

## **Balancing and Settlement Code**

### **BSC Service Description for CVA Technical Assurance**

**Version 10.0**

**Effective Date: 25 June 2009**

## BSC SERVICE DESCRIPTION FOR CVA TECHNICAL ASSURANCE

### AMENDMENT RECORD

VERSION	DATE	DESCRIPTION OF CHANGES	Mods/CPs INCLUDED	MODS PANEL REF
1.0	27/03/01	Baseline version		
2.0	13/08/02	Release 2	CP565, CP615, CP619	
3.0	10/12/02	December 2002 Release	CP637	
4.0	24/06/03	June 2003 Release	CP743, CP744	
5.0	01/08/03	Re-badging of terminology	P62	
6.0	30/06/04	CVA Programme June 2004 Release	CP998	ISG/40/003
7.0	BETTA Effective Date	CVA Programme February 2005 Release & BETTA 6.3	CP1091, BETTA 6.3	
8.0	26/06/08	June 2008 Release	CP1223	ISG/84/01
9.0	26/11/08	P207 Release	P207	ISG/91/01
10.0	25/06/09	June 09 Release	CP1265	ISG/96/01

#### Intellectual Property Rights, Copyright and Disclaimer

The copyright and other intellectual property rights in this document are vested in ELEXON or appear with the consent of the copyright owner. These materials are made available for you for the purposes of your participation in the electricity industry. If you have an interest in the electricity industry, you may view, download, copy, distribute, modify, transmit, publish, sell or create derivative works (in whatever format) from this document or in other cases use for personal academic or other non-commercial purposes. All copyright and other proprietary notices contained in the document must be retained on any copy you make.

All other rights of the copyright owner not expressly dealt with above are reserved.

No representation, warranty or guarantee is made that the information in this document is accurate or complete. While care is taken in the collection and provision of this information, ELEXON Limited shall not be liable for any errors, omissions, misstatements or mistakes in any information or damages resulting from the use of this information or action taken in reliance on it.

## CONTENTS TABLE

<b>1.</b>	<b>Introduction .....</b>	<b>4</b>
1.1	Purpose .....	4
<b>2</b>	<b>Service Schedule .....</b>	<b>4</b>
2.1	General Obligations.....	4
2.2	CVA TAA .....	6
2.3	Period of Responsibility .....	6
<b>3</b>	<b>Service Requirements .....</b>	<b>6</b>
3.2	Main Sample Selection.....	7
3.3	Targeted Inspection Selection .....	7
3.4	Re-Inspection Selection.....	7
3.5	Inspection Visits .....	7
3.6	Non-Compliance .....	7
3.7	Reporting .....	8
3.8	Reminder Notification .....	8
3.9	Certificates of Competence .....	8
3.10	Documentation .....	8
3.11	Contact Point .....	9
<b>4</b>	<b>Acronyms and Definitions .....</b>	<b>10</b>
4.1	List of Acronyms.....	10
4.2	List of Definitions .....	10

## **1. INTRODUCTION**

### **1.1 Purpose**

- 1.1.1 This document is the BSC Service Description for the Central Volume Allocation (CVA) Technical Assurance Agent (TAA) appointed by the Balancing and Settlement Code Company (BSCCo) for the purpose of providing the Technical Assurance service for those Metering Systems registered with the Central Registration Agent (CRA). The services of the CVA TAA are defined in accordance with the provisions of the Balancing and Settlement Code (the Code), Balancing and Settlement Code Procedures (BSCPs) and the relevant metering Codes of Practice (CoPs).
- 1.1.2 This BSC Service Description describes the key interfaces between the CVA TAA, BSCCo, BSC Parties and Party Agents.
- 1.1.3 The terms, definitions and abbreviations used in this document shall have the meanings given in the Code and section 4 of this BSC Service Description.
- 1.1.4 Metering Systems shall be installed in accordance with the Code section L and registered in accordance with the BSC section K.
- 1.1.5 The role of the CVA TAA will be to undertake on-site tests and checks and to report on Metering Systems in relation to their compliance with the Code, Code Subsidiary Documents and the relevant metering Codes of Practice (CoP).

## **2 SERVICE SCHEDULE**

### **2.1 General Obligations**

- 2.1.1 In this BSC Service Description certain responsibilities and obligations are expressed to be undertaken by the CVA TAA and are limited only to those aspects of the role of CVA TAA as defined herein. The CVA TAA shall at all times ensure the performance of those responsibilities and obligations.
- 2.1.2 The CVA TAA shall provide a service for the Technical Assurance of Metering Systems registered under the CRA in accordance with BSCP27, Technical Assurance of Half Hourly Metering Systems for Settlement Purposes as determined by the Panel.
- 2.1.3 The CVA TAA will be required to visit the site of Metering Systems and carry out checks to determine the compliance of those Metering Systems with the Code, Code Subsidiary Documents and the relevant CoP. The CVA TAA will undertake the following types of Inspection Visit:
- sampled Inspection Visits – where the CVA TAA will be required to select Metering Systems in accordance with the Code and BSCP27;
  - targeted Inspection Visits – where BSCCo will provide details of the Metering Systems to be inspected; and

- re-Inspection Visits – where a previous Inspection Visit identified a non-compliance which the Registrant has subsequently confirmed as being rectified.

#### 2.1.4 The relevant CoPs are:

Code of Practice 1	Code of Practice for the Metering of Circuits with a Rated Capacity Exceeding 100 MVA for Settlement Purposes
Code of Practice 2	Code of Practice for the Metering of Circuits with a Rated Capacity Not Exceeding 100 MVA for Settlement Purposes
Code of Practice 3	Code of Practice for the Metering of Circuits with a Rated Capacity Not Exceeding 10 MVA for Settlement Purposes
Code of Practice 4	Code of Practice for the Calibration, Testing and Commissioning Requirements of Metering Equipment for Settlement Purposes
Code of Practice 5	Code of Practice for the Metering of Energy Transfers with a Maximum Demand of up to (and including) 1 MW for Settlement Purposes

#### 2.1.5 The CVA TAA shall determine that a Metering System is non-compliant if it fails to meet the requirements detailed in the Code, Code Subsidiary Documents and in the relevant issue of the applicable CoP. If Metering Equipment was installed and commissioned prior to 1 May 1993, Codes of Practice A-K2 as defined under the terms of the Pooling and Settlement Agreement will be valid. If Metering Systems were installed in Scotland prior to the BETTA Effective Date, the Scottish Codes of Practice S1-S5 will be valid. These Scottish Codes of Practice are as follows:

Metering Code of Practice S1	Code for the Metering of Circuits with a Rated Capacity Exceeding 100 MVA for Allocation Purposes
Metering Code of Practice S2	Code for the Metering of Circuits with a Rated Capacity Not Exceeding 100 MVA for Allocation Purposes
Metering Code of Practice S3	Code for the Metering of Circuits with a Rated Capacity Not Exceeding 10 MVA for Allocation Purposes
Metering Code of Practice S4	Code for the Calibration, Testing and Commissioning Requirements of Metering Equipment for Allocation Purposes
Metering Code of Practice S5	Code for the Metering of Metering of Circuits with a Rated Capacity Not Exceeding 1 MW for Allocation Purposes

## 2.2 CVA TAA

- 2.2.1 The CVA TAA shall determine the compliance of Metering Systems registered with the CRA with the Code, Code Subsidiary Documents and the relevant CoP.

## 2.3 Period of Responsibility

- 2.3.1 The CVA TAA shall perform the responsibilities and obligations set out in the Code, BSCP27 and this BSC Service Description for the period defined in the BSC TAA Contract. The CVA TAA shall meet the performance standards that are required to be achieved in the delivery of this service as defined in the BSC TAA Contract.

## 3 SERVICE REQUIREMENTS

- 3.1.1 The CVA TAA shall provide the Technical Assurance service in accordance with the requirements set out in the Code, BSCP27, this BSC Service Description and the BSC TAA Contract.

- 3.1.2 This BSC Service Description describes the key interfaces and responsibilities for the role of the CVA TAA and its interaction with BSCCo and interested BSC Parties and Party Agents in the Technical Assurance of such Metering Systems.

- 3.1.3 The CVA TAA shall undertake three types of Technical Assurance Inspection Visit:

- main sampled Inspection Visits;
- targeted Inspection Visits;
- re-Inspection Visits.

- 3.1.4 The total number of Inspection Visits to be carried out annually shall be set by BSCCo, a proportion of which will consist of targeted and re-Inspection Visits.

- 3.1.5 The CVA TAA will provide ~~an online management tool~~ management information that allows for all Performance Assurance Parties, the TAA and BSCCo to be able to gain reporting, access and amend information. ~~This tool shall provide reporting and allow for the provision of~~ evidence and information as required of an Inspection Visit as set out in BSCP27. As a minimum (i.e. this list is not exhaustive) this tool shall provide:

- Confidentiality;
- Data retention of all records including results from the Inspection Visit;
- Audit capability;
- Reporting;
- Reminder notification to Parties;
- Details of non-compliances; and
- Rectification plan details.

### **3.2 Main Sample Selection**

- 3.2.1 The selection of Metering Systems for inclusion within the main sample shall be performed by the CVA TAA in accordance with the requirements detailed in the Code Section L7 and BSCP27.
- 3.2.2 Once the main sample Inspection Visits have been selected and the CVA TAA has ensured there is no bias in the selection, the CVA TAA shall notify the relevant Registrants and Meter Operator Agents (MOA) of the inspections in accordance with BSCP27.

### **3.3 Targeted Inspection Selection**

- 3.3.1 On an ad-hoc basis BSCCo shall notify the CVA TAA of any requirement for a targeted Inspection Visit.
- 3.3.2 The CVA TAA shall perform targeted Inspection Visits in accordance with BSCP27.

### **3.4 Re-Inspection Selection.**

- 3.4.1 The CVA TAA will select for re-Inspection Visits a percentage (as specified in BSCP27) of Metering Systems that were found to be non-compliant and have since been notified as rectified. The CVA TAA shall provide a list of Metering Systems for re-Inspection Visits to BSCCo for authorisation. BSCCo will either approve or request amendments to the re-Inspection Visit schedule and the CVA TAA will perform the re-inspections.
- 3.4.2 BSCCo shall notify the CVA TAA of any additional re-Inspection Visits that are required.

### **3.5 Inspection Visits**

- 3.5.1 The CVA TAA shall be responsible for scheduling Inspection Visits for any particular week or day.
- 3.5.2 The CVA TAA shall perform all Inspection Visits in accordance with the requirements detailed in BSCP27.

### **3.6 Non-Compliance**

- 3.6.1 The CVA TAA shall determine a Metering System to be non-compliant in accordance with the Code.
- 3.6.2 The category of any non-compliance shall be determined by the CVA TAA in line with the requirements detailed in BSCP27.
- 3.6.3 In its determination of compliance the CVA TAA shall take into account any agreed Metering Dispensations identified by the Registrant and applicable to the Metering System.

### 3.7 Reporting

- 3.7.1 The CVA TAA shall complete all the documentation specified in BSCP27 as required for each Inspection Visit.
- 3.7.2 On completion of an Inspection Visit, the CVA TAA shall issue notices of compliance or non-compliance to the Registrant, MOA and Licensed Distribution System Operator (LDSO) where relevant within the timescales set out in and using the forms specified in BSCP27 and the ~~online management tool~~software system.
- 3.7.3 In the case of targeted Inspection Visits, the CVA TAA shall issue notices of non-compliance to BSCCo in addition to Registrants, MOAs and LDSO where relevant using the software system~~online management tool~~.
- 3.7.4 The CVA TAA shall maintain a register of all Inspection Visits and outcomes together with any details of non-compliance using the software system~~online management tool~~.
- 3.7.5 The CVA TAA shall submit a report each month to BSCCo summarising all inspections falling due within that month including details of those Inspection Visits which have not been undertaken to schedule and the reason for the delay, and submit a report detailing all Inspection Visits which remain outstanding due to no or inappropriate action being taken.
- 3.7.6 The CVA TAA shall attend a monthly meeting with BSCCo to discuss the service. The CVA TAA will also attend meetings, as required, to provide Technical Assurance information for appeal hearings on compliance disputes.

### 3.8 Reminder Notification

- 3.8.1 Where a non-compliance has been notified and no rectification plan or details are received from the Registrant or MOA within the timescales specified in BSCP27, the CVA TAA shall issue reminder notices to the Registrant and MOA, requesting a rectification plan or details of the rectification action taken.

### 3.9 Certificates of Competence

- 3.9.1 The CVA TAA shall provide experienced and competent staff to provide the Technical Assurance service. Those personnel performing the Inspection Visit, the Metering Inspector, shall hold a current and valid Certificate of Competence issued by the LDSO for which the Metering Inspector is required to work, as well as any additional authorisations and permissions that may be required in order for the Inspection Visit to be completed.

### 3.10 Documentation

- 3.10.1 The CVA TAA shall develop procedures for:
- Service procedures for the Technical Assurance service;
  - All aspects of the Inspection Visit;
  - CVA TAA inspection checklists for all Codes of Practice;



- All letters, notifications and confirmations necessary for each Inspection Visit.

3.10.2 The CVA TAA shall not make changes to the Inspection Visit checklists without the prior agreement of BSCCo. After service acceptance such changes will be governed by any change control process BSCCo has in operation at the time.

3.10.3 Documents detailed at 3.10.1 shall be deliverables of the Technical Assurance service and shall be delivered for review and approval by BSCCo during the service acceptance process and at a frequency thereafter specified by the BSC TAA Contract. All Intellectual Property Rights in any reports, service and on-site procedures and Codes of Practice checklists shall be the property of BSCCo.

### **3.11 Contact Point**

3.11.1 The CVA TAA shall provide a single point of contact for:

- (a) receipt and dispatch of documentation;
- (b) operational support and problem resolution;
- (c) management of change.

3.11.2 The contact point shall be made available from 08:30 hours until 17:00 hours during each Working Day.

3.11.3 CVA TAA shall attend a monthly meeting with BSCCo to discuss the service.

## 4 ACRONYMS AND DEFINITIONS

### 4.1 List of Acronyms

4.1.1 The acronyms used in this Service Description are defined below:

BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
BSCP	Balancing and Settlement Procedure
CoP	Code of Practice
CRA	Central Registration Agent
CVA	Central Volume Allocation
LDSO	Licensed Distribution System Operator
MOA	Meter Operator Agent
ROP	Risk Operating Plan
TAA	Technical Assurance Agent

### 4.2 List of Definitions

4.2.1 A full list of definitions is provided in the Code.

Terms	Definitions
Certificate of Competence	The certificate of competence required to be held by a Metering Inspector and issued by the relevant LDSO.
Inspection Visit	The Metering System inspections schedule and performed by the TAA.
Metering Inspector	Those persons employed by the TAA to perform the Inspection Visits.