

Redlined BSC Procedure (BSCP) 514 for CP1455 ‘Sending revised Meter Technical Details following a change of Meter Operator Agent’.

This CP proposes changes to BSCP514 footnote 30. An example of where this footnote can be found is also redlined in section 5.3.3.5.

We have redlined these changes against Version 30.0.

In addition, we have included housekeeping changes to sections 6.2.1.9 and 7.0.

BSCP514 Footnotes Version 30.0

30. Where the ~~current~~ MOA has sent, or been instructed to send MTD to a new MOA, and there is a subsequent change to MTD or new evidence of an earlier change to MTD, the ~~current~~ MOA should send the revised MTD to the new MOA, ~~until such a time as the current even if the sending~~ MOA is no longer ~~responsible for the MTD~~ appointed to the Metering System.

5.3.3 Removal of a Metering System^{1 2 3}

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.3.3.1	As required	Send request to remove MS.	Supplier or Supplier	HHMOA or LDSO.	D0142 Request for Installation or Change to a Metering System Functionality or the Removal of All Meters. Request removal of assets, including all Meters.	Electronic or other method, as agreed.
5.3.3.2	If request rejected and within 2 WD of 5.3.3.1	Send notification of rejection including the reason why the request has been rejected.	HHMOA/LDSO	Supplier	P0211 Site Visit Rejection. (Go to 5.3.3.1 if required)	Electronic or other method, as agreed.
5.3.3.3	On the date requested or agreed in 5.3.3.1 or as the HHMOA/LDSO sees necessary	Note final Meter register reading, if available and remove MS. ⁴	HHMOA/LDSO			Internal process.
5.3.3.4	Within 5 WD of removing MS or of receiving notification from the LDSO that an MS was disconnected.	Liaise with LDSO to recover Meter if necessary.	HHMOA	LDSO	D0268 Half Hourly Meter Technical Details. ¹⁰ Location of assets and arrangements for delivery / collection.	Electronic or other method, as agreed.

¹ The Removal of a MS includes the removal of all Meters assigned to that MS. Where only some of the Meters are to be removed, a reconfiguration process shall be followed in accordance with section 5.3.4.

² Note that prior to the removal of the MS a de-energisation shall be carried out in accordance with section 5.3.2. If de-energisation is carried out at the same time as the removal of the MS, the following steps of section 5.3.2 must also be carried out (Collection of HH Data by the HHDC): where HHMOA de-energises, steps 5.3.2.3 to 5.3.2.5; and where the LDSO de-energises (for example, as a result of an emergency), steps 5.3.2.11 to 5.3.2.13.

³ Note that the removal of a MS requires the removal of all of the Meters associated with that MS. Where only some of the Meters are to be removed, proceed in accordance with section 5.3.4 Reconfigure or Replace Metering System (No Change of Measurement Class).

⁴ If the MS cannot be removed at the appointed time, the MOA/LDSO shall liaise with the Supplier to agree the way forward.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.3.3.5	At the same time as 5.3.3.4.	Send MTD and notification that the MS has been removed.	HHMOA ⁵	Supplier / HHDC / LDSO	D0268 Half Hourly Meter Technical Details. ¹⁰ If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.	Electronic or other method, as agreed.
5.3.3.6	At the same time as 5.3.3.4.	Send final Meter register reading or notification that Meter register reading not obtainable.	LDSO (if applicable) HHMOA	HHMOA HHDC	D0139 Confirmation or Rejection of Energisation Status Change. D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
5.3.3.7	Within 10 WD of removing MS or of receiving notification from the LDSO that an MS was disconnected.	Send the relevant Meter information changes.	HHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.

⁵ Where the ~~current~~ MOA has sent, or been instructed to send MTD to a new MOA, and there is a subsequent change to MTD or new evidence of an earlier change to MTD, the ~~current~~ MOA should send the revised MTD to the new MOA, until such a time as the current even if the sending MOA is no longer ~~responsible for the MTD appointed to the Metering System~~.

[Housekeeping] 6.2 Registration Activities

6.2.1 Change of NHHMOA (No change of Metering System or Change of Supplier)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.2.1.1	As required	Send appointment.	Supplier	New NHHMOA	D0155 Notification of Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
6.2.1.2	If appointment rejected and within 10 WD of 6.2.1.1	Send notification of rejection of appointment including the reason why the request has been rejected.	New NHHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 6.2.1.1 if required)	Electronic or other method, as agreed.
6.2.1.3	If appointment accepted and within 10 WD of 6.2.1.1	Send notification of acceptance of appointment.	New NHHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
6.2.1.4	Within 5 WD of 6.2.1.3	Send de-appointment.	Supplier	Current NHHMOA	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.
6.2.1.5	If de-appointment accepted and within 5 WD of 6.2.1.4	Send notification of de-appointment.	Current NHHMOA	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
6.2.1.6	If de-appointment rejected and within 5 WD of 6.2.1.4	Send notification of rejection of de-appointment.	Current NHHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current NHHMOA has a contract with the customer.	Electronic or other method, as agreed.
6.2.1.7	Between 5 WD ⁸ and 10WD of 6.2.1.4	Send notification of NHHMOA appointment / de-appointment.	Supplier	New NHHMOA / NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.2.1.8	Within 2 WD of 6.2.1.7	Instruct current NHHMOA to send MTD to new NHHMOA.	Supplier	Current NHHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
6.2.1.9	Within 5 WD of 6.2.1.7 ⁸	Send MTD.	Current NHHMOA ³⁰	New NHHMOA ⁹	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. ^{6 7} D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)	Electronic or other method, as agreed.
6.2.1.10	Within 5 WD of 6.2.1.9	Send MTD. Send notification of appointment.	New NHHMOA	Supplier / NHHDC / LDSO Supplier / NHHDC MAP	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
6.2.1.11	Optional, but if followed then within 10 WD of 6.2.1.10	Send the relevant Meter information changes.	New NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method, as agreed.

⁶ If MTD are not received within 12 WD of new NHHMOA appointment, new NHHMOA to request the current NHHMOA to send MTD using the D0170 Request for Metering System Related Details and report this to the Supplier.

⁷ The NHHMOA will send the D0150 Non Half-hourly Technical Details to the relevant parties in all cases, even when no Meter is present.

[Housekeeping]7 Interface and Timetable Information - Change of Measurement Class⁸

7.1 Change of Measurement Class from NHH to HH Metering System^{9 10}

The Supplier should make all agents aware of the planned Change of Measurement Class (CoMC) in advance of any formal appointment and de-appointment processes. This is to ensure that the appointment and de-appointment dates align with the date of the site visit, where such a visit is required.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.1	As required	Send appointment. The Supplier will appoint the HHMOA with effect from the planned date of the CoMC. The Supplier will use a formal appointment flow (D0155) or notify the HHMOA by other means. The Supplier will send a further appointment flow after the CoMC with the actual appointment date, where different or where a formal D0155 was not previously sent.	Supplier	HHMOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
7.1.2	If appointment rejected and within 5 WD of 7.1.1	Send notification of rejection of appointment including the reason why the request has been rejected. Where a formal appointment flow (D0155) has not been used in 7.1.1, the HHMOA will notify the Rejection of Agent Appointment by means other than a D0261.	HHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 7.1.1 if required)	Electronic or other method, as agreed.

⁸ Pending the development of change of Measurement Class processes for smart Meters, the existing processes should be read in conjunction with the smart Meter replacement process.

⁹ Should any participant experience any problems whilst carrying out the CoMC process, these should be reported to the Supplier and the Supplier should resolve as appropriate.

¹⁰ Note that the Change of Meter shall not occur until on or after the SSD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.3	If appointment accepted and within 5 WD of 7.1.1	Send notification of acceptance of appointment. Where a formal appointment flow (D0155) has not been used in 7.1.1, the HHMOA will notify the Agreement of Contractual Terms by means other than a D0011.	HHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
7.1.4	Within 5 WD of 7.1.3	Send notification of termination of appointment. To avoid having to send a second notification if the CoMC doesn't take place on the planned date, the Supplier may delay a formal notification until the CoMC date is firm or the CoMC has taken place.	Supplier	NHHMOA	D0151 Termination of Appointment or Contract by Supplier. ¹¹	Electronic or other method, as agreed.
7.1.5	If de-appointment accepted and within 5 WD of 7.1.4	Send notification of de-appointment.	NHHMOA	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
7.1.6	Within 5 WD of 7.1.4	Send notification of rejection of de-appointment.	Current NHHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current NHHMOA has a contract with the customer.	Electronic or other method, as agreed.
7.1.7	Between 5 WDError! Bookmark not defined. and 10 WD of 7.1.4	Send notification of appointment, de-appointment and associated Agent details.	Supplier	HHDC / HHMOA	D0148 Notification of Change to Other Parties. D0289 Notification of MC/EAC/PC. D0302 Notification of Customer Details.	Electronic or other method, as agreed.

¹¹ The Supplier shall indicate in the D0151 via the 'Termination Reason' field that this is a CoMC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.8	Following 7.1.3 and at least 12 WDError! Bookmark not defined. prior to date of CoMC	Request HH MS functionality. ¹²	Supplier	HHMOA Error! Bookmark not defined.	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
7.1.9	Within 2 WD of 7.1.8	Request Site Technical Details.	HHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
7.1.10	Within 5 WD of 7.1.9	Send Site Technical Details.	LDSOError! Bookmark not defined.	HHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.1.11	Once the CoMC date is firm	Send notification of termination of appointment (if not formally de-appointed in 7.1.4 or date of planned CoMC has changed)	Supplier	NHHMOA	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
7.1.12	Within 2 WD of 7.1.8	Instruct NHHMOA to send MTD to HHMOA.	Supplier	NHHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.1.13	Within 10 WD of 7.1.12	Send MTD, including the commissioning details.	NHHMOA ⁵	HHMOA	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) Commissioning details.	Electronic or other method, as agreed.

¹² The HHMOA shall decide whether to replace the MS or upgrade the NHH MS to a HH MS (where current MS has both HH and NHH capabilities).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.14	On the date requested or agreed in 7.1.8, subject to the completion of steps 7.1.9-7.1.13	Note final NHH Meter register reading, if available from NHH MS. Install HH MS ¹³ or invoke HH capabilities in existing NHH MS (where current MS has both HH and NHH capabilities). Commission and energise HH MS, if not already commissioned and energised. Note initial HH Meter register reading.	HHMOA			Internal Process.
7.1.15	If HH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.1.14	Inform Supplier.	HHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.
7.1.16	Within 5 WD of 7.1.14	Send MTD and initial HH Meter register reading. The initial register reading should include the time as well as the date of the reading. This will allow the HHDC to estimate zero for Settlement Periods prior to the meter replacement/re-configuration. Send notification of appointment	HHMOA	Supplier / HHDC / LDSO MAP	D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites. D0010 Meter Readings. D303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.

¹³ The Supplier shall provide the HHMOA with the relevant details of the NHH meter where the NHH meter is to be removed by the HHMOA. Where the NHH meter is being removed by the HHMOA, the HHMOA shall agree an appropriate method for the return of the meter with the NHHMOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.17	In accordance with timescales in Appendix 8.3.5.	Prove MS.	HHMOA	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.
7.1.18	Within 5 WD of 7.1.14	Send final NHH Meter register reading or notification that Meter reading not obtainable and that this is a CoMC.	HHMOA	NHHMOA	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
7.1.19	Following 7.1.18	Re-date Meter register reading to ETSD {MOA}, set time of reading to midnight and map onto Meter registers.	NHHMOA			Internal Process.
7.1.20	Within 10 WD of 7.1.18	Send final NHH Meter register reading ¹⁴ or notification that Meter register reading not obtainable and that this is a CoMC. Notification of Meter removal (or that Meter is no longer NHH) Notification of Meter removal (or that Meter is no longer NHH)	NHHMOA	NHHDC Supplier / NHHDC /LDSO MAP of old Meter	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0150 Non-Half Hourly Meter Technical Details. D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
7.1.21	Within 10 WD of 7.1.18	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
7.1.22	If no Meter register reading received by 15 WD after the CoMC and if required.	Request final Meter register reading	Current NHHDC	NHHMOA, Supplier		Post / Fax / Email

¹⁴ The outgoing MOA shall be entitled to use customer own reads or readings provided by the outgoing Non Half Hourly Data Collector for the final Meter readings.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.23	Within 10 WD of 7.1.22	Send final Meter register reading	NHHMOA / Supplier	Current NHHDC	D0010 Meter Readings	Electronic or other method, as agreed