

# **Balancing and Settlement Code**

## **BSC PROCEDURE**

### **Licensed Distribution**

#### **BSCP515**

#### **Version 13.0**

**Date: ~~5 November 2015~~**

**BSC Procedure 515****relating to****Licensed Distribution**

1. Reference is made to the Balancing and Settlement Code for the Electricity Industry in Great Britain and in particular, to the definition of “BSC Procedure”.
2. This is BSC Procedure 515, Version 13.0 relating to Licensed Distribution.
3. This BSC Procedure is effective from ~~5 November 2015~~.
4. This BSC Procedure has been approved by the Panel.

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**AMENDMENT RECORD**

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## **1. Introduction**

### **1.1 Purpose and Scope of the Procedure**

This BSC Procedure (BSCP) defines a number of specific processes that Licensed Distribution System Operators (LDSOs) will use in order to carry out ongoing distribution obligations required by the BSC.

It describes the obligations applicable to LDSOs in relation to industry processes, e.g. new connections, de-energisations and disconnections of Supplier Volume Allocation (SVA) and/or Central Volume Allocation (CVA) Metering Systems.

The purpose of this BSCP is to describe the high-level requirements of LDSOs and their relationship with other market participants such as the Suppliers, Supplier Meter Registration Agents (SMRAs) and the SVA Agent.

LDSOs shall liaise with other LDSOs as required to help establish correct LLFs and Aggregation Rules details.

### **1.2 Main Users of Procedure and their Responsibilities**

This BSCP provides a central focus for licensed distribution businesses carrying out their Settlement activities. LDSOs will be required to liaise with a range of market participants in order to carry out their various Settlement obligations. As a result, this document makes reference to many other BSCPs for the full details of some of the more complex procedures that involve a number of different participants.

### **1.3 Use of the Procedure**

The remaining sections in this document are:

Section 2 – Not Used.

Section 3 – Interface and Timetable Information: this section defines in more detail the requirements of each business process.

Section 4 – Appendices: this section contains additional information relating to Current Transformer (CT) and Voltage Transformer (VT) data.

### **1.4 Balancing and Settlement Code Provision**

This BSCP has been produced in accordance with the provisions of the Balancing and Settlement Code (the Code). In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

## 1.5 Associated BSC Procedures

BSCP15	BM Unit Registration
BSCP20	Registration of Metering Systems for Central Volume Allocation
BSCP25	Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution Systems Connection Points
BSCP41	Report Requests and Authorisation
BSCP65	Registration of Parties and Exit Procedures
BSCP68	Transfer of Registration of Metering Systems between CMRS and SMRS
BSCP75	Registration of Aggregation Rules for Volume Allocation Units
BSCP128	Production, Submission, Audit and Approval of Line Loss Factors
BSCP501	Supplier Meter Registration Service
BSCP502	Half Hourly Data Collection for SVA Metering Systems Registered in SMRS
BSCP503	Half Hourly Data Aggregation for SVA Metering Systems Registered in SMRS
BSCP504	Non Half Hourly Data Collection for SVA Metering Systems registered in SMRS
BSCP505	Non Half Hourly Data Aggregation for SVA Metering Systems registered in SMRS
BSCP508	Supplier Volume Allocation Agent
BSCP514	SVA Meter Operations for Metering Systems registered in the SMRS
BSCP509	Changes to Market Domain Data
BSCP520	Unmetered Supplies Registered in SMRS
BSCP537	Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs

## 1.6 Acronyms and Definitions

### 1.6.1 Acronyms

The terms used in this BSCP are defined as follows.

BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
BSCP	BSC Procedure
CDCA	Central Data Collection Agent
CMRS	Central Meter Registration Service
CRA	Central Registration Agent
CT	Current Transformer
DC	Data Collector
LDSO	Licensed Distribution System Operator
HHDC	Half Hourly Data Collector
LLF	Line Loss Factor
LLFC	Line Loss Factor Class
MDD	Market Domain Data
MOA	Meter Operator Agent
MTC	Meter Timeswitch Class
MSID	Metering System ID
NHHDC	Non Half Hourly Data Collector
SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
SVA	Supplier Volume Allocation
SVAA	Supplier Volume Allocation Agent
TAA	Technical Assurance Agent
VT	Voltage Transformer
WD	Working Day



## 1.6.2 Definitions

Full definitions of the above acronyms are, where appropriate, included in the BSC.

Nominated LDSO	The LDSO who has obligations to submit the GSP Group Metered Volume Aggregation Rules. For the avoidance of doubt, the Nominated LDSO is the LDSO who was responsible for a GSP Group on 1 August 2003 or the Scottish Distribution Licensee in respect of that Bulk Supply Point Group under the Settlement Agreement for Scotland on 1 August 2003.
National Measurement Transformer Error Statement	A list of Current Transformer and Voltage Transformer types which have been approved as an agreed list of national Generic Measurement Transformer Errors. This list can be used by the TAA to replace the Measurement Transformer Test Certificate where no Measurement Transformer Test Certificate exists.

## 2. Not Used

### 3. Interface and Timetable Information

#### 3.1 Not used

#### 3.2 Not used

#### 3.3 New SVA Metering System

The establishment of a new SVA Metering System may arise as a result of a number of circumstances including the following:

- new connection to be registered in SMRS;
- new connection for a Metering System associated with an Exemptable Generating Plant where the Export Meter(s) is registered in CMRS (the procedure for this process is set out in BSCP501); and
- transfer of Metering System registration from CMRS to SMRS (the procedure for this process is set out in BSCP68).

The procedures to be followed by the LDSO differ depending on the circumstances. In all cases, however, LDSOs should consider whether any changes are required to LLFs, LLFCs, and MTC-related MDD entities as a result of new SVA Metering System. [For the Commissioning of new or replacement measurement transformers, go to section 3.3.A.](#)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	For all other metering systems.  Within 2WD of completion of works associated with a new connection, or LDSO's agreement with Supplier to register a new MSID.	Notify new MSID data.	LDSO.	SMRA.	MSID, GSP Group Id, LLF Class Id <sup>1</sup> , 1998 TA Indicator (and Metering Point Address is required by MRA).	Electronic or other method, as agreed.

<sup>1</sup> LLF Class ID will contain the actual LLF Class ID or, where this is not known, the default LLF Class ID.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2	Within 1WD <sup>2</sup> of accepting a valid registration from the Supplier.	Notify Settlement liability for New MSID.	SMRA.	LDSO.	Supplier Id, MSID, DA Id <sup>3</sup> , DC Id and Supply Start Date.	Electronic or other method, as agreed.
3.3.3	As required. <sup>4</sup>	Request Site Technical Details <sup>5</sup> .	MOA.	LDSO.	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
3.3.4	Within 5WD of 3.3.3.	Provide Site Technical Details.	LDSO <sup>6</sup> .	MOA.	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
3.3.5	Within 5WD (for HH) or 10WD (for NHH) of installation and commissioning of Metering System by MOA.	Provide Meter Technical Details.	MOA.	LDSO.	D0149 Notification of Mapping Details, D0150 Non Half Hourly Meter Technical Details. (for NHH Metering Systems) OR D0268 Half Hourly Meter Technical Details. (for HH Metering Systems)	Electronic or other method, as agreed.

<sup>2</sup> For notifications received before 18:00 on a Working Day, SMRA will reply by 06:00 on the next Working Day.

<sup>3</sup> Agent IDs (DC/DA) and other marked items are not mandatory for a Supplier to register liability whilst the energisation status has not been provided.

<sup>4</sup> Note that a Supplier must have appointed an MOA for that Metering System before step 3.3.3 can occur.

<sup>5</sup> If required, and at any time after a new connection (and only for MSIDs first registered after 6 November 2008), the MOA may make further requests for Site Technical Details from the LDSO, in which case the LDSO shall respond by sending a D0215 within 5WD.

<sup>6</sup> In the event of any subsequent changes to Site Technical Details, the LDSO shall send an updated D0215 'Provision of Site Technical Details' to the MOA within 1WD of updating their systems

### **3.3.A New SVA Metering System – Commissioning**

Commissioning shall be performed on all new Metering Equipment which is to provide Metering data for Settlement. Should the Measurement Transformers be owned by the LDSO then Commissioning procedures need to be followed in accordance with the appropriate Codes of Practice and Code of Practice 4.

If the Measurement Transformers are not owned by a BSC Party (LDSO or other) then MOA Commissioning will take place on the Measurement Transformers in accordance with BSCP514 5.2.2.A.

<b><u>REF</u></b>	<b><u>WHEN</u></b>	<b><u>ACTION</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>	<b><u>INFORMATION REQUIRED</u></b>	<b><u>METHOD</u></b>
<u>3.3.A.1</u>	<u>At the earliest opportunity but no later than 16 WD after energisation</u>	<u>Commission Measurement Transformers in accordance with Code of Practice 4.</u>	<u>LDSO</u>			<u>Internal Process.</u>
<u>3.3.A.2</u>	<u>At the earliest opportunity but no later than 5 WD of 3.3.A.1</u>	<u>Send complete Commissioning information for the Measurement Transformers to the HHMOA.</u>	<u>LDSO</u>	<u>HHMOA</u>	<u>This shall include all records in accordance with Code of Practice 4.</u>	<u>Electronic or other method, as agreed.</u>

### 3.4 New CVA Metering System

Refer to Appendix 4 for further details regarding the LDSO's role in submitting CVA data into Settlement following a new connection.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	Following request or for any other reason.	Establish new connection in accordance with the relevant connection agreement.	LDSO.			Internal Process.
3.4.2	If required, a) at least 20WD before Registration Effective From Date of new connection, or b) at least 40WD before Registration Effective From Date of new connection if new LLFs are intended to be effective from that date.	Register new Systems Connection Point or Boundary Point in accordance with BSCP25.	LDSO. <sup>7</sup>	CRA.	BSCP25 Registration of Metering Systems for Central Volume Allocation.	BSCP25
3.4.3	At least 40WD before Registration Effective From Date of Metering System. <sup>8</sup>	Register new Metering System with CRA in accordance with BSCP20.	Registrant.	CRA.	BSCP20 Registration of Metering Systems for Central Volume Allocation.	BSCP20.

<sup>7</sup> The registration of a Distribution Systems Connection Point will require the consent of the other interested distributor, as detailed in BSCP20.

<sup>8</sup> A registration lead time of 40WD will be required if the LLFs submitted by the LDSO in step 3.4.7 are intended to become effective on and from the Metering System Effective From Date. Where this is not the case the Metering System registration lead time is 20WD as stated in BSCP20.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.4	At least 30WD prior to BM Unit Effective From Date.	Register BM Unit with CRA in accordance with BSCP15.	BM Unit Lead Party.	CRA.	BSCP15 BM Unit Registration.	BSCP15.
3.4.5	Following 3.4.4.	Notify LDSO of BM Unit registration where BM Unit is embedded within a Distribution System.	CRA.	LDSO.	BM Unit information including Effective From Date.	Post/Fax/Email.
3.4.6.	At any time but at least prior to 3.4.7 and 3.4.8.	Liaise with other LDSOs in GSP Group to ascertain LLFs. <sup>9</sup>	LDSO.	Other LDSOs.	GSP Group ID, Line Loss Factors, other relevant Distribution System information.	Fax/Email/Letter.
3.4.7	Following 3.4.6 and at least 40WD prior to LLF Effective Date. <sup>10</sup>	Submit LLFs to BSCCo for Panel approval in accordance with BSCP128.	LDSO.	BSCCo.	BSCP128 Production, Submission, Audit and Approval of Line Loss Factors.	BSCP128.
3.4.8	At least 20WD prior to Aggregation Rules effective date.	Submit new Aggregation Rules for each Volume Allocation Unit for which the LDSO is responsible as detailed in BSCP75.	LDSO.	CDCA.	BSCP75 Registration of Meter Aggregation Rules for Volume Allocation Units.	BSCP75.
3.4.9	Prior to the Effective Date of the Aggregation Rules and as part of 3.4.8	Provide a copy of the GSP Group Take Aggregation Rules to the LDSO	CDCA.	Nominated LDSO.	GSP Group Take Aggregation Rules from CDCA-I048	Fax/Letter/Email
3.4.10	Following receipt of 3.4.9	Check revised Aggregation rules for GSP Group.	Nominated LDSO.		GSP Group Metered Volume and GSP Group Take Aggregation Rules.	Internal Process

<sup>9</sup> If required, the LDSO may make a formal request to BSCCo via BSCP41 (Report Requests and Authorisations) to receive other LDSOs' reports on an ongoing basis in order to monitor future changes that may require revisions to LLFs and Aggregation Rules.

<sup>10</sup> The lead time for LLF approval may be reduced at the discretion of BSCCo in accordance with BSCP128.

### 3.5 Energisation of a Metering System (SVA Only)<sup>11</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	At any time.	Issue energisation request.	Supplier.	MOA or LDSO	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
If MOA energises						
3.5.2	Within 5WD (for HH) or 10WD (for NHH) of attempting to change energisation status.	Send change of energisation status and initial meter register reading.	MOA.	LDSO, Supplier, DC.	D0139 Confirmation or Rejection of Energisation Status Change. or For Prepayment Meters see the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter.	Electronic or other method, as agreed.
If LDSO energises						
3.5.3	If request rejected and within 2WD of 3.5.1.	Send notification of rejection, including reasons why the request has been rejected.	LDSO.	Supplier.	D0139 Confirmation or Rejection of Energisation Status Change.  P0211 Site Visit Rejection. <sup>12</sup> or For Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.  Manual.

<sup>11</sup> Note that energisation of CVA Metering Systems only occurs as part of the connection process described in section 3.4.

<sup>12</sup> The use of this data flow is optional.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.4	If request accepted and on the date requested or agreed in 3.5.1.	Energise Metering System and note initial meter register reading.	LDSO.			Internal Process.
3.5.5	Within 5WD of 3.5.4.	Send change of energisation status and the initial meter register reading.	LDSO.	MOA, Supplier.	D0139 Confirmation or Rejection of Energisation Status Change. <sup>13</sup> or For Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

<sup>13</sup> Where there is a failure to change the energisation status, the D0139 is sent only to the Supplier. Where the energisation status is changed, but a meter register reading cannot be taken, the D0139 is sent to all of the above recipients, and a D0002 sent by the MOA to the DC requesting a decision on further action.



### 3.6 De-energisation of a Metering System (SVA Only)<sup>14</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	As required and at least 10WD before the requested de-energisation date. <sup>15</sup>	Send de-energisation request.	Supplier.	MOA or LDSO	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
If MOA de-energises						
3.6.2	Within 5WD (for HH) or 10WD (for NHH) of attempting to change energisation status.	Send change of energisation status and final Meter register reading.	MOA.	LDSO, Supplier, DC.	D0139 Confirmation or Rejection of Energisation Status Change. <sup>13+4+3</sup> P0211 Site Visit Rejection. <sup>12+3+2</sup> or For Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change. <sup>13+4+3</sup> Go to 3.6.1 if required.	Electronic or other method, as agreed.
If LDSO de-energises						
3.6.3	If request rejected and within 2WD (for HH) or 5WD (for NHH) of 3.6.1.	Send notification of rejection, including reasons why the request has been rejected.	LDSO.	Supplier.	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

<sup>14</sup> Note that, unlike in SVA, de-energisation of CVA Metering Systems only occurs as part of the disconnection process described in section 3.8

<sup>15</sup> This step could be completed in shorter timescales where the Supplier and MOA/LDSO have reached mutual agreement.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
					P0211 Site Visit Rejection. <del>124342</del> or For Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change. Go to 3.6.1 if required.	Manual.
3.6.4	If request accepted and within 2WD of 3.6.1 (HH only).	Agree time and date for de-energisation.	LDSO	MOA.	De-energisation details.	Telephone or other method, as agreed.
3.6.5	Within 2WD of 3.6.4 and before planned date for de-energisation (HH only).	Arrange with HHDC to collect final HH Metered Data.	MOA.	HHDC.	D0005 Instruction on Action.	Electronic or other method, as agreed.
3.6.6	On date and time agreed in 3.6.4(HH only).	Collect final HH Metered Data.	HHDC.			Internal Process.
3.6.7	Immediately following 3.6.6 (HH only).	Confirm final HH Metered Data collection.	HHDC.	LDSO or MOA (if appropriate).	The LDSO or MOA (if appropriate) will telephone the HHDC when it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the LDSO or MOA, as appropriate.	Telephone or other method, as agreed.
3.6.8	On the date requested or agreed in 3.6.1, or as required (for example, as a result of an emergency).	Obtain final Meter register reading, if available. De-energise Metering System.	LDSO.			Internal Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.9	Within 10WD of 3.6.8.	Send change of energisation status and final Meter register reading, if available.	LDSO.	Supplier, MOA.	D0139 Confirmation or Rejection of Energisation Status Change. <del>131443</del> or For Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.
If LDSO de-energises when not at the request of a Supplier <sup>16</sup>						
3.6.10	At any time.	Obtain final Meter register reading, if available. De-energise Metering System	LDSO			Internal Process.
3.6.11	Within 10WD of 3.6.10.	Send change of energisation status and final Meter reading, if available.	LDSO	Supplier, MOA.	D0139 Confirmation or Rejection of Energisation Status Change. <del>131443</del> or For Prepayment Meters either the D0179 - Confirmation of Energisation/De-Energisation of a Prepayment Meter or D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

<sup>16</sup> For example, as a result of an emergency.

### 3.7 Disconnection of a SVA Metering System

SVA disconnections are carried out under the following scenarios:

- Supplier led, where the customer seeks a disconnection from the Supplier; and
- LDSO led, where the customer seeks a disconnection from the LDSO, or the LDSO needs to disconnect at short notice, for example as a result of an emergency.
- In both cases, it may be necessary for the LDSO to de-energise the Metering System; and/or with agreement with the Supplier, remove the assets. If this is the case, then de-energisation should be carried out in accordance with Section 3.6 De-energisation of a Metering System (SVA Only) and BSCP514; and removal of Meters in accordance with BSCP514.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
Supplier led disconnections only						
3.7.1	At request of Supplier, or as required.	Supplier requests disconnection of Metering System.	Supplier.	LDSO.	D0132 Request for Disconnection of Supply.	Electronic or other method, as agreed.
3.7.2	If request rejected.	Notify Supplier of rejection of disconnection request.	LDSO.	Supplier.	D0262 Rejection of Disconnection.	Electronic or other method, as agreed.
LDSO led disconnections only						
3.7.3	As required <sup>17</sup> .	Notify Supplier of scheduled disconnection of Metering System	LDSO	Supplier	Disconnection Date and MSID	Electronic or other method, as agreed.

<sup>17</sup> The scheduled date should be sufficiently in the future to allow the Supplier to arrange for the collection of final Meter register reading and removal of assets. The exception to this is where the LDSO needs to carry out a disconnection at short notice (for example, as a result of an emergency). Where the LDSO is carrying out a disconnection (for example, as a result of an emergency or with the agreement of the Supplier), the LDSO will record the final Meter reading and recover the assets where safe and practical to do so.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.4	Within 5WD of receipt of notification of scheduled disconnection, if Supplier objects <sup>18</sup> .	Notify LDSO of reason for objecting to the disconnection.	Supplier	LDSO	Reason for objecting to the disconnection, Disconnection Date and MSID	Electronic or other method, as agreed.
For all disconnections						
3.7.5	If request accepted following 3.7.1 or 3.7.3.	Notify MOA and DC of scheduled disconnection; and Arrange for retrieval of final Meter register, de-energisation of Metering System and retrieval of the assets, as appropriate. <sup>19</sup>	Supplier	MOA/DC	Disconnection Date and MSID  As per 3.6 De-energisation of a Metering System (SVA Only) and BSCP514.	Electronic or other method, as agreed.
3.7.6	If Metering System is still energised at scheduled time of disconnection.	Decide as to whether to proceed with the disconnection. <sup>20</sup>	LDSO			Internal Process.
3.7.7	If the LDSO has agreed with the Supplier to collect the final Meter register reading.	Obtain final Meter register reading, if available.	LDSO			Internal Process.
		Provide the final Meter register reading or notify that it wasn't available.	LDSO	MOA	Final Meter register reading.	Electronic or other method, as agreed.

<sup>18</sup> If the LDSO has not received any objections from the Supplier within 5WD, then it may assume that the disconnection can go ahead as planned. Objections should be limited to the wrong MSID and/or address for disconnection.

<sup>19</sup> The LDSO may agree with the Supplier to carry out these steps.

<sup>20</sup> An LDSO shall have the right to refuse to disconnect if the Metering System is still energised.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.8	On the date of scheduled disconnection	Disconnect Metering System	LDSO.			
3.7.9	Following 3.7.8.	Notify SMRA of disconnection. <sup>21</sup>	LDSO	SMRA	Disconnection Date and MSID.	Manual, electronic or other method, as agreed.
3.7.10	On unsuccessful validation of data sent in 3.7.9.	Notify originator of receipt of invalid data.	SMRA	LDSO	MSID, original message identifier and reason for failure.  (If MSID is root of error or cause of failure, this data item may be omitted).	Manual, electronic or other method, as agreed.

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<sup>21</sup> LDSOs may additionally send a D0125 Confirmation of Disconnection of Supply data flow to the Supplier.

### 3.8 Disconnection of a CVA Metering System

Note that disconnection of CVA Metering Systems is only allowed under limited circumstances.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.1	As required.	Registrant requests disconnection of Metering System.	Registrant.	LDSO.	Disconnection details.	Fax/Email/Letter.
3.8.2	If request rejected.	Notify Registrant of rejection of disconnection request.	LDSO.	Registrant.	Disconnection details and reasons for rejection.	Fax/Email/Letter.
3.8.3	If request accepted.	Disconnect Metering System.	LDSO.		Disconnection Details.	Internal Process.
3.8.4	Following 3.8.3	Provide certificate of disconnection.	LDSO.	Registrant.	Certificate of disconnection.	Letter.
3.8.5	Following 3.8.3.	De-register Metering System in CRA in accordance with BSCP20	Registrant.	CRA.	BSCP20 Registration of Metering Systems for Central Volume Allocation.	BSCP20.
3.8.6	If required and following disconnection.	Submit revised Aggregation Rules for each Volume Allocation Unit for which the LDSO is responsible as detailed in BSCP75.	LDSO.	CDCA.	BSCP75 Registration of Meter Aggregation Rules for Volume Allocation Units.	BSCP75.
3.8.7	Prior to the Effective Date of the Aggregation Rules and as part of 3.8.6.	Provide a copy of the GSP Group Take Aggregation Rules to the LDSO.	CDCA.	Nominated LDSO.	GSP Group Take Aggregation Rules from CDCA-I048.	Fax/Letter/Email
3.8.8	Following receipt of 3.8.7.	Check revised GSP Group Take Aggregation rules.	Nominated LDSO.		GSP Group Metered Volume and GSP Group Take Aggregation Rules.	Internal Process

### 3.9 Not Used

### 3.10 Update of the National Measurement Transformer Error Statement<sup>22</sup>

The National Measurement Transformer Statement is a record of the average errors attributable to specific Measurement Transformer types based on sample data. It is to be used where it is not possible to obtain the actual errors for Measurement Transformers for SVA Metering Systems complying with Codes of Practice 3 and 5.

#### 3.10.1 Addition to the National Measurement Transformer Error Statement

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.1.1	As required.	Submit a minimum sample of 50 CT or 10 VT errors obtained from test records supplied from (i) accredited sources or from (ii) other sources which have been suitably investigated to establish the reliability of the test records.	LDSO	BSCCo	Details of: Equipment Type (HV CT / LV CT / VT) Ratio (Tested) Manufacturer Class Rating (VA) Test Point (Load percentage) Ratio Error and Phase Angle Error at Rated Burden and Test Burden  The spreadsheet form contained in Appendix 4.1.1 shall be used for the submission of this data.	Email Spreadsheet
3.10.1.2	Within 20WD of 3.10.1.1	Analyse Data and prepare report. If data conforms to 4.2 and Panel approval is not required, proceed to 3.10.1.4	BSCCo.		See Appendix 4.2 Go to 3.10.1.4 if panel approval not required.	Internal Process

<sup>22</sup> The National Measurement Transformer Error Statement may be used for the purpose of Technical Assurance where individual measurement transformer errors are not available. This process is designed to amend the data contained in the statement.



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.1.3	At Panel Meeting (if Panel approval required)	Review report and approve or reject submission. Inform BSCCo of decision.	Panel	BSCCo	Report and Recommendations	Internal Process
3.10.1.4	Within 5WD of 3.10.1.2 or 3.10.1.4	Notify LDSO whether the CT or VT data has been approved	BSCCo.	LDSO	Panel Decision	Email / Fax / Post
3.10.1.5	At the same time as 3.10.1.4 (if approved)	Update the National Measurement Transformer Error Statement	BSCCo.			Internal Process
3.10.1.6	At the same time as 3.10.1.5	Notify SVA TAA of new generic CT / VT errors	BSCCo.	SVA TAA		Email / Fax / Post

### 3.10.2 Removal of Data from the National Measurement Transformer Error Statement

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.2.1	As required.	Request that data is removed from the National Measurement Transformer Error Statement stating reason for the removal.	LDSO / SVA TAA	BSCCo.	Equipment Type Ratio Manufacturer Class Rating / VA  Explanation of why the CT or VT should be removed from the National Measurement Transformer Error Statement	Email / Fax / Post
3.10.2.2	Within 10WD of 3.10.2.1	Validate the request and assess the impact. Analyse Data and prepare a report and recommendations to the Panel	BSCCo.	Panel		Internal Process
3.10.2.3	At Panel meeting	Review report and approve or reject submission. Inform BSCCo of decision.	Panel	BSCCo	Report and Recommendations	Internal Process
3.10.2.4	Within 5WD of 3.10.2.2	Notify of whether the request to remove the CT or VT has been successful.	BSCCo.	LDSO / SVA TAA		Email / Fax /Post
3.10.2.5	If the request has been successful and within 5WD of 3.10.2.3	Update National Measurement Transformer Error Statement.	BSCCo.			Internal Process
3.10.2.6	At the same time as 3.10.2.4	Notify the SVA TAA of CT / VT removal.	BSCCo.	SVA TAA		Email / Fax / Post

**3.11 Change of Measurement Class (SVA only) from NHH to HH Metering System and vice versa**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.11.1	As required.	Request Site Technical Details	MOA	LDSO.	D0170 Request for Metering System Related Details	Electronic or other method, as agreed.
3.11.2	Within 5WD of 3.11.1	Send Site Technical Details	LDSO. <sup>6</sup>	MOA	D0215 Provision of Site Technical Details	Electronic or other method, as agreed.

**3.12 On the installation of Small Scale Third Party Generating Plant**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.12.1	<p>Within 10WD of the LDSO being informed that a Small Scale Third Party Generating Plant will be or has been installed at a site; OR</p> <p>If the LDSO has to carry out a network condition assessment / reinforcement work before Small Scale Third Party Generating Plant can be installed, then within 10WD of the completion of that work.</p>	Inform the Import Supplier of the installation of a Small Scale Third Party Generation Plant.	LDSO	Import Supplier	D0001 'Request Metering System Investigation'.	Electronic or other method, as agreed.

### 3.13 Request EAC Data to Distributor Report (Optional)

The EAC Data to Distributor Report is a snapshot containing Estimated Annual Consumption (EAC) data and Metering System details in respect of Metering Systems located at Boundary Points on the relevant LDSO's Distribution System(s) and Associated Distribution System(s), in accordance with Section S2.4.2(g). LDSOs who wish to receive the EAC Data to Distributor Report must send notification in writing to Suppliers in accordance with BSCP505 Section 3.1.2.

### 3.14 Demand Control Events

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.14.1	Within 5WD of end of Demand Control Event resulting in disconnection on LDSO's network	Send notification of Demand Control Event and all affected MSIDs <sup>23</sup>	LDSO	BSCCo	P0238 MSIDs affected by Demand Control Event <sup>24</sup>	Email to bscservicedesk@cgi.com
		Send details of all CRA-registered BM Units disconnected as a result of the Demand Control Event	LDSO	CDCA	CDCA-I067 Disconnected BM Units	Email or other method, as agreed.
3.14.2	Following 3.14.1	Ensure that details of disconnected MSIDs are provided to relevant Supplier Agents and SVAA	BSCCo	All Supplier Agents, SVAA	P0238 MSIDs affected by Demand Control Event	Email

<sup>23</sup> The Distribution Connection and Use of System Agreement (DCUSA) allows the LDSO to disclose Confidential Information (as defined in the DCUSA) where the LDSO is required or permitted to do so under a Relevant Instrument. The BSC is a Relevant Instrument for the purpose of DCUSA.

<sup>24</sup> Please see Appendix 4.3 for details on populating the P0238.

## **4. Appendices**

### **4.1 Update of the National Measurement Error Transformer Statement**

#### **4.1.1 CT or VT Error Data Form**

This document is contained in file reference BSCP515\_APPX041

Title 'Form for the submission of CT or VT Error data for addition to the National Measurement Transformer Error Statement'

Date: 24 February 2005

### **4.2 Analysis of CT or VT Data by BSCCo.**

#### **4.2.1 CT Data**

BSCCo will firstly look at the ratio error compared to the class of the CT sample for all Test Point and Burdens. If, for each Test Point and Burden, a minimum of 98% of the sample is within the class accuracy, then BSCCo may approve the CT type. For any set of CT data which does not meet these requirements and where the applicant wishes to proceed, BSCCo will undertake further analysis of the data and present the results of this further analysis to the Panel for approval.

#### **4.2.2 VT Data**

BSCCo will firstly look at the ratio error compared to the class of the VT sample for all Test Point and Burdens. If, for each Test Point and Burden, a minimum of 98% of the sample is within the class accuracy, then BSCCo may approve the VT type. For any set of VT data which does not meet these requirements and where the applicant wishes to proceed, BSCCo will undertake further analysis of the data and present the results of this further analysis to the Panel for approval.

### **4.3 Communication of MSIDs following Demand Control Event**

4.3.1 Whilst the P0238 is sent by the LDSO to the BSCCo, it should be generated as though it is to be sent direct to Party Agents, i.e. the 'MPID To' in the header should reflect the various agents that are intended to receive the file.

4.3.2 The Demand Control Event ID is originally determined by the Transmission Company, who uses it in its correspondence with the LDSO and SVAA. The LDSO should therefore use the DCE ID reported to it by the Transmission Company when compiling and sending a P0238 to Party Agents.

4.3.3 The 'Start Date and Time' and 'End Date and Time' in the P0238 reflect the start and end of the entire Demand Control Event, not intermediary stages or actions within an event. Therefore, the LDSO should report all MSIDs affected by the same event once between the Start and End Date and Time that represent the beginning and end of the whole event, irrespective of whether the LDSO disconnects and reconnects MSIDs multiple times within the same event.

4.3.4 Where necessary, the LDSO should resend a P0238 where it is necessary to update the list of MSIDs related to a Demand Control Event. The LDSO should reuse the original Demand Control Event ID when sending an updated P0238.