

Change Proposal – BSCP40/02	CP No: 1354 Version No: 1.0
<p>Title: Clarifying commissioning requirements of BSCP537 Qualification Appendix 1: Self Assessment Document (SAD)</p>	
<p>Description of Problem/Issue:</p> <p>To become Qualified under the BSC a Meter Operator Agent (MOA) must go through the process set out in BSCP537, 'Qualification Process for SVA Parties, SVA Party Agents and CVA Meter Operators'. This includes completing the Self Assessment Document (SAD) in Appendix 1 of BSCP537. The SAD requires applicants to demonstrate how they ensure that all commissioning tests are conducted to meet the requirements detailed in Code of Practice 4, 'Code of Practice for the Calibration, Testing and Commissioning Requirements of Metering Equipment for Settlement Purposes' (CoP 4), and how they ensure that commissioning records are completed and accurate.</p> <p>A recent Technical Assurance (TA) check on how Metering System records are managed highlighted non compliance with aspects of CoP 4 relating to performing and recording commissioning correctly. In particular the check identified:</p> <ul style="list-style-type: none"> • MOAs operating incomplete commissioning procedures resulting in Meters being programmed incorrectly and errors in equipment installation leading to Settlement errors. • Commissioning of parts of the Metering System is sometimes being performed by a third party (rather than the appointed MOA) and the details are not being passed on, creating inefficiencies. <p>Parties noted during the TA check that these issues had arisen because the level of expertise of the field workers was falling (through retirement and differing requirements for what is needed to perform the role of Metering Equipment installation and commissioning), particularly when dealing with complex Metering setups. They also felt there was a breakdown of communication between Licensed Distribution System Operators (LDSOs) and/or Equipment Owners and MOAs.</p>	
<p>Proposed Solution:</p> <p>Amend BSCP537 Appendix 1 as follows:</p> <ul style="list-style-type: none"> • Make the guidance to the applicants clear about the level of communication to be established and maintained with Equipment Owners to ensure full commissioning is performed; • Introduce guidance to ensure that controls and procedures are in place to assess the quality of commissioning test results and records in accordance with CoP 4; and • Amend the guidance to require applicants to detail how they will transfer documentation to new MOAs when there is a Change of Agent. 	
<p>Justification for Change:</p> <p>The proposed change is intended to help applicants to be more fully aware of their Qualification requirements. It is intended that introducing these amendments into the SAD guidance will reduce instances of commissioning being performed and recorded in an unsatisfactory manner, leading to missing, inaccurate or incomplete data. This can lead to very significant impacts upon Settlement accuracy, which this CP seeks to mitigate e.g. the Trading Disputes Committee processed 23 disputes in the last 24 months where Settlement errors were related to Meters being programmed incorrectly and errors in equipment installation. This was coupled with missing commissioning</p>	

records, suggesting that the commissioning parts of the Metering System may not have taken place. The Trading Disputes committee upheld 11 of these disputes with a materiality of £609,000.

To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code?

The CP better facilitates the provisions of Section L 3.1.2 and 3.6 of the BSC. The proposed changes are intended to strengthen the guidance that applicants receive, increasing the number of commissioning tests that are performed accurately and in a timely, effective manner and improving commissioning records.

Estimated Implementation Costs:

The estimated ELEXON implementation cost is 2 man days of effort, which equates to £480.

Configurable Items Affected by Proposed Solution(s):

BSCP537 Appendix 1: Self Assessment Document.

Impact on Core Industry Documents or System Operator-Transmission Owner Code:

None.

Related Changes and/or Projects:

CP1335 'Mandating use of Auxiliary Meter Technical Details Data flow' also impacts the SAD but relates to the transfer of technical details rather than commissioning and so should not have any impact on this proposal.

CP1351 'Improving Half Hourly Metering Equipment commissioning and storage of associated commissioning data' is also seeking to improve commissioning, but does not impact the SAD.

Requested Implementation Date:

23 February 2012 (February 2012 BSC Release).

Reason:

The issue was identified through the Technical Assurance of Performance Assurance Parties checks as an area of weakness. The proposed changes would mitigate this weakness and therefore if approved should be implemented in the next possible Release.

Version History

We raised version 1.0 of this CP on 2 September 2011.

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Attachments: Yes

Attachment A - Redlined Changes to BSCP537 Appendix 1 (15 pages)