that no circuits are de-energised.~~.~~

(e) Seals Check that all Metering Equipment has the authorised Settlement seals. The equipment to check are:

- Settlement Meters
- Outstations
- Metering cubicle doors
- Test terminal blocks
- CT/VT marshalling boxes*[1]
- CT/VT distribution boxes*[1]
- VT secondary fuses

(f) Register of seals Check that the Register of Seals Applied form is kept on site, located near to the metering panel and is complete and up-to-date..

(g) Miscellaneous Other information detailing areas of concern.

*[1] These checks should be completed annually.

Attachment 4

Review Comments and Responses

BSCP 05 – METER ADVANCE RECONCILIATION FOR CENTRAL VOLUME ALLOCATION

#	From	Date	Page	Section	Comment	Response	Action
2	Npower	29.11		4.3	Visual Inspection of Metering Equipment to include - 'Are any of the circuits switched out? If so which one? <<SSA Status Report.pdf>>(Attachment 2) pdf file shows a scanned document SSA Status Report, which is in fact a Datum Solutions document completed at every MAR This was updated following an incident at Hams Hall where metering fuses were left out and the ciruit re-energised. A dispute of £3.8 million arose between MEB and EMEB where MEB overpaid their Pool Bill by that amount. Simply if someone had completed the SSA Status Report and checked if the meters were functioning or not then this error could have been resolved earlier. The SSA Status Report should be included in the BSCP	This change will require assessment by Logica therefore, raise NCR to request the following: Add to 4.3(d) "Check if any of the circuits and switched out and if so, which one(s)". Add a pro-forma status report along the lines suggested by the SSA Status Report.	Raise NCR