

**Redlined BSCP504 for CP1409 ‘Change of Measurement Class process for advanced Meters.’**

The CP proposes changes to BSCP504 sections 3.3 and 3.4.

We have redlined these changes against Version 32.0.

### 3.3 Metering Activities.

#### 3.3.1. Coincident Change of Supplier and Measurement Class from a Non-Half Hourly to a Half Hourly SVA Metering System <sup>1</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1.1	Prior to CoMC date change.	Send notification of termination of appointment.	Old Supplier <sup>2</sup> .	NHHDC.	D0151 Termination of Appointment or Contract by Supplier. The old NHHDC becomes de-appointed on SSD-1.	Electronic or other method, as agreed.
3.3.1.2	By SSD+5.	Send final Meter register reading(s) or notification that Meter register reading not obtainable and notification that this is a coincident CoS.  <u>Notification of Meter removal (or that Meter is no longer NHH)</u>	NHHMOA.	NHHDC.	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action (use the “Additional Information” field to indicate that this is a coincident change). <del>D0150 Non-Half Hourly Meter Technical Details.</del>  D0150 Non-Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 4.20)	Electronic or other method, as agreed.
3.3.1.3	By SSD+8.	If Meter register reading(s) obtained, validate Meter register reading(s).	Current NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.

<sup>1</sup> This process can also be used where there is only a CoMC, not a coincident CoS and CoMC.

<sup>2</sup> In addition the old Supplier will inform its other Agents of their de-appointments (via D0151 Termination of Appointment or Contract by Supplier) and they also become de-appointed on SSD-1.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1.4	By SSD+8.	If valid Meter register reading(s), produce and send Valid Data Report.	Current NHHDC.	Old Supplier <sup>3</sup> , LDSO.	D0086 Notification of Change of Supplier Readings <del>(or D0010 Meter readings if there is no concurrent CoS).</del>  Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.1.5	By SSD+8.	If invalid Meter register reading(s), produce and send Invalid Data Report.	Current NHHDC.	Old Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.1.6	If concurrent CoS and CoMC and Meter register reading invalid or not received by SSD+8.	Calculate deemed reading(s) and associated EAC/AA(s).	Current NHHDC.		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process.
3.3.1.7	By SSD+8.	Send Deemed Meter Reading(s).	Current NHHDC.	Old Supplier, LDSO.	D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.1.8	If CoMC only, and no Meter register reading received by 15 WD after the CoMC and if required.	Request final Meter register reading	Current NHHDC	MOA, <u>Old</u> Supplier		Post / Fax / Email

<sup>3</sup> Where the old Supplier wishes to query the final Meter register reading(s) he shall contact the old NHHDC and the old NHHDC shall endeavour to resolve the query.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1.9	Within 10 WD of 3.3.1.8	Send final Meter register reading	MOA / <u>Old</u> Supplier	Current NHHDC <b>Error! Bookmark not defined.</b>	D0010 Meter Readings	Electronic or other method, as agreed
3.3.1.10	If required and no valid Meter register reading received within 10 WD of 3.3.1.9	Deem final Meter register reading and calculate associated EAC / AA(s)	Current NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.1.11	Following 3.3.1.10	Send Deemed final Meter Reading	Current NHHDC	<u>Old</u> Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.6	On receipt of D0310	Supplier should resolve the problem by re-sending or revising the D0052 as required or by instructing the MOA to re-send the D0150.	Supplier	NHHDC SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details As required	Electronic or other method, as agreed.
3.3.2.7	On receipt of valid D0052	Send the initial (class average) EAC for each Settlement register of the SVA MS to the NHHDA. Process EAC/AA data in accordance with section 3.5.	NHHDC.	NHHDA.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.
3.3.2.8		Process and validate Meter register reading.	NHHDC.		Appendix 4.2 – Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.2.9	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	LDSO, Supplier.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.2.10	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	LDSO, Supplier.	D0010 Meter Readings. Refer to section 3.3.11 Calculate AA/EAC and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.2.11	If no Meter register reading received within 10 WD of CoMC and initial reading required <sup>4</sup>	Request initial Meter register reading	NHHDC	MOA, Supplier, Old HHDC (where possible and if same Metering Equipment is in use)		Post / Fax / Email

<sup>4</sup> An initial Meter reading is required for a co-incident CoS and CoMC. It is optional for a CoMC only.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.12	Within 10 WD of receipt of request for initial Meter Register reading	Send initial Meter register reading	MOA , Supplier, Old HHDC	NHHDC <b>Error!</b> <b>Bookmark not defined.</b>	D0010 Meter Readings	Electronic or other method, as agreed
3.3.2.13	If required and at least 10 WD after 3.3.2.11 and no more than 12 <sup>5</sup> months after 3.3.2.11, if no initial valid Meter register reading has been received	Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.2.14	Following 3.3.2.13	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

---

<sup>5</sup> By 10 Working Days before the Final Reconciliation Run for the relevant Settlement Date if no concurrent Change of Supplier.

### 3.4 Collection Activities.

#### 3.4.1 NHHDC collects and sends consumption / generation data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.1		<p><u>Metered Supply:</u></p> <p>Collect Meter register reading(s)<sup>6</sup> for designated SVA MS(s) either directly or via Supplier.</p> <p>Send customer Meter register reading or prepayment Meter register reading(s) to NHHDC.</p> <p>Send customer reading(s) directly to NHHDC.</p> <p>Inform of possible safety problem(s).</p> <p>Inform of possible irregularities.</p> <p><u>Unmetered Supply:</u></p> <p>Send UMS EAC</p>	<p>NHHDC.</p> <p>Supplier.</p> <p>Customer.</p> <p>NHHDC.</p> <p>NHHDC.</p> <p>UMSO/ Supplier</p>	<p>NHHDC.</p> <p>NHHDC.</p> <p>NHHDC.</p> <p>SFIC.</p> <p>Supplier</p> <p>SMRA</p>	<p>Complete Site Visit of SVA Metering System – Site Visit Report - Appendix 4.1.</p> <p>D0010 Meter Readings. Prepayment Meters – Appendix 4.11 Remotely Read Meters – Appendix 4.20</p> <p>Customer Reading Details</p> <p>D0135 Report Possible Safety Problem.</p> <p>D0136 Report to Supplier of Possible Irregularity.</p> <p>D0052 Affirmation of Metering System Settlement Details<sup>7</sup> D0205 Update Registration Details</p>	<p>Internal Process.</p> <p>Electronic or other method, as agreed.</p> <p>Electronic or other method</p> <p>Electronic or other method</p> <p>Electronic or other method, as agreed.</p>

<sup>6</sup> The NHHDC will inform the Supplier if the SVA MS equipment is inadequate or that insufficient data about a SVA MS is available. The Supplier will investigate the situation and ensure that the SVA MS and the information provided are adequate. Where a SVA MS is de-energised the NHHDC shall make visits to the site concerned every 12 months. The NHHDC shall provide the latest meter readings to the LDSO for all SVA Metering Systems for which it is responsible, as soon as possible and on a regular basis.

<sup>7</sup> Where a D0052 Affirmation of Metering System Settlement Details, electronic or otherwise, is received from UMSO or Supplier for an Unmetered Supply, this value must be sent to the NHHDA on a D0019 Metering System EAC/AA Data for use in Settlement. The D0052 Affirmation of Metering System Settlement Details received from UMSO should be used in preference where available.



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.2	If Meter register reading(s) unobtainable.	Add SVA MS(s) to next collection rota.	NHHDC.			Internal Process.
3.4.1.3	On receipt of D0052 from UMSO.	Validate D0052.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Internal Process.
3.4.1.4	If D0052 is invalid.	Send notification of invalid Metering System Settlement details.	NHHDC	UMSO, Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details <small>Error! Bookmark not defined.</small>	Electronic or other method, as agreed.
3.4.1.5	If Meter register reading(s) obtained.	Process <sup>8</sup> and validate Meter register reading(s). If SVA MS recorded as de-energised but consumption identified either remotely or by visiting the site record and process this data.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 - Manual Adjustment of Meter Reading(s).	Internal Process
3.4.1.6	If invalid Meter register reading(s).	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO	D0010 Meter Readings.	Electronic or other method, as agreed.
3.4.1.7	If valid Meter register reading(s).	Produce and send Valid Data Report. <sup>9</sup>	NHHDC.	Supplier, LDSO	D0010 Meter Readings. Refer to section 3.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.4.1.8	By 7th calendar day of each month.	Produce and send report relating to previous calendar month detailing whether 100kW demand was identified in Metering Systems for which the NHHDC is the appointed NHHDC within the period of the report.	NHHDC.	<del>Panel,</del> Supplier.	P0028 100kW Demand Report - if no 100kW demand is identified, a 'nil' P0028 report.	Electronic or other method, as agreed.

<sup>8</sup> The NHHDC will always apply the 'Meter Register Multiplier' and the 'Pulse Multiplier', as provided by the MOA in the D0150 Non-Half Hourly Meter Technical Details data flow.

<sup>9</sup> Prepare valid data reports including active, reactive and maximum demand readings.