



Redlined Balancing and Settlement Code Procedure (BSCP) 06 for CP1462 ‘Allow the CDCA to break and remake Metering Equipment seals to access an Outstation’s local interrogation port.’

This CP proposes changes to BSCP06 sections 1.2, 1.6, 1.7, 1.8, 1.9, 1.10, 3.4, 4.7 and 4.7.1.

We have redlined these changes against Version 11.0.

1.2 Main Users of the Procedure and their Responsibilities

This BSCP is to be used by the:

- MOA to understand its obligations in relation to CVA Meter operations;
- MOA to notify work which requires seals to be broken;
- MOA for the breaking of Metering Equipment seals and their resealing, and also for ensuring the necessary audit trail is maintained through the reading of Meters for reconciliation purposes;
- MOA for the sealing of new metering equipment;
- MOA for maintaining a local register of sealing pliers and a local register of seals applied;
- CDCA for maintaining a register of sealing pliers;
- CDCA for breaking and remaking Metering Equipment seals, where necessary, in order to perform any manual on-site interrogation of the Outstation(s) (in accordance with Section R1.4.3).
- CDCA to update local register of seals applied;
- CDCA for notifying the MOA which Metering Equipment seals it has broken, where necessary, and remade following on-site interrogation of the Outstation(s); and
- BSCCo for maintaining a central register of MOA and the CDCA sealing IDs.

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1.3 Balancing and Settlement Code Provision

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

1.4 Associated BSC Procedures

This procedure interfaces with the following BSCPs:

BSCP03	Data Estimation and Substitution for Central Volume Allocation
BSCP05	Meter Advance Reconciliation for Central Volume Allocation
BSCP20	Registration of Metering System for Central Volume Allocation
BSCP25	Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution Systems Connection Points
BSCP38	Authorisations
BSCP537	Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs.

1.6 CDCA Obligation

In the event of any fault or failure of a communication link (or any error, or omission, in metered data, or all necessary data not being available from Outstations), and where the CDCA needs to break a Metering Equipment seal(s) in order to perform manual on-site interrogation of the Outstation(s), the CDCA shall:

- Reseal the Metering Equipment immediately following the manual on-site interrogation of the Outstation(s);
- Update the local copy of the register of seals applied;
- Notify the MOA which Metering Equipment seal(s) has been broken and remade, within 2WD following the manual on-site interrogation of the Outstation(s). Details to include are:
 - MSID
 - Circuit name;
 - Metering Equipment sealed;
 - Date seals applied;
 - Sealing pliers number; and
 - The name of the CDCA operative person who applied the seal(s); and
- Keep a record of such notification for audit purposes.
- The CDCA may only break and remake seals necessary in order to gain access to the local communication port.

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1.76 Operational Emergencies

Seals may be broken by others under instruction from operational staff in an operational emergency or for safety reasons in an emergency, providing the MOA is informed at the earliest opportunity, stating the reasons for so doing. The MOA can then arrange to reinstate any seals affected. This includes equipment which is declared a “point of isolation” e.g. secondary fuses associated with metering VTs.

1.87 Routine Work and Metering Faults

All routine work and Metering System faults should be dealt with under Section 3.1 of this procedure.

Routine work shall be regarded as any work planned in advance which:

- Is not associated with the CVA Metering Equipment but requires secondary metering VT isolation. This type of work is usually circuit planned outages.

- Associated with the CVA Metering Equipment which is not due to a fault. This type of work is usually replacement of Outstation battery, calibration of Meters, accuracy tests of Meters.

1.98 Register of Sealing Pliers

For the purpose of maintaining an audit trail of the Metering Equipment seals applied, CVA MOAs and the CDCA shall maintain a register of sealing pliers detailing when, to whom and which unique pair(s) of sealing pliers have been issued for use. The register should additionally specify details of any lost or stolen pliers, any pliers sent for repair (CVA MOAs and the CDCA shall ensure that records relating to repairs are kept for at least 10 years) and the dates on which any pliers were destroyed.

CVA MOAs and the CDCA shall ensure their register of sealing pliers is made available for inspection by the BSC Auditor and the TAA for audit purposes.

1.109 Register of Seals Applied

CVA MOAs shall maintain a register containing details of when seals were applied to Metering Equipment for individual circuits. The details shall include:

- Circuit name;
- Metering Equipment sealed;
- Date seals applied;
- Sealing pliers number; and
- Signature of person applying seals.

A template for the register of seals applied is provided in Appendix 4.3 of this BSCP, which may be used by CVA MOAs.

Copies of this register shall be kept on-site to enable the CDCA to carry out the visual inspection of Metering Equipment checks required in section 4.3 of BSCP05 'Meter Advance Reconciliation for Central Volume Allocation' when it carries out Meter Advance Reconciliations (MARs) in accordance with BSCP05.

The CDCA shall update the on-site register of seals applied if it breaks and remakes a seal(s) to carry out an on-site interrogation of the Outstation(s). Upon receiving notification from the CDCA that a Metering Equipment seal(s) has been broken and remade, following the on-site interrogation of the Outstation(s), the CVA MOA shall update its local copy of the register of seals applied form.

In addition, this register of seals applied shall be made available for inspection by the BSC Auditor (off site) and the TAA (on site) for audit purposes.

1.110 Central Register of CVA MOA and the CDCA Sealing IDs

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BSCCo shall maintain a central register of CVA MOA [and the CDCA](#) sealing IDs and issue a unique ID to each Qualified CVA MOA [and the CDCA](#) on request. The CVA MOA sealing ID will be associated with the CVA MOA's Party Agent ID registered in Central Systems. The CVA MOA sealing ID may only be used by the CVA MOA it was allocated to and therefore cannot be transferred to any existing or new CVA MOAs. Where a CVA MOA ceases to operate in the CVA market, it will be required to destroy the sealing pliers associated with its CVA MOA sealing ID.

A CVA MOA can use an SVA MOA sealing ID in the CVA market where the CVA and SVA MOAs are from the same company. However, where the SVA MOA has more than one sealing ID, only one must be declared by the CVA MOA in order that the BSCCo can ensure that MOA sealing IDs remain unique in the CVA market.

Where the same MOA sealing ID is used in both markets, and the MOA subsequently ceases to operate in the CVA market only, the sealing pliers associated with CVA MOA sealing ID need not be destroyed as the TAA will have an effective from and effective to date for the relevant CVA Party Agent ID and therefore the MOA sealing ID. However, where an MOA subsequently ceases to operate in both SVA and CVA markets, the sealing pliers associated with the CVA MOA sealing ID must be destroyed in line with the SVA requirements.

[Where the company performing the role of the CDCA ceases to perform that role it will be required to destroy the sealing pliers associated with its CDCA sealing ID.](#)

The BSCCo will ensure that the up-to-date register of all CVA MOA [and the CDCA](#) sealing IDs, along with their effective from and effective to dates, are made available to the BSC Auditor and the TAA for audit purposes.

3.4 Fault Investigation and Resolution

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	As soon as aware of inconsistency or possible fault.	Send notification of inconsistencies or possible fault and request investigation.	CDCA ¹ or BSCCo or any Party	Registrant BSCCo MOA LDSO or TC as appropriate	BSCP06/4.5 Part A 'Metering Equipment Fault Report'.	Fax / Letter / Email
3.4.2	As soon as possible after 3.4.1	Investigate problem: a) Resolve the issue; or b) Send request to MOA to inspect and test suspect metering.	Registrant	a) Internal; b) MOA	Details of inconsistency.	Fax / Letter / Email
3.4.3	Within 3 WD of receipt of request in 3.4.2	Investigate suspect metering and send report of findings.	MOA	CDCA Registrant	BSCP06/4.5 Part B 'Metering Equipment Fault Report'	Fax / Letter / Email
<u>3.4.4</u>	<u>Following 3.4.3 and where the report of findings indicates that the CDCA needs to carry out on-site interrogation of the Outstation(s) until the fault is resolved</u>	<u>Agree frequency of on-site manual interrogation of Outstation(s) required.</u>	<u>CDCA</u>	<u>Registrant MOA</u>	<u>Agreed frequency of on-site manual interrogation of Outstation(s) required.</u>	<u>Phone / Fax / Email</u>

¹ In addition to informing the Registrant, BSCCo and LDSO or TC, as appropriate, the CDCA shall also inform the MOA

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>3.4.5</u>	<u>On the date(s) agreed in 3.4.4</u>	<p><u>Carry out on-site interrogation of the Outstation(s) using approved protocol.</u></p> <p><u>If the CDCA needs to break a Metering Equipment seal(s) to enable access to the local interrogation port on the Outstation(s) and remake Metering Equipment seal(s), then additional step 3.4.6 is required.</u></p> <p><u>When fault is resolved go to 3.4.7</u></p>	<u>CDCA</u>			<u>Internal</u>
<u>3.4.6</u>	<u>Within 2WD of breaking and remaking a Metering Equipment seal(s) to enable access to local interrogation port on the Outstation(s) in 3.4.5</u>	<u>Notify the MOA (and Registrant if required) of the details of any Metering Equipment seals broken and remade by the CDCA in order to gain access to the local interrogation port on the Outstation(s) to enable on-site interrogation of the Outstation(s).</u>	<u>CDCA</u>	<u>MOA, Registrant (if required)</u>	<u>Details of MSID, circuit name, Metering Equipment sealed, date seals applied, sealing pliers ID and number; and the name of CDCA operative who applied the seal(s).</u>	<u>Fax/Letter/Email</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4. 47	As soon as possible after receipt of data in 3.4.3 <u>if fault is resolved or, in the case where the CDCA needs to carry out on-site interrogation of the Outstation(s), when the fault is resolved.</u>	Report resolution of problem.	Registrant	BSCCo LDSO or TC as appropriate	Details of findings and resolution of problem	Fax / Letter / Email
3.4. 58	As soon as possible after receipt of data in 3.4.3	Where an investigation indicates that a fault has caused incorrect Metered Data to be recorded, estimate Metered Data in accordance with BSCP03.	CDCA	Registrant LDSO or TC as appropriate	Details of estimated Metered Data.	Fax / Letter / Electronic

4.7 Equipment to be Sealed, Types of Seals and Responsibilities for Sealing²

This Appendix specifies the minimum requirements for:

- The equipment to be sealed;
- The types of seal to be used and their purpose;
- General sealing practice; and
- Particular procedures for the control of specified seals and dies.

4.7.1 Equipment to be Sealed

The table below shows equipment to be sealed, the type of seal to be applied and by whom seals may be removed and/or applied.

<i>Measurement Technique</i>	<i>Metering Equipment to be sealed</i>	<i>MOA</i>	<i>LDSO/ Transmission Co/ Generation Co</i>
CT operated Low voltage	Primary voltage fuse only if no secondary fuse	S	
	CT chamber	I	P
	Meter terminal cover	S	
	Meter case (cover)	S	
	CT terminal cover	S	
	Test terminal block	S	
	Switch (controlling supply)	I	P
	Secondary voltage fuse	S	
	Communications port	S ²	
	Metering Equipment connections to Load control equipment	S	
	Bus bar chamber	I	P
CT/VT operated High voltage (additional to LV)	VT racking	I	P
	VT fuses (on switchgear)	I	P
	VT Marshalling box	I	P
	VT fuse (on panel)	S	
	Auxiliary fuses	S	

² In order to perform on-site interrogation of the Outstation(s) the CDCA may break and remake a Metering Equipment seal(s) in order to access the local communications port. In this circumstance, where reference is made in this Appendix 4.7 to the MOA or its operative(s) such relevant reference(s) shall apply equally to the CDCA or its operative(s).

<i>Measurement Technique</i>	<i>Metering Equipment to be sealed</i>	<i>MOA</i>	<i>LDSO/ Transmission Co/ Generation Co</i>
	CT Marshalling box	I	P

Key: S - Security seal I - ☐ Indicative seal P - Padlock