
Metering Operations

Commented [SJ1]: Mop up drafting for this schedule has been redlined against the CCAG approved version, with the exception of the new Part E which has been added without tracked changes to reflect the existing code baseline for the transition period. At M8 / M10 this version of the Metering Operations Schedule will replace the existing schedule in its entirety given the scale of the change

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SCHEDULE 14

Metering Operations

Version: 3.1 Effective Date: 4 November 2022

Domestic Suppliers	Mandatory
Non-Domestic Suppliers	Mandatory
Gas Transporters	Mandatory
Distribution Network Operators	Mandatory
DCC	N/A
Metering Equipment Managers	Mandatory
Approved Meter Installer	Mandatory
Electricity Metering Operative	Mandatory
Non-Party REC Service Users	N/A

Commented [SJ3]: Baseline drafting updated to version 4.1, released in November 2023. Changes for version 3.2, 4.0 and 4.1 have been redlined for visibility with comments identified in yellow to show these are not MHHS changes. This includes REC CPs R0101, R0015, R0017, R0021 and R0047

Approved CPs R0064 and R0043 also included with comments highlighted in yellow

Commented [SJ4]: Added to reflect R0064. All references to gas MEM amended to MAM and electricity MEM amended to MOA

Change History

Version Number	Implementation Date	Reason for Change
0.1	N/A	Initial draft for December 2020 consultation
2.0	1 September 2021	Incorporating respondents comments
2.1	31 January 2022	R0012
2.2	30 June 2022	R0019
3.0	18 July 2022	Switching SCR Modification R0041
3.1	4 November 2022	R0018, R0031, R0036
<u>3.2</u>	<u>1 April 2023</u>	<u>R0047</u>
<u>4.0</u>	<u>30 June 2023</u>	<u>R0015, R0021, R0101</u>
<u>4.1</u>	<u>3 November 2023</u>	<u>R0017</u>
<u>TBC</u>	<u>TBC</u>	<u>R043, R064</u>
MHHS 0.1	N/A	Draft version for MHHS consultation
MHHS 0.2	N/A	Updated draft post MHHS consultation

Commented [SJ5]: Interim versions added to reflect the changes applied to the baseline change

Commented [SJ6]: Approved CPs R0064 and R0043 included in baseline

MHHS 0.3	N/A	Final update for CDWG
<u>MHHS 0.4</u>	<u>N/A</u>	<u>Draft version for mop up consultation</u>
<u>MHHS 0.5</u>	<u>N/A</u>	<u>MHHS required changes: Updated to reflect Mop Up consultation comments. To be issued to CDWG for assurance check.</u>

PART A – General Provisions

1 Introduction

- 1.1. This REC Schedule sets out the obligations on Metering Equipment Managers, Energy Suppliers, Distribution Network Operators and Gas Transporters in respect of metering operations, including:
- (a) the requirements relating to the appointment of Metering Equipment Managers by Energy Suppliers;
 - (b) general requirements on Energy Suppliers and Metering Equipment Managers regarding the accuracy of Meter Technical Details; and
 - (c) operational processes used by Metering Equipment Managers to carry out work including appointment changes, sharing [Meter Technical Details](#), installing and removing [Metering Assets](#) and the associated process controls such as commissioning, testing and fault resolution.
- 1.2. This REC Schedule should be read in conjunction with:
- (a) the Qualification and Maintenance Schedule and Metering Accreditation Schedule, which define the overall entry assessment provisions which apply to Metering Equipment Managers;
 - (b) the ~~gas Consolidated~~ Metering Code of ~~practice and the electricity Meter Operation Code of Practice (CoMCoP)~~, which defines obligations on gas and electricity Metering Equipment Managers ~~respectively~~;
 - (c) the Data Specification, which defines the format and content of each specific transaction referenced within the operational processes and includes the gas Meter Model Table or Converter Model Table;
 - (d) the BSC, which defines the technical metering specifications and testing requirements for electricity Metering Assets, specifically the BSC Metering Codes of Practice and BSCP601;
 - (e) the UNC and IGT UNC which define the requirements relating to UNC communications between the Shipper and CDSP; and
 - (f) the DCUSA, which ~~amongst other things, governs~~ defines the electricity Metering Point ~~connection and~~ disconnection activities ~~that are provided delivered~~ by Distribution Network Operators.

Commented [SJ7]: Updated to reflect approved CP R0047

Commented [SJ8]: Post Mop Up Consultation - amended wording to clarify disconnection is part of DCUSA scope to address comment CD6 - 146

Commented [SJ9]: Mop Up Update - Updated as a result of legal review

- 1.3. This REC Schedule defines requirements applicable to both gas and electricity Market Participants. Operational processes have been separated with Part C containing gas processes and ~~Parts D and E~~ containing electricity processes ~~– Part D for MHHS Metering Points and Part E for Non-MHHS Metering Points~~. For electricity, provisions are applicable to all types of Metering Asset unless explicitly limited to Traditional Metering Assets, Smart Metering Assets or Advanced Metering Assets.
- 1.4. As set out in Part D of this REC Schedule, Electricity Suppliers, electricity ~~Metering Equipment Managers~~~~Meter Operator Agents (MOAs)~~ and Distribution Network Operators shall be required to send certain Market Messages via the Data Integration Platform (~~DIP~~). When transacting via the ~~Data Integration Platform~~~~DIP~~, Electricity Suppliers, ~~electricity Metering Equipment Managers~~~~MOAs~~ and Distribution Network Operators shall populate ~~DIP~~ ~~Data Integration Platform~~ Market Messages in accordance with the applicable rules set out in the Data Specification, and shall implement monitoring to identify where expected responses are not received within expected timescales.
- 1.5. ~~Excluding Data Integration Platform~~The sending of the DIP Market Messages ~~referenced in Paragraph 1.4 and~~~~and those~~ Market Messages used to exchange data with the CDSP, ~~the is mandatory. It is not necessarily mandatory to send the other Market Messages~~ defined in this REC Schedule ~~are not mandated but, which~~ shall be used as the default for communications, unless there is a bilateral commercial arrangement in place ~~to communicate using~~~~which stipulates~~ an alternate approach. Where another method of transfer is agreed between the relevant parties, the information transferred, shall nevertheless reflect the content of the relevant Market Message(s) and be transferred within the required timescales.
- 1.6. Where the CDSP provides files to Shippers on behalf of the Gas Transporter as defined in this REC Schedule, the Gas Transporter shall ensure that the CDSP is compliant with the processes and timescales set out within this REC Schedule. Information provided to or by the CDSP in accordance with the gas processes defined in this REC Schedule, will be deemed to have been provided to or by the relevant Gas Transporter.
- 1.7. To support population of electricity meter configuration data by Electricity Suppliers and ~~electricity Metering Equipment Managers~~~~MOAs~~, the Code Manager shall maintain, and make available, a Meter Configuration Table; and shall define procedures to enable Electricity Suppliers to propose ~~make~~ changes to this valid set of data.

Commented [SJ10]: Mop Up Update - to reflect transitional arrangements

Commented [SJ11]: Updated to reflect approved CP R0064

Commented [SJ12]: Post Mop Up Consultation - added DIP acronym to address comment CD6-306

Commented [SJ13]: Mop Up Update - Updated paragraph as a result of legal review

2 General Obligations

Energy Suppliers

- 2.1. Except for gas Metering Assets for which the Consumer is the Gas Act Owner, Registered Suppliers shall ensure that they Appoint a Metering Equipment Manager to act as their Supplier Agent in providing ~~Metering Related Services~~~~metering related services~~ for the entire period during which they remain the Registered Supplier for the RMP.
- 2.2. Where Energy Suppliers are required to Appoint a Metering Equipment Manager, the Energy Suppliers shall issue Appointment requests for their Metering Equipment Manager(s) within a timescale sufficient to ensure that the Metering Equipment Manager is Appointed by the Supply Effective From Date.

Commented [SJ14]: Mop Up Update - amended to lower case as not a defined term

- 2.3. Where Energy Suppliers are required to Appoint a Metering Equipment Manager, they shall ensure that the Metering Equipment Manager is Qualified in accordance with the Qualification and Maintenance Schedule.
- 2.4. Where Energy Suppliers receive data from their Metering Equipment Manager or Shipper under this REC Schedule, they shall ensure that invalid and/or inaccurate information, which prevents the relevant process being undertaken, is identified promptly and communicated back to the Metering Equipment Manager or [Shipper](#), as applicable.
- 2.5. Any Gas Supplier who wishes to de-energise and re-energise an electricity supply in order to install, remove or maintain a Communications Hub, must have already either become a signatory to the DCUSA or put in place appropriate arrangements with the relevant [Distribution Network Operator](#).
- 2.6. When remotely retrieving any reading(s) from Metering Assets of type SMETS 2 version 3.1 or above (or for other Metering Asset types where there is known to be a difference between the number of digits held in the internal register and those displayed on the Metering Asset), the Energy Supplier shall ensure reading(s) are consistent with the number of register digits displayed on the display of the Metering Asset. In the event where an internal reading is retrieved (e.g. remotely or via a handheld device), the leading digits from the reading should be truncated such that the number of digits are consistent with the display of the Metering Asset. In addition, for gas Metering Assets where the reading received has more than five register digits, the reading should be truncated to ensure consistency.

Electricity Suppliers Only

- 2.7. Where the same electricity Metering Asset is being utilised for the measurement of the Import and/or Export for more than one Metering Point ~~these Metering Points shall be established as Associated Import / Export Metering Points in accordance with the BSC.~~ The Registered Supplier(s) for ~~Associated Import / Export Metering Points~~ shall ensure that the same ~~Metering Equipment Manager MOA~~ is Appointed for all the Metering Points involved.
- 2.8. Where the same electricity Metering Asset is being utilised for the measurement of Import by Metering Points registered in the Supplier Meter Registration Service and Export by Metering Points registered in the Central Meter Registration Service, the same ~~Metering Equipment Manager MOA~~ shall be Appointed to all of the Import and Export Metering Points. The party which is the registrant of the Metering Point in the Central Meter Registration Service shall secure that the same person is Appointed as ~~Metering Equipment Manager MOA~~ in relation to the Metering Point registered in the Central Meter Registration Service as is Appointed in relation to the Metering Point registered in the Supplier Meter Registration Service. This ~~Metering Equipment Manager MOA~~ shall be qualified for operations in relation to both markets in accordance with the BSC and this Code.
- 2.9. Where a Shared SVA Metering System arrangement is in place, in accordance with the provisions in BSC section K and BSCP550, the Registered Supplier(s) shall ensure that the same ~~Metering Equipment Manager MOA~~ is Appointed for all impacted Metering Points.

Commented [SJ15]: Mop Up Update - removed to revert to legacy text as the rule applies regardless of whether an Import / Export Association has been established

- 2.10. The Registered Supplier for a Metering Point shall ensure that the installed Metering Asset is compliant with the relevant BSC Metering Code(s) of Practice and that the Metering Asset has been commissioned and tested in accordance with BSC Metering Code of Practice 4 and BSCP601, as applicable.

Metering Equipment Managers

- 2.11. Each [Metering Equipment Manager](#) shall comply with all the relevant provisions within the ~~gas Metering Code of Practice and the electricity Meter Operation Code of Practice~~[CoMCoP](#), ~~as applicable to gas and / or electricity (depending upon whether under which they are~~ [Qualified](#) ~~as either or both a Meter Asset Manager (MAM) and / or a MOA).~~
- 2.12. Each [Metering Equipment Manager](#) shall perform any responsibilities and obligations against a specific [RMP](#), for the entire period for which it is [Appointed](#) by the [Energy Supplier](#).
- 2.13. Each [Metering Equipment Manager](#) shall ~~be accountable for the installation, commissioning, testing, maintenance, rectification of~~ faults ~~in respect of~~ and ~~provide~~ ~~of~~ a sealing service in respect of [Metering Assets](#) (including if applicable associated [Communications Equipment](#)) in accordance with this [REC Schedule](#), ~~the relevant parts of the CoMCoP~~ and any relevant [BSC Metering](#) Codes of Practice. ~~The Metering Equipment Manager must either undertake this work itself or must arrange for an Approved Meter Installer (AMI) or an Electricity Metering Operative (EMO) to undertake this work, as further described in the CoMCoP.~~
- 2.14. Each MOA shall take all reasonable steps to ensure that the [Communications Equipment](#) for each electricity [Advanced Metering Asset](#) is active and maintained to ~~provide continuous remote access to electricity consumption data, from no later than the start of the window during which Electricity Suppliers are obliged to migrate Metering Points with Advanced Metering Assets to the arrangements established via MHHS Implementation (as defined in the BSC).~~
- 2.14.2.15. Each [Metering Equipment Manager](#) shall maintain [Meter Technical Details](#) for installed [Metering Assets](#) and provide such details to the [Registered Supplier and other Market Participants](#) in accordance with the processes set out in Parts [C](#), [D](#) and [E](#) of this [REC Schedule](#).
- 2.15.2.16. The Losing [Metering Equipment Manager](#) must be able to send a valid [Market Message](#) containing [Meter Technical Details](#) to the Gaining [Metering Equipment Manager](#) in accordance with Parts [C](#), [D](#) and [E](#) of this [REC Schedule](#) and the [Data Specification](#).
- 2.16.2.17. The Gaining [Metering Equipment Manager](#) must be able to accept and act upon a valid [Market Message](#) containing [Meter Technical Details](#) sent to it by the Losing [Metering Equipment Manager](#) in accordance with Parts [C](#), [D](#) and [E](#) of this [REC Schedule](#) and the [Data Specification](#). The Gaining Metering Equipment Manager shall investigate where Meter Technical Details are not received within the expected timescales.

Commented [SJ16]: Updated to reflect approved CP R0047

Commented [SJ17]: Updated to reflect approved CP R0064

Commented [SJ18]: Updated to reflect approved CP R0047

Commented [SJ19]: Updated to reflect approved CP R0064

Commented [SJ20]: Updated to reflect approved CP R0015

Commented [SJ21]: Mop Up Update - to reflect transitional arrangements

Commented [SJ22]: Mop Up Update - to reflect transitional arrangements

Commented [SJ23]: Mop Up Update - to reflect transitional arrangements

2.17-2.18. Unless the Consumer is the meter owner, the Metering Equipment Manager shall provide information as defined in this REC Schedule and the Data Specification to the relevant Meter Asset Provider:

- (a) on installation or removal of Metering Asset;
- (b) on Appointment as the Metering Equipment Manager, whether as a result of a Switch or change of Metering Equipment Manager; and
- (c) on de-appointment as the Metering Equipment Manager.

2.18-2.19. Metering Equipment Managers shall record Consumer Contact Data and Priority Services Data provided by the Energy Supplier in accordance with this REC Schedule and / or the Transfer of Consumer Data Schedule, and shall delete or obfuscate such data following receipt of data updates or de-appointment.

Commented [SJ24]: Mop Up Update - Updated as a result of legal review

Electricity Metering Equipment ManagersMOAs Only

2.19-2.20. Each electricity Metering Equipment ManagerMOA shall ensure that the Import or Export of electricity at the Metering Points for which it is Appointed is accurately recorded by the applicable Metering Asset and that the time control and load switching devices are calibrated, installed and maintained in compliance with the relevant BSC Metering Code(s) of Practice.

2.21. Except in an emergency, the electricity Metering Equipment ManagerMOA for MHHS Metering Points shall give the Advanced Data Service Agent sufficient notice of the installation, repair, removal, reprogramming, energisation or de-energisation of any meter associated with Advanced Metering Assets, to enable the Advanced Data Service Agent to recover the data required for settlement using its normal method of data collection.

Commented [SJ25]: Mop up update - Updated as a result of legal review

Commented [SJ26]: Mop Up Update - amended to refer to Data Service Agent throughout as this is referring to the actor rather than the service to align to BSC and Schedule 1

2.21A Except in an emergency, the MOA for Non-MHHS Metering Points shall give the Appointed Half Hourly Data Collector sufficient notice of the installation, repair, removal, reprogramming, energisation or de-energisation of any meter associated with HHDC-Serviced Metering Assets, to enable the Half Hourly Data Collector to recover the data required for settlement using its normal method of data collection. In the case of Supplier Serviced Metering Assets, the MOA shall give such notice to its associated Energy Supplier.

Commented [SJ27]: Mop Up Update - Added as part of transitional text to differentiate between MHHS and Non-MHHS Metering Points

2.20-2.22. Electricity Metering Equipment ManagersMOAs shall obtain Industry Standing Data and Market Domain Data update notifications via the appropriate interface, in accordance with the BSC, and if required take necessary steps to obtain refreshed Industry Standing Data / Market Domain Data, maintain their records accordingly and reference / utilise Industry Standing Data / Market Domain Data as appropriate.

Commented [SJ28]: Mop Up Update - to include transitional reference to MDD

2.24-2.23. Where Meter Technical Details include the population of Data Items J0454 'CT Ratio', and/or J0455 'VT Ratio', then the populated value must conform to the valid set published by the Balancing and Settlement Code. Where a Metering Equipment ManagerMOA receives a value that is invalid (missing from the valid set) it shall set the value to 'unknown' for a VT Ratio and 'unkwn' for a CT Ratio and contact the Distribution Network Operator and BSCCo for resolution.

Commented [SJ29]: Updated to reflect approved CP R0017

~~2.24. For MHHS Metering Points, only the Appointed electricity Metering Equipment ManagerMOA~~ may update the Metering Asset information held by the Supplier Meter Registration Service, except for a 10 Working Day period following de-appointment where the previous ~~Metering Equipment ManagerMOA~~ may still submit updates so as to allow for delayed information. After this 10 Working Day period, the previous ~~Metering Equipment ManagerMOA~~ shall liaise with the Appointed ~~Metering Equipment ManagerMOA~~ directly if updates are required. Where a Metering Asset change occurs in the Appointment of one ~~Metering Equipment ManagerMOA~~, but the Metering Asset update is not notified to the Supplier Meter Registration Service until a different ~~Metering Equipment ManagerMOA~~ is Appointed, the Supplier Meter Registration Service will provide updates to both sets of Supplier Agents / Electricity Suppliers.

Commented [SJ30]: Mop up update - as part of transition text to limit to MHHS Metering Points

~~2.25. MOAs shall maintain an archive of all relevant transactional data for 40 months where the Settlement Day is prior to the M16 Milestone (as defined in Annex S-4 of the BSC) and for 24 months for Settlement Days later than or equal to the M16 Milestone date.~~

Commented [SJ31]: Mop Up Update - addition of data retention requirements to reflect section 6 of the MHHS Design operational choreography

~~2.22-2.26. For MHHS Metering Points, Electricity Metering Equipment ManagersMOAs~~ shall obtain updates to the following data items via the appropriate interface, in accordance with ~~the BSCP706~~, and maintain their records as appropriate:

Commented [SJ32]: Post Mop Up Consultation - updated to align to BSC drafting and the separate requirements for pre and post M16 to address comment CD6-110

- (a) Metering Point Location Address;
- (b) GSP Group Id;
- (c) Domestic Premises Indicator;
- (d) Related Metering Point association;
- (e) Energy Direction;
- (f) Metered Status;
- (g) SMSO Id;
- (h) Import / Export ~~Linkassociation~~;
- (i) Profile Class;
- (j) Standard Settlement Configuration; and
- (k) Connection Type.

Commented [SJ33]: Mop up update - as part of transition text to limit to MHHS Metering Points

Commented [SJ34]: Mop Up Update - new references to the BSC updated to refer to the specific BSCP throughout the document as agreed by CDWG

Complex Sites (Electricity)

~~2.23-2.27. When the electricity Metering Equipment ManagerMOA sends Meter Technical Details and identifies a Complex Site, they shall also provide all required information for the Advanced Data Service and / or Smart Data Service to correctly collect data from the Metering Asset, via the Complex Site Supplementary Information Form to each recipient of the Meter Technical Details, to enable collection of data from the Metering Asset.~~

Commented [SJ35]: Mop Up Update - updated to remove reference to Advanced and Smart to avoid the need to differentiate between MHHS and Non MHHS

~~2.24-2.28. Where there is a change of status to one or all feeders, the Metering Equipment ManagerMOA shall send an updated Complex Site Supplementary Information Form to each recipient of the Meter Technical Details.~~

Commented [SJ36]: Mop Up Update - paragraph updated to reflect existing text and reference to Data Service Agent to identify the actor rather than the service

~~2.25-2.29.~~ In all cases, when sending a Complex Site Supplementary Information Form, the ~~Metering Equipment Manager~~MOA shall also include a Single Line Diagram. This can be included as part of the Complex Site Supplementary Information Form or included as a separate document.

~~2.26-2.30.~~ The Code Manager shall publish a copy of the Complex Site Supplementary Information Form on the REC Portal.

Gas Annual Portfolio Reconciliation

~~2.27-2.31.~~ Gas ~~Metering Equipment Managers~~MAMs shall participate in an annual portfolio reconciliation exercise. Gas ~~Metering Equipment Managers~~MAMs shall provide the Annual Reconciliation Data Items (as defined in the Data Specification), for each Supply Meter Point for which a meter is installed, to the CDSP within 15 Working Days following the agreed extract date of 1 April each year.

~~2.28-2.32.~~ The gas ~~Metering Equipment Manager~~MAM shall take a snapshot of the relevant Data Items on the extract date and provide this data to the CDSP in a format and via the means set out in the Data Specification. The CDSP will carry out a reconciliation of ~~Metering Equipment Manager~~MAM data against data in the Central Gas Register and report to the Code Manager and the relevant Gas Suppliers and ~~Metering Equipment Managers~~MAMs using contact details provided by the Code Manager[†] in accordance with the Service Definition for CDSP Further Services.

[†]Using contact details provided by the Code Manager.

~~2.29-2.33.~~ Where the gas ~~Metering Equipment Manager~~MAM is informed of any inconsistencies identified through the annual portfolio reconciliation exercise, it shall review the issue and support resolution of the inconsistency within any timescales specified by the REC Performance Assurance Board.

General Requirements

~~2.30-2.34.~~ In the event Energy Suppliers, Metering Equipment Managers, Shippers, Meter Asset Providers, Electricity Retail Data Agents, Distribution Network Operators or the CDSP validate data provided in accordance with this REC Schedule, they shall identify exceptions using the response codes defined within the Data Specification.

~~2.31-2.35.~~ Energy Suppliers, Metering Equipment Managers, Shippers, Meter Asset Providers, Electricity Retail Data Agents, Distribution Network Operators and the CDSP shall monitor flow rejections received in accordance with Paragraph 2.324, and either resend the information in valid Market Messages, or otherwise resolve the exception.

~~2.36.~~ Where the Gas Transporter, Distribution Network Operator, Metering Equipment Manager or Energy Supplier is the Data Master for a Data Item, it is responsible for ensuring it holds valid and accurate information in relation to that Data Item. To the extent it becomes aware that information in relation to that Data Item is invalid or inaccurate, it shall send valid and accurate information to other parties, as specified in this REC Schedule, as soon as reasonably practicable using the relevant update flows.

Commented [SJ37]: Mop Up Update - to move footnote into text for consistency

Commented [SJ38]: Mop Up Update - added ERDA to reflect transition drafting

Commented [SJ39]: Mop Up Update - added ERDA to reflect transition drafting

~~2.32-2.37.~~ Valid information as referred to in this Paragraph 2 is that information which complies with the Data Specification. Accurate information as referred to in this Paragraph 2 is information that reflects the reality of the situation. Inaccurate information is information that does not reflect the reality of the situation.

~~2.33-2.38.~~ Where the Gas Transporter, Distribution Network Operator, Metering Equipment Manager or Energy Supplier is made aware of valid changes to information relating to Data Items for which it is not the Data Master, it shall update its records accordingly and send this updated information to other parties, as specified in this REC Schedule, as soon as reasonably practicable using the relevant update flows.

~~2.34-2.39.~~ In the event the Gas Transporter, Distribution Network Operator, Metering Equipment Manager or Energy Supplier has reasonable grounds for assuming the information referred to in Paragraph 2.385 to be inaccurate, it shall notify the Data Master of this.

~~2.35-2.40.~~ On change of Metering Equipment Manager, the ~~outgoing-Losing~~ Metering Equipment Manager shall cooperate with the ~~incoming-Gaining~~ Metering Equipment Manager, and any subsequent ~~incoming-Gaining~~ Metering Equipment Manager, to correct any errors relating to data associated with the ~~outgoing-Losing~~ Metering Equipment Manager's period of Appointment. In all cases, the ~~incoming-Gaining~~ Metering Equipment Manager will retain an auditable record of any changes to the data for a period of 12 months.

Commented [SJ40]: Mop Up Update - to correct cross reference

Commented [SJ41]: Mop Up Update - to reflect definition in Schedule 1

PART B — Metering Equipment Managers

3 Becoming a Metering Equipment Manager

- 3.1. Organisations wishing to become a Metering Equipment Manager shall accede to this Code and become Qualified in accordance with the provisions in this Part B and the Qualification and Maintenance Schedule.
- 3.2. A Metering Equipment Manager may be Qualified to participate in both the gas and electricity markets, or just a single fuel market. An ~~electricity-Metering-Equipment-Manager-MOA~~ may be Qualified to participate in both the Advanced Market Segment and Smart Market Segments, or just a single Market Segment.
- 3.3. A Metering Equipment Manager must also be ~~a~~Accredited as having necessary competencies to fulfil the requirements of the ~~one-or-more-Metering-Codes-of-PracticeCoMCoP~~ in accordance with the Metering Accreditation Schedule.
- 3.4. Once an organisation has become a Metering Equipment Manager, all rights and obligations set out in this REC Schedule shall apply until such time as the organisation ceases to be a Party in accordance with the Market Exit and Supplier of Last Resort Schedule.

Commented [SJ42]: Updated to reflect approved CP R0047

4 Not Used

5 Not Used

Part C – Operational Processes Gas

6 **Gas Metering Asset Installation**

- 6.1. This process covers Metering Assets (including new Metering Assets) being installed for:
 - (a) an existing supply where the Metering Asset had been removed some time previously; or
 - (b) a supply which has never had a Metering Asset before, which may be on the day the supply was commissioned or sometime after.
- 6.2. Disconnection and connection of [Metering Assets](#) as part of the same job, is classed as a [Metering Asset](#) exchange and is not covered by this process.
- 6.3. Although a [Metering Asset](#) could be at a premises before the supply, it cannot be connected to the supply until the supply is laid. Therefore, installation of a [Metering Asset](#) will always require a supply to exist.
- 6.4. Where a gas [Metering Asset](#) is installed, the process below shall be followed:

Commented [SJ43]: Mop Up Update - added Gas or Electricity to titles

Ref	When	Action	From	To	Interface	Means
6.4.1	If required.	Request Metering Asset installation.	Consumer	Gas Supplier ¹⁴	Unlikely to be electronic	Not defined
6.4.2	Following 6.4.1.	Request Metering Asset installation.	Gas Supplier	MEMMAM	ORJOB	Email, IX, DTN
6.4.3	Within 2WDs of 6.4.2.	Respond to Metering Asset installation request.	MEMMAM	Gas Supplier	RRJOB	Email, IX, DTN
6.4.4	Following 6.4.2.	Request Metering Asset installation.	MEMMAM	Meter Worker / AMI	Information contained within ORJOB	Not defined
6.4.5	48hrs prior to Metering Asset installation ⁵² .	Pre-notification of Metering Asset installation.	MEMMAM	Gas Supplier	ONJOB ⁶³	Email, IX, DTN
6.4.6	Within 2WDs of 6.4.5.	Respond to pre-notification of Metering Asset Installation.	Gas Supplier	MEMMAM	RNJOB	Email, IX, DTN
6.4.7	At the time and date specified within the request in 6.4.4.	Carry out Metering Asset installation ⁷⁴ .	Meter Worker / AMI		Internal Process	N/A
6.4.8	Following Metering Asset installation.	Notification of Metering Asset installation and MAP identity.	Meter Worker / AMI	MEMMAM	Information contained within ONJOB	Not defined
6.4.9	Within 48hrs of the Metering Asset installation ⁸⁵ .	Notification of Metering Asset installation and MAP identity.	MEMMAM	Gas Supplier ⁹⁶	ONJOB ^{10Z}	Email, IX, DTN
6.4.10	Within 48hrs of the Asset installation.	Notification of Metering Asset installation and MAP identity.	MEMMAM	CDSP	ONJOB	Secure File Transfer Protocol
6.4.11	Within 2WDs of 6.4.9.	Respond to notification of Metering Asset installation and MAP identity.	Gas Supplier	MEMMAM	RNJOB	Email, IX, DTN
6.4.12	Within 2WDs of 6.4.7.	Notification of Metering Asset installation.-	MEMMAM	MAP	ONUPD	Email, IX, DTN

Commented [SJ44]: Mop Up Update - footnotes have been re-ordered based on the changes to the structure being applied for MHHS. We are aware there are issues with the footnotes in the current drafting and these are being addressed in parallel with the mop up consultation

6.4.13	Within 2W ^D s of 6.4.10.	Respond to notification of Metering Asset installation and MAP identity.	CDSP	MEMMAM	RNJOB⁺⁴⁸	Secure File Transfer Protocol
6.4.14	Within 2W ^D s of 6.4.12.	Respond to Metering Asset installation notification.	MAP	MEMMAM	RNUPD	Email, IX, DTN
6.4.15	Following 6.4.9 ⁺²⁹ .	Notification of Metering Asset installation and MAP identity ⁺³¹⁰ .	Gas Supplier	Shipper	ONJOB	Not defined
6.4.16	Within 2W ^D s of 6.4.15.	Respond to notification of Metering Asset installation and MAP identity.	Shipper	Gas Supplier	RNJOB	Not defined
6.4.17	Following 6.4.15 and within 6W ^D s of the Metering Asset installation.	Notification of Metering Asset installation and MAP identity.	Shipper	CDSP	Defined in the UK Link Manual	IX
6.4.18	Within 2W ^D s of 6.4.17.	Respond to notification of Metering Asset installation and MAP identity.	CDSP	Shipper	Defined in the UK Link Manual	IX

⁴¹Where the [Consumer](#) has a direct commercial relationship with the [Metering Equipment ManagerMAM](#), the [Consumer](#) may send a request directly to the [Metering Equipment ManagerMAM](#). In this scenario the [Metering Equipment ManagerMAM](#) shall confirm that a [Gas Supplier](#) has been Registered before commissioning the meter installation in accordance with the ~~gas-CoMCoP~~.

⁶² The requirement to send a pre-notification is contained within the Connection and Disconnection Regulations.

⁶³ The [ONJOB](#) and [RNJOB Market Messages](#) may also be used to notify the relevant participants of a cancelled job.

⁷⁴ Where a collar status was expected to be intact and the [Metering Equipment ManagerMAM](#) finds it is broken they are responsible for any relevant 'Potential Tampering' process. Where the [Metering Equipment ManagerMAM](#) notifies the [Gas Supplier](#) that it has changed the collar status, the [Gas Supplier](#) is responsible for any relevant investigation.

⁵⁸ Commercial arrangements will dictate variances from the job request which are notified e.g. some [Gas Suppliers](#) may only wish to know when a job is completed, others may wish to be notified of all cancellations and changes to appointments.

⁶⁹ Where the [Consumer](#) requested the job directly, the [Consumer](#) will be notified directly.

⁴⁰⁷ Changes to [Metering Asset](#) ownership, names, addresses and access instructions which are determined on site are considered to be generic data inconsistency exceptions and will be passed on separate [ONUPD](#) records. Where updates are identified by ~~MEMs-MAMs~~ to [Meter Technical Details](#) or [MAP](#) Identity, then these shall be passed to the [CDSP](#) by the ~~MEMMAM~~.

~~⁴¹The requirements referenced at 6.4.10 and subsequently at 6.4.13 will take effect 8 November 2021 or such later date as may be notified by the CDSP for the release of XRN4780C: Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change).~~

⁸⁴² This will be a reduced set of rejections to normal [RNJOB](#) due to reduced datasets that [CDSP](#) are extracting from the original message.

⁹⁴³ The notification from [Gas Supplier](#) to [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 6WDs of the [Metering Asset](#) installation.

¹⁰⁴⁴ The notification to the [Shipper](#) and [CDSP](#) is only required for complete jobs. Where the [Gas Supplier](#) receives pre-notifications or notifications in relation to changes to the job then these shall not be passed to the [Shipper](#) and [CDSP](#).

Commented [SJ45]: Updated to reflect approved CP R0047

7 **Gas Metering Asset Removal**

- 7.1. This process covers the removal of Metering Assets, including meters. For gas Metering Assets, work carried out by the Gas Transporter, rather than a meter worker is outside scope, thus the removal of a service pipe is not considered in this process.
- 7.2. A meter which is being disconnected and connected as part of the same job is classed as a Metering Asset exchange and is not covered by this process.
- 7.3. If the Metering Asset cannot be removed at the appointed time, the ~~MAMetering Equipment Manager / Distribution Network Operator~~ shall liaise with the Gas Supplier to agree a way forward.
- 7.4. Where a Metering Asset is removed the process below shall be followed:

Commented [SJ46]: Mop Up Update - Removed erroneous reference to DNO as gas process is not applicable to DNOs

Ref	When	Action	From	To	Interface	Means
7.5.1	If required.	Request <u>Metering Asset</u> removal.	<u>Consumer</u>	<u>Gas Supplier</u> ²⁹¹¹	Unlikely to be electronic	Not defined
7.5.2	Following 7.5.1.	Request <u>Metering Asset</u> removal.	<u>Gas Supplier</u>	MEMMAM	<u>ORJOB</u>	Email, IX, <u>DTN</u>
7.5.3	Within 2 <u>WDs</u> of 7.5.2.	Respond to <u>Metering Asset</u> removal request.	MEMMAM	<u>Gas Supplier</u>	<u>RRJOB</u>	Email, IX, <u>DTN</u>
7.5.4	Following 7.5.2.	Request <u>Metering Asset</u> removal.	MEMMAM	Meter Worker / AMI	Information contained within <u>ORJOB</u>	Not defined
7.5.5	48hrs prior to <u>Metering Asset</u> removal ⁶¹² .	Pre-notification of <u>Metering Asset</u> removal.	MEMMAM	<u>Gas Supplier</u> ¹³⁹⁹	<u>ONJOB</u> ⁶¹⁴	Email, IX, <u>DTN</u>
7.5.6	Within 2 <u>WDs</u> of 7.5.5.	Respond to pre-notification of <u>Metering Asset</u> removal.	<u>Gas Supplier</u>	MEMMAM	<u>RNJOB</u>	Email, IX, <u>DTN</u>
7.5.7	At the time and date specified within the request in 7.5.4.	Carry out <u>Metering Asset</u> removal.	Meter Worker / AMI		Internal Process	N/A
7.5.8	Following <u>Metering Asset</u> removal.	Notification of <u>Metering Asset</u> removal.	Meter Worker / AMI	MEMMAM	Information contained within <u>ONJOB</u>	Not defined
7.5.9	Within 48hrs of the <u>Metering Asset</u> removal ⁸¹⁵ .	Notification of <u>Metering Asset</u> removal.	MEMMAM	<u>Gas Supplier</u> ^{916 3417}	<u>ONJOB</u> ¹⁸⁰	Email, IX, <u>DTN</u>
7.5.10	Within 48hrs of the <u>Metering</u>	Notification of <u>Metering Asset</u>	MEMMAM	<u>CDSP</u>	<u>ONJOB</u>	Secure File

	Asset removal.	removal.				Transfer Protocol
7.5.11	Within 2WDs of 7.5.9.	Respond to notification of Metering Asset removal.	Gas Supplier	MEMMAM	RNJOB	Email, IX, DTN
7.5.12	Within 2WDs of 7.5.7.	Notification of Metering Asset removal.	MEMMAM	MAP	ONUPD ³⁴¹⁹	Email, IX, DTN
7.5.13	Within 2WDs of 7.5.10	Respond to notification of Metering Asset removal.	CDSP	MEMMAM	RNJOB ⁴²²⁰	Secure File Transfer Protocol
7.5.14	Within 2WDs 7.5.11.	Respond to Metering Asset removal notification.	MAP	MEMMAM	RNUPD	Email, IX, DTN
7.5.15	Following 7.5.9 ³³²¹ .	Notification of Metering Asset removal ⁴⁴²² .	Gas Supplier	Shipper	ONJOB	Not defined
7.5.16	Within 2WDs of 7.5.15.	Respond to notification of Metering Asset removal.	Shipper	Gas Supplier	RNJOB	Not defined
7.5.17	Following 7.5.15 and within 6WDs of the Metering Asset removal.	Notification of Metering Asset removal.	Shipper	CDSP	Defined in the UK Link Manual	IX
7.5.18	Within 2WDs of 7.5.17.	Respond to notification of Metering Asset removal.	CDSP	Shipper	Defined in the UK Link Manual	IX

²⁹¹¹ Where the [Consumer](#) has a direct commercial relationship with the [Metering Equipment ManagerMAM](#), the [Consumer](#) may send a request directly to the [Metering Equipment ManagerMAM](#).

¹² [The requirement to send a pre-notification is contained within the Connection and Disconnection Regulations.](#)

³⁰¹³ Where the [Gas Supplier](#) cannot be identified then the [Metering Equipment ManagerMAM](#) will send this pre-notification to the [CDSP](#).

¹⁴ [The ONJOB and RNJOB Market Messages may also be used to notify the relevant participants of a cancelled job.](#)

¹⁵ Commercial arrangements will dictate variances from the job request which are notified e.g. some Gas Suppliers may only wish to know when a job is completed, others may wish to be notified of all cancellations and changes to appointments.

¹⁶ Where the Consumer requested the job directly, the Consumer will be notified directly.

¹⁷³⁴ Where the [Gas Supplier](#) cannot be identified then the ~~Metering Equipment Manager~~MAM will send this notification to the [CDSP](#).

¹⁸ Changes to Metering Asset ownership, names, addresses and access instructions which are determined on site are considered to be generic data inconsistency exceptions and will be passed on separate ONUPD records. Where updates are identified by MAMs to Meter Technical Details or MAP Identity, then these shall be passed to the CDSP by the MAM.

¹⁹³² This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the ~~gas MeteringCoM~~CoP.

Commented [SJ47]: Updated to reflect CP R0047

²⁰ This will be a reduced set of rejections to normal RNJOB due to reduced datasets that CDSP are extracting from the original message.

²¹³³ The notification from [Gas Supplier](#) to [Shipper](#) must be provided to enable the [Gaining Shipper](#) notification to the [CDSP](#) within 6WDs of the [Metering Asset](#) removal.

²² The notification to the Shipper and CDSP is only required for complete jobs. Where the Gas Supplier receives pre-notifications or notifications in relation to changes to the job then these shall not be passed to the Shipper and CDSP.

8 **Gas Metering Asset Exchange / Reposition**

8.1. This process covers scenarios where the same ~~Metering Equipment Manager~~MAM installs and removes the Metering Asset and there is no associated change of ~~Metering Equipment Manager~~MAM. Metering Asset exchange due to a change of ~~Metering Equipment Manager~~MAM is covered elsewhere.

8.2. The process to reposition a gas Metering Asset ~~should be interpreted~~ to be treated as a disconnection and subsequent reconnection of Metering Asset, triggering a flow of information under the Connection and Disconnection Regulations. Where the details of the installation are

already known (i.e. it's the same meter going back in) it is sufficient to send only the information which is not already known or has changed as a result of the repositioning.

8.3. ~~Not used~~

~~8.3-8.4.~~ If the Metering Asset cannot be exchanged or replaced at the appointed time, the ~~Metering Equipment Manager~~~~MAM~~ shall liaise with the Gas Supplier to agree the way forward.

~~8.4-8.5.~~ Where a Metering Asset is exchanged or repositioned the process below will be followed:

Ref	When	Action	From	To	Interface	Means
8.5.1	If required.	Request Metering Asset exchange.	Consumer	Gas Supplier ²³⁹	Unlikely to be electronic	Not defined
8.5.2	Following 8.5.1.	Request Metering Asset exchange.	Gas Supplier	MEMMAM	ORJOB	Email, IX, DTN
8.5.3	Within 2 <u>WDs</u> of 8.5.2.	Respond to Metering Asset exchange request.	MEMMAM	Gas Supplier	RRJOB	Email, IX, DTN
8.5.4	Following 8.5.2.	Request Metering Asset exchange.	MEMMAM	Meter Worker / AMI	Information contained within ORJOB	Not defined
8.5.5	48hrs prior to Metering Asset exchange. ⁵²⁴	Pre-notification of Metering Asset exchange.	MEMMAM	Gas Supplier	ONJOB ²⁵⁶	Email, IX, DTN
8.5.6	Within 2 <u>WDs</u> of 8.5.5.	Respond to pre-notification of Metering Asset exchange.	Gas Supplier	MEMMAM	RNJOB	Email, IX, DTN
8.5.7	At the time and date specified within the request in 8.5.4.	Carry out Metering Asset exchange.	Meter Worker / AMI		Internal Process	N/A
8.5.8	Following Metering Asset exchange.	Notification of Metering Asset exchange.	Meter Worker / AMI	MEMMAM	Information contained within ONJOB	Not defined
8.5.9	Within 48hrs of the Metering Asset exchange. ²⁶⁸	Notification of Metering Asset exchange and MAP identity for installed Metering Asset . ³⁶²⁷	MEMMAM	Gas Supplier ²⁸⁹	ONJOB ²⁹⁴⁰	Email, IX, DTN
8.5.10	Within 48hrs of the Metering	Notification of Metering Asset exchange	MEMMAM	CDSP	ONJOB	Secure File

Commented [SJ48]: Mop Up Update - Para removed through original consultation. Added 'not used' to correct numbering

	Asset exchange.	and MAP identity for installed Metering Asset .				Transfer Protocol
8.5.11	Within 2WDs of 8.5.9.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Gas Supplier	MEMMAM	RNJOB ³⁰⁺²	Email, IX, DTN
8.5.12	Within 2WDs of 8.5.10.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	CDSP	MEMMAM	RNJOB	Secure File Transfer Protocol
8.5.13	Within 2WDs of 8.5.7.	Notification of Metering Asset removal.	MEMMAM	Old MAP	ONUPD ³¹⁷	Email, IX, DTN
8.5.14	Within 2WDs of 8.5.13.	Respond to Metering Asset removal notification.	Old MAP	MEM-MAM	RNUPD	Email, IX, DTN
8.5.15	Within 2WDs of 8.5.7.	Notification of Metering Asset installation.	MEMMAM	New MAP	ONUPD	Email, IX, DTN
8.5.16	Within 2WDs of 8.5.15.	Respond to Metering Asset installation notification.	New MAP	MEM-MAM	RNUPD	Email, IX, DTN
8.5.17	Following 8.5.9 ³²⁸ .	Notification of Metering Asset exchange and MAP identity for installed Metering Asset . ⁴⁴³³	Gas Supplier	Shipper	ONJOB	Not defined
8.5.18	Within 2WDs of 8.5.17.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Shipper	Gas Supplier	RNJOB	Not defined
8.5.19	Following 8.5.17 and within 6WDs of the Metering Asset exchange.	Notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Shipper	CDSP	Defined in the UK Link Manual	IX
8.5.20	Within 2WDs of 8.5.19.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	CDSP	Shipper	Defined in the UK Link Manual	IX

²³ Where the Consumer has a direct commercial relationship with the MAM, the Consumer may send a request directly to the MAM.

²⁴ The requirement to send a pre-notification is contained within the Connection and Disconnection Regulations.

²⁵ The ONJOB and RNJOB Market Messages may also be used to notify the relevant participants of a cancelled job.

²⁶ Commercial arrangements will dictate variances from the job request which are notified e.g. some Gas Suppliers may only wish to know when a job is completed, others may wish to be notified of all cancellations and changes to appointments.

³²⁷⁶ Where, as part of the removal of [Metering Assets](#) at the metering installation, a meter has been disconnected and then re-connected, the [Gas Supplier](#) must be notified of whether the meter worker was an ~~Approved Meter Installer~~AMI.

²⁸ Where the Gas Supplier cannot be identified then the MAM will send this notification to the CDSP.

²⁹ Changes to Metering Asset ownership, names, addresses and access instructions which are determined on site are considered to be generic data inconsistency exceptions and will be passed on separate ONUPD records. Where updates are identified by MAMs to Meter Technical Details or MAP Identity, then these shall be passed to the CDSP by the MAM.

³⁰ This will be a reduced set of rejections to normal RNJOB due to reduced datasets that CDSP are extracting from the original message.

³¹³⁷ Where the [Metering Asset](#) has been removed and not re installed then this should include the address where the meter is available for collection. Meter returns procedures are detailed within the [CoMCoP](#).

³²⁸ The notification from [Gas Supplier](#) to [Shipper](#) must be provided to enable the [Gaining Shipper](#) notification to the [CDSP](#) within 6WDs of the [Metering Asset](#) exchange.

³³ The notification to the Shipper and CDSP is only required for complete jobs. Where the Gas Supplier receives pre-notifications or notifications in relation to changes to the job then these shall not be passed to the Shipper and CDSP.

9 **Gas Switch** with Concurrent Change of **MEMMAM**

9.1. This process covers a change in ~~Metering Equipment Manager~~MAM which occurs at the same time as a Switch.

Commented [SJ49]: Updated to reflect CP R0047

- 9.2. The Switch process is set out in the Registration Services Schedule. Some (but not necessarily all) of the switching processes have been included in the interface tables to highlight the interactions between the Switch process, the Appointment of ~~Metering Equipment Manager~~MAMs and the provision of meter details.
- 9.3. Prior to the Consumer deciding to contract with a new Gas Supplier, the Consumer may request a bespoke quotation which requires the Gas Supplier to determine transportation, metering and supply costs. The process followed by the CDSP for the provision of transportation details for this purpose is defined in the UNC, and therefore not repeated here. It is assumed that the Gas Supplier has agreement on transportation and metering costs before the process in Paragraph 9.4 is initiated.
- 9.4. Wherever possible, Gas Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.
- 9.5. Where a Switch is initiated, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
9.5.1	At any time.	Request new Gas Supplier .	Consumer	Gaining Supplier	Not defined	Other
9.5.2	Following 9.5.1.	Submit Switch Request .	Gaining Supplier	CSS Provider	As defined in the Registration Services Schedule	CSS API
9.5.3	Following Switch Request validation	Accept Switch Request . Where the Switch Request is rejected, the process will be terminated and a new Switch Request will be required.	CSS Provider	Gaining Supplier Losing Supplier CDSP via the GRDA Other recipients as defined in the Registration Services	As defined in the Registration Services Schedule	CSS API

				Schedule		
9.5.4	Following validated Switch Request notification	Provide details of existing MEM-MAM and Gas Act Owner . This notification will include other data, as defined in the UK Link Manual.	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX
9.5.5	Following 9.5.4.	Receive and pass on details of existing MEM MAM and Gas Act Owner .	Gaining Shipper	Gaining Supplier	Not defined	Other
9.5.6	Following 9.5.3, where the Switch Request has not been Withdrawn or rejected as a consequence of Objection .	Issue notification of Switch Request being Confirmed .	CSS Provider	Gaining Supplier Losing Shipper CDSP via the GRDA Other recipients as defined in the Registration Services Schedule	As defined in the Registration Services Schedule	CSS API
9.5.7	Following 9.5.6, where the Switch Request has not been Withdrawn , Annulled or rejected as a consequence of Objection .	Issue notification of Switch Request being Secured	CSS Provider	Gaining Supplier Losing Supplier CDSP via the GRDA Other recipients as defined in	As defined in the Registration Services Schedule	CSS API

				the Registration Services Schedule		
9.5.8	Following receipt of Secured Switch Request notification.	Notify details of existing MEMMAM , Gas Act Owner and Meter Reading Access Instructions. This notification will include other data, as defined in the UK Link Manual.	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX
9.5.9	Following 9.5.8.	Receive and pass on details of existing MEMMAM , Gas Act Owner and Meter Reading Access Instructions. Where the Losing Supplier is the Gas Act Owner , the Gaining Supplier takes on the Gas Act Ownership of the meter and is responsible for appointing the MEMMAM . Where the Consumer is the Gas Act Owner , the Consumer continues to be the Gas Act Owner regardless of the Switch and remains responsible for the appointment of the MEMMAM .	Gaining Shipper	Gaining Supplier ⁴⁵³⁴	Not defined	Not defined
9.5.10	At any time following 9.5.3 ³⁵⁴⁶ .	Request agent de-appointment.	Losing Supplier	Losing MEMMAM	ONAGE including details of Gaining Supplier	Email, IX, DTN
9.5.11	Within 2 W Ds of 9.5.10.	Accept agent de-appointment.	Losing MEMMAM	Losing Supplier	RNAGE	Email, IX, DTN
9.5.12	At any time, following 9.5.5 ³⁶⁴⁷ .	Request agent appointment.	Gaining Supplier	Gaining MEMMAM	ONAGE including Gaining MEM details	Email, IX, DTN

9.5.13 ³⁷⁴⁸	Within 2WDs of 9.5.12.	Accept agent appointment.	Gaining MEM-MAM	Gaining Supplier	RNAGE ³⁸⁴⁹	Email, IX, DTN
9.5.14	Following 9.5.12.	Request transfer of information.	Gaining MEMMAM	Losing MEMMAM	ORDET	Email, IX, DTN
9.5.15	Within 2WDs of 9.5.14.	Respond to transfer of information request.	Losing MEMMAM	Gaining MEMMAM	RRDET	Email, IX, DTN
9.5.16	Within 2WDs 9.5.14.	Provide Metering Asset information.	Losing MEMMAM	Gaining MEMMAM	ONDET	Email, IX, DTN
9.5.17	Within 2WDs of 9.5.16.	Respond to Metering Asset information.	Gaining MEMMAM	Losing MEMMAM	RNDET	Email, IX, DTN
9.5.18	After step 9.5.16, where required by commercial agreement.	Send supplementary information.	Losing MEMMAM	Gaining MEMMAM	As defined in the CoMCoP	Not defined
9.5.19	Within 2WDs of 9.5.10.	Notification of MEM-MAM de-appointment.	Losing MEMMAM	MAP	ONUPD	Email, IX, DTN
9.5.20	Within 2WDs of 9.5.19.	Respond to MEM-MAM de-appointment notification.	MAP	Losing MEM-MAM	RNUPD	Email, IX, DTN
9.5.21	Within 2WDs of 9.5.16.	Notification of MEM-MAM appointment.	Gaining MEMMAM	MAP ³⁹⁶⁹	ONUPD	Email, IX, DTN
9.5.22	Within 2WDs 9.5.21.	Respond to MEM-MAM appointment notification.	MAP	Gaining MEMMAM	RNUPD	Email, IX, DTN
9.5.23	Following 9.5.16.	Notification of successful transfer of Metering Asset .	Gaining MEMMAM	Gaining Supplier	ONUPD	Email, IX, DTN
9.5.24	Within 2WDs of 9.5.23.	Respond to notification of successful transfer of Metering Asset .	Gaining Supplier	Gaining MEMMAM	RNUPD	Email, IX, DTN
9.5.25	Following 9.5.23 ⁴⁰⁶⁴ .	Notification of MEM-MAM details.	Gaining Supplier	Gaining Shipper	ONUPD	Not defined
9.5.26	Within 2WDs of 9.5.25.	Respond to notification of MEM-MAM details.	Gaining Shipper	Gaining Supplier	RNUPD	Not defined

Commented [SJ50]: Updated to reflect CP R0047

9.5.27	Following 9.5.25.	Notification of <u>MEM-MAM</u> details.	<u>Gaining Shipper</u>	<u>CDSP</u>	Defined in the UK Link Manual	IX
9.5.28	Within 2 <u>WD</u> s of 9.5.27.	Respond to notification of <u>MEM-MAM</u> details.	<u>CDSP</u>	<u>Gaining Shipper</u>	Defined in the UK Link Manual	IX

³⁴⁴⁶ The Gaining Supplier could initiate provisional Appointment of the Metering Equipment ManagerMAM.

³⁵⁴⁶ In the event that the Switch does not take place, a further ONAGE will be sent to cancel the MEM-MAM de-appointment, even if the original de-appointment request has not become effective.

³⁶⁴⁷ In the event that the Switch does not take place, a further ONAGE will be sent to cancel the MEM-MAM Appointment, even if the original Appointment request has not become effective.

³⁷⁴⁸ Where commercial arrangements are not in place to enable transfer to the Gaining MEM-MAM without a meter exchange, the 'Change of MEM-MAM with Asset Exchange' process shall be followed as set out in Paragraph section-9 below.

³⁸⁴⁹ It is possible the Gaining MEM-MAM will not accept the Appointment until after details have been transferred, in which case an ONUPD will be sent negating the need for RNAGE.

⁶⁹³⁹ Where Meter Asset Providers do not have a contract in place with a Gaining Metering Equipment ManagerMAM it will first be necessary for the Meter Asset Provider and Metering Equipment ManagerMAM to agree terms for use of the Metering Asset.

⁶⁴⁰⁴ The notification from Gaining Supplier to Gaining Shipper must be provided to enable the Gaining Shipper notification to the CDSP within 2 WDs of the MEM-MAM Effective Date.

10 Gas Switch with No Concurrent Change of MEMMAM

10.1. This process covers the transfer of metering details where a Switch occurs, and the Gaining Supplier Appoints the existing MEMMAM.

10.2. The Switch process is set out in the Registration Services Schedule. Some (but not necessarily all) of these processes have been included in the interface tables to highlight the interactions between the Switch process and the Appointment of MEMsMAMs.

Commented [SJ51]: Correction from R0064

- 10.3. Prior to the Consumer deciding to contract with a new Gas Supplier, the Consumer may request a bespoke quotation which requires the Gas Supplier to determine transportation, metering and supply costs. The process followed by the CDSP for the provision of transportation details for this purpose is defined in the UNC, and therefore not repeated here. It is assumed that the Gas Supplier has agreement on transportation and metering costs before the process in Paragraph 10.5 is initiated.
- 10.4. Wherever possible, Gas Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.
- 10.5. Where a Switch is initiated the process below will be followed:

Ref	When	Action	From	To	Interface	Means
10.5.1	At any time.	Request new Gas Supplier .	Consumer	Gaining Supplier	Not defined	Other
10.5.2	Following 10.5.1.	Submit Switch Request .	Gaining Supplier	CSS Provider	As defined in the Registration Services Schedule	CSS API
10.5.3	Following Switch Request validation.	Accept Switch Request . Where the Switch Request is rejected, the process will be terminated and a new Switch Request will be required.	CSS Provider	Gaining Supplier Losing Supplier	As defined in the Registration Services Schedule	CSS API
10.5.4	Following validated Switch Request notification.	Provide details of existing MEM-MAM and Gas Act Owner . This notification will include other data, as defined in the UK Link Manual.	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX
10.5.5	Following 10.5.4.	Receive and pass on details of the existing MEM MAM and Gas Act Owner .	Gaining Shipper	Gaining Supplier	Not defined	Not defined
10.5.6	Following 10.5.3, where the Switch Request has not been Withdrawn or rejected as a consequence of an Objection .	Issue notification of a Switch Request being Confirmed .	CSS Provider	Gaining Supplier Losing Supplier CDSP via the GRDA . Other recipients as defined in the Registration Services Schedule	As defined in the Registration Services Schedule	CSS API

10.5.7	Following 10.5.6, where the Switch Request has not been Withdrawn , Annulled or rejected as a consequence of an Objection .	Issue notification of a Switch Request being Secured.	CSS Provider	Gaining Supplier Losing Supplier CDSP via the GRDA . Other recipients as defined in the Registration Services Schedule	As defined in the Registration Services Schedule	CSS API
10.5.8	Following receipt of Secured Switch notification.	Notification of MEMMAM , Gas Act Owner and Meter Reading Access Instructions. This notification will include other data, as defined in the UK Link Manual	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX
10.5.9	Following 10.5.8.	Receive and pass on details of existing MEMMAM , Gas Act Owner and Meter Reading Access Instructions. Where the Losing Supplier is the Gas Act Owner , the Gaining Supplier takes on the Gas Act Ownership of the meter and is responsible for appointing the MEMMAM . Where the Consumer is the Gas Act Owner , the Consumer continues to be the Gas Act Owner regardless of the Consumer Switch and remains responsible for the appointment of the MEMMAM .	Gaining Shipper	Gaining Supplier	Not defined	Not defined
10.5.10	At any time, following 10.5.3 ⁴¹⁶³ .	Request agent de-appointment.	Losing Supplier	MEMMAM	ONAGE including	Email, IX, DTN

					details of Gaining Supplier	
10.5.11	Within 2WDs of 10.5.10.	Accept agent de-appointment.	MEMMAM	Losing Supplier	RNAGE	Email, IX, DTN
10.5.12	At any time, following 10.5.5 ⁴²⁶⁴ .	Request agent appointment.	Gaining Supplier	MEMMAM	ONAGE including Gaining MEM details	Email, IX, DTN
10.5.13	Within 2WDs of 10.5.12.	Accept agent appointment.	MEM-MAM	Gaining Supplier	RNAGE	Email, IX, DTN
10.5.14	Within 2WDs of 10.5.10 ⁴³⁶⁵ .	Notification of MEM-MAM de-appointment.	MEMMAM	MAP	ONUPD	Email, IX, DTN
10.5.15	Within 2WDs of 10.5.14.	Respond to MEM-MAM de-appointment notification.	MAP	MEM-MAM	RNUPD	Email, IX, DTN
10.5.16	Within 2WDs of 10.5.12.	Notification of MEM-MAM appointment.	MEMMAM	MAP	ONUPD	Email, IX, DTN
10.5.17	Within 2WDs 10.5.16.	Respond to MEM-MAM appointment notification.	MAP	MEMMAM	RNUPD	Email, IX, DTN
10.5.18	Following 10.5.13.	Notification of metering details.	MEMMAM	Gaining Supplier	ONUPD	Email, IX, DTN
10.5.19	Within 2WDs of 10.5.18.	Respond to notification of metering details.	Gaining Supplier	MEMMAM	RNUPD	Email, IX, DTN
10.5.20	Following 10.5.19 ⁴⁴⁶⁶ .	Notification of MEM-MAM details.	Gaining Supplier	Gaining Shipper	ONUPD	Not defined
10.5.21	Within 2WDs of 10.5.20.	Respond to notification of MEM-MAM details.	Gaining Shipper	Gaining Supplier	RNUPD	Not defined
10.5.22	Following 10.5.20 and within 2WDs of the MEM-MAM Effective Date.	Notification of MEM-MAM details.	Gaining Shipper	CDSP	Defined in the UK Link Manual	IX

10.5.23	Within 2WDs of 10.5.22.	Respond to notification of MEM-MAM details.	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX
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⁴¹⁶³ In the event that the [Switch](#) does not take place, a further [ONAGE](#) will be sent to cancel the ~~MEM-MAM~~ de-appointment, even if the original de-appointment request has not become effective.

⁴²⁶⁴ In the event that the [Switch](#) does not take place, a further [ONAGE](#) will be sent to cancel the ~~MEM-MAM~~ Appointment, even if the original Appointment request has not become effective.

⁴³⁶⁵ The ~~Metering Equipment ManagerMAM~~ will send two [ONUPDs](#) to the [Meter Asset Provider](#). The notification of de-appointment will include the [Losing Supplier](#) details and the notification of Appointment will include the [Gaining Supplier](#) details.

⁴⁴⁶⁶ The notification from [Gaining Supplier](#) to [Gaining Shipper](#) must be provided to enable the [Gaining Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the ~~MEM-MAM~~ Effective Date.

11 ~~Gas Change of Metering Equipment ManagerMAM~~ with Transfer of [Metering Asset](#)

- 11.1. This process covers the scenario where Metering Assets are transferred from the Losing ~~Metering Equipment ManagerMAM~~ to the Gaining ~~Metering Equipment ManagerMAM~~ as part of the change of ~~Metering Equipment ManagerMAM~~ process.
- 11.2. As the process depicted is completed on an RMP by RMP basis, this process is fit for a low-volume change of ~~Metering Equipment ManagerMAM~~. Bulk changes of ~~Metering Equipment ManagerMAM~~ will be dealt with on a case-by-case basis.-
- 11.3. Appropriate contractual arrangements must be put in place for the Appointment of the Gaining ~~Metering Equipment ManagerMAM~~ before de-appointing the Losing ~~Metering Equipment ManagerMAM~~.
- 11.4. For gas ~~Metering Equipment ManagerMAM~~ Appointments, once the Gaining ~~Metering Equipment ManagerMAM~~ has accepted its Appointment, the Gas Supplier will de-appoint the Losing ~~Metering Equipment ManagerMAM~~ and provide the identity of the Gaining ~~Metering Equipment ManagerMAM~~ and the date on which the responsibility is to transfer to the Gaining ~~Metering Equipment ManagerMAM~~. The Losing ~~Metering Equipment ManagerMAM~~ will transfer Metering Asset information as an unsolicited ONDET Market Message. This contrasts with the Switch

process detailed in Paragraph 9, where the transfer of information is triggered by the Gaining Metering Equipment Manager~~MAM~~ contacting the Losing Metering Equipment Manager~~MAM~~ using an ORDET Market Message.

11.5. This process assumes the Gas Supplier will be the Gas Act Owner and there is no Switch.

11.6. Where a change of Metering Equipment Manager~~MAM~~ is initiated the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
11.6.1	If required.	Send agent appointment.	<u>Gas Supplier</u>	Gaining MEMMAM	<u>ONAGE</u> including details of Losing MEMMAM	Email, IX, <u>DTN</u>
11.6.2	Provided commercial arrangements are in place between the Gaining MEM-MAM and the <u>Meter Asset Provider</u> ⁶⁹⁴⁵	Accept agent appointment.	Gaining MEM-MAM	<u>Gas Supplier</u>	<u>RNAGE</u>	Email, IX, <u>DTN</u>
11.6.3	Following 11.6.2 ⁴⁶⁷⁴	Send agent de-appointment.	<u>Gas Supplier</u>	Losing MEMMAM	<u>ONAGE</u> including details of Gaining MEM-MAM	Email, IX, <u>DTN</u>
11.6.4	Within <u>2WDs</u> of 11.6.3.	Accept agent de-appointment.	Losing MEMMAM	<u>Gas Supplier</u>	<u>RNAGE</u>	Email, IX, <u>DTN</u>
11.6.5	Following 11.6.2 ⁷²⁴⁷	Notification of agent appointment.	<u>Gas Supplier</u>	<u>Shipper</u>	<u>ONUPD</u>	Not defined
11.6.6	Within <u>2WDs</u> of 11.6.5.	Respond to notification of agent appointment.	<u>Shipper</u>	<u>Gas Supplier</u>	<u>RNUPD</u>	Not defined
11.6.7	Following 11.6.5 and within <u>2WDs</u> of the MEM-MAM Effective Date.	Receive and pass on notification of agent appointment.	<u>Shipper</u>	<u>CDSP</u>	Defined in the UK Link Manual	IX
11.6.8	Within <u>2WDs</u> of 11.6.7.	Respond to agent appointment notification.	<u>CDSP</u>	<u>Shipper</u>	Defined in the UK Link Manual	IX
11.6.9	Within <u>2WDs</u> of 11.6.3.	Notification of MEM-MAM de-appointment.	Losing MEMMAM	<u>MAP</u>	<u>ONUPD</u> including details of the Gaining MEMMAM	Email, IX, <u>DTN</u>
11.6.10	Within <u>2WDs</u> of 11.6.9.	Respond to MEM-MAM de-	<u>MAP</u>	Losing	<u>RNUPD</u>	Email,

		appointment notification.		MEM-MAM		IX, DTN
11.6.11	Within 2 WDs of 11.6.3.	Provide Metering Asset information.	Losing MEMMAM	Gaining MEMMAM	ONDET	Email, IX, DTN
11.6.12	Within 2 WDs of 11.6.11.	Respond to Metering Asset information.	Gaining MEMMAM	Losing MEMMAM	RNDET	Email, IX, DTN
11.6.13	After step 11.6.11, where required by commercial agreement.	Send supplementary information.	Losing MEMMAM	Gaining MEMMAM	As defined in CoMCoP	Not defined
11.6.14	Within 2 WDs of 11.6.11.	Notification of MEM-MAM appointment ⁴⁸⁷³ .	Gaining MEMMAM	MAP	ONUPD including details of the Gas Supplier	Email, IX, DTN
11.6.15	Within 2 WDs 11.6.14.	Respond to MEM-MAM appointment notification.	MAP	Gaining MEMMAM	RNUPD	Email, IX, DTN
11.6.16	Following 11.6.11	Notification of successful transfer of Metering Asset .	Gaining MEMMAM	Gas Supplier	ONUPD	Email, IX, DTN
11.6.17	Within 2 WDs of 11.6.16	Respond to notification of successful transfer of Metering Asset .	Gas Supplier	Gaining MEMMAM	RNUPD	Email, IX, DTN
11.6.18	Within 2 WDs of 11.6.16 ⁴⁹⁷⁴	Notification of MEM-MAM details.	Gas Supplier	Shipper	ONUPD	Not defined
11.6.19	Within 2 WDs of 11.6.18	Respond to notification of MEM-MAM details.	Shipper	Gas Supplier	RNUPD	Not defined
11.6.20	Following 11.6.18 and within 2 WDs of the MEM-MAM Effective Date	Notification of MEM-MAM details.	Shipper	CDSP	Defined in the UK Link Manual	IX
11.6.21	Within 2 WDs of 11.6.20	Respond to notification of MEM-MAM details.	CDSP	Shipper	Defined in the UK Link Manual	IX

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⁴⁵ Where Meter Asset Providers do not have a contract in place with a Gaining MAM it will first be necessary for the Meter Asset Provider and MAM to agree terms for use of the Metering Asset.

⁴⁶⁴⁰ It is the [Gas Supplier](#)'s responsibility to ensure that the existing ~~MEM-MAM~~ is de-appointed in time for the transfer of responsibility and metering details to be transferred by the Gaining ~~MEMMAM~~'s Appointment date.

⁴⁷⁶⁸ The notification from [Gas Supplier](#) to the [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the MAM Effective Date.

⁴⁸⁶⁹ The [MAP](#) ID shall be contained within the [ONDET](#) Data Flow from the Losing [Metering Equipment ManagerMAM](#) to the Gaining [Metering Equipment ManagerMAM](#) which will enable the Gaining [Metering Equipment ManagerMAM](#) to send notification to the [Meter Asset Provider](#).

⁴⁹⁷⁰ The notification from [Gas Supplier](#) to gas [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the [MEM-MAM](#) Effective Date.

12 [Gas Change of MEM-MAM with Metering Asset Exchange](#)

- 12.1. This process covers the scenario where a Metering Asset is exchanged as a result of a new [Metering Equipment ManagerMAM](#) Appointment.
- 12.2. As the process depicted is completed on an RMP by RMP basis, this process is fit for a low-volume change of [Metering Equipment ManagerMAM](#). Bulk changes of [Metering Equipment ManagerMAM](#) will be dealt with on a case-by-case basis.
- 12.3. ~~For gas Metering Equipment Manager Appointments, Once~~ the Gaining [MAMMetering Equipment Manager](#) has accepted its Appointment, the Gas Supplier will de-appoint the Losing [Metering Equipment ManagerMAM](#) and pass the identity of the Gaining [Metering Equipment ManagerMAM](#) and the date on which the responsibility is to transfer to the Gaining [Metering Equipment ManagerMAM](#). The Losing [Metering Equipment ManagerMAM](#) will transfer MAP Id within an unsolicited ONDET flow. Other Meter Technical Details are not required. This contrasts with Switch, where the transfer of information is triggered by the Gaining [Metering Equipment ManagerMAM](#) contacting the Losing [Metering Equipment ManagerMAM](#) using an ORDET flow.
- 12.4. This process assumes the Gas Supplier will be the Gas Act Owner and there is no Switch.
- 12.5. Where a change of [Metering Equipment ManagerMAM](#) is initiated the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
12.5.1	If required ⁵⁰⁷⁹ .	Send agent appointment.	Gas Supplier	Gaining MEMMAM	ONAGE ⁶⁵¹⁹	Email, IX, DTN
12.5.2	Where commercial arrangements are not in place and the Gaining MEM-MAM	Accept agent appointment.	Gaining MEM-MAM	Gas Supplier	RNAGE ⁵³⁸²	Email, IX, DTN

	requires a meter exchange before accepting the appointment ⁵²⁸⁴ .					
12.5.3	Following 12.5.2.	Agree Metering Asset exchange.	Gaining MEMMAM	Gas Supplier	Discussion on why appointment was rejected	Not defined
12.5.4	Following agreement to exchange meter before MEMMAM appointment.	Request Metering Asset exchange.	Gas Supplier	Gaining MEMMAM	ORJOB	Email, IX, DTN
12.5.5	Within 2WDs of 12.5.4.	Respond to Metering Asset exchange request.	Gaining MEMMAM	Gas Supplier	RRJOB ⁵⁴⁸³	Email, IX, DTN
12.5.6	Following 12.5.4.	Request Metering Asset exchange.	Gaining MEMMAM	Meter Worker / AMI	Information contained within ORJOB	Not defined
12.5.7	48hrs prior to Metering Asset exchange ⁵⁵⁵ .	Pre-notification of Metering Asset exchange.	Gaining MEMMAM	Gas Supplier	ONJOB ⁵⁶⁶	Email, IX, DTN
12.5.8	Within 2WDs of 12.5.7.	Respond to pre-notification of Metering Asset exchange.	Gas Supplier	Gaining MEMMAM	RNJOB	Email, IX, DTN
12.5.9	At the time and date specified within the request in 12.5.6.	Carry out Metering Asset exchange.	Meter Worker / AMI		Internal Process	N/A
12.5.10	Following Metering Asset exchange.	Notification of Metering Asset exchange.	Meter Worker / AMI	Gaining MEMMAM	Information contained within ONJOB	Not defined
12.5.11	Within 48hrs of the Metering Asset exchange ⁵⁷⁸	Notification of Metering Asset exchange and MAP identity for installed Metering Asset ⁸⁵⁸⁴ .	Gaining MEMMAM	Gas Supplier	ONJOB ⁵⁹⁸⁶	Email, IX, DTN
12.5.12	Within 48hrs of the Metering Asset exchange.	Notification of Metering Asset exchange and MAP identity of installed Metering Asset .	MEMMAM	CDSP	ONJOB	Secure File Transfer Protocol
12.5.13	Within 2WDs of 12.5.11.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Gas Supplier	Gaining MEMMAM	RNJOB	Email, IX, DTN

12.5.14	Within 2WDs of 12.5.12.	Respond to notification of Metering Asset exchange and MAP identity of installed Metering Asset .	CDSP	MEMMAM	RNJOB ⁶⁰⁴⁴	Secure File Transfer Protocol
12.5.15	Following 12.5.11.	Notification of Metering Asset exchange and MAP identity for installed Metering Asset	Gas Supplier	Shipper	ONJOB	Not defined
12.5.16	Within 2WDs of 12.5.15.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Shipper	Gas Supplier	RNJOB	Not defined
12.5.17	Following 12.5.15.	Notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Shipper	CDSP	Defined in the UK Link Manual	IX
12.5.18	Within 2WDs of 12.5.17.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	CDSP	Shipper	Defined in the UK Link Manual	IX
12.5.19	Following 12.5.11.	Send agent appointment.	Gas Supplier	Gaining MEMMAM	ONAGE	Email, IX, DTN
12.5.20	Within 2WDs of 12.5.19.	Accept agent appointment.	Gaining MEMMAM	Gas Supplier	RNAGE	Email, IX, DTN
12.5.21	Following 12.5.20.	Send agent de-appointment.	Gas Supplier	Losing MEMMAM	ONAGE	Email, IX, DTN
12.5.22	Within 2WDs of 12.5.21.	Accept agent de-appointment.	Losing MEMMAM	Gas Supplier	RNAGE	Email, IX, DTN
12.5.23	Within 2WDs of 12.5.21.	Notification of MEM-MAM de-appointment.	Losing MEMMAM	Old MAP	ONUPD	Email, IX, DTN
12.5.24	Within 2WDs of 12.5.23.	Respond to MEM-MAM de-appointment notification.	Old MAP	Losing MEM-MAM	RNUPD	Email, IX, DTN
12.5.25	Following 12.5.20 ⁸⁶⁶¹ .	Notification of agent	Gas Supplier	Shipper	ONUPD	Not defined

		appointment.				
12.5.26	Within 2WDs of 12.5.25.	Respond to notification of agent appointment.	Shipper	Gas Supplier	RNUPD	Not defined
12.5.27	Following 12.5.25 and within 2WDs of the MEM-MAM Effective Date.	Receive and pass on notification of agent appointment.	Shipper	CDSP	Defined in the UK Link Manual	IX
12.5.28	Within 2WDs of 12.5.27.	Respond to agent appointment notification.	CDSP	Shipper	Defined in the UK Link Manual	IX
12.5.29	Within 2WDs of 12.5.21.	Notification of MAP Id.	Losing MEMMAM	Gaining MEMMAM	ONDET ^{628z}	Email, IX, DTN
12.5.30	Within 2WDs of 12.5.29.	Respond to notification of MAP Id.	Gaining MEMMAM	Losing MEMMAM	RNDET	Email, IX, DTN
12.5.31	Within 2WDs of 12.5.29.	Notification of Metering Asset removal ^{639a} .	Gaining MEMMAM	Old MAP	ONUPD ⁶⁴⁸⁹	Email, IX, DTN
12.5.32	Within 2WDs of 12.5.31.	Respond to Metering Asset removal notification.	Old MAP	Gaining MEMMAM	RNUPD	Email, IX, DTN
12.5.33	Within 2WDs of 12.5.19.	Notification of Metering Asset installation and MEM-MAM appointment.	Gaining MEMMAM	New MAP	ONUPD	Email, IX, DTN
12.5.34	Within 2WDs 12.5.33.	Respond to Metering Asset installation and MEM-MAM appointment notification.	New MAP	Gaining MEMMAM	RNUPD	Email, IX, DTN

⁵⁰⁷⁶ If the [Gas Supplier](#) is aware that the Gaining [Metering Equipment Manager MAM](#) will need to carry out a meter exchange prior to Appointment, then it shall miss steps 12.5.1 to 12.5.3 and proceed directly to step 12.5.4.

⁵¹⁷⁶ This includes the identity of the Losing [Metering Equipment Manager MAM](#).

⁵²⁷⁷ Where commercial arrangements are in place to enable transfer of the [Metering Asset](#), then the Gaining [Metering Equipment Manager MAM](#) may accept the agent appointment and follow the process in Paragraph 11.

⁵³⁷⁸ Where possible, the Gaining ~~MEM-MAM~~ shall flag within the [RNAGE](#) that they are rejecting the Appointment because a meter exchange is required, as they do not have commercial arrangements in place to transfer the Asset.

⁵⁴⁷⁹ The Gaining ~~Metering Equipment ManagerMAM~~ will make a commercial decision whether to accept the job prior to formal Appointment. Where the Gaining ~~Metering Equipment ManagerMAM~~ rejects the job then the [RRJOB](#) will state this and the process will end.

⁵⁵ The requirement to send a pre-notification is contained within the Connection and Disconnection Regulations.

⁵⁶ The ONJOB and RNJOB Market Messages may also be used to notify the relevant participants of a cancelled job.

⁵⁷ Commercial arrangements will dictate variances from the job request which are notified e.g. some Gas Suppliers may only wish to know when a job is completed, others may wish to be notified of all cancellations and changes to appointments.

⁸⁰⁵⁸ Where, as part of the removal of [Metering Assets](#) at the metering installation, a meter has been disconnected and then re-connected, the [Energy Supplier](#) must be notified of whether the meter worker was an AMI.

⁸⁴⁵⁹ Changes to [Metering Asset](#) ownership, names, addresses and access instructions which are determined on site, are considered to be generic data inconsistency exceptions and will be passed on separate [ONUPD](#) records. Where updates are identified by ~~MEMs-MAMs~~ to [Meter Technical Details](#) or [MAP](#) Identity, then these shall be passed to the [CDSP](#) by the ~~MEMMAM~~.

⁶⁰ This will be a reduced set of rejections to normal RNJOB due to reduced datasets that CDSP are extracting from the original message.

⁸²⁶¹ The notification from [Gas Supplier](#) to [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the ~~MEM-MAM~~ Effective Date.

⁶²⁸³ As the meter has not been transferred the [ONDET](#) is only required to inform the Gaining ~~Metering Equipment ManagerMAM~~ of the [MAP](#) ID for the removed meter.

⁶³⁸⁴ The [MAP](#) ID shall be contained within the [ONDET](#) from the Losing ~~Metering Equipment ManagerMAM~~ to the Gaining ~~Metering Equipment ManagerMAM~~ which will enable the Gaining ~~Metering Equipment ManagerMAM~~ to send notification to the [Meter Asset Provider](#).

6485 This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the ~~gas Metering CoM~~ CoP.

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13 Gas Change of Meter Asset Provider

13.1. The gas process is not currently documented.

14 Change of Gas Act Owner

- 14.1. The process to change a Gas Act Owner is defined within the Gas Act as the passing of ownership of duties to maintain the meter from one class of person to another, where a class of person is either a Gas Transporter, Gas Supplier or Consumer.
- 14.2. Where a Gas Supplier becomes aware of a change in the Gas Act Owner of the meter, it must inform the CDSP via the Shipper. Where the Gas Transporter becomes aware of such a change, it must inform the Gas Supplier, again via the Shipper.
- 14.3. The change of Gas Act Owner, where it is a coincident with a Switch, change of MEMMAM, install and/or exchange activities are covered within the associated processes within this REC Schedule.

Part D – Operational Processes Electricity for MHHS Metering Points

15 Electricity Metering Asset Installation

15.1. This process covers Metering Assets (including new Metering Assets) being installed for:

- (a) an existing supply where the Metering Asset had been removed some time previously; or
- (b) a supply which has never had a Metering Asset before, which may be on the day the supply was commissioned or sometime after.

15.2. Removal and installation of Metering Assets as part of the same job, is classed as a Metering Asset exchange and is not covered by this process.

15.3. Although a Metering Asset could be at a premise before the supply, it cannot be connected to the supply until the supply is laid. Therefore, installation of a Metering Asset will always require a supply to exist.

15.4. Where electricity Metering Assets are being installed, the ~~Metering Equipment Manager~~MOA shall ~~(either itself or via its EMO):~~

- (a) carry out a Proving Test ~~/(or re-test)~~ for each Advanced Metering Asset, ~~that it is responsible for,~~ in accordance with Paragraph 29;
- (b) where required by its associated Electricity Supplier, set Traditional Metering Assets which incorporate a clock or teleswitch with a timing mechanism to switch at a time consistent with a valid combination of Standard Settlement Configuration and Time Pattern Regime derived from the Meter Configuration Table;
- (c) where multi-register Traditional Metering Assets are installed and where required by its associated Electricity Supplier, programme those Metering Assets ~~for which it is responsible~~ so that the physical registers may be mapped, using the Meter Technical Details supplied to its associated Smart Data Service Agent, onto logical registers forming a valid Standard Settlement Configuration;

(d) when installing a multi-register Traditional Metering Asset, or when attending the site to carry out work on such a Metering Asset that would require re-registration of the Metering Asset, ensure that the registers of the Metering Asset are clearly identified and that the Meter Register IDs to be used in all relevant Market Messages clearly identify the registers on the Metering Asset to be read (e.g. "L", "N", "R1", "R2"; ~~Where~~); regarding which:

(i) where the identifier cannot be uniquely identified by a 2-character Meter Register ID (e.g. "CUM 3"), a label shall be applied to, or immediately adjacent to, the Metering Asset that shows the display sequence with the equivalent Meter Register ID for each register (e.g. "CUM 2 – Reg ID = 02" etc.); ~~F~~;

(ii) for two-rate key meters only, the only permitted Meter Register IDs are "1", "1 ", "01" or "R1" and "2", "2 ", "02" or "R2"; ~~For~~; and

~~(+)~~(iii) for Smart Metering Assets, the Electricity Supplier is responsible for ensuring that the Meter Register Ids and/or Meter Register Descriptions are reflective of the display on the Smart Metering ~~System~~Asset;

Commented [SJ54]: Mop Up Update - minor amendments as a result of legal review

~~(d)~~(e) when installing or reconfiguring Advanced Metering Assets that are operated by Measurement Transformers, configure the Metering Assets to record demand values for both Reactive Import and Reactive Export (except where the Metering Asset does not have this capability, and is not required to do so by the relevant BSC Metering Code(s) of Practice). Reactive Import and Reactive Export measurements shall be configured in accordance with the applicable BSC Metering Code(s) of Practice; and

(e)(f) seal and reseal Metering Assets in accordance with the CoMCoP and the relevant BSC Metering Code(s) of Practice.

Commented [SJ55]: Updated to reflect approve CP R0047

15.5. The process below shall be followed where a [Metering Asset](#) is installed and is applicable to all types of Metering Asset, unless otherwise stated.
~~Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Ref	When	Action	From	To	Information Required	Method
15.5.1	<p>Where required and at least 10WD before 15.5.64.</p> <p>This step could be completed in shorter timescales where the Electricity Supplier and Metering Equipment ManagerMOA have reached mutual agreement.</p>	<p>Request Metering Asset installation, commissioning and energisation.</p> <p>Where it is necessary to involve the Distribution Network Operator, the Metering Equipment ManagerMOA shall arrange this and follow the energisation process in Paragraph_21.</p>	Electricity Supplier	MEMMOA	<p>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.</p> <p>If the Metering Point is for Export purposes, the 'Additional Information' field in the D0142 should state this, and therefore a physical site visit may not be required</p> <p>or</p> <p>for a Prepayment Meter</p> <ul style="list-style-type: none"> • D0194 for key meters • D0216 for token meters 	Electronic or other method, as agreed
15.5.2	If request rejected and within 2WD of	Issue response rejecting the Metering Asset installation request.	MEMMOA	Electricity Supplier	D0221 Notification of Failure to Install or	Electronic or other

	15.5.1 -WD of 15.5.1.				Energise Metering System. or D0002 Fault Resolution Report or Request for Decision on Further Action (to inform the Electricity Supplier that the request is being actioned).	method, as agreed
15.5.3	Within 2WD of 15.5.1, where Measurement Transformer Ratios and Class details have not been received or need to be confirmed (and only for Metering Points first registered after 6 November 2008), where required.	Request Site Technical Details.	MEMMOA	DNO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
15.5.4	If request for Site Technical Details rejected and within 5WD of 15.5.3.	Reject Request for Site Technical Details.	DNO	MEMMOA	D0382 Rejection response for Request to DNO for Site Technical Details	Electronic or other method, as agreed
15.5.5	If request for Site Technical Details accepted and within 5WD of 15.5.3.	Send Site Technical Details. In the event of any subsequent changes to Site Technical Details, the Distribution Network Operator shall send an updated D0215 'Provision of Site Technical Details' to the Metering	DNO	MEMMOA	D0215 Provision of Site Technical Details	Electronic or other method, as agreed

Commented [SJ56]: Updated to reflect approved CP R0017

Commented [SJ57]: Updated to reflect approved CP R0017

		Equipment Manager within 1WD of updating its systems. The Metering Equipment Manager shall determine any appropriate course of action within 2WDs of receiving this information.				
15.5.6	On the date requested or agreed in 15.5.1.	Install Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice and capture Cumulative Meter Register Reading. If requested, energise Metering Asset and, for Advanced and Traditional Metering Assets only, note the initial Meter Register Reading(s). If the Metering Asset is to be installed but not energised at this time, the energisation of the Metering Asset shall be carried out at an appropriate time in accordance with the energisation process in Paragraph 21.	MEMMOA (or its EMO)		Internal Process	N/A
15.5.7	Following 15.5.6.	Commission Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice.	MEMMOA (or its EMO)		Internal Process	N/A
15.5.8	If Metering Asset cannot be installed or energised, as soon as possible and within 3WD of 15.5.6.	Inform Electricity Supplier and note that it will need to restart the process at 15.5.1 if required.	MEMMOA	Electricity Supplier	D0221 Notification of Failure to Install or Energise Metering System. or D0002 Fault Resolution Report or Request for Decision on Further Action (to	Electronic or other method, as agreed

Commented [SJ58]: Mop Up Update - amended Cumulative Meter Reading to Cumulative Register Reading throughout to align to Schedule 1

					inform the Electricity Supplier that the request is being actioned).	
15.5.9	Following successful Metering Asset installation.	Send Meter Technical Details, initial Meter Register Readings and Cumulative Register Readings in accordance with Paragraph 20.	MEMMOA		In accordance with Refer to Paragraph 20.	N/A
15.5.10	For Advanced Metering Assets, following 15.5.7.	Prove Metering Asset .	MEMMOA	ADS	Refer to Paragraph 27 .	N/A

15.6. ~~The process below shall be followed w~~where the electricity Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the Measurement Transformers are owned by the Distribution Network Operator.~~the process below will be followed~~ This process is applicable to all types of Metering Asset, unless otherwise stated.

Commented [SJ59]: Mop Up Update - for consistency with other sections

Ref	When	Action	From	To	Information Required	Method
15.6.1	At the earliest opportunity, but no later than 16WD after energisation (if DNO energises), or 16WD after receipt of the D0139 from MEM-MOA (if MEM-MOA or its EMO energises)	Commission Measurement Transformers in accordance with BSC Metering Code of Practice 4.	DNO		Internal Process	N/A
15.6.2	At the earliest opportunity but no later than 21WD after energisation (if the DNO energises) or 21WD after receipt of the D0139 (if the MEM-MOA or its EMO energises)	Send commissioning information for the Measurement Transformers.	DNO	MEMMOA	D0383 Notification of Commissioning information.	Electronic or other method, as agreed
15.6.3	On the date requested or agreed in 15.5.1 but no later than 32WD	Commission Metering Asset in accordance with appropriate BSC Metering Codes of	MEMMOA		Internal Process	N/A

	after energisation (if MEM-MOA or its EMO energises) or receipt of the D0139 (if the DNO energises)	Practice for the Metering Asset and BSC Metering Code of Practice 4. If commissioning is completed successfully, proceed to 15.6.7, otherwise proceed to 15.6.4.				
15.6.4	Within 5WD of 15.6.3 if there has been a defect / omission that prevented commissioning. A defect or omission in the completion of the processes is set out in CoP4 and will also include that the D0383 'Notification of Commissioning status' flow has not been received from the Distribution Network Operator.	Send notification that there is a defect/omission that has prevented commissioning.	MEMMOA	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
15.6.5	At the earliest opportunity but no later than 65WD after energisation (if MEM-MOA energises) or receipt of the D0139 (if the DNO energises)	Resolve the defect/omission that has prevented commissioning It shall be the responsibility of the Electricity Supplier to ensure that the Metering Asset is appropriately commissioned. If the Electricity Supplier believes that there is a risk to settlement it shall, in accordance with Section L3.6 of the BSC, consult with the relevant Distribution Network Operator and agree the appropriate steps to be taken to minimise the risks to settlement.	Electricity Supplier	DNO ADS	D0384 Notification of Commissioning status	Electronic or other method, as agreed.

15.6.6	When defect / omission has been resolved, but no later than 80WD after energisation (if the MEM MOA energises) or receipt of the D0139 (if the DNO energises)	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4.	MEMMOA		Internal Process	N/A
15.6.7	Within 5WD of 15.6.3 or 15.6.6 if commissioning was completed successfully.	Send notification that commissioning has been completed. Notification that commissioning has been completed shall not be sent if complete information has not been received from the Distribution Network Operator.	MEMMOA	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
15.6.8	Following 15.6.7.	Create internal record of MOA MEM commissioning. This will be used for the change of MOA MEM process and the passing of complete commissioning information.	MOAMEM		Internal Process	N/A

15.7. ~~The process below shall be followed w~~where the Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the Measurement Transformers are not owned by the Distribution Network Operator~~the process below will be followed:~~ This process is applicable to all types of Metering Asset, unless otherwise stated.

Commented [SJ60]: Mop Up Update - for consistency with other sections

Ref	When	Action	From	To	Information Required	Method
15.7.1	On the date requested or agreed in 15.5.1 but no later than 32WD after	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the	MEMMOA (or its EMO)		Internal Process	N/A

	energisation.	Metering Asset and BSC Metering Code of Practice 4 . If commissioning is completed successfully, proceed to 15.7.5, otherwise proceed to 15.7.2.				
15.7.2	Within 5WD of 15.7.1 if there has been a defect/omission that prevented commissioning. A defect or omission in the completion of the processes is set out in BSC Metering Code of Practice 4.	Send notification that there is a defect/omission that has prevented commissioning.	MEMMOA	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
15.7.3	At the earliest opportunity but no later than 65WD after energisation.	Resolve the defect/omission that has prevented commissioning. It shall be the responsibility of the Electricity Supplier to ensure that the Metering Asset is appropriately commissioned. If the Electricity Supplier believes that there is a risk to settlement it shall, in accordance with Section L3.6 of the BSC, consult with the relevant Distribution Network Operator and agree the appropriate steps to be taken to minimise the risks to settlement.	Electricity Supplier	DNO ADS	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
15.7.4	When defect / omission	Commission Metering Asset in accordance with	MEMMOA		Internal Process	N/A

	has been resolved, but no later than 80WD after energisation.	appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4 .				
15.7.5	Within 5WD of 15.7.1 or 15.7.4 if commissioning was completed successfully.	Send notification that commissioning has been completed.	MEMMOA	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
15.7.6	Following 15.7.5.	Create internal record of MEM-MOA commissioning. This will be used for the change of MEM-MOA process and the passing of complete commissioning information.	MEMMOA		Internal Process	N/A

16 [Electricity Metering Asset Removal](#)

- 16.1. This process covers the removal of Metering Assets by the ~~MOA Metering Equipment Manager~~. The removal of electricity Metering Assets includes the removal of all meters assigned to that Metering Asset. Where only some of the meters are to be removed, a reconfiguration process shall be followed in accordance with Paragraph 17. Where a meter is being removed and a new meter installed as part of the same job, it shall be classed as a [Metering Asset](#) exchange and the process in Paragraph 17 shall be followed.
- 16.2. Prior to the removal of an electricity [Metering Asset](#), a de-energisation shall be carried out in accordance with Paragraph 21.
- 16.3. Where the Metering Asset is removed, recovery of the Half Hourly Metered Data should be undertaken as per the contractual agreement between the Electricity Supplier and the Appointed ~~Advanced / Smart Data Service Agent / MOA Metering Equipment Manager~~ and shared via a bilaterally agreed mechanism.
- 16.4. Metering Asset removal could be triggered by:
- ~~A~~ request to the Distribution Network Operator to disconnect the Metering Point, in accordance with the DCUSA;
 - ~~D~~isconnection of the Metering Point by the Distribution Network Operator for safety reasons, in accordance with the DCUSA;
 - ~~An~~ the ~~Electricity-Registered~~ Supplier ~~requesting request to that~~ the ~~MOA Metering Equipment Manager to~~ remove the Metering Asset; or

- (d) ~~A~~ Consumer ~~request to which owns or rents the Metering Asset requesting that the~~ ~~MOA Metering Equipment Manager~~ to remove the Metering Asset.
- 16.5. Where the Distribution Network Operator undertakes a Metering Point disconnection, ~~they should~~ shall follow the process defined in the DCUSA. On notification to the Electricity Supplier that the Metering Point is being disconnected, the Electricity Supplier may request that the ~~MOA Metering Equipment Manager~~ removes the Metering Asset. Where the Distribution Network Operator is responsible for removing the Metering Asset, ~~they~~ it shall inform the ~~MOA Metering Equipment Manager~~ and share the final Meter Register Reading to enable the ~~MOA Metering Equipment Manager~~ to issue the required notifications in accordance with the process detailed below.
- 16.6. If the Metering Asset cannot be removed at the appointed time, the ~~MOA Metering Equipment Manager~~ / Distribution Network Operator shall liaise with the Electricity Supplier to agree a way forward.
- 16.7. The process below shall be followed where the ~~MOA Metering Equipment Manager~~ removes the Metering Asset and ~~for is applicable to~~ all types of Metering Asset, unless otherwise stated. ~~Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Ref	When	Action	From	To	Information Required	Method
16.7.1	As required.	Request Metering Asset removal.	Electricity Supplier	MEMMOA	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters or for a Prepayment Meters : <ul style="list-style-type: none"> • D0194 for key meters • D0216 for token meters 	Electronic or other method, as agreed
16.7.2	If request rejected and within 2WD of	Reject request for Metering Asset removal.	MEMMOA	Electricity Supplier	D0221 Notification of Failure to Install or Energise Metering	Electronic or other method, as agreed

	16.7.1.				System; or D0002 Fault Resolution Report or Request for Decision on Further Action.	
16.7.3	On the date requested or agreed in 16.7.1.	Remove Metering Asset and note final Cumulative Meter Register Reading, if available and Meter Register Reading(s) as required by the Electricity Supplier. For Advanced Metering Assets, telephone the ADS to confirm collection of HH Metered Data, as required.	MEMMOA (or its EMO)		Internal Process	N/A
16.7.4	Following successful Metering Asset removal.	Send Meter Technical Details, final Meter Register Readings and Cumulative Register Readings in accordance with Paragraph 20.	MEMMOA		In accordance with Refer to Paragraph 20 .	N/A

- 16.8. The process below shall be followed where the Distribution Network Operator removes the [Metering Asset](#) ~~for and is applicable to~~ all types of Metering Asset, unless otherwise stated. ~~Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Ref	When	Action	From	To	Information Required	Method
16.8.1	As required, in accordance with the DCUSA.	Remove Metering Asset . Note final Meter Register Reading(s), if available.	DNO		Internal Process.	N/A
16.8.2	For all Metering Assets, within 3WDs of 16.8.1.	Send final Meter Register Reading(s) or notification that readings were not obtainable.	DNO	MEMMOA	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
16.8.3	Following successful Metering Asset removal.	Send Meter Technical Details, final Meter Register Readings and Cumulative Register Readings in accordance with Paragraph 20.	MEMMOA		In accordance with Refer to Paragraph 20 .	N/A

17 Electricity Metering Asset Exchange or Reconfiguration

- 17.1. This process covers scenarios where the same ~~Metering Equipment Manager~~ [MOA \(or its EMO\)](#) installs and removes the Metering Asset and there is no associated change of ~~Metering Equipment Manager~~ [MOA](#).
- 17.2. Prior to the replacement of an electricity Metering Asset, a de-energisation shall be carried out in accordance with Paragraph 21.
- 17.3. Where the Metering Asset is removed, recovery of the Half Hourly Metered Data should be undertaken as per the contractual agreement between the Electricity Supplier and the Appointed [Advanced / Smart Data Service Agent](#) / ~~Metering Equipment Manager~~ [MOA](#) and shared via a bilaterally agreed mechanism.
- 17.4. If the Metering Asset cannot be exchanged or reconfigured at the appointed time, the ~~Metering Equipment Manager~~ [MOA](#) shall liaise with the Electricity Supplier to agree the way forward.

- 17.5. The process below shall be followed where the Metering Asset is replaced or reconfigured and is applicable to ~~for~~ all types of Metering Asset, unless otherwise stated. ~~Some activities are only applicable to certain types of Metering Asset as specified in the individual steps.~~

Ref	When	Action	From	To	Information Required	Method
17.5.1	As required.	Request Metering Asset exchange or reconfiguration.	Electricity Supplier	MEMMOA	<p><u>Credit Meter</u></p> <p>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.</p> <p><u>Or</u></p> <p>for Prepayment Meter</p> <ul style="list-style-type: none"> • D0194 for key meters • D0216 for token meters 	Electronic or other method, as agreed
17.5.2	If request rejected and within 2 WDs of 17.5.1.	Reject request for Metering Asset exchange or reconfiguration.	MEMMOA	Electricity Supplier	<p>D0221 Notification of Failure to Install or Energise Metering System; or</p> <p>D0002 Fault Resolution Report or Request for Decision on Further Action</p>	Electronic or other method, as agreed
17.5.3	On the date requested or agreed in 17.5.1.	<p>Note initial Meter Register Reading and Cumulative Register Reading for the new Metering Asset.</p> <p>Note final Meter Register Reading and Cumulative Meter Register Reading for the removed Metering Asset, if available and required by the Electricity Supplier.</p>	MEMMOA (or its EMO)		Internal Process	N/A

		For Advanced Metering Assets, telephone the ADS to confirm collection of HH Metered Data, as required. Exchange or reconfigure Metering Asset				
17.5.4	Following successful Metering Asset exchange / reconfiguration.	Send Meter Technical Details, initial and final Meter Register Readings and Cumulative Register Readings in accordance with Paragraph 20.	MEMMOA		In accordance with Refer to Paragraph 20.	N/A
17.5.5	For new Advanced Metering Assets	Prove Metering Asset .	MEMMOA	ADS	Refer to Paragraph 29.	N/A
17.5.6	Following 17.5.3, where the replacement includes Measurement Transformers.	Commission Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice .	MEMMOA / DNO	-	Refer to Paragraph 15.6 and 15.7.	N/A

17.6. The process below shall be followed where the DNO replaces the [Metering Asset](#) for safety reasons ~~for~~ [and is applicable to](#) all types of Metering Asset, ~~unless otherwise stated. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Ref	When	Action	From	To	Information Required	Method
17.6.1	As required.	Send request to replace Metering Asset .	Electricity Supplier	DNO	Request site visit.	Electronic or other method, as agreed.

17.6.2	If request rejected, as soon as possible after 17.6.1.	Send notification of rejection including the reason why the request has been rejected.	DNO	Electricity Supplier	D0221 Notification of Failure to Install or Energise Metering System; or D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
17.6.3	On the date requested or agreed in 17.6.1 or as the DNO sees necessary.	Note final Meter Register Reading, if available. Replace and energise Metering Asset Note initial Meter Register Reading.	DNO		Internal Process.	N/A
17.6.4	For all Metering Assets, within 3 WD of 8.7.3 17.6.3 .	Send final Meter Register Reading or notification that Meter Register Reading not obtainable. Send initial Meter Register Reading and Meter Technical Details for replacement Metering Asset .	DNO ⁴²	MEMMOA	For all Metering Assets <ul style="list-style-type: none"> D0010 Meter Readings; or D0002 Fault Resolution Report or Request for Decision on Further Action. and For Advanced Metering Assets <ul style="list-style-type: none"> D0268 Advanced Meter Technical Details. If site is Complex Site , send Complex Site Supplementary Information Form (see Appendix 2). or	Electronic or other method, as agreed.

					<p>For Traditional Metering Assets</p> <ul style="list-style-type: none"> • D0149 Notification of Mapping Details • D0150 Traditional Meter Technical Details. 	
17.6.5	Following successful Metering Asset exchange.	Send Meter Technical Details, initial and final Meter Register Readings and Cumulative Register Readings in accordance with Paragraph 20.	<u>MEMMOA</u>		In accordance with Refer to Paragraph 20.	N/A

18 Change of Feeder Status for Electricity Metering Assets

- 18.1. This process covers communications relating to the energisation or de-energisation of a feeder for an electricity Metering Asset.
- 18.2. In the event that a summation current transformer is being utilised to aggregate two or more feeders onto one Meter Id (Serial No), then the feeder status shall be populated as 'Active' if any one of the feeders is energised.
- 18.3. This process shall only be used for multi feeder sites. Where a single feeder is to be energised or de-energised, the processes in Paragraph 21 shall be used.
- 18.4. The process below shall be followed where the energisation status of the feeder for an electricity Metering Asset is changed ~~for~~ and applies to all types of Metering Asset, unless otherwise stated. ~~Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Ref	When	Action	From	To	Interface	Means
18.4.1	As required.	<p>Send request to change feeder status.</p> <p>This request may be sent to the DNO rather than the MOAMEM. Where the DNO changes the feeder status, they shall send Meter Register Readings to the MOAMEM to share with other Market Participants.</p>	Electricity Supplier	MEM MOA	<p>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.</p> <p>-or for a Prepayment Meter</p> <ul style="list-style-type: none"> • D0194 for key meters • D0216 for token meters 	Electronic or other method, as agreed.
18.4.2	If request rejected and within 2WD of 18.4.1.	Send notification of rejection including the reason why the request has been rejected.	MEM MOA	Electricity Supplier	<p>D0221 Notification of Failure to Install or Energise Metering System; or</p> <p>D0002 Fault Resolution Report or Request for Decision on Further Action (Gg to 18.4.1 if required).</p>	Electronic or other method, as agreed.
18.4.3	On the date requested or agreed in 18.4.1 or as the MEM MOA sees necessary.	<p>Change feeder status.</p> <p>Note Meter Register Reading.</p> <p>For Advanced Metering Assets where the feeder is being de-energised, telephone the ADS to confirm collection of HH Metered Data, as required.</p>	MEM MOA (or its EMO)		Internal Process	N/A

18.4.4	Following successful change in feeder status	Send Meter Technical Details, Meter Register Readings and Cumulative Register Readings in accordance with Paragraph 20.	<u>MOAMEM</u>		In accordance with Refer to Paragraph 20.	N/A
18.4.5	For Advanced Metering Assets.	Prove <u>Metering Asset</u> .	<u>MOAMEM</u> <u>(or its EMO)</u>	<u>ADS</u>	Refer to Paragraph_27.	N/A

19 Fault Resolution for Electricity Metering Assets

- 19.1. Upon the ~~MOA Metering Equipment Manager~~ being notified by any person (or otherwise discovering) that any Metering Asset for which the ~~MOA Metering Equipment Manager~~ is Appointed is potentially recording incorrect data, the ~~MOA Metering Equipment Manager~~ shall investigate and rectify the problem and notify the Electricity Supplier and Appointed Advanced / Smart Data Service Agent of the nature of the fault and the date and time at which it was rectified.
- 19.2. The ~~MOA Metering Equipment Manager~~ shall report Metering Asset faults to the ~~Electricity Supplier~~ Registered Supplier and Appointed Advanced / Smart Data Service Agent and advise the Appointed Advanced / Smart Data Service Agent as to the period covered by the fault.
- 19.3. The ~~MOA Metering Equipment Manager~~ shall separately identify Metering Asset faults affecting data quality and those not affecting data quality and shall record the date on which each fault was reported and the date on which each fault was cleared. For this purpose, a fault affecting data quality shall be treated as cleared when the relevant Metering Asset once again records in compliance with the relevant BSC Metering Code of Practice.

19.4. The process below shall be followed where a potential fault requires investigation and is applicable to all types of Metering Asset, unless otherwise stated. ~~Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Ref	When	Action	From	To	Information Required	Method
19.4.1	As appropriate.	Send request to investigate Metering Asset . Any participant, other than the ADS / SDS, wishing to request that the MOAMEM carries out an investigation shall do so via the Electricity Supplier. The D0001 'Request Metering System Investigation' can be used to notify the Electricity Supplier of the fault if appropriate.	Any Participant	Electricity Supplier	Details of fault.	Electronic or other method, as agreed
19.4.2	Within <u>2WD</u> of 19.4.1 or as required.	Send request to investigate Metering Asset .	Electricity Supplier or- ADS / SDS	MOAMEM	D0001 Request Metering System Investigation.	Electronic or other method, as agreed
19.4.3	Within <u>5WD</u> of receipt of the D0001 , or as the MEM MOA sees necessary. Where the MOA MEM has a contract with the Consumer , this must be taken into account when determining whether it is appropriate for	Investigate Metering Asset and attempt to resolve fault. If the resolution involves a site visit, take a Meter Register Reading following resolution of the fault. - If the fault is resolved within <u>5WD</u> of receipt of the D0001 , proceed to 19.4.10, if not proceed to 19.4.4.	MOAMEM (or its EMO)		Internal Process	N/A

	the MEM-MOA to investigate inconsistencies.					
19.4.4	If fault remains unresolved 5WD after receipt of D0001 .	<p>Send notification that the fault cannot be resolved together with a corresponding fault resolution plan (if required) detailing the actions that need to be taken to resolve the fault and the proposed timescales or update on proposed next steps. Request decision on further action if appropriate.</p> <p>The MOA Metering Equipment Manager shall contact and liaise with the Electricity Supplier if appropriate.</p>	MOAMEM	Electricity Supplier or ADS / SDS	<p>D0005 Instruction on Action</p> <p>Fault resolution plan (if required).</p> <p>For complex cases where the D0005 is not sufficient, or where requested by the ADS / SDS, further details can be given in the fault resolution plan. In these instances, the sending of the fault resolution plan shall be referred to in the D0005. Any other correspondence between the Electricity Supplier, MOA MEM and ADS / SDS which is required to resolve the fault shall be sent in a format and by a method agreed by those participants involved.</p>	Electronic or other method, as agreed -
19.4.5	As soon as possible after 19.4.4, if appropriate	Send decision on further action.	Electricity Supplier or ADS / SDS	MOAMEM	<p>D0005 Instruction on Action.</p> <p>Or equivalent communication, by other means, with the Electricity Supplier.</p>	Electronic or other method, as agreed
19.4.6	Following 19.4.4 or 19.4.5, if	Attempt to resolve fault.	MOAMEM		Internal Process	N/A

	appropriate.	If fault resolved within 15WD of receipt of D0001, proceed to 19.4 10, if not then proceed to 19.4.7. -				
19.4.7	If fault remains unresolved within 15WD of receipt of D0001 .	Notify that the fault remains unresolved.	MOAMEM	Electricity Supplier or ADS / SDS	D0005 Instruction on Action. Or equivalent communication, by other means, with the Electricity Supplier .	Electronic or other method, as agreed
19.4.8	As soon as possible following 19.4.7.	Progress resolution of outstanding fault.	MOAMEM		As appropriate: D0005 Instruction on Action or fault resolution plan	Internal Process
19.4.9	If and when appropriate following 19.4.8.	Consult and / or update ADS / SDS, or Electricity Supplier as appropriate, regarding investigation on regular basis (as agreed) until fault resolved.	MOAMEM	Electricity Supplier or ADS / SDS	D0005 Instruction on Action. Or equivalent communication, by other means, with the Electricity Supplier .	Electronic or other method, as agreed
19.4.10	Within 5WD of resolving fault.	Send fault resolution report and undertake any steps in the process in this Paragraph- 19- which may be appropriate.	MOAMEM	Electricity Supplier or ADS / SDS	D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed
19.4.11	If appropriate, within 5WD of 19.4.10.	Report resolution of fault. Where the Metering Asset investigation was requested by a participant other than the ADS / SDS, the Electricity Supplier shall send the relevant participant the fault resolution report within 5WD of receiving the D0002 'Fault Resolution Report or Request for Decision on	Electricity Supplier	Relevant Participant	As appropriate: D0002 Fault Resolution Report or Request for Decision on Further Action. Details of resolution	Electronic or other method, as agreed

		Further Action'. The Electricity Supplier shall use the D0002 for this notification where the participant initially notified the Electricity Supplier of the inconsistency via the D0001 'Request Metering System Investigation'.				
19.4.12	If appropriate, at the same time as 19.4.10.	Send Meter Technical Details if changed or incorrect, together with, Meter Register Readings and Cumulative Register Readings, if required.	MOAMEM		In accordance with Refer to Paragraph 20	N/A
19.4.13	In accordance with the timescales in Paragraph 29.	If Meter Technical Details manually intervened or there has been a key field change, provide Metering Asset .	MOAMEM	ADS	In accordance with Refer to Paragraph 27	Electronic or other method, as agreed

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20 Sharing Information following **Electricity Meter Works**

20.1. Paragraphs 15 to 19 cover a variety of operational metering activities which may result in updates being made to Meter Technical Details. ~~The~~
in all these cases, the MOA Metering Equipment Manager is responsible for providing shall provide updated Meter Technical Details to the relevant
Market Participants in accordance with the process set out below. Steps are applicable to all types of Metering Asset, unless otherwise stated.:

Ref	When	Action	From	To	Information Required	Method
20.1.1	Within 3WVDs of the meter works <u>under paragraphs 15 to 19.</u>	Send revised Meter Technical Details, Cumulative Meter Register Readings and Meter Register Readings or notification that the Meter Register Readings were not obtainable.	<u>MOAMEM</u>	<u>Electricity Supplier</u> <u>ADS / SDS</u> <u>DNO</u>	Advanced Metering Assets <ul style="list-style-type: none"> • <u>MHHS IF-041 Smart / Advanced Readings</u> • <u>D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.</u> • <u>D0268 Advanced Meter Technical Details</u> • <u>D0383 Notification of Commissioning Information (Electricity Supplier and DNO only)</u> • <u>D0384 Notification of Commissioning Status (Electricity Supplier and DNO only)</u> • If site is a <u>Complex Site</u>, send Complex Site Supplementary Information Form (see 	IF-041 issued via DIP I interface. Other data issued via electronic or other method, as agreed

Commented [SJ61]: Mop Up Update - addition of DIP Market Message names throughout (reflecting CR025)

Commented [SJ62]: Mop Up Update - to reflect removal of the D0383 and D0384 from being sent to the ADS as a result of DIN682 in IR6

					<p>Appendix 2).</p> <p>Smart Metering Assets</p> <ul style="list-style-type: none"> • MHHS IF-041 Smart / Advanced Readings <p>Traditional Metering Assets</p> <ul style="list-style-type: none"> • D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. • D0149 Notification of Mapping Details. • D0150 Traditional Meter Technical Details. 	
20.1.2	Within 3 WDs of the meter works, where a new Metering Asset has been installed or the existing Metering Asset removed.	Send notification of <u>Metering Asset</u> installation or removal.	MOAMEM	MAP	D0303 Notification of Meter Operator, Supplier and <u>Metering Assets</u> installed / removed by the MOP to the MAP .	Electronic or other method, as agreed.
20.1.3	Within 3 WDs of the meter works.	Send revised Meter Technical Details.	MOAMEM	SMRS	MHHS IF--005 MTD Updates to SMRS	DIP I interface
20.1.4	Following receipt of the notification referenced in	Perform validation checks.	SMRS		Internal Process	N/A

	20.1.3 and in accordance with the BSCP706 .	If data is accepted, proceed to 20.1.7, otherwise proceed to 20.1.5.				
20.1.5	Following 20.1.4 where the data is not accepted.	Send notification that revised Meter Technical Details have been rejected.	SMRS	MOA MEM Electricity Supplier	MHHS IF--006 SMRS Notification of MTD Updates - rejection	DIP I interface
20.1.6	As soon as reasonably practicable following receipt of the notification referenced in 20.1.5.	<p>Manage rejection of revised Metering Asset details.</p> <p>Where the rejection is of a type the MOA MEM can resolve without involving other industry parties, send a corrected MHHS IF-005 'MTD Updates to SMRS'.</p> <p>If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>Restart the process as 20.1.1 or 20.1.3 as required.</p>	MOA MEM		Internal Process	N/A
20.1.7	Following 20.1.4 where the data is accepted.	Update Meter Technical Details and make available to other Market Participants.	SMRS	MOA MEM Electricity Supplier DNO	MHHS IF--006 SMRS Notification of MTD Updates - acceptance	DIP I interface

Commented [SJ63]: [Mop Up Update](#) - to include Supplier as recipient of IF006 rejection to address DIN094

				SDS / ADS EES		
20.1.8	Within 60 minutes of receipt of the notification referenced in 20.1.7.	Process notification and manage any exceptions.	MOA MEM Electricity Supplier DNO SDS / ADS EES		Internal Process	N/A
20.1.9	Following receipt of the notifications referenced in 20.1.1 and 20.1.7.	Reconcile MTDs and Meter Register Readings / Cumulative Register Readings and manage any exceptions.	Electricity Supplier		Internal Process	N/A
20.1.10	Where Communications Hub information is updated as a result of the meter works (Smart Metering Assets only).	Issue updated Communications Hub information where required by the Electricity Supplier.	MOA	Electricity Supplier	MHHS IF-004 Comms Hub Information	DIP Interface

Commented [SJ64]: Mop Up Update - added the optional message to send comms hub info if amended as part of the meter works to reflect DIN335 in IR4

21 Change of Energisation Status for Electricity Metering Assets

- 21.1. This process covers communications relating to the energisation or de-energisation of an electricity Metering Asset.
- 21.2. The ~~MOA Metering Equipment Manager~~ shall only energise a Metering Asset if requested to do so by its associated Electricity Supplier. Where a change of energisation status occurs at the same time as a Metering Asset installation or removal, this process ~~shall~~ be followed in addition to the Metering Asset installation or removal processes.

- 21.3. The ~~MOA Metering Equipment Manager~~ shall, as soon as reasonably practicable, inform its associated Electricity Supplier, the associated ~~Advanced / Smart~~ Data Service ~~Agent~~ and the Distribution Network Operator of any change in the energisation status of any Metering Asset for which the ~~MOA Metering Equipment Manager~~ has been Appointed.
- 21.4. A remotely disabled Smart Metering Asset or Advanced Metering Asset should be treated as energised for the purposes of this Paragraph 21.

21.5. The process below shall be followed where the energisation status of a Metering Asset is changed and is applicable to all types of Metering Asset, unless otherwise stated. ~~Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Ref	When	Action	From	To	Interface	Means
If DNO changes energisation status						
21.5.1	Where <u>the</u> DNO changes the energisation status, within <u>3WD</u> of changing the energisation status of a <u>Metering Asset</u> .	Send change of energisation status and the associated Meter Register Readings. If Distribution Network Operator the <u>DNO</u> de-energises a Metering Asset and does not provide the final Meter Register Readings, the Metering Equipment Manager <u>MOA</u> can retrieve these when it retrieves the meter. If the Distribution Network Operator <u>DNO</u> also removed the meter, the <u>MOA Metering Equipment Manager</u> must ensure that it has the final Meter Register Readings and provides these to the <u>Advanced / Smart Data Service Agent</u> before disposing of or re-using the meter. Proceed to 21.5.6.	<u>DNO</u>	MOA <u>MEM</u>	<u>D0139</u> Confirmation or Rejection of Energisation Status Change or for a <u>Prepayment Meter</u> <u>D0179</u> Confirmation of Energisation/De-Energisation of Prepayment Meter.	Electronic or other method, as agreed
If MEM <u>MOA</u> changes energisation status						
21.5.2	As required	Send request to change <u>Metering Asset energisation status</u> . <u>Where the Electricity Supplier is requesting Meter installation / Meter removal at the same time as a change of Energisation Status, a single request may</u>	<u>Electricity Supplier</u>	MOA <u>MEM</u>	<u>D0134</u> Request to Change Energisation Status.	Electronic or other method, as agreed

		<u>be sent.</u>				
21.5.3	On the date requested or agreed in 21.5.2.	Change energisation status and capture Meter Register Reading, Cumulative Register Reading and HH Metered Data as required. Where the change in energisation status is successful, proceed to 21.5.6, otherwise proceed to 21.5.4.	MOAME M			Internal Process
21.5.4	Following 21.5.2 or 21.5.3 where the change of energisation request is rejected or the change is not successful. Or following the MOA MEM becoming aware of a discrepancy between the energisation status on site and that held by the Electricity Supplier / Advanced or Smart Data Service Agent .	Send rejection in response to change of energisation status request.	MOAME M	Electricity Supplier /	MHHS IF-007 Change of Energisation Status	DIP Interface
21.5.5	Following receipt of the notification in 21.5.4.	Manage rejection of change to energisation status request.	Electricity Supplier		Internal Process	N/A
21.5.6	Within 3WD of 21.5.1 or 21.5.3 where the change of energisation status is successful.	Send notification of change to energisation status.	MOAME M	SMRS	MHHS IF-007 Change of Energisation Status For Prepayment Meters the MEM should also issue a D0179	DIP Interface Electronic or other method, as agreed

Commented [SJ65]: [Mop Up Update](#) - DIN87 was raised to clarify whether both the meter works and the change of energisation flows were required. Design team confirmation that both outcome messages would be needed although a single request could be used.

					Confirmation of Energisation / De-Energisation of Prepayment Meter.	
21.5.7	Following receipt of the notification referenced in 21.5.6 and in accordance with the BSC706 .	Validate change of energisation status notification. If change is accepted, proceed to 21.5.10, otherwise proceed to 21.5.8.	SMRS		Internal Process	N/A
21.5.8	Following 21.5.7, where the notification is not accepted.	Send notification that the change of energisation status has been rejected.	SMRS	MOA MEM	MHHS IF-008 Registration Service SMRS Change of Energisation Status Notification	DIP Interface
21.5.9	Following receipt of the notification in 21.5.8.	Manage rejection of change to energisation status request.	MOA MEM		Internal Process	N/A
21.5.10	Following 21.5.7, where the notification is accepted.	Send notification of change of energisation status.	SMRS	MOA MEM Electricity Supplier DNO ADS / SDS BSC Central Systems	MHHS IF-008 Registration Service SMRS Change of Energisation Status Notification	DIP Interface
21.5.11	For Advanced Metering Assets and Smart Metering Assets, at the	Issue Cumulative Register Readings.	MOA MEM	ADS / SDS DNO	MHHS IF-041 Smart / Advanced Readings Cumulative	DIP Interface

	same time as 21.5.6.			<u>Electricity Supplier</u>	<u>Register Reading</u>	
21.5.12	For Advanced Metering Assets and Traditional Metering Assets, at the same time as 21.5.6.	Issue Meter Register Readings.	<u>MOA MEM</u>	ADS / SDS	D0010 Meter Readings	DIP Interface Electronic or other method, as agreed
<u>21.5.13</u>	<u>For Advanced Metering Assets and Traditional Metering Assets, following 21.5.12.</u>	<u>Issue Meter Register Readings.</u>	<u>ADS / SDS</u>	<u>DNO</u> <u>Electricity Supplier</u>	<u>D0010 Meter Readings</u>	<u>DIP Interface</u> <u>Electronic or other method, as agreed</u>

Commented [SJ66]: Mop Up Update - to reflect the Supplier and DNO as recipients of the IF0041

Commented [SJ67]: Mop Up Update - to reflect the Data Service sending the D0010 to the Supplier and DNO as per BP008

22 Electricity MOA MEM Appointment

- 22.1. This ~~section-process~~ covers in the Appointment of a MOA Metering Equipment Manager which may occur independently or at the same time as an Initial Registration ~~and/or a Switch~~. The specific end-to-end processes for each of these scenarios have been included below.
- 22.2. The Initial Registration and Switch processes are set out in the Registration Services Schedule. Some (but not necessarily all) of these processes have been included in the interface tables to highlight the interactions between the Initial Registration / Switch process, ~~and~~ the Appointment of MOA Metering Equipment Managers and the provision of meter details.
- 22.3. The MOA Metering Equipment Manager Appointment process shall be completed for each individual Metering Point, with the following exclusions:
- ~~Where~~ the Metering Point is a Related Metering Point, the Electricity Supplier shall only submit a MOA Metering Equipment Manager Appointment for the Primary Related Metering Point (and the Supplier Meter Registration Service shall not accept any ~~MOA Metering Equipment Manager~~ Appointments submitted in relation to a Secondary Related Metering Points). Where the Supplier Meter Registration Service accepts a MOA Metering Equipment Manager Appointment which applies to a Primary Related Metering Point, then the Supplier Meter Registration Service shall treat each Secondary Related Metering Point as if the MOA Metering Equipment Manager Appointment was also made in relation to it.
 - Where the Metering Point is an Associated Export Metering Point, the Electricity Supplier shall only submit a MOA Metering Equipment Manager Appointment for the Associated Import Metering Point (and the Supplier Meter Registration Service shall not accept any MOA Metering Equipment

~~Manager~~ Appointments submitted in relation to Associated Export Metering Points). Where the Supplier Meter Registration Service accepts a ~~MOA Metering Equipment Manager~~ Appointment which applies to an Associated Import Metering Point, then the Supplier Meter Registration Service shall treat each Associated Export Metering Point as if the ~~MOA Metering Equipment Manager~~ Appointment was also made in relation to it.

- 22.4. At any point, the Appointed ~~MOA Metering Equipment Manager~~ may set the Customer Direct Contract flag. When initiating the ~~MOA Metering Equipment Manager~~ Appointment process, the Electricity Supplier should consider whether this flag has been set and raise any discrepancies with the relevant ~~MOA Metering Equipment Manager~~(s).

Electricity MOA MEM Appointment with Initial Registration

- 22.5. The process defined in Paragraph 22.6 shall be followed for all instances where an Initial Registration occurs. As there is no Objection Window for an Initial Registration, the Registration Status may become Secured Active on the same day as the submission of the Initial Registration Request.
- 22.6. The process below is applicable to all types of Metering Asset, unless otherwise stated. ~~Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Ref	When	Action	From	To	Information Required	Method
22.6.1	Within 60 minutes of receipt of a Notification to New Supplier of Site Information by the Gaining Supplier (MHHS IF 002) indicating that an Initial Registration Request is Pending.	Send MOA MEM Appointment request. The Gaining Supplier shall ensure the chosen MOA MEM is acceptable based on the Premises, Market Segment and meter type.	Gaining Supplier	SMRS	MHHS IF_031 Supplier Service Provider Agent Appointment Request	DIP I interface
22.6.2	Following receipt of the notification referenced in 22.6.1 and in accordance with the BSCP706.	Validate MOA MEM Appointment request. If data Appointment is	SMRS		Internal Process	N/A

Commented [SJ68]: Mop Up Update - to provide clarity data has been amended to Appointment within section 22

		accepted, proceed to 22.6.5, otherwise proceed to 22.6.3.				
22.6.3	Following 22.6.2 where the data Appointment is not accepted.	Send notification that the proposed MOA MEM Appointment has been rejected by the SMRS.	SMRS	Gaining Supplier	MHHS IF-032 SMRS Supplier Agent Appointment Request Response - rejection	DIP i interface
22.6.4	Within 60 minutes of As soon as reasonably practicable following receipt of the notification referenced in 22.6.3. Electricity Suppliers are only required to issue the new Appointment request within 60 minutes for 90% of Appointment rejections, with the remaining being processed by the end of the following Working Day.	Manage rejection of proposed MOA MEM Appointment and restart process from 22.6.1. Where the rejection is of a type the Gaining Supplier can resolve without involving other industry parties, send a corrected IF-031. If the Gaining Supplier needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Restart process from 22.6.1.	Gaining Supplier		Internal Process	N/A
22.6.5	Following 22.6.2 where the data Appointment is accepted.	Send notification that the proposed MOA MEM Appointment has been	SMRS	Gaining Supplier	MHHS IF-032 SMRS Supplier Agent Appointment Request Response - acceptance	DIP i interface

Commented [SJ69]: Mop Up Update - inclusion of performance standard as a result of DIN202 implemented in IR2

		accepted by the SMRS.				
22.6.6	At the same time as 22.6.5.	Update MOA MEM Appointment and issue MEM-MOA Appointment validation request.	SMRS	Gaining MOAMEM	MHHS IF_033 <u>SMRS Request for Supplier Agent Appointment</u>	DIP <u>I</u> nterface
22.6.7	Within 60 minutes of Following receipt of the notification referenced in 22.6.6.	Perform validation checks to confirm Electricity Supplier contract is in place and they have the correct Qualification to be Appointed for the specific Metering Point. If data <u>Appointment</u> is accepted, proceed to 22.6.11, otherwise proceed to 22.6.8.	Gaining MOAMEM		Internal Process	N/A
22.6.8	Within 60 minutes of receipt of the notification referenced in 22.6.6 where Appointment is rejected. <u>MOAs are only required to issue the response to the Appointment request within 60 minutes for 90% of Appointment requests, with the remaining being processed by the end of the following Working Day.</u>	Reject proposed MEM MOA Appointment and delete any metering details received within 30 days.	Gaining MOAMEM	SMRS	MHHS IF_034 <u>Supplier Agent Appointment Request Response to SMRS - rejection</u>	DIP <u>I</u> nterface

Commented [SJ70]: Mop Up Update - inclusion of performance standard to reflect the Operational Choreography

22.6.9	Following receipt of the rejection notification referenced in 22.6.8 in accordance with the BSCP706 .	Issue MOA MEM Appointment outcome	SMRS	Gaining Supplier	MHHS IF_-035 SMRS Appointment Status Notification - rejection	DIP Interface
22.6.10	As soon as reasonably practicable following receipt of the notification referenced in 22.6.9.	Manage rejection of proposed MOA MEM Appointment. Once resolved initiate new MOA MEM Appointment and follow the process from step 22.6.1.	Electricity Supplier		Internal Process	N/A
22.6.11	Within 60 minutes of receipt of the notification referenced in 22.6.6 where Appointment is accepted. MOA are only required to issue the response to the Appointment request within 60 minutes for 90% of Appointment requests, with the remaining being processed by the end of the following Working Day.	Accept proposed MOA MEM appointment.	Gaining MOAMEM	SMRS	MHHS IF_-034 Supplier Agent Appointment Request Response to SMRS	DIP i Interface
22.6.12	Following receipt of the acceptance notification referenced in 22.6.11 in	Issue MOA MEM Appointment outcome	SMRS	Gaining Supplier	MHHS IF_-035 SMRS Appointment Status Notification - acceptance	DIP Interface

Commented [SJ71]: [Mop Up Update](#) - inclusion of performance standard to reflect the Operational Choreography

	accordance with the BSCP706 .			Gaining MOAMEM		
22.6.13	Following 22.6.11, within the timescales set out in the BSCP706 .	Determine processing treatment e.g. whether the MOA MEM Appointment is effective on the next day or a future date. For retrospective MOA MEM Appointments proceed to 22.6.14, otherwise proceed to 22.6.15.	SMRS		Internal Process	N/A
22.6.14	Following 22.6.13 (where the MOA MEM Appointment is retrospective.	Publish notification of MOA MEM Appointment and Meter Technical Details.	SMRS	Gaining Supplier Gaining MOAMEM SDS/ADS DNO EES Provider	MHHS-IF036 SMRS Notification of Supplier Agent Appointment & Supporting Info	DIP Interface
22.6.15	For a prospective MOA MEM Appointment;	Review and re-validate MOA MEM Appointment.	SMRS		Internal Process	N/A

	<p>a) <u>Within 60 minutes of a Switch Request cancellation being received from the CSS;</u> or a)b) _____ following completion of the Secured Active processing from CSS on the day before the <u>MOA MEM</u> effective from date.</p>	<p>Where the <u>MOA MEM</u> Appointment is no longer valid e.g. the <u>Switch Request/Initial Registration</u> is not Secured <u>or has been cancelled</u>, proceed to 22.6.16, otherwise proceed to 22.6.19.</p>				
22.6.16	<p><u>Within the timescales set out in BSCP706. By 21:00 hours on the date before the MEM effective from date</u> where the Appointment is not taking effect.</p>	<p>Issue <u>MOA MEM</u> Appointment outcome notification to reflect lapsed <u>MOA MEM</u> Appointment.</p>	SMRS	<p>Gaining Supplier</p> <p>Gaining <u>MOA MEM</u></p>	<p>MHHS IF-035 <u>SMRS Appointment Status Notification</u> - rejection</p>	DIP <u>i</u> nterface
22.6.17	<p>Following receipt of the notification in 22.6.16.</p>	<p>Receive notification of lapsed Appointment and delete any metering details received within 30 days.</p>	Gaining <u>MOA MEM</u>		Internal Process	N/A
22.6.18	<p>As soon as reasonably practicable following receipt of the notification referenced in 22.6.16.</p>	<p>Manage rejection of <u>MOA MEM</u> Appointment.</p> <p>If required, initiate new <u>MOA MEM</u> Appointment and follow the process from step 22.6.1.</p>	Electricity Suppliers		Internal Process	N/A
22.6.19	<p><u>Within the timescales set out in</u></p>	<p>Publish notification of</p>	SMRS	Gaining	MHHS IF_036 <u>SMRS</u>	DIP <u>i</u> nterface

Commented [SJ72]: Mop Up Update - DIN369 and DIN604 updates requiring a CSS cancellation to trigger an IF035 rejection 'immediately'

Commented [SJ73]: Mop Up Update - amended to cross reference the BSC to avoid dual governance

	BSCP706, By 21:00 hours on the date before the MEM effective from date where the Appointment is taking effect.	MOA MEM Appointment and Meter Technical Details for Metering Point and any Associated Export Metering Points or Secondary Related Metering Points.		MOAMEM Gaining Supplier ADS / SDS DNO EES Provider	<u>Notification of Supplier Agent Appointment & Supporting Info</u>	
22.6.20	Following Appointment.	Install Metering Asset(s) as required and send Meter Technical Details in accordance with Paragraph 15.	MOAMEM		As set out in <u>Refer to</u> Paragraph 15	As defined in Paragraph 15
22.6.21	On appointment of Gaining MOA MEM and between 5WD and 10WD of 22.6.19.	Send Consumer details. The D0225 should only be sent where required in accordance with the Transfer of Consumer Data Schedule.	Gaining Supplier	Gaining MOAMEM	D0302 Notification of Customer Details D0225 Priority Services Details	Electronic or other method, as agreed
22.6.22	Within 3WD of 22.6.14 or 22.6.19.	Send notification of Electricity Supplier and MOA MEM appointment.	Gaining MOAMEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed

Commented [SJ74]: **Mop Up Update** - amended to cross reference the BSC to avoid dual governance

Electricity MOA MEM Appointment with Switch

- 22.7. The process defined in ~~p~~Paragraph 22.9 shall be followed for all instances where a Switch occurs, regardless of whether the ~~MOA Metering Equipment Manager~~ is changing in parallel with the Switch or the existing ~~MOA Metering Equipment Manager~~ is being re-appointed by the Gaining Supplier. Where a Switch occurs without a concurrent change of ~~MOA Metering Equipment Manager~~, the following exceptions shall apply:
- (a) the Losing ~~MOA Metering Equipment Manager~~ will not be required to send Meter Technical Details to the Gaining ~~MOA MEM~~ as these actors will be the same; and
 - (b) ~~T~~he Supplier Meter Registration Service will send both the Appointment and ~~D~~e-Appointment notifications to the ~~MOA Metering Equipment Manager~~ following receipt of the Secured Active notification. The ~~MOA Metering Equipment Manager~~ shall ensure that it can manage receipt of these notifications in any order.
- 22.8. Wherever possible, ~~each Electricity Suppliers~~ shall seek to avoid installation or exchange of a new meter at ~~an RMPa Metering Point~~ if it has been agreed between the ~~Losing Supplier~~ and ~~Gaining Supplier~~ that the ~~Switch~~ that took place was erroneous.
- 22.9. The process below shall be followed where a Switch occurs and is applicable to all types of Metering Asset, ~~unless otherwise stated. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Commented [SJ75]: Mop Up Update - to change to lower case as de-appointment throughout is not defined

Ref	When	Action	From	To	Information Required	Method
22.9.1	Within 60 minutes of receipt of a Notification to New Supplier of Site Information by the Gaining Supplier (MHHS IF 002) indicating that a Switch Request is Pending.	Send MOA MEM -Appointment request. The Gaining Supplier shall ensure the chosen MOA MEM is acceptable based on the Premises, Market Segment and meter type.	Gaining Supplier	SMRS	MHHS IF--031 Supplier Service Provider Agent Appointment Request	DIP I nterface
22.9.2	Following receipt of the notification referenced in 22.9.1 and in accordance with the BSCP706.	Validate MOA MEM -Appointment request. If Appointment data is accepted,	SMRS		Internal Process	N/A

		proceed to 22.9.5, otherwise proceed to 22.9.3.				
22.9.3	Following 22.9.2 where the <u>Appointment data</u> is not accepted.	Send notification that the proposed <u>MOA MEM</u> Appointment has been rejected by the SMRS.	<u>SMRS</u>	<u>Gaining Supplier</u>	<u>MHHS IF--032 SMRS Supplier Agent Appointment Request Response - rejection</u>	DIP <u>I</u> interface
22.9.4	<u>As soon as reasonably practicable following</u> Within 60 minutes of receipt of the notification referenced in 22.9.3. <u>Electricity Suppliers are only required to issue the new Appointment request within 60 minutes for 90% of Appointment rejections, with the remaining being processed by the end of the following Working Day.</u>	Manage rejection of proposed <u>MOA MEM</u> Appointment. Where the rejection is of a type the <u>Gaining Supplier</u> can resolve without involving other industry parties, send a corrected <u>MHHS IF--031 'Supplier Agent Appointment Request'</u> . If the <u>Gaining Supplier</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Restart process from 22.9.1.	<u>Gaining Supplier</u>		<u>Internal Process</u>	N/A
22.9.5	Following 22.9.2 where the <u>Appointment data</u> is accepted.	Send notification that the proposed <u>MOA MEM</u> Appointment has been accepted by the SMRS.	<u>SMRS</u>	<u>Gaining Supplier</u>	<u>MHHS IF--032 SMRS Supplier Agent Appointment Request Response - acceptance</u>	DIP <u>I</u> interface
22.9.6	At the same time as 22.9.5.	Update <u>MOA MEM</u> Appointment and issue <u>MOA MEM</u> Appointment validation request.	<u>SMRS</u>	<u>Gaining MOA MEM</u>	<u>MHHS IF--033 SMRS Request for Supplier Agent Appointment</u>	DIP <u>I</u> interface

Commented [SJ76]: Mop Up Update - inclusion of performance standard as a result of DIN202 implemented in IR2

22.9.7	Within 60 minutes of Following receipt of the notification referenced in 22.9.6.	Perform validation checks to confirm Electricity Supplier contract is in place and they have the correct Qualification to be Appointed for the specific Metering Point. If data -Appointment is accepted, proceed to 22.9.11, otherwise proceed to 22.9.8.	Gaining MOA MEM		Internal Process	N/A
22.9.8	Within 60 minutes of receipt of the notification referenced in 22.9.6 where Appointment is rejected. <u>MOA are only required to issue the response to the Appointment request within 60 minutes for 90% of Appointment requests, with the remaining being processed by the end of the following Working Day.</u>	Reject proposed MOA MEM Appointment and delete any metering details received within 30 days.	Gaining MOA MEM	SMRS	MHHS IF--034 Supplier Agent Appointment Request Response to SMRS - rejection	DIP Interface
22.9.9	Following receipt of the rejection notification referenced in 22.9.8 in accordance with the -BSCP706.	Issue MOA MEM -Appointment outcome	SMRS	Gaining Supplier	MHHS IF--035 SMRS Appointment Status Notification - rejection	DIP Interface
22.9.10	As soon as reasonably practicable following receipt of the notification referenced in 22.9.9.	Manage rejection of proposed MOA MEM -Appointment. Once resolved initiate new MOA MEM -Appointment and follow the process from step 22.9.1.	Gaining Supplier Electricity Supplier		Internal Process	N/A

Commented [SJ77]: Mop Up Update - inclusion of performance standard to reflect the Operational Choreography

Commented [SJ78]: Mop Up Update - to ensure consistency in drafting

22.9.11	<p>Within 60 minutes of receipt of the notification referenced in 22.9.6 where Appointment is accepted.</p> <p><u>MOA are only required to issue the response to the Appointment request within 60 minutes for 90% of Appointment requests, with the remaining being processed by the end of the following Working Day.</u></p>	Accept proposed MOA MEM appointment.	Gaining MOAMEM	SMRS	MHHS IF--034 Supplier Agent Appointment Request Response to SMRS	DIP Interface
22.9.12	<p>Following receipt of the acceptance notification referenced in 22.9.11 in accordance with the <u>BSCP706</u>.</p>	Issue MOA MEM Appointment outcome	SMRS	Gaining Supplier Gaining MEM	MHHS IF--035 SMRS Appointment Status Notification - acceptance	DIP Interface
22.9.13	<p>In parallel with 22.9.12 for Advanced Metering Assets and Traditional Metering Assets.</p>	<p>Publish MOA MEM Appointment details.</p> <p><u>This notification is provided to trigger the sending of MTDs and does not indicate that the Losing MOA is de-appointed. Where the Appointment is lapsed, the Losing MOA will not be informed. The Losing MOA should not assume they have been de-appointed until they receive an IF-037 SMRS Notification of Supplier Agent De-Appointment</u></p>	SMRS	Losing MOAMEM	MHHS IF--035 SMRS Appointment Status Notification	DIP Interface

Commented [SJ79]: **Mop Up Update** - inclusion of performance standard to reflect the Operational Choreography

Commented [SJ80]: **Post Mop Up Consultation** - replaced MEM with MOA to address CD6-262

22.9.14	Within 120 minutes of receipt of the notification in 22.9.16 for Advanced Metering Assets and Traditional Metering Assets only.	Market Message. Send Meter Technical Details for the Metering Point and any Secondary Related Metering Points and Associated Export Metering Points. Where the MTDs change before the Gaining MOA MEM effective from date, the Losing MOA MEM shall send revised MTDs.	Losing MOA MEM	Gaining MOA MEM	Advanced Metering Assets D0268 Advanced Meter Technical Details D0383 Notification of Commissioning Information D0384 Notification of Commissioning Status or Traditional Metering Assets D0149 Notification of Mapping Details. D0150 Traditional Meter Technical Details	Electronic or other method, as agreed
22.9.15	If required, and no earlier than 1 WD following receipt of the notification in 22.6.12, for Advanced	Request missing Meter Technical Details where these are required by the Gaining MOA	Gaining MOA MEM	Losing MOA MEM	D0170 Request for Metering System Related Details	Electronic or other method,

Commented [SJ81]: Mop Up Update - to clarify that the Losing MEM will not be informed if the MEM Appointment is lapsed after the IF035 is issued. Reflects DIN088

Commented [SJ82]: Mop Up Update - amended throughout to clarify that MTDs are only sent for Advanced and Traditional

	Metering Assets and Traditional Metering Assets.	MEM and have not been received.				as agreed
22.9.16	As soon as reasonably practicable, following receipt of the notification in 22.9.15 for Advanced Metering Assets and Traditional Metering Assets only .	Send Meter Technical Details. Where the Losing MOA MEM is unable to issue Meter Technical Details, they shall report this to the Electricity Supplier. Where the missing Meter Technical Details arise as a result of a Switch, any query by the Losing MOA MEM should be directed to the Losing Supplier.	Losing MOAMEM	Gaining MOAMEM	Advanced Metering Assets D0268 Advanced Meter Technical Details D0383 Notification of Commissioning Information D0384 Notification of Commissioning Status or Traditional Metering Assets D0149 Notification of Mapping Details. D0150 Traditional Meter Technical Details	Electronic or other method, as agreed
22.9.17	Following 22.9.11, within the	Determine processing treatment e.g. whether the MOA MEM	SMRS		Internal Process	N/A

	timescales set out in the BSCP706.	Appointment is effective on the next day or a future date. For retrospective <u>MOA MEM</u> Appointments proceed to 22.9.18, otherwise proceed to 22.9.20.				
22.9.18	Following 22.9.17 (where the MEM <u>MOA</u> Appointment is retrospective.	Publish notification of <u>MOA MEM</u> Appointment and Meter Technical Details.	SMRS	<u>Gaining Supplier</u> <u>Gaining MOAMEM</u> <u>SDS/ADS</u> <u>DNO</u> <u>EES Provider</u>	<u>MHHS -IF-036 SMRS Notification of Supplier Agent Appointment & Supporting Info</u>	DIP Interface
22.9.19	In parallel with 22.9.18.	Issue de-appointment notification	SMRS	<u>Losing MOAMEM</u> <u>DNO</u> <u>Losing Supplier</u> <u>EES</u>	<u>MHHS IF--037 SMRS Notification of Supplier Agent De-Appointment</u>	DIP Interface

Commented [SJ83]: Mop Up Update - addition of other recipients of the IF037 to reflect BP002

22.9.20	For a prospective MOA MEM Appointment, following: a) <u>Within 60 minutes of a Switch Request cancellation being received from the CSS; or</u> a)b) <u>following completion of the Secured Active processing from CSS on the day before the MOA MEM-effective from date.</u>	Review and re-validate MOA MEM Appointment. Where the MOA MEM Appointment is no longer valid e.g. the Switch Request is not Secured <u>or has been cancelled</u> , proceed to 22.9.21, otherwise proceed to 22.9.24.	SMRS		Internal Process	N/A
22.9.21	By 21:00 hours on the date before the <u>Within the timescales set out in BSCP706, MEM-effective from date</u> where the Appointment is not taking effect.	Issue MOA MEM Appointment outcome notification to reflect lapsed MOA MEM Appointment.	SMRS	Gaining Supplier Gaining MEMMOA	MHHS IF-035 SMRS Appointment Status Notification – rejection	DIP Interface
22.9.22	Following receipt of the notification in 22.9.21.	Receive notification of lapsed Appointment and delete any metering details received within 30 days.	Gaining MOAMEM		Internal Process	N/A
22.9.23	As soon as reasonably practicable following receipt of the notification referenced in 22.9.21.	Manage rejection of MOA MEM Appointment. If required, initiate new MOA MEM Appointment and follow the process from step 22.9.1.	Gaining Supplier		Internal Process	N/A
22.9.24	By 21:00 hrs on the date before the MEM-effective from date <u>Within the</u>	Issue MOA MEM de-A appointment notification for	SMRS	Losing	MHHS –IF-037 SMRS Notification of Supplier	DIP

Commented [SJ84]: Mop Up Update - DIN369 and DIN604 updates requiring a CSS cancellation to trigger an IF035 rejection 'immediately'

Commented [SJ85]: Mop Up Update - amended to cross reference the BSC to avoid dual governance

	timescales set out in BSCP706 , where the Appointment is taking effect.	Metering Point and any Associated Export Metering Points or Secondary Related Metering Points.		MOAMEM DNO Losing Supplier EES	Agent De-Appointment	Interface
22.9.25	By 21:00 hours on the date before the MEM effective from date where the Appointment is taking effect. At the same time as 22.9.24.	Publish notification of MOA MEM Appointment and Meter Technical for Metering Point and any Associated Export Metering Points or Secondary Related Metering Points.	SMRS	Gaining MOAMEM Gaining Supplier ADS / SDS DNO EES Provider	MHHS –IF-036 SMRS Notification of Supplier Agent Appointment & Supporting Info	DIP Interface
22.9.26	Following receipt of the notifications in 22.9.14 / 22.9.16 and 22.9.18 / 22.9.25 .	Validate Meter Technical Details, including reconciliation with data received from the Gaining Supplier. Where discrepancies are identified, the MOA MEM shall resolve in discussion with the relevant Market Participants. This may delay the ongoing	Gaining MOAMEM		Internal Process	N/A

Commented [SJ86]: [Mop Up Update](#) - addition of other recipients of the IF037 to reflect BP002

Commented [SJ87]: [Mop Up Update](#) - to reflect the sending of MTDs for retrospective appointments

		notification in 22.9.25.				
22.9.27	Within 60 minutes of receipt of the notification in 22.9.25 for Advanced Metering Assets and Traditional Metering Assets only.	Send Meter Technical Details.	Gaining MOAMEM	ADS / SDS Gaining Supplier DNO	Advanced Metering Assets <ul style="list-style-type: none"> • D0268 Advanced Meter Technical Details • D0383 Notification of Commissioning Information • D0384 Notification of Commissioning Status. <p>Or</p> Traditional Metering Assets <ul style="list-style-type: none"> • D0149 Notification of Mapping Details. • D0150 Traditional Meter Technical 	Electronic or other method, as agreed

Commented [SJ88]: [Mop Up Update](#) - addition of DNO to list of MTD recipients to reflect BP002 update in IR2 / DIN630 in IR50

					Details	
22.9.28	Following receipt of the notification in 22.9.25 and 22.9.27.	Validate Meter Technical Details, including reconciliation with data received from the SMRS. Where discrepancies are identified, the Gaining Supplier shall resolve in discussion with the relevant Market Participants.	Gaining Supplier		Internal Process	N/A
22.9.29	On appointment of Gaining MOA MEM and between 5WD and 10WD of 22.9.25.	Send Consumer details. The D0225 should only be sent where required in accordance with the Transfer of Consumer Data Schedule.	Gaining Supplier	Gaining MOAMEM	D0302 Notification of Customer Details D0225 Priority Services Details	Electronic or other method, as agreed
22.9.30	Within 3WD of 22.9.18 or 22.9.23.	Send notification of Electricity Supplier and MOA MEM appointment.	Gaining MOAMEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
22.9.31	Within 3WD of 22.9.19 or 22.9.24.	Send notification of MOA MEM de-appointment.	Losing MOAMEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by	Electronic or other method, as agreed

					the MOP to the MAP.	
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Electricity MOA Metering Equipment Manager MEM Appointment with no Switch / Initial Registration

- 22.10. This process covers the scenario where [Metering Assets](#) are transferred from the Losing ~~MOA Metering Equipment Manager~~ to the Gaining ~~Metering Equipment Manager MOA~~ as part of the change of ~~Metering Equipment Manager MOA~~ process without a concurrent Switch.
- 22.11. The process below shall be followed where a change of ~~MOA Metering Equipment Manager~~ occurs without a concurrent Switch and is applicable to all types of Metering Asset, unless otherwise stated. ~~Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:~~

Ref	When	Action	From	To	Information Required	Method
22.11.1	As required.	Send MOA MEM Appointment request. The Electricity Supplier shall ensure the chosen MOA MEM is acceptable based on the Premises, Market Segment and meter type.	Electricity Supplier	SMRS	MHHS IF-031 Supplier Service Provider Agent Appointment Request	DIP i interface
22.11.2	Following receipt of the notification referenced in 22.11.1 and in accordance with the BSCP706 .	Validate MOA MEM Appointment request. If Appointment data is accepted, proceed to 22.11.5, otherwise proceed to 22.11.3.	SMRS		Internal Process	N/A
22.11.3	Following 22.11.2 where the Appointment data is not accepted.	Send notification that the proposed MOA MEM Appointment has been	SMRS	Electricity Supplier	MHHS IF-032 SMRS Supplier Agent Appointment Request Response rejection	DIP i interface

		rejected by the SMRS.				
22.11.4	As soon as reasonably practicable following receipt of the notification referenced in 22.11.3.	<p>Manage rejection of proposed MOA MEM Appointment.</p> <p>Where the rejection is of a type the Electricity Supplier can resolve without involving other industry parties, send a corrected MHHS IF-031 'Supplier Agent Appointment Request'.</p> <p>If the Electricity Supplier needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>Restart process from 22.11.1.</p>	Electricity Supplier		Internal Process	N/A
22.11.5	Following 22.11.2 where the Appointment data is accepted.	Send notification that the proposed MOA MEM Appointment has been accepted by the SMRS.	SMRS	Electricity Supplier	MHHS IF-032 SMRS Supplier Agent Appointment Request Response – acceptance	DIP i interface
22.11.6	At the same time as 22.11.5.	Update MOA MEM Appointment and issue MOA MEM Appointment validation request.	SMRS	Gaining MOAMEM	MHHS IF-033 SMRS Request for Supplier Agent Appointment	DIP i interface
22.11.7	Within 60 minutes of Following receipt of the	Perform validation checks to confirm Electricity Supplier	Gaining MOAMEM		Internal Process	N/A

	notification referenced in 22.11.6.	contract is in place and they have the correct Qualification to be Appointed for the specific Metering Point. If data <u>Appointment</u> is accepted, proceed to 22.11.11, otherwise proceed to 22.11.8.				
22.11.8	Within 60 minutes of receipt of the notification referenced in 22.11.6 where Appointment is rejected. <u>MOA are only required to issue the response to the Appointment request within 60 minutes for 90% of Appointment requests, with the remaining being processed by the end of the following Working Day.</u>	Reject proposed MOA MEM Appointment and delete any metering details received within 30 days.	Gaining <u>MOAMEM</u>	<u>SMRS</u>	<u>MHHS IF--034 Supplier Agent Appointment Request Response to SMRS - rejection</u>	DIP <u>I</u> interface
22.11.9	Following receipt of the rejection notification referenced in 22.11.8 in accordance with the BSC <u>P706</u> .	Issue MOA MEM Appointment outcome	SMRS	<u>Electricity Supplier</u>	<u>MHHS IF--035 SMRS Appointment Status Notification - rejection</u>	DIP Interface

Commented [SJ89]: Mop Up Update - inclusion of performance standard to reflect the Operational Choreography

22.11.10	As soon as reasonably practicable following receipt of the notification referenced in 22.11.9.	Manage rejection of proposed MOA MEM Appointment. Once resolved initiate new MOA MEM Appointment and follow the process from step 22.11.1.	Electricity Supplier		Internal Process	N/A
22.11.11	Within 60 minutes of receipt of the notification referenced in 22.11.6 where Appointment is accepted. <u>MOA are only required to issue the response to the Appointment request within 60 minutes for 90% of Appointment requests, with the remaining being processed by the end of the following Working Day.</u>	Accept proposed MOA MEM appointment.	Gaining MOAMEM	SMRS	MHHS IF--034 Supplier Agent Appointment Request Response to SMRS	DIP <u>i</u> interface
22.11.12	Following receipt of the acceptance notification referenced in 22.11.11 in accordance with the BSCP706.	Issue MOA MEM Appointment outcome	SMRS	Electricity Supplier Gaining MOAMEM	MHHS IF--035 SMRS Appointment Status Notification - acceptance	DIP Interface
22.11.13	In parallel with 22.11.12 for Advanced Metering Assets	Publish MOA MEM Appointment details.	SMRS	Losing MOAMEM	MHHS IF--035 SMRS Appointment Status	DIP Interface

Commented [SJ90]: **Mop Up Update** - inclusion of performance standard to reflect the Operational Choreography

	and Traditional Metering Assets.				Notification	
22.11.14	Within 120 minutes of receipt of the notification in 22.11.13 for Advanced Metering Assets and Traditional Metering Assets only .	Send Meter Technical Details for all the Metering Point and any Secondary Related Metering Points and Associated Export Metering Points. Where the MTDs change before the Gaining MOA MEM effective from date, the Losing MOA MEM shall send revised MTDs.	Losing MOA MEM	Gaining MOA MEM	Advanced Metering Assets D0268 Advanced Meter Technical Details D0383 Notification of Commissioning Information D0384 Notification of Commissioning Status or Traditional Metering Assets D0149 Notification of Mapping Details D0150 Traditional Meter Technical Details	Electronic or other method, as agreed
22.11.15	If required and no earlier than 1 WD following receipt of the notification in 22.11.12, for Advanced Metering Assets and Traditional Metering Assets.	Request missing Meter Technical Details where these are required by the Gaining MOA MEM and have not been received.	Gaining MOA MEM	Losing MOA MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed

22.11.16	As soon as reasonably practicable, following receipt of the notification in 22.11.15 <u>for Advanced Metering Assets and Traditional Metering Assets only</u> .	Send Meter Technical Details. Where the Losing MOA MEM is unable to issue Meter Technical Details, they shall report this to the Electricity Supplier. Where the missing Meter Technical Details arise as a result of a Switch, any query by the Losing MOA MEM should be directed to the Losing Supplier	Losing MOA MEM	<u>Gaining MOA MEM</u>	<p><u>Advanced Metering Assets</u></p> <p><u>D0268 Advanced Meter Technical Details</u></p> <p><u>D0383 Notification of Commissioning Information</u></p> <p><u>D0384 Notification of Commissioning Status</u></p> <p><u>or</u></p> <p><u>Traditional Metering Assets</u></p> <p><u>D0149 Notification of Mapping Details</u></p> <p><u>D0150 Traditional Meter Technical Details</u></p>	Electronic or other method, as agreed
22.11.17	Following 22.11.11, within the timescales set out in the <u>BSCP706</u> .	Determine processing treatment e.g. whether the MOA MEM Appointment is effective on the next day or a future date. For retrospective MOA MEM Appointments proceed to 22.11.18, otherwise proceed	SMRS		<u>Internal Process</u>	N/A

		to 22.11.20.				
22.11.18	Following 22.11.17 (where the MOA MEM Appointment is retrospective.	Publish notification of MOA MEM Appointment and Meter Technical Details.	SMRS	Electricity Supplier Gaining MOAMEM SDS/ADS DNO EES Provider	MHHS -IF-036 SMRS Notification of Supplier Agent Appointment & Supporting Info	DIP Interface
22.11.19	In parallel with 22.11.18.	Issue de-appointment notification	SMRS	Losing MOAMEM DNO Electricity Supplier EES	MHHS IF-037 SMRS Notification of Supplier Agent De-Appointment	DIP Interface
22.11.20	For a prospective MEM MOA Appointment, following completion of the Secured Active processing from CSS on the day	Review and re-validate MOA MEM Appointment. Where the MOA MEM Appointment is no longer	SMRS		Internal Process	N/A

Commented [SJ91]: Mop Up Update - addition of other recipients of the IF037 to reflect BP002

	before the <u>MOA MEM</u> effective from date.	valid, proceed to 22.11.21, otherwise proceed to 22.11.24.				
22.11.21	<u>Within the timescales set out in BSCP706, By 21:00 hours on the date before the MEM effective from date</u> where the Appointment is not taking effect.	Issue <u>MOA MEM</u> Appointment outcome notification to reflect lapsed <u>MOA MEM</u> Appointment.	SMRS	<u>Electricity Supplier</u> <u>Gaining MOAMEM</u>	<u>MHHS IF-035 SMRS Appointment Status Notification - rejection</u>	DIP <u>I</u> interface
22.11.22	Following receipt of the notification in 22.11.21.	Receive notification of lapsed Appointment and delete any metering details received within 30 days.	Gaining <u>MOAMEM</u>		<u>Internal Process</u>	N/A
22.11.23	As soon as reasonably practicable following receipt of the notification referenced in 22.11.21.	Manage rejection of <u>MOA MEM</u> Appointment. If required, initiate new <u>MOA MEM</u> Appointment and follow the process from step 22.11.1.	Electricity Supplier		<u>Internal Process</u>	N/A
22.11.24	<u>Within the timescales set out in BSCP706, By 21:00 hrs on the date before the MEM effective from date</u> where the Appointment is taking effect.	Issue <u>MOA MEM</u> de-Appointment notification for Metering Point and any Associated Export Metering Points or Secondary Related Metering Points.	SMRS	<u>Losing MOAMEM</u> <u>DNO</u> <u>Electricity Supplier</u> <u>EES</u>	<u>MHHS —IF-037 SMRS Notification of Supplier Agent De-Appointment</u>	DIP <u>I</u> interface
22.11.25	<u>By 21:00 hours on the date</u>	Publish notification of <u>MOA</u>	SMRS	<u>Gaining</u>	<u>MHHS —IF-036 SMRS</u>	DIP <u>I</u> interface

Commented [SJ92]: Mop Up Update - amended to cross reference the BSC to avoid dual governance

Commented [SJ93]: Mop Up Update - amended to cross reference the BSC to avoid dual governance

Commented [SJ94]: Mop Up Update - addition of other recipients of the IF037 to reflect BP002

	before the MEM effective from date where the Appointment is taking effect. At the same time as 22.11.24.	MEM -Appointment and Meter Technical for Metering Point and any Associated Export Metering Points or Secondary Related Metering Points.		MOAMEM Electricity Supplier ADS / SDS DNO EES Provider	Notification of Supplier Agent Appointment & Supporting Info	
22.11.26	Following receipt of the notifications in 22.11.14 / 22.11.16 and 22.11.18 / 22.11.25.	Validate Meter Technical Details, including reconciliation with data received from the Electricity Supplier. Where discrepancies are identified, the MOA MEM shall resolve in discussion with the relevant Market Participants. This may delay the ongoing notification in 22.11.27.	Gaining MOAMEM		Internal Process	N/A
22.11.27	Within 60 minutes of receipt of the notification in 22.11.25 for Advanced Metering Assets and Traditional Metering Assets only.	Send Meter Technical Details.	Gaining MOAMEM	ADS / SDS Electricity Supplier	Advanced Metering Assets <ul style="list-style-type: none"> • D0268 Advanced Meter Technical Details • D0383 Notification of 	Electronic or other method, as agreed

Commented [SJ95]: [Mop Up Update](#) - to reflect the sending of MTDs for retrospective appointments

				DNO	Commissioning Information <ul style="list-style-type: none"> • D0384 Notification of Commissioning Status. <p>or</p> Traditional Metering Assets <ul style="list-style-type: none"> • D0149 Notification of Mapping Details. • D0150 Traditional Meter Technical Details • 	
22.11.28	Following receipt of the notification in 22.11.25 and 22.11.27.	<p>Validate Meter Technical Details, including reconciliation with data received from the SMRS.</p> <p>Where discrepancies are identified, the Electricity Supplier shall resolve in discussion with the relevant Market Participants.</p>	Electricity Supplier		Internal Process	N/A
22.11.29	On appointment of Gaining MOA MEM and between 5WD and 10WD of 22.11.25.	<p>Send Consumer details.</p> <p>The D0225 should only be sent where required in</p>	Electricity Supplier	Gaining	D0302 Notification of Customer Details D0225 Priority Services	Electronic or other method, as agreed

		accordance with the Transfer of Consumer Data Schedule.		MOAMEM	Details	
22.11.30	Within 3WD of 22.11.18 or 22.11.25.	Send notification of Electricity Supplier and MOA MEM appointment.	Gaining MOAMEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
22.11.31	Within 3WD of 22.11.19 or 22.11.24.	Send notification of MOA MEM de-appointment.	Losing MOAMEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed

23 Maintenance of [MOA Electricity Appointment Data](#)

23.1. At any point following the initial ~~MOA Metering Equipment Manager~~ Appointment, the ~~Electricity Registered~~ Supplier may initiate an Appointment update, following the process set out below. Steps are applicable to all types of Metering Asset, unless otherwise stated, as follows:

Ref	When	Action	From	To	Information Required	Method
23.1.1	At any point during MOA MEM Appointment	Send MOA MEM Appointment update.	Electricity Supplier	SMRS	MHHS IF--031 Supplier Service Provider Agent Appointment Request	DIP Interface
23.1.2	Following receipt of the notification referenced in 23.1.1, in accordance with the BSCP706 .	Validate MOA MEM appointment update request. If data is accepted, proceed	SMRS		Internal Process	N/A

		to 23.1.5, otherwise proceed to 23.1.3.				
23.1.3	Following 23.1.2 where the data is not accepted.	Send notification that the proposed MOA MEM Appointment update has been rejected by the SMRS.	SMRS	Electricity Supplier	MHHS IF-032 SMRS Supplier Agent Appointment Request Response - rejection	DIP Interface
23.1.4	As soon as reasonably practicable following receipt of the notification referenced in 23.1.3.	Manage rejection of proposed MOA MEM Appointment update.	Electricity Supplier		Internal Process	N/A
23.1.5	Following 23.1.2 where the data is accepted.	Send notification that the proposed MOA MEM Appointment update has been accepted by the SMRS.	SMRS	Electricity Supplier	MHHS IF-032 SMRS Supplier Agent Appointment Request Response - acceptance	DIP Interface
23.1.6	At the same time as 23.1.5.	Update MOA MEM Appointment and issue MOA MEM Appointment update validation request.	SMRS	MOA MEM	MHHS IF-033 SMRS Request for Supplier Agent Appointment	DIP Interface
23.1.7	Within 60 minutes of Following receipt of the notification referenced in 23.1.6.	Perform validation checks. If update is accepted, proceed to 23.1.11, otherwise proceed to 23.1.8.	MOA MEM		Internal Process	N/A
23.1.8	Within 60 minutes of receipt of the notification referenced in 23.1.6 where Appointment update is rejected. <u>MOA are only required to issue the response to the Appointment request within 60 minutes for 90% of Appointment</u>	Reject proposed MEM-MOA Appointment update.	MOA MEM	SMRS	MHHS - IF-034 - Supplier Agent Appointment Request Response to SMRS - rejection	DIP Interface

	<u>requests, with the remaining being processed by the end of the following Working Day.</u>					
23.1.9	Following receipt of the notification referenced in 23.1.6 where Appointment update is rejected.	Issue <u>MOA MEM</u> Appointment update outcome	SMRS	<u>Electricity Supplier</u>	<u>MHHS -IF-035 SMRS Appointment Status Notification - rejection</u>	DIP Interface
23.1.10	As soon as reasonably practicable following receipt of the notification referenced in 23.1.9.	Manage rejection of proposed <u>MOA MEM</u> Appointment update.	<u>Electricity Supplier</u>		<u>Internal Process</u>	N/A
23.1.11	Within 60 minutes of receipt of the notification referenced in 23.1.6 where Appointment update is accepted. <u>MOA are only required to issue the response to the Appointment request within 60 minutes for 90% of Appointment requests, with the remaining being processed by the end of the following Working Day.</u>	Accept proposed <u>MOA MEM</u> Appointment update.	<u>MOAMEM-</u>	<u>SMRS</u>	<u>MHHS IF-034 Supplier Agent Appointment Request Response to SMRS</u>	DIP Interface
23.1.12	Following receipt of the notification in 23.1.11.	Publish notification of <u>MOA MEM</u> Appointment update for all Related Metering Points and Associated Export Metering Points.	SMRS	<u>Electricity Supplier</u> <u>MOA MEM</u>	<u>MHHS -IF-036 SMRS Notification of Supplier Agent Appointment & Supporting Info</u>	DIP Interface

Commented [SJ96]: Mop Up Update - inclusion of performance standard to reflect the Operational Choreography

Commented [SJ97]: Mop Up Update - inclusion of performance standard to reflect the Operational Choreography

Customer Direct Contract Flag for Electricity

Commented [SJ98]: Mop Up Update - revised Customer Direct Contract provisions to reflect DIN554 introduced in IR5

- 23.2. ~~At any point during the Metering Equipment Manager's Appointment, the Metering Equipment Manager may set or amend the Customer Direct Contract data in accordance with the process set out below. Where a MOA enters into a contract directly with the Consumer, they shall notify the Supplier Meter Registration Service. A MOA does not need to be Appointed to the Metering Point in order to notify the Supplier Meter Registration Service that they have a Customer Direct Contract. However, once a MOA has been recorded within the Supplier Meter Registration Service as having a Customer Direct Contract, this data cannot be overwritten by a different MOA.~~
- 23.3. Where changes to contractual arrangements with the Consumer arise, the ~~MOA Metering Equipment Manager~~ shall cancel or change the end date of the Customer Direct Contract data. Where the end date associated with a Customer Direct Contract notification is met, data will automatically be removed from the EES.
- ~~23.3-23.4.~~ 23.4. A MOA shall set or amend Customer Direct Contract data in accordance with the process set out below. Steps are applicable to all types of Metering Asset, unless otherwise stated.

Ref	When	Action	From	To	Information Required	Method
23. 34 .1	At any point during the MEM Appointment. Where a MOA agrees a contract directly with the Consumer or amends the end date associated with an existing contract. <u>Note - the MOA should not attempt to notify their Customer Direct Contract until the effective from date.</u>	Set or amend the Customer Direct Contract data.	MOA MEM	SMRS	MHHS IF-038 <u>Customer Direct Contract Advisory</u>	DIP Interface
23. 34 .2	Following receipt of the notification in 23.34.1 , in accordance with the BSCP706.	Validate the Customer Direct Contract data If data is accepted, proceed to 23.34.5 , otherwise proceed to	SMRS		<u>Internal Process</u>	N/A

		23.34.3.				
23.34.3	Following 23.34.2, where the data is rejected.	Reject proposed Consumer Direct Contract update	SMRS	MOA MEM	MHHS IF--039 - Customer Direct Contract Advisory Response - rejection	DIP Interface
23.34.4	As soon as reasonably practicable following receipt of the notification referenced in 23.34.3.	Manage rejection of proposed Consumer Direct Contract update including liaison with the Consumer and other Market Participants where necessary.	MOAMEM		Internal Process	N/A
23.34.5	Following 23.34.2, where the data is accepted.	Publish the Customer Direct Contract data.	SMRS	MOA MEM Electricity Supplier EES	MHHS IF--039 Customer Direct Contract Advisory Response - acceptance	DIP Interface
23.34.6	Following receipt of the notification in 23.43.5.	Maintain records to show that the Customer Direct Contract has been flagged.	MOAMEM		Internal Process	N/A

MOA Auto Appointment / De-Appointment

23.5. The Supplier Meter Registration Service monitors MOA Appointments. In accordance with [BSCP706](#), where a new Related Metering Point or Import / Export association becomes effective and the MOA for each Metering Point in the association is not aligned, the Supplier Meter Registration Service will automatically de-appoint the MOA for the Secondary Related Metering Point or Associated Export Metering Point, as

Commented [SJ99]: [Mop Up Update](#) - additional section to clarify that auto-de-appointment arises where a new association is put in place as confirmed by DIN90 and DIN560

applicable. The Supplier Meter Registration Service will also automatically Appoint a MOA to Secondary Related Metering Points or Associated Export Metering Points to align with the Appointed MOA for the Primary Related Metering Point or Associated Import Metering Point in accordance with the process set out below. Steps are applicable to all types of Metering Asset, unless otherwise stated.

<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Information Required</u>	<u>Method</u>
23.5.1	Where the Supplier Meter Registration Service identifies a mismatch between the MOA Appointed to a Secondary Related Metering Point / Associated Export Metering Point and the MOA Appointed to a Primary Related Metering Point / Associated Import Metering Point.	Issue a de-appointment notification to the MOA Appointed to the Secondary Related Metering Point / Associated Export Metering Point	SMRS	Losing MOA Electricity Supplier DNO EES	MHHS IF-037 SMRS Notification of Supplier Agent De-Appointment	DIP Interface
23.5.2	At the same time as 23.5.1	Issue an Appointment notification in relation to the Secondary Related Metering Point / Associated Export Metering Point for the MOA Appointed to the Primary Related Metering Point / Associated Import Metering Point.	SMRS	Gaining MOA Electricity Supplier SDS/ADS DNO EES	MHHS IF-036 SMRS Notification of Supplier Agent Appointment & Supporting Info	DIP Interface
23.5.3	Within 120 minutes of receipt of the notification in 23.5.1 for Advanced Metering Assets and Traditional Metering Assets only.	Send Meter Technical Details for the Metering Point.	Losing MOA	Gaining MOA	Advanced Metering Assets D0268 Advanced Meter Technical Details	Electronic or other method, as agreed

					D0383 Notification of Commissioning Information D0384 Notification of Commissioning Status or Traditional Metering Assets D0149 Notification of Mapping Details. D0150 Traditional Meter Technical Details	
23.5.4	If required and no earlier than 1 WD following receipt of the notification in 23.5.2, for Advanced Metering Assets and Traditional Metering Assets.	Request missing Meter Technical Details where these are required by the Gaining MOA and have not been received.	Gaining MOA	Losing MOA	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
23.5.5	As soon as reasonably practicable, following receipt of the notification in 23.5.4 for Advanced Metering Assets and Traditional Metering Assets only.	Send Meter Technical Details. Where the Losing MOA is unable to issue Meter Technical Details, they shall report this to the Electricity Supplier.	Losing MOA	Gaining MOA	Advanced Metering Assets D0268 Advanced Meter Technical Details D0383 Notification of	Electronic or other method, as agreed

					Commissioning Information D0384 Notification of Commissioning Status or Traditional Metering Assets D0149 Notification of Mapping Details. D0150 Traditional Meter Technical Details	
23.5.6	Following receipt of the notifications in 23.5.2 and 23.5.3 / 23.5.5.	Validate Meter Technical Details, including reconciliation with data received from the Electricity Supplier. Where discrepancies are identified, the MOA shall resolve in discussion with the relevant Market Participants. This may delay the ongoing notification in 23.5.7.	Gaining MOA		Internal Process	N/A
23.5.7	Within 60 minutes of receipt of the notification in 23.5.2 for Advanced	Send Meter Technical Details.	Gaining MOA	ADS / SDS	Advanced Metering	Electronic or other method.

	<u>Metering Assets and Traditional Metering Assets only.</u>			<u>Electricity Supplier</u> <u>DNO</u>	<u>Assets</u> <ul style="list-style-type: none"> • <u>D0268 Advanced Meter Technical Details</u> • <u>D0383 Notification of Commissioning Information (Electricity Supplier and DNO only)</u> • <u>D0384 Notification of Commissioning Status (Electricity Supplier and DNO only).</u> <u>or</u> <u>Traditional Metering Assets</u> <ul style="list-style-type: none"> • <u>D0149 Notification of Mapping Details.</u> • <u>D0150 Traditional Meter Technical Details</u> 	<u>as agreed</u>
<u>23.5.8</u>	<u>Following receipt of the notification in 23.5.2 and 23.5.7.</u>	<u>Validate Meter Technical Details, including reconciliation with data</u>	<u>Electricity Supplier</u>		<u>Internal Process</u>	<u>N/A</u>

Commented [SJ100]: **Post Mop Up Consultation** - added Supplier and DNO limitation against D0384 and D0385 to address CD6-263

		<p><u>received from the SMRS.</u></p> <p><u>Where discrepancies are identified, the Electricity Supplier shall resolve in discussion with the relevant Market Participants.</u></p>				
<u>23.5.9</u>	<u>On appointment of Gaining MOA and between 5WD and 10WD of 23.5.2.</u>	<p><u>Send Consumer details.</u></p> <p><u>The D0225 should only be sent where required in accordance with the Transfer of Consumer Data Schedule.</u></p>	<u>Electricity Supplier</u>	<u>Gaining MOA</u>	<p><u>D0302 Notification of Customer Details</u></p> <p><u>D0225 Priority Services Details</u></p>	<u>Electronic or other method, as agreed</u>
<u>23.5.10</u>	<u>Within 3WD of 23.5.2.</u>	<u>Send notification of Electricity Supplier and MOA appointment.</u>	<u>Gaining MOA</u>	<u>MAP</u>	<u>D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.</u>	<u>Electronic or other method, as agreed</u>
<u>23.5.11</u>	<u>Within 3WD of 23.5.1.</u>	<u>Send notification of MOA de-appointment.</u>	<u>Losing MOA</u>	<u>MAP</u>	<u>D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.</u>	<u>Electronic or other method, as agreed</u>

Site Technical Details

~~23.4.23.6.~~ At any point during the ~~MOA Metering Equipment Manager's~~ Appointment, the ~~MOA Metering Equipment Manager~~ may request updated Site Technical Details in accordance with the process set out below. Steps are applicable to all types of Metering Asset, unless otherwise stated.

Ref	When	Action	From	To	Information Required	Method
23.64.1	If required, and a At any time after the effective date of the MOA Metering Equipment Manager's Appointment (and only for Metering Points first registered after 6 November 2008), <u>where Measurement Transformer Ratios and Class details have not been received or need to be confirmed.</u>	Request Site Technical Details	MOA MEM	DNO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
23.64.2	Within 5WDs of receipt of the request in 23.64.1.	Respond to request for Site Technical Details	DNO	MOA MEM	D0215 Provision of Site Technical Details or D0382 Rejection Response for Request to Distribution Network Operator for Site Technical Details.	Electronic or other method, as agreed

Commented [SJ101]: Updated to reflect approved CP R0017s

24 Change of Advanced / Smart Data Service Agent (Electricity)

24.1. The process for change of Advanced / Smart Data Service Agent is set out within the BSC. Where a change of Advanced / Smart Data Service Agent occurs, the Appointed ~~MOA Metering Equipment Manager~~ will receive details of the new Advanced / Smart Data Service Agent from the Supplier Meter Registration Service and will provide Meter Technical Details to the new Advanced / Smart Data Service Agent in accordance with the process below. Steps are applicable to all types of Metering Asset, unless otherwise stated.

Ref	When	Action	From	To	Information Required	Method
24.1.1	Where <u>Advanced / Smart Data Service Agent</u> Appointment is accepted in accordance with the	Publish-Issue notification of proposed <u>Advanced / Smart Data Service Agent</u>	SMRS	Gaining MOA MEM	<u>MHHS-IF035 SMRS Appointment Status Notification</u>	DIP Interface

Commented [SJ102]: Mop Up Update - to clarify that the messages are sent to the appointed MEM as there may not be a change of MEM at the same time

	BSCP706 .	Appointment.				
24.1.2	Within 60 minutes of receipt of the notification in 24.1, for Traditional Metering Assets and Advanced Metering Assets only.	Send Meter Technical Details.	Gaining MOAMEM	ADS / SDS	<p>Advanced Metering Assets</p> <ul style="list-style-type: none"> D0268 Half Hourly Meter Technical Details <p>or</p> <p>Traditional Metering Assets</p> <ul style="list-style-type: none"> D0149 Notification of Mapping Details. D0150 Traditional Meter Technical Details 	Electronic or other method, as agreed
24.1.3	Where Advanced / Smart Data Service Agent Appointment is confirmed in accordance with BSCP706.	Issue notification of confirmed Advanced / Smart Data Service Agent Appointment.	SMRS	MOA	MHHS IF-036 SMRS Notification of Supplier Agent Appointment & Supporting Info	DIP Interface

Commented [SJ103]: Mop Up Update - corrected numbering and added row to reflect the receipt of the IF036 by the MEM for completeness

25 Change of Meter Asset Provider

- 25.1. The process below shall be followed where a change of Meter Asset Provider occurs, ~~for and is applicable to~~ all types of Metering Asset, unless otherwise stated. ~~Some activities are only applicable to certain types of Metering Assot as specified in the individual steps:~~

Ref	When	Action	From	To	Information Required	Method
25.1.1	On receipt of a D0304 from a Meter Asset Provider . As soon as possible and in any event within 5WD of the effective date of the change.	Provide notification of change of MAP .	MOA MEM	SMRS	MHHS – IF-005 MTD Updates to SMRS	DIP i interface
25.1.2	Following receipt of the notification in 25.1.1, in accordance with the BSCP706 .	Perform validation checks. If MAP update is accepted, proceed to 25.1. 53 , otherwise proceed to 25.1. 35 .	SMRS		Internal Process	N/A
25.1.3	Following 25.1.2, where the MAP update is not accepted.	Send notification of invalid MAP data.	SMRS	MOA MEM Electricity Supplier	MHHS IF--006 SMRS Notification of MTD Updates - rejection	DIP i interface
25.1.4	Within 5WDs of 25.1.3.	Manage rejection of MAP update. Where the rejection is of a type the MOA MEM can resolve without involving other industry parties, send a corrected MHHS- IF-005 'MTD Updates to SMRS' . If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Restart the process at 25.1.1.	MOA MEM		Internal Process	N/A

Commented [SJ104]: [Mop Up Update](#) - to include Supplier as recipient of IF006 rejection to address DIN094

25.1.5	Following 25.1.2, where the MAP update is accepted.	Update database.	SMRS		Internal Process.	N/A
25.1.6	Immediately following 25.1.5.	Send notification of MAP data acceptance.	SMRS	MOAMEM	MHHS IF--006 SMRS Notification of MTD Updates - acceptance	DIP l interface
25.1.7	At the same time as 25.1.6.	Provide notification of the revised MAP, in accordance with the RMP Lifecycle Schedule.	ERDS	CSS	As set out in the RMP Lifecycle Schedule	As defined in the RMP Lifecycle Schedule

26 Change of Market Segment (Electricity)

26.1. As specified in the Metering Accreditation Schedule, ~~MOAs Metering Equipment Managers~~ can be Qualified as Advanced- ~~Metering Equipment Managers~~ ~~MOAs~~, Smart ~~Metering Equipment Managers~~ ~~MOAs~~ or both. The Electricity Supplier shall ensure they Appoint a ~~MOA Metering Equipment Manager~~ with the relevant Qualification.

26.2. Where an Electricity Supplier determines that a Metering Asset exchange or change of Connection Type is required which will result in a change of Market Segment then any new ~~MOA Metering Equipment Manager~~ must be Appointed in advance, with the effective from date for the new ~~MOA Metering Equipment Manager~~ set to reflect the date for the Metering Asset exchange and / or change of Connection Type. The Electricity Supplier should populate the 'Service Provider Appointment Scenario' Data Item to indicate that the Appointment is being requested as part of a change of Market Segment process to allow Appointment of a ~~MOA Metering Equipment Manager~~ Qualified under a Market Segment that does not match the existing Metering Asset and / or Connection Type.

~~26.2-26.3.~~ 26.3. The MOA Appointment will be held in a queue by the Supplier Meter Registration Service until the required Metering Asset exchange and / or change of Connection Type Market Message is received. ~~Following On receipt of~~ the Metering Asset exchange and / or change of Connection Type, the Supplier Meter Registration Service will carry out an assessment of the Market Segment and amend the Market Segment in accordance with ~~the~~ BSCP706.

26.4. Where the proposed MOA is Qualified for the new Market Segment, then the Supplier Meter Registration Service will accept the Appointment and apply it retrospectively to the original effective from date. Where the expected Metering Asset exchange and / or change of Connection

Commented [SJ105]: Mop up update - additional clarity provided based on guidance from the design team against DIN 86

Type Market Message is not received, the Supplier Meter Registration Service will lapse the MOA Appointment request in accordance with BSCP706.

26.3-26.5. Where a Metering Asset is exchanged or a change of Connection Type is carried out, without a concurrent change of ~~MOA Metering Equipment Manager~~, and this results in an invalid ~~MOA Metering Equipment Manager~~ Appointment (i.e. the Appointed ~~MOA Metering Equipment Manager~~ is not Qualified for the new Market Segment), then the Supplier Meter Registration Service shall automatically de-appoint the ~~MOA Metering Equipment Manager~~ in accordance with ~~the BSCP706~~ and notify the Electricity Supplier. In this scenario, the Electricity Supplier shall ensure that a new ~~MOA Metering Equipment Manager~~ is Appointed as soon as reasonably practicable.

27 Proving Tests (Electricity)

- 27.1. ~~Metering Equipment Managers~~MOAs shall (or shall arrange for an EMO to) carry out a Proving Test / re-test for Advanced Metering Assets in accordance with and in the circumstances described in this Paragraph 27.
- 27.2. A Proving Test is required where any, or all of the following key fields are changed whilst a Metering Asset is energised. A Proving Test shall be initiated as soon as that Metering Asset becomes energised and completed in the timescales set out Paragraph ~~15.5~~27.14.
- (a) outstation Id;
 - (b) Meter Id (serial number);
 - (c) outstation number of channels;
 - (d) Measurement Quantity Id;
 - (e) Meter multiplier;
 - (f) pulse multiplier;
 - (g) CT and / or VT Ratios; and
 - (h) access to Metering Asset at password level 3. Where access to the Metering Asset at password level 3 has only changed the schedule for automated data transfer, a Proving Test will not be required.
- 27.3. A Proving Test is required where:
- (a) the Metering Asset is for a Complex Site; or
 - (b) the Metering Asset has a separate outstation; or
 - (c) the Metering Asset has an integral outstation which can have a pulse multiple other than 1, as identified in the compliance and protocol approval list.
- 27.4. A Proving Test shall be carried out on both main and check Metering Assets and shall be carried out in any of the following circumstances:
- (a) as a result of new connection or transfers from CMRS to SMRS in accordance with BSCP68;
 - (b) following a change of ~~ADS-Advanced Data Service Agent~~ Appointment but only in the event that the Meter Technical Details were manually intervened. Note that manually intervened (with regard to Proving Tests) means that Meter Technical Details have been entered, re- entered or changed in a software system manually i.e. the data has not been automatically entered into systems via receipt of a Market Message.
 - (c) following a change of ~~Metering Equipment Manager~~MOA Appointment, but only in the event that the Meter Technical Details were manually intervened;
 - (d) following a concurrent Switch and change of ADS but only in the event that the Meter Technical Details were manually intervened;

- (e) when a Metering Asset is reconfigured / replaced;
 - (f) when there is a key field change;
 - (g) where there has been a key field change (whilst a site has been de-energised and the Metering Asset becomes energised);
 - (h) whenever a shared Metering Asset arrangement is carried out in accordance with ~~the~~ [BSCP550](#);
 - (i) where a feeder is energised for the first time; or
 - (j) where a Complex Site is created, modified or removed, or where one of the above changes impacts on a Metering Asset which is part of a Complex Site.
- 27.5. The ~~Metering Equipment Manager~~[MOA](#) shall decide from methods 1 to 4 which method of Proving Test is appropriate in conjunction with the ~~ADS~~[Advanced Data Service Agent](#). A Complex Site shall always be proved using the Complex Site Validation Test.
- 27.6. Complex Sites shall be proven in the same way as non Complex Sites except the ~~Metering Equipment Manager~~[MOA](#) shall use the aggregated data provided by the Metering Asset for comparison. If the standard Proving Test fails, the ~~Metering Equipment Manager~~[MOA](#) and ~~ADS~~[Advanced Data Service Agent](#) shall consider whether the site shall be classified as a Complex Site.

Proving Test Method 1

27.7. Where a Proving Test is initiated using method 1, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
27.7.1	When instructed by the Electricity Supplier ,	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4 ; record Meter Technical Details and note the HH Metered Data to cover a specific Settlement Period while on site.	MEMMOA (or its EMO)		Internal Process	
27.7.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed.	If appropriate send request for Proving Test (indicating which Settlement Periods to be collected) or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details .	MEMMOA	ADS	D0005 Instruction on Action. D0268_Advanced Meter Technical Details.	Electronic or other method, as agreed.
27.7.3	Following 27.7.2.	Read meter for the same Settlement Period as requested by the MEM-MOA using either a hand-held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero value).	HHDCADS		Internal Process As a minimum the ADS shall collect the data required by the MEMMOA , but may also collect and send more data than requested.	
27.7.4	Following 27.7.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested.	ADS	MEMAMOA	D0001 Request Metering System Investigation.	Electronic or other method, as

		<p>The ADS shall use all reasonable endeavours to collect the data for the Settlement Period requested.</p> <p>If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.</p>			D0003 Half Hourly Advances.	agreed.
27.7.5	Following 27.7.4.	<p>If data received from ADS, proceed to 27.11 to undertake a comparison and issue the results.</p> <p>If data not received from ADS, proceed to 29.7.2 to undertake a re-test or use an alternative Proving Test method.</p>	MEMMOA		Internal Process	

[Proving Test Method 2](#)

27.8. Where a Proving Test is initiated using method 2, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
27.8.1	When instructed by the Electricity Supplier .	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4 ; and record Meter Technical Details while on site.	MEMMOA (or its EMO)		Internal Process	
27.8.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed.	Agree date and time for Proving Test with ADS, or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details	MEMMOA	ADS	D0005 Instruction on Action. D0268 Advanced Meter Technical Details.	Electronic or other method, as agreed.

27.8.3	Following 27.8.2.	Visit site a second time and note HH Metered Data to cover a specific Settlement Period.	MEMMOA (or its EMO)		Internal Process	
27.8.4	Following 27.8.3.	Read meter for the same Settlement Period as agreed with the MEM-MOA using either a hand-held unit or via remote interrogation as appropriate (ensuring that data for the Settlement Period collected does not contain a zero value). The ADS shall use all reasonable endeavours to collect the data for the Settlement Period requested. If unable to collect metering data for Settlement Period requested, send alternative Settlement Period Metered Data.	ADS		Internal Process As a minimum the ADS shall collect the data required by the MEMMOA , but may also collect and send more data than requested.	
27.8.5	Following 27.8.4.	Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested. If unable to collect HH Metered Data for Settlement Period requested, send alternative HH Metered Data.	ADS	MEMMOA	D0001 Request Metering System Investigation. D0003 Half Hourly Advances.	Electronic or other method, as agreed.
27.8.6	Following 27.8.5.	If data received from ADS, proceed to 27.11 to undertake a comparison and issue the results.	MEMMOA		Internal Process	

		If data not received from ADS, proceed to 27.8.2 to undertake a re-test or use an alternative Proving Test method.				
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Proving Test Method 3

27.9. Where a Proving Test is initiated using method 3, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
27.9.1	When instructed by the Electricity Supplier .	<p>Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4¹⁰⁸; The commissioning may be carried out when the HH Metering System is installed but may be deferred if load is not available at that time.</p> <p>Retrieve HH Metered Data for a specific Settlement Period and record Meter Technical Details while on site.</p> <p>From the office, use own data retrieval system to read remotely for the same Settlement Period as collected during site visit.</p> <p>Compare MEM-MOA HH Metered Data from data retrieval system against that collected during site visit.</p>	MEMMOA (or its EMO)		Internal Process	

		<p>If this data is correct then the Metering Equipment Manager MOA's data retrieval system has been successfully proved.</p> <p>If this data is correct then the MEMs MOAs data retrieval system has been successfully proved.</p> <p>If problems identified with readings taken from data retrieval system, investigate and rectify the problem then re-do the steps above.</p>				
27.9.2	Following installation, commissioning and once HH Metered Data retrieved.	<p>Send request for Proving Test, or alternatively request a re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.</p> <p>The MEM-MOA does not specify the Settlement Periods to be collected by the ADS.</p>	MEMMOA	ADS	D0005 Instruction on Action. D0268 Advanced Meter Technical Details.	Electronic or other method, as agreed.
27.9.3	Following 27.9.2.	Read meter for Settlement Period of own choosing using either a hand-held unit or via remote interrogation as appropriate (ensuring that data for the Settlement Period collected does not contain a zero value).	ADS		Internal Process	N/A
27.9.4	Following 27.9.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected.	ADS	MEMMOA	D0001 Request Metering System Investigation.	Electronic or other method, as agreed.

					D0003 Half Hourly Advances.	
27.9.5	Following 27.9.4.	<p>Use own data retrieval system to collect HH Metered Data for the same Settlement Period as provided by the ADS.</p> <p>If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test.</p> <p>If data received from ADS, proceed to 27.11 to undertake a comparison and issue the results.</p> <p>If data not received from ADS, proceed to 27.9.2 to undertake a re-test or use an alternative Proving Test method.</p>	MEMMOA		Internal Process	

[Proving Test Method 4](#)

27.10. Where a Proving Test is initiated using method 4, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
27.10.1	When instructed by the Electricity Supplier .	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4 ; retrieve Settlement Period Metered Data to cover a specific Settlement Period and note Meter Technical Details while on site.	MEMMOA (or its EMO)		Internal Process	

27.10.2	Following installation / reconfiguration, commissioning and once Settlement Period Metered Data retrieved.	Send request for Proving Test or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details .	MEMMOA	ADS	D0005 Instruction on Action. D0268 Advanced Meter Technical Details .	Electronic or other method, as agreed.
27.10.3	Following 27.10.2.	Read meter for Settlement Period of own choosing using either a hand-held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero value).	ADS		Internal Process	
27.10.4	Following 27.10.3.	Send raw Settlement Period Metered Data or notification that Metered Data cannot be collected.	ADS	MEMMOA	D0001 Request Metering System Investigation. D0003 Half Hourly Advances.	Electronic or other method, as agreed.
27.10.5	Following 27.10.4.	Using either the manufacturer's software or software which has a relevant protocol approval in accordance with BSCP601 to read meter constants, pulse multipliers, serial numbers etc, the read meter pulses or engineering data for same Settlement Period as provided by ADS to calculate reading. If data received from ADS, proceed to 27.11 to undertake a comparison and issue the results. If data not received from ADS, proceed to 27.10.2 to undertake a re-test or use an alternative Proving Test method.	MEMMOA		Internal Process	

Issuing Results of [Proving Test](#) (all Methods)

27.11. Following completion of a Proving Test, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
27.11.1	Following receipt of data from the ADS.	Compare MEM-MOA HH Metered Data with ADS Metering Data for the same Settlement Period.	MEMMOA		Internal Process	
27.11.2	In accordance with the timescales in 27.12.	Send notification of successful Proving Test / re-test.	MEMMOA	ADS Electricity Supplier DNO BSCCo Transfer Co-Ordinator (if Proving Test is being carried out as part of a CMRS / ERDA transfer in accordance with BSCP68)	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.
27.11.3	In accordance with the timescales in 27.12.	Send notification that Proving Test / re-test failed.	MEMMOA	ADS	D0002 Fault Resolution Report or	Electronic or other method, as

					Request for Decision on Further Action	agreed.
27.11.4	In accordance with the timescales in 27.12.	Investigate problem and take corrective action. Proceed to the appropriate method to re-do the Proving Test .	MEMMOA (or its EMO)		Internal Process	
27.11.5	Following 27.11.4	Use own data retrieval system to collect HH Metered Data for the same HH Settlement Period as provided by the ADS. If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test . If data received from ADS, proceed to 27.11 to undertake a comparison and issue the results. If data not received from ADS, proceed to 27.9.2 to undertake a re-test or use an alternative Proving Test method.	MEMMOA		Internal Process	

Proving Test Timescales

27.12. The timescale for carrying out the Proving Test shall vary depending on the BSC Metering Code(s) of Practice to which the Metering Asset is assigned. It is not necessary that all the steps of the relevant processes are carried out on the same day; the requirement is that the Proving Test in its entirety is completed by the timescale specified below and subject to the exceptions listed below. The maximum timescale between the initiation of a Proving Test and the successful completion of the Proving Test by the ~~Metering Equipment Manager~~MOA sending the D0214 Confirmation of Proving Tests to the ~~ADS-Advanced Data Service Agent~~ is listed below for each BSC Metering Code(s) of Practice.

- 27.13. Where the Proving Test has failed, the ~~Metering Equipment Manager MOA~~ shall initiate a re-test and the ~~Metering Equipment Manager MOA~~ and ~~Advanced Data Service Agent ADS~~ shall ensure wherever possible that the timescale is the same as for the original Proving Test.
- 27.14. In the event that timescales are exceeded and the Proving Test is not completed, the process shall proceed to completion and an audit trail will be maintained by the ~~Metering Equipment Manager MOA~~ and ~~Advanced Data Service Agent ADS~~ in order to explain the delay.

<u>BSC Metering Code(s) of Practice</u>	<u>WDs to Complete Proving Test</u>	<u>WDs to Complete Re-Test</u>	<u>Total</u>
One	5	5	10
Two	5	5	10
Three	10	10	20
Five	15	15	30
Ten	15	15	30

Complex Site Validation Test

27.15. Complex Sites shall be proven in the same way as non Complex Sites except the ~~Metering Equipment Manager~~MOA shall use the aggregated data provided by the Metering Asset for comparison, as follows:

Ref	When	Action	From	To	Interface	Means
27.15.1	Following installation / reconfiguration, commissioning and where previous Complex Site validation test failed.	Collect HH Metered Data using data collection methods as defined in Proving Tests 1, 2, 3 and 4. Aggregate in accordance with Complex Site rules and record values.	MEMMOA (or its EMO)		Internal Process	
27.15.2	Following 27.15.1.	Send request for Proving Test or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details .	MEMMOA	ADS	D0005 Instruction on Action. D0268 Advanced Meter Technical Details . Complex Site Supplementary Information Form (see Appendix 2)	Electronic or other method, as agreed.
27.15.3	Within 5WD of 27.15.2.	Collect HH Metered Data and aggregate in accordance with the Complex Site rules and send to the MEMMOA .	ADS	MEMMOA	D0003 Half Hourly Advances. Email with aggregated consumption data for the day requested in 20.15.2.	
27.15.4	Within 2WD of 27.15.3.	Validate metered volumes.	MEMMOA		Internal Process.	

27.15.5	Within 2WD of 27.15.3, if validation test passes.	Send notification.	MEMMOA	ADS Electricity Supplier	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.
27.15.6	Within 2WD of 27.15.3, if validation test fails.	Send notification.	MEMMOA	ADS Electricity Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
27.15.7	Within 5WD of 27.15.6.	Investigate discrepancy with ADS and resolve. Note: If unresolved after 5WD the ADS is required to raise a D0001 'Request Metering System Investigation' in accordance with BSCP702.	MEMMOA		Internal Process	

28 Safe Isolation Provider (Electricity)

Commented [SJ106]: Added to reflect approved REC CP R0021 and R0101

28.1 This paragraph 28 applies only to MOAs which have been (and remain) accepted as a Safe Isolation Provider (SIP).

Contract with premises owner

28.2 Before a SIP undertakes any SIP Works at a premises, the SIP shall enter into a contract with an owner of the premises. An owner of a premises may (without limitation) be an owner-occupier (owning the freehold or a long lease), a private landlord, a local authority or a housing association.

28.3 The SIP shall ensure that each such contract with an owner of a premises contains:

- (a) confirmation that the entity entering into the contract is an owner of the premises and has the necessary authority to consent to the SIP Works;
- (b) the owner's consent to the SIP undertaking the SIP Works;
- (c) confirmation that the owner has given (or will give) reasonable advance notice to the occupiers of the premises (if different from the owner), and a requirement on the owner to retain and produce on demand evidence of such notice;
- (d) confirmation that the owner has considered and provided information to the SIP regarding the issues relevant to whether the SIP should identify any Safe Isolation Provider Additional Needs Information (SIP ANI) for the occupiers of the premises;
- (e) confirmation that the owner has taken reasonable steps in respect of any SIP ANI identified, including by providing support to the Vulnerable occupiers during the SIP Works or giving sufficient advance notice of the SIP Works so as to enable the occupier to arrange for additional support; and
- (f) if any SIP ANI has been identified, confirmation that the owner has informed the occupier that the SIP ANI will be shared under this Code.

Notifying the Electricity Supplier

28.4 The expectation is that the SIP Works at each premises will be completed in one day, so that the connection is de-energised and re-energised on the same day. If, however, the connection is not de-energised and re-energised on the same day, then the SIP shall notify the Registered Supplier (electricity). In such cases, the SIP shall send a further update once the connection has been re-energised.

28.5 By the end of the next Working Day following the day on which SIP Works were completed at a premises, the SIP shall send the relevant Market Message to the Registered Supplier (electricity) to confirm that the SIP Works have been completed.

28.6 If a Smart Meter is installed at a premises at which a SIP undertakes SIP Works, then the SIP shall check that the Smart Meter communications have been restored to the same condition as existed before the SIP commenced the SIP Work. If the same level of communications cannot be re-established, then the SIP shall notify the occupier of the premises and also the Registered Supplier (electricity) for the premises. Notification to the Registered Supplier shall be made via the relevant Market Message.

28.7 If, while attending a premises to undertake SIP Works, any SIP ANI is identified by the SIP, then the SIP shall notify such SIP ANI to the Registered Supplier (electricity) for the premises (so that the supplier can further review the situation). Such notification shall be made via the Market Message required by paragraph 28.5.

28.8 The following interface table describes the processes required by Paragraphs 28.4 to 28.7 (inclusive):

<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Interface</u>	<u>Means</u>
<u>28.8.1</u>	<u>If the connection is not de-energised and re-energised on the same day</u>	<u>Send notification of the same</u>	<u>SIP</u>	<u>Supplier</u>	<u>MM00036 (D0139) Confirmation of Change of Energisation Status</u>	<u>Electronic or other agreed means.</u>
<u>28.8.2</u>	<u>If paragraph 28.8.1 applied, once the connection has been re-energised</u>	<u>Send notification of the same</u>	<u>SIP</u>	<u>Supplier</u>	<u>MM00036 (D0139) Confirmation of Change of Energisation Status</u>	<u>Electronic or other agreed means.</u>
<u>28.8.3</u>	<u>By the end of the next Working Day following completion of the SIP Works</u>	<u>Send notification of the Work Completion</u>	<u>SIP</u>	<u>Supplier</u>	<u>(D0396) SIP Event Completed</u>	<u>Electronic or other agreed means.</u>
<u>28.8.4</u>	<u>If pre-existing level of smart metering communication cannot be re-established</u>	<u>Send notification of the same</u>	<u>SIP</u>	<u>Supplier</u>	<u>(D0002)</u>	<u>Electronic or other agreed means.</u>
<u>28.8.5</u>	<u>If SIP ANI identified</u>	<u>Send notification of the same</u>	<u>SIP</u>	<u>Supplier</u>	<u>MM00453 (D0396)</u>	<u>Electronic or other agreed means.</u>

On-Site Risk Assessment

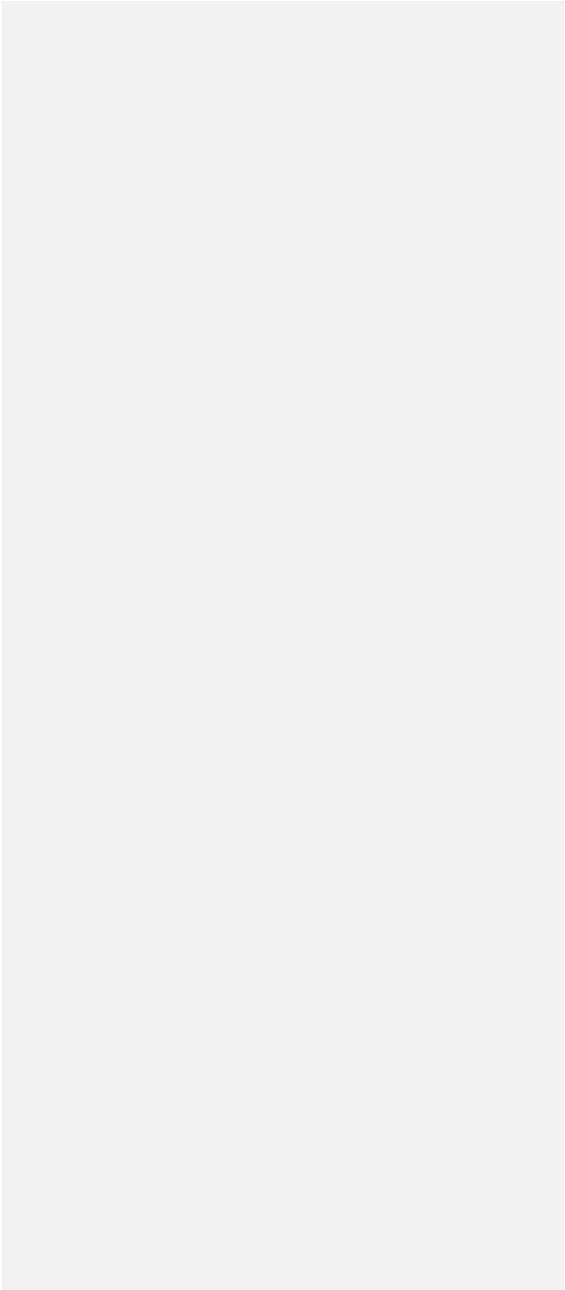
28.9 On attending a premises, the SIP shall consider whether it is able to undertake the intended SIP Works by carrying out its own risk assessment to determine whether it is safe to proceed with the SIP Works, and shall only proceed with the SIP Works where it is safe to do so.

Incidents of Danger, Damage or Interference to the Metering Equipment

28.10 If the SIP finds evidence of danger, damage or interference with the Metering Equipment, then the SIP shall report it to the Registered Supplier (electricity) as follows:

- (a) If any Metering Equipment is identified as defective such as to present the possibility of danger:
 - (i) the SIP shall make it safe and report it immediately to the Registered Supplier by telephone, asking the Registered Supplier to attend as an emergency, within 3 hours;
 - (ii) the Registered Supplier shall report back to the SIP within 5 Working Days of the Metering Equipment fault being resolved; and
 - (iii) the SIP Works will be put on hold until such time as the Registered Supplier confirms to the SIP that the issue has been resolved.
- (b) If any parts of the Metering Equipment are hazardous (or if the SIP reasonably believes they may become hazardous), the SIP shall determine whether it can safely carry out the SIP Works, or whether it should abort the SIP Works; and:
 - (i) if the SIP Works are completed, then the SIP shall send the fault report to the Registered Supplier with the SIP Event Completed Market Message, and the Registered Supplier does not need to notify the SIP of the fault resolution; or
 - (ii) if the Safe Isolation Provider Works are aborted, then the Registered Supplier shall notify the SIP when the reported faults have been rectified. The Registered Supplier shall notify the SIP within 5 Working Days of the fault being rectified (but no later than 40 Working Days after the fault being reported), so that the SIP Works may be safely rescheduled.
- (c) If the SIP finds apparent evidence of deliberate tampering/interference, then the SIP shall comply with the relevant provisions of the Unbilled Energy Code of Practice Schedule and report this to the Registered Supplier.

28.11 The following interface table describes the processes required by Paragraph 28.10:



<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Interface</u>	<u>Means</u>
<u>28.11.1</u>	<u>If required as per 28.10(a).</u>	<u>The SIP will make the Metering Point safe and report evidence of potential danger with the Metering Equipment</u>	<u>SIP</u>	<u>Supplier</u>	<u>The SIP will telephone the Supplier when the SIP is on site.</u>	<u>Telephone</u>
<u>28.11.2</u>	<u>Within 3 hours of 28.11.1</u>	<u>The Registered Supplier will send their MOA to site to rectify the issue identified.</u>	<u>Supplier</u>	<u>MOA</u>	<u>The Registered Supplier will make the Request of their MOA by the internal method agreed between them.</u>	<u>Internal Processes between the Registered Supplier and their MOA</u>
<u>28.11.3</u>	<u>Within 5WD of 28.11.2</u>	<u>The Registered Supplier will advise the SIP that the reported issue has been remedied.</u>	<u>Supplier</u>	<u>SIP</u>	<u>D0002 Fault Resolution Report or Request for Decision on Further Action</u>	<u>Electronic or other method, as agreed</u>
<u>28.11.4</u>	<u>If required as per 28.10(b)</u>	<u>SIP shall determine whether it can safely carry out the SIP Works, or whether it should abort the SIP Works.</u>	<u>SIP</u>		<u>Internal SIP process</u>	<u>N/A</u>
<u>28.11.5</u>	<u>Following 28.11.4, if the SIP completes the SIP Works</u>	<u>Notify fault with the SIP Event Completed Market Message</u>	<u>SIP</u>	<u>Supplier</u>	<u>D0002 Fault Resolution Report</u>	<u>Electronic or other method, as agreed</u>
<u>28.11.6</u>	<u>Following 28.11.5, if the SIP aborts the SIP Works – As advised in the Additional Information Field</u>	<u>Notify fault with and await further update</u>	<u>SIP</u>	<u>Supplier</u>	<u>D0002 Fault Resolution Report or Request for Decision on Further Action</u>	<u>Electronic or other method, as agreed</u>
<u>28.11.7</u>	<u>If 28.11.6 applies, within 5 WD of resolution (and no later than 40 WD of report)</u>	<u>Registered Supplier will advise the SIP that the reported issue has been remedied.</u>	<u>Supplier</u>	<u>SIP</u>	<u>D0002 Fault Resolution Report or Request for Decision on Further Action</u>	<u>Electronic or other method, as agreed</u>

<u>28.11.8</u>	<u>If required as per 28.10(c)</u>	<u>The SIP will take appropriate action to make the site safe, and report such findings to the Registered Supplier</u>	<u>SIP</u>	<u>Supplier</u>	<u>D0136 Report or Request for Decision on Further Action</u> <u>Or to the UKRPA where the identity of the Supplier is unclear</u>	<u>Electronic or other method, as agreed.</u> <u>UKRPA Website</u>
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Incidents of Danger, Damage or Interference to the DNO Equipment

28.12 The SIP shall ensure that it has access to a current version of the Guidance for Service Termination Issue Reporting document while on site (this may be a physical or electronic version) and act in accordance with it. The SIP shall make the appropriate report to the DNO as follows:

- (a) any DNO Equipment which they find to be defective such as to present the possibility of danger (category A);
- (b) any parts of the DNO Equipment, Sites or situations which are or which they reasonably believe may become hazardous (category B); or
- (c) any relevant asset condition information (category C).

29 Crowded Meter Room MEM (Electricity)

29.1. This paragraph 29 applies only to MOAs which are contracted as a Crowded Meter Room MEM (CMRM) by the Crowded Meter Room Coordinator (CMRC).

29.2. Each CMRM shall only De-energise a Metering Asset if requested to do so by the CMRC. Each CMRM shall only re-energise a Metering Asset that has been De-energised by (or on behalf of) the CMRC.

Notifying the Electricity Supplier and the DNO

29.3. The expectation is that the CMR Works for a Metering Asset will be completed in one day, so that the connection is De-energised and re-energised on the same day. If, however, the connection is not De-energised and re-energised on the same day, then the CMRM shall notify the Registered Supplier

Commented [AW107]: Mop-Up Update
To confirm with REC Code Manager if term should be updated to Crowded Meter Room MOA to reflect R0064 changes.

Commented [SJ108]: Update to reflect Approved CP R0043

(electricity) and the DNO. In such cases, the CMRM shall send a further update once the connection has been re-energised. The CMRM shall in all cases inform the Registered Supplier (electricity) once the CMR Works for a Metering Asset have been completed.

29.4. If, while attending a premises to undertake CMR Works, any vulnerability is identified by the CMRM, it may provide information on Priority Services and will advise the Consumer to contact their Registered Supplier (electricity) or will contact the Registered Supplier on the Consumer's behalf.

29.5. The following interface table describes the processes required by Paragraphs 29.2 to 29.4 (inclusive):

Ref	When	Action	From	To	Interface	Means
<u>If CMRM De-energises</u>						
29.5.1	<u>If the connection is not De-energised and re-energised on the same day, by the end of the Working Day</u>	<u>Send change of energisation status.</u>	<u>CMRM</u>	<u>Supplier</u> <u>DNO</u>	<u>MM00036 (D0139)</u> <u>Confirmation of Change of Energisation Status</u>	<u>Electronic</u> <u>or other</u> <u>agreed</u> <u>means.</u>
29.5.2	<u>If paragraph 29.5.1 applied, once the connection has been re-energised</u>	<u>Send notification of the same</u>	<u>CMRM</u>	<u>Supplier</u> <u>DNO</u>	<u>MM00036 (D0139)</u> <u>Confirmation of Change of Energisation Status</u>	<u>Electronic</u> <u>or other</u> <u>agreed</u> <u>means</u>
29.5.3	<u>By the end of the next Working Day following completion of the CMR Works</u>	<u>Send notification of the Work Completion</u>	<u>CMRC</u>	<u>Supplier</u>	<u>As defined by the Alt Han Co Forum</u>	<u>Electronic</u> <u>or other</u> <u>agreed</u> <u>means.</u>
29.5.4	<u>If paragraph 29.4 applies</u>	<u>Request the electricity supplier to make contact with its Consumer regarding issues of vulnerability</u>	<u>CMRC</u>	<u>Supplier</u>	<u>No required format</u>	<u>Electronic</u> <u>or other</u> <u>agreed</u> <u>means</u>

On-Site Risk Assessment

29.6. On attending a premises, the CMRM shall consider whether it is able to undertake the intended CMR Works by carrying out its own risk assessment to determine whether it is safe to proceed with the CMR Works and shall only proceed with the CMR Works where it is safe to do so.

Incidents of Danger, Damage or Interference to the Metering Equipment

29.7. If the CMRM finds evidence of danger, damage or interference with the Metering Equipment, then the CMRM shall report it to the Registered Supplier (electricity) as follows:

(a) If any Metering Equipment is identified as defective such as to present the possibility of danger:

- i. the CMRM shall make it safe and report it immediately to the Registered Supplier by telephone, asking the Registered Supplier to attend as an emergency, within 3 hours;
- ii. the Registered Supplier shall report back to the CMRM within 5 Working Days of the Metering Equipment fault being resolved; and
- iii. the CMRM Works will be put on hold until such time as the Registered Supplier confirms to the CMRM that the issue has been resolved.

(b) If any parts of the Metering Equipment are hazardous (or if the CMRM reasonably believes they may become hazardous), the CMRM shall determine whether it can safely carry out the CMR Works, or whether it should abort the CMR Works; and:

- i. if the CMR Works are completed, then the CMRC shall a send a notification to the Registered Supplier with the CMR Works completed

message (under Paragraph 29.5.3), and the Registered Supplier does not need to notify the CMRM of the fault resolution; or

ii. if the CMR Works are aborted, then the Registered Supplier shall notify the CMRM when the reported faults have been rectified. The Registered Supplier shall notify the CMRM within 5 Working Days of the fault being rectified (but no later than 40 Working Days after the fault being reported), so that the CMRM Works may be safely rescheduled.

(c) If the CMRM finds apparent evidence of deliberate tampering/interference, then the CMRM shall comply with the relevant provisions of the Unbilled Energy Code of Practice Schedule and report this to the Registered Supplier.

29.8. The following interface table describes the processes required by Paragraph 29.7:

<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Interface</u>	<u>Means</u>
<u>29.8.1</u>	<u>If required as per 29.7(a).</u>	<u>The CMRM will make the Metering Point safe and report evidence of potential danger with the Metering Equipment</u>	<u>CMRM</u>	<u>Supplier</u>	<u>The CMRM will telephone the Supplier when the CMRM is on site.</u>	<u>Telephone</u>
<u>29.8.2</u>	<u>Within 3 hours of 29.8.1</u>	<u>The Registered Supplier will send their Appointed MOA to site to rectify the issue identified.</u>	<u>Supplier</u>	<u>MOA</u>	<u>The Registered Supplier will make the Request of their MOA by the internal method agreed between them.</u>	<u>Internal Processes between the Registered Supplier and their MOA</u>
<u>29.8.3</u>	<u>Within 5WD of 29.8.2</u>	<u>The Registered Supplier will advise the CMRM that the reported issue has been remedied.</u>	<u>Supplier</u>	<u>CMRM</u>	<u>D0002 Fault Resolution Report or Request for Decision on Further Action</u>	<u>Electronic or other method, as agreed</u>

<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Interface</u>	<u>Means</u>
<u>29.8.4</u>	<u>If required as per 29.7 (b).</u>	<u>CMRM shall determine whether it can safely carry out the CMR Works, or whether it should abort the CMR Works.</u>	<u>CMRM</u>		<u>Internal process</u>	<u>N/A</u>
<u>29.8.5</u>	<u>Following 29.8.4 if the CMRM completes the CMR Works</u>	<u>Send notification of the CMR Work completion message</u>	<u>CMRC</u>	<u>Supplier</u>	<u>As defined by the Alt Han Co Forum</u>	<u>Electronic or other agreed means.</u>
<u>29.8.6</u>	<u>Following 29.8.4, if the CMRM aborts the CMR Works – As advised in the Additional Information Field</u>	<u>Notify fault with and await further update</u>	<u>CMRM</u>	<u>Supplier</u>	<u>D0002 Fault Resolution Report or Request for Decision on Further Action</u>	<u>Electronic or other method, as agreed</u>
<u>29.8.7</u>	<u>If 29.8.6 applies, within 5 WD of resolution (and no later than 40 WD of report)</u>	<u>Registered Supplier will advise the CMRM that the reported issue has been remedied.</u>	<u>Supplier</u>	<u>CMRM</u>	<u>D0002 Fault Resolution Report or Request for Decision on Further Action</u>	<u>Electronic or other method, as agreed</u>
<u>29.8.8</u>	<u>If required as per 29.7 (c)</u>	<u>The CMRM will take appropriate action to make the site safe, and report such findings to the Registered Supplier</u>	<u>CMRM</u>	<u>Supplier</u>	<u>D0136 Report or Request for Decision on Further Action</u> <u>Or to the UKRPA where the identity of the Supplier is unclear</u>	<u>Electronic or other method, as agreed.</u> <u>UKRPA Website</u>



Incidents of Danger, Damage or Interference to the DNO Equipment

29.9. The CMRM shall ensure that it has access to a current version of the Guidance for Service Termination Issue Reporting document while on site (this may be a physical or electronic version) and act in accordance with it. The CMRM shall make the appropriate report to the DNO as follows:

- (a) any DNO Equipment which the CMRM finds to be defective such as to present the possibility of danger (category A);
- (b) any parts of the DNO Equipment, sites or situations which are or which the CMRM reasonably believe may become hazardous (category B); or
- (c) any relevant asset condition information (category C)

Part E – Operational Processes Electricity for Non-MHHS Metering

Points

2830 Metering Asset Installation

30.1 This process covers Metering Assets (including new Metering Assets) being installed for:

- a) an existing supply where the Metering Asset had been removed some time previously; or
- b) a supply which has never had a Metering Asset before, which may be on the day the supply was commissioned or sometime after.

30.2 Removal and installation of Metering Assets as part of the same job, is classed as a Metering Asset exchange and is not covered by this process.

30.3 Although a Metering Asset could be at a premise before the supply, it cannot be connected to the supply until the supply is laid. Therefore, installation of a Metering Asset will always require a supply to exist.

30.4 Where electricity Metering Assets are being installed, the ~~Metering Equipment Manager~~MOA shall (either itself or via its EMO):

- a) other than for Metering Assets where Half Hourly Metered Data is sourced by the Electricity Supplier from a Smart Metering System or instances where the Metering Asset has an integral outstation that has a fixed pulse multiplier of 1, carry out a Proving Test / re-test for each Half Hourly Metering Asset, that it is responsible for, in accordance with Paragraph ~~420~~;
- b) where required by its associated Electricity Supplier, set Non Half Hourly Metering Assets which incorporate a clock or teleswitch with a timing mechanism to switch at a time consistent with a valid combination of Standard Settlement Configuration and Time Pattern Regime derived from Market Domain Data with an Average Fraction of Yearly Consumption valid for the GSP Group to which the Metering Asset belongs;
- c) where multi-register Non Half Hourly Metering Assets are installed and where required by its associated Electricity Supplier, programme those Metering Assets for which it is responsible so that the physical registers may be mapped using the Meter Technical Details supplied to its associated Data Collector onto logical registers forming a valid Standard Settlement Configuration;
- d) when installing a NHH multi-register Metering Asset, or when attending the site to carry out work on such a Metering Asset that would require re-registration of the Metering Asset, ensure that the registers of the Metering Asset are clearly identified and that the Meter Register IDs to be used in all relevant Market Messages clearly identify the registers on the Metering Asset to be read e.g. "L", "N", "R1", "R2". Where the identifier cannot be uniquely identified by a 2-character Meter Register ID (e.g. "CUM 3"), a label shall be applied to, or immediately adjacent to, the Metering Asset that shows the display sequence

Commented [SJ109]: Mop Up Update - added part E to reflect the legacy arrangements applicable to Non MHHS Metering Points as part of transitional drafting. Note the main content has not been redlined as this impacts the ability to maintain the document. Redlining is limited to changes to interface table numbering and footnote numbering, plus the changes made as a result of R0064. We are aware that there are outstanding issued with footnotes and in this section and we are working with the Code Manager to resolve in parallel with the mop up consultation. This section is based on V4.1 of the Meter Operations Schedule with approved CPs R0043

with the equivalent Meter Register ID for each register (e.g. "CUM 2 – Reg ID = 02" etc.). For two-rate Key Meters only, the only permitted Meter Register IDs are "1", "1 ", "01" or "R1" and " 2", "2 ", "02" or "R2". For Smart Metering Systems, the Electricity Supplier is responsible for ensuring that the Meter Register Ids and/or Meter Register Descriptions in the D0367 'Smart Meter Configuration Details'; and the [Metering Equipment Manager MOA](#) is responsible for ensuring that the Meter Technical Details, are reflective of the display on the Smart Metering System;

e) when installing or reconfiguring Half Hourly Metering Assets that are operated by Measurement Transformers, configure the Metering Assets to record Half Hourly demand values for both Reactive Import and Reactive Export (except where the Metering Asset does not have this capability, and is not required to do so by the relevant BSC Metering Code(s) of Practice). Reactive Import and Reactive Export measurements shall be configured in accordance with the applicable BSC Metering Code(s) of Practice;

f) seal and reseal Metering Assets in accordance with the CoMCoP and the relevant BSC Metering Code(s) of Practice; and

g) follow the process set out in the interface tables in [Paragraphs 3029.5 to 3029.8](#), as applicable.

30.5 Where a Half Hourly electricity Metering Asset is installed the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
3029.5.1	Within required and at least 10WD before 3029.5.4 ⁴⁶⁶⁵ .	Request Metering Asset installation, commissioning and energisation ¹⁷ .	Electricity Supplier	MEMMOA ⁴⁶⁶	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
3029.5.2	If required, within 2WDs of 3029.5.1 .	Request Site Technical Details.	MOAMEM	DNO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
3029.5.3	If request for Site Technical Details rejected and within 5WD of 3029.5.2 .	Reject Request for Site Technical Details.	DNO	MOAMEM	D0382 Rejection response for Request to DNO for Site Technical Details	Electronic or other method, as agreed
3029.5.4	If request for Site Technical Details accepted and within 5WD of 3029.5.2 .	Send Site Technical Details.	DNO ¹⁷	MOAMEM	D0215 Provision of Site Technical Details	Electronic or other method, as agreed

3029.5.5	On the date requested or agreed in 3029.5.1⁴⁹⁶⁷ .	Install HH Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice. If requested, energise Metering Asset and note initial meter register reading ⁴⁹⁶⁸ .	MOA (or its EMO)MEM			Internal Process
3029.5.6	Following 3029.5.5 .	Commission Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice.	MOA (or its EMO)MEM			Internal Process
3029.5.7	If Metering Asset cannot be installed or energised, as soon as possible and within 5 WD of 3029.5.5 .	Inform Electricity Supplier and restart the process at 3029.5.1 if required.	MOA MEM	Electricity Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed
For HHDC Serviced Metering Assets						
3029.5.8	Within 5 WDs 3029.5.5 .	Send energisation status, Meter Technical Details and initial meter register reading	MOA MEM	Electricity Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2). D0010 Meter readings.	Electronic or other method, as agreed
3029.5.9	Within 5 WD of 3029.5.5 .	Send the relevant meter information.	MOA MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
3029.5.10	Immediately following 3029.5.9 or	Perform validation checks and send response.	ERDA	MOA MEM	D0312 Notification of Meter Information to	Electronic or other

	3029.5.15.	If response is “Accepted”, proceed to 3029.5.12 , otherwise proceed to 3029.5.11 .		Electricity Supplier	MPAS with 'MOP Flow Response Code' populated.	method, as agreed.
3029.5.11	Within 5 WDs of 3029.5.10 .	Where the rejection is of a type the MOA MEM can resolve without involving other industry parties, send a corrected D0312. If the MOA MEM -needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply. Proceed to 3029.5.10 .	MOAMEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
3029.5.12	In accordance with Paragraph 4.23 .	Prove Metering Asset.	MOAMEM	HHDC	In accordance with the BSC.	Electronic or other method, as agreed
For Supplier Serviced Metering Asset						
3029.5.13	In time to allow the MOA MEM to distribute Meter Technical Details within 10 WD of 3029.5.5 .	Send Smart Meter Configuration Details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEMMOA . If the Electricity Supplier is unable to configure the meter (for example, due to a communications failure), the SSC and TPR will be defaulted to a single-rate default. The TPR should be mapped to the total Import register.	Electricity Supplier	MOAMEM	D0367 Smart Meter Configuration Details. (or alternative method, as agreed bilaterally between the Electricity Supplier and MEMMOA).	Electronic or other method, as agreed.
3029.5.14	Within 10 WD of 3029.5.5 .	Send Meter Technical Details.	MOAMEM	Electricity Supplier	D0149 Notification of Mapping Details.	Electronic or other method, as

				DNO	D0150 Non Half-hourly Meter Technical Details.	agreed.
3029.5.15	Within 10 WD of 3029.5.5 .	Send the relevant meter information.	MOAMEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.
3029.5.16	Immediately following 3029.5.15 or 3029.5.17 .	Perform validation checks and send response. If response is "Accepted" end process, otherwise proceed to 3029.5.17 .	ERDA	MOA MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with 'MOP Flow Response Code' populated.	Electronic or other method, as agreed.
3029.5.17	Within 5 WDs of 3029.5.16 .	Where the rejection is of a type the MOAMEM can resolve without involving other industry parties, send a corrected D0312. If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 3029.5.15 .	MOAMEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

⁶⁵⁺⁶ This step could be completed in shorter timescales where the Electricity Supplier and ~~MOA Metering Equipment Manager~~ have reached mutual agreement.

⁶⁶⁺⁷ Where it is necessary to involve the Distribution Network Operator, the ~~MOA Metering Equipment Manager~~ shall arrange this and follow the energisation process in Paragraph [374](#).

⁶⁷ In the event of any subsequent changes to Site Technical Details, the Distribution Network Operator shall send an updated D0215 'Provision of Site Technical Details' to the MOA within 1WD of updating their systems. The MOA shall determine any appropriate course of action within 2 WDs of

[receiving this information.](#)

⁶⁸⁺⁹ If the Metering Asset is to be installed but not energised at this time, the energisation of the Metering Asset shall be carried out at an appropriate time in accordance with the energisation process in Paragraph [374](#).

30.6 Where the Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the Measurement Transformers are owned by the Distribution Network ~~Owner~~Operator the process below will be followed:

Commented [SJ110]: Correction from R0064

Ref	When	Action	From	To	Information Required	Method
3029.6.1	At the earliest opportunity, but no later than 16 WD after energisation (If DNO energises, or 16 WD after receipt of the D0139 from MOA MEM (if MOA or its EMOMEM energises)	Commission Measurement Transformers in accordance with BSC Metering Code of Practice 4.	DNO		Internal Process	N/A
3029.6.2	At the earliest opportunity but no later than 21 WD after energisation (if the DNO energises) or 21 WD after receipt of the D0139 if the MOA or its EMO MEM energises)	Send commissioning information for the Measurement Transformers.	DNO	MOAMEM	D0383 Notification of Commissioning information.	Electronic or other method, as agreed
3029.6.3	On the date requested or agreed in 3029.6.1 but no later than 32 WD after energisation (if MOA or its EMOMEM energises) or receipt of the D0139 if the DNO energises)	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4.	MOAMEM		Internal Process	N/A
3029.6.4	Within 5WD of 3029.6.3 if there has been a defect / omission that prevented commissioning ²⁰⁶⁹ .	Send notification that there is a defect/omission that has prevented commissioning.	MOAMEM	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
3029.6.5	At the earliest opportunity but no later than 65 WD after energisation (if MOA	Resolve the defect/omission that has prevented commissioning ²⁴⁷⁰ .	Electricity Supplier	DNO	D0384 Notification of Commissioning	Electronic or other

	MEM or its EMO energises) or receipt of the D0139 (if the DNO energises)			HHDC	status	method, as agreed.
3029.6.6	When defect / omission has been resolved, but no later than 80 WD after energisation (if the MOA or its EMO MEM energises or receipt of the D0139 if DNO energises)	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4.	MOAMEM		Internal Process	N/A
3029.6.7	Within 5WD of 3029.6.3 or 3029.6.6 if commissioning was completed successfully.	Send notification that commissioning has been completed.	MOAMEM	Electricity Supplier	D0384 Notification of Commissioning status ⁷¹²²	Electronic or other method, as agreed.
3029.6.8	Following 3029.6.7.	Create internal record of MOA MEM commissioning ⁷²²³ .	MOAMEM		Internal Process	N/A

⁶⁹²⁹ A defect or omission in the completion of the processes is set out in CoP4 and will also include that the D0383 Notification of Commissioning information flow has not been received from the Distribution Network Operator.

⁷⁰²⁴ It shall be the responsibility of the Electricity Supplier to ensure that all Metering Asset is appropriately commissioned. If the Electricity Supplier believes that there is a risk to settlement it shall, in accordance with Section L3.6 of the BSC, consult with the relevant Distribution Network Operator and agree the appropriate steps to be taken to minimise the risks to settlement.

⁷¹²² Notification of complete commissioning shall not be done if complete information has not been received from the Distribution Network Operator.

⁷²²³ This will be used for the change of MEM-MOA process and the passing of complete Commissioning information.

30.7 Where the Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the Measurement Transformers are not owned by the Distribution Network Operator Owner the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
3029.7.1	On the date requested or	Commission Metering Asset in	MOAMEM		Internal Process	N/A

Commented [SJ111]: Correction from R0064

	agreed in 3029.7.1 but no later than 32 WD after energisation.	accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4.				
3029.7.2	Within 5WD of 3029.7.1 if there has been a defect / omission that prevented commissioning ²⁴⁷³ .	Send notification that there is a defect/omission that has prevented commissioning.	MOAMEM	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
3029.7.3	At the earliest opportunity but no later than 65 WD after energisation.	Resolve the defect/omission that has prevented commissioning ²⁰	Electricity Supplier	DNO HHDC	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
3029.7.4	When defect / omission has been resolved, but no later than 80 WD after energisation.	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4.	MOAMEM		Internal Process	N/A
3029.7.5	Within 5WD of 3029.7.1 or 3029.7.4 if commissioning was completed successfully.	Send notification that commissioning has been completed.	MOAMEM	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
3029.7.6	Following 3029.7.5 .	Create internal record of MOA MEM commissioning.	MOAMEM		Internal Process	N/A

⁷³²⁴ A defect or omission in the completion of the processes is set out in BSC Metering Code of Practice 4.

30.8 Where a Non Half Hourly electricity Metering Asset is installed the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
3029.8.1	If required.	Request Metering Asset installation, commissioning and energisation.	Electricity Supplier	MOAMEM	Credit Meter	Electronic or other

					D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters ²⁵⁷⁴ . Prepayment Meter D0194 for key meters D0216 for token meters	method, as agreed
<u>3029.8.2</u>	On the date requested or agreed in <u>3029.8.1</u> .	Install and commission NHH Metering Asset. If requested, energise Metering Asset and note initial meter register reading.	<u>MEMMOA (or its EMO)</u>			Internal Process
<u>3029.8.3</u>	If Metering Asset cannot be installed or energised, as soon as possible and within 5 WD of <u>3029.8.2</u> .	Inform Electricity Supplier and restart the process at <u>2830.8.1</u> if required.	<u>MOAMEM</u>	Electricity Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed
For Smart Metering Assets only						
<u>3029.8.4</u>	Optionally, by arrangement with the Electricity Supplier, and in timescales agreed with the Electricity Supplier.	Send initial meter register reading(s) (readings will be sent as a contingency against delays in the Electricity Supplier obtaining a remote reading and, where the register configuration is unknown, will consist of a reading from the total cumulative register).	<u>MOAMEM</u>	Electricity Supplier	D0010 Meter readings.	Electronic or other method, as agreed
<u>3029.8.5</u>	If configured remotely and in time to allow the	Send Smart Metering System	Electricity Supplier	<u>MOAMEM</u>	D0367 Smart Meter	Electronic or other

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	MOA MEM to distribute Meter Technical Details within 10 WDs of 3029.8.2 .	configuration details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent.			Configuration Details -(or alternative method, as agreed bilaterally between the Electricity Supplier and MEMMOA)	method, as agreed
3029.8.6	Within 10 WDs of 3029.8.2 .	Send initial meter register reading(s) (as remotely collected by the Electricity Supplier unless any readings provided by the MOA MEM are required as a 'backstop').	Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
For all NHH Metering Asset						
3029.8.7	Within 10 WDs of 3029.8.2 .	Send change of energisation status and Meter Technical Details. 7526	MOAMEM	Electricity Supplier NHHDC DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details 2776	Electronic or other method, as agreed.
3029.8.8	Within 10 WDs of 3029.8.2 .	Send initial meter register reading (for non-Smart Metering Systems only).	MOAMEM	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
3029.8.9	Within 10 WDs of 3029.8.2 .	Send notification of Metering Asset installation.	MOAMEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed / removed by the MOP to the MAP.	Electronic or other method, as agreed.
3029.8.10	Within 10 WD of 3029.8.2 .	Send the relevant meter information.	MOAMEM	ERDA	D0312 Notification of Meter Information to	Electronic or other

					MPAS.	method, as agreed.
3029.8.11	Immediately following 3029.8.10 or 3029.8.12 .	Perform validation checks and send response. If response is "Accepted" proceed to 3029.8.13 , otherwise proceed to 3029.8.12 .	ERDA	MOAMEM	D0312 Notification of Meter Information to MPAS with 'MOP Flow Response Code' populated.	Electronic or other method, as agreed.
3029.8.12	Within 5 WDs of 3029.8.11 .	Where the rejection is of a type the MOA MEM can resolve without involving other industry parties, send a corrected D0312. If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply. Proceed to 3029.8.11 .	MOAMEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
3029.8.13	If required and no valid meter register reading received within 10 WD of the installation of the Metering Asset.	Request initial meter register reading.	NHHDC	MOA MEM Electricity Supplier		Post, fax, email
3029.8.14	Within 10WDs of 3029.8.11 .	Send initial meter register reading.	MOAMEM , or Electricity Supplier	NHHDC ^{287Z}	D0010 Meter Readings	Electronic or other method, as agreed.

⁷⁴²⁵ If the Metering Points is for Export purposes, the 'Additional Information' field should state this, and therefore a physical site visit may not be required.

⁷⁵²⁶ Whenever installing new, replacement or re-configured meters or carrying out work requiring re-registration of the Metering Asset, the MOA MEM shall ensure that the meter registers are clearly labelled and that the Data Item J0010 'Meter Register Id' in all relevant Market Messages (e.g. D0149 & D0150) accurately reflects the identifiers of the meter registers themselves.

⁷⁶²⁷ The MOA MEM must send a D0313 in all cases where the MOAMEM sends a D0150 and where the meter type is either NCAMR, RCAMR or RCAMY, except where there are no meters at the Metering Point and/or all meters have been removed, in which case only the D0150 is sent. The MOA MEM must send a D0149 / D0150 in all cases where the MOAMEM sends a D0313.

⁷⁷²⁸ If more than one meter register reading is provided, the NHHDC shall process and use the first reading provided.

31 Metering Asset Removal

- 31.1 This process covers the removal of Metering Assets, including meters. The removal of electricity Metering Assets includes the removal of all meters assigned to that Metering Asset. Where only some of the meters are to be removed, a reconfiguration process shall be followed in accordance with Paragraph 3.2.1.
- 31.2 Where a meter is being removed and a new meter installed as part of the same job, it shall be classed as a Metering Asset exchange and the process in Paragraph 3.2.4 shall be followed.
- 31.3 If the Metering Asset cannot be removed at the appointed time, the MOAMetering Equipment Manager / Distribution Network Operator shall liaise with the Energy Supplier to agree a way forward.
- 31.4 Prior to the removal of an electricity Metering Asset a de-energisation shall be carried out in accordance with Paragraph 3.7.6.6. If de-energisation is carried out at the same time as the removal of the Metering Asset, the following steps of Paragraph 3.7.6.6 must also be carried out (Collection of data by the Data Collector): where MOAMetering Equipment Manager de-energises, steps 3.7.6.6.3 to 3.7.6.6.5; and where the Distribution Network Operator de-energises (for example, as a result of an emergency), steps 3.7.6.6.11 to 3.7.6.6.13.
- 31.5 Where a Half Hourly Metering Asset is removed the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
<u>310.5.1</u>	As required.	Request Metering Asset removal.	Electricity Supplier	<u>MOAMEM</u> ;	Credit Meter	Electronic or other method,

				or DNO	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	as agreed
310.5.2	If request rejected and within 2 WD of 310.5.1.	Reject request for Metering Asset removal and restart process if required.	MOA MEM; or DNO	Electricity Supplier	P0211 Site Visit Rejection.	Electronic or other method, as agreed
310.5.3	On the date requested or agreed in 310.5.1 or as the MEM MOA / DNO sees necessary.	Remove Metering Asset and note final meter register reading.	MOA (or its EMO) MEM; or DNO		Internal process	Internal Process
310.5.4	Within 5 WD of removing Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected.	Liaise with DNO to recover meter if necessary.	MOA MEM	DNO	D0268 Half Hourly Meter Technical Details ⁷⁸³⁴ . Or for Supplier-Serviced Metering Systems: D0150 Non Half-hourly Meter Technical Details. Location of Assets and arrangements for delivery / collection.	Electronic or other method, as agreed

310.5.5	At the same time as 310.5.4.	Send Meter Technical Details and notification that the Metering Asset has been removed.	<u>MOAMEM</u>	Electricity Supplier, HHDC, DNO	D0268 Half Hourly Meter Technical Details ³⁴ . Or for Supplier-Serviced Metering Systems and to Electricity Supplier / DNO only: D0150 Non Half-hourly Meter Technical Details. If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed
310.5.6	At the same time as 310.5.4.	Send final meter register reading or notification that meter register reading is not obtainable.	DNO (if applicable) <u>MOAMEM</u>	<u>MOA MEM</u> HHDC	D0139 Confirmation or Rejection of Energisation Status Change. For HHDC-serviced Metering Systems only: D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed
310.5.7	At the same time as 310.5.4.	Send the relevant meter information changes.	<u>MOAMEM</u>	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
310.5.8	Immediately following 310.5.7 or 310.5.9.	Perform validation checks	ERDA	<u>MOA MEM</u>	D0312 Notification of Meter Information to MPAS with	Electronic or other method,

		and send response. If response is 'Accepted', end process, otherwise proceed to 319.5.9.		Electricity Supplier	MOP Flow Response Code populated.	as agreed
319.5.9	Within 5WDs of 319.5.8.	Where the rejection is of a type the <u>MOA MEM</u> can resolve without involving other industry parties, send a corrected D0312. If the <u>MOA MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 319.5.8.	<u>MOAMEM</u>	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

⁷⁸ The MTD, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering System is present on site, unless the MOA does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by MOAs from Distribution Network Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

31.6 Where a Non Half Hourly Metering Asset is removed the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
319.6.1	As required.	Request Metering Asset removal.	Electricity Supplier	<u>MOAMEM</u> ; or	Credit Meter D0142 Request for	Electronic or other method, as agreed

				DNO	Installation or Changes to a Metering System Functionality or the Removal of all Meters ⁷⁹²⁵ . Prepayment Meter D0194 for key meters D0216 for token meters	
310.6.2	If request rejected and within 5 WD of 310.6.1.	Reject request for Metering Asset removal and restart process if required.	MOAMEM ; or DNO	Electricity Supplier	P0211 Site Visit Rejection.	Electronic or other method, as agreed
310.6.3	On the date requested or agreed in 310.6.1 or as the MOAMEM sees necessary.	Remove Metering Asset and note final meter register reading	MOA (or its EMO)MEM ; or DNO		Internal process	Internal Process
310.6.4	Within 10 WD of removing Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected.	Liaise with DNO to recover meter if necessary.	MOAMEM	DNO	Location of Assets and arrangements for delivery / collection.	Electronic or other method, as agreed
310.6.5	At the same time as 310.6.4.	Send Meter Technical Details and notification that the Metering Asset has been removed. ³⁵	MOAMEM	Electricity Supplier, NHHDC, DNO	D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed
310.6.6	At the same time as 310.6.4.	Send final meter register reading or notification that	DNO (if	MOA MEM	D0139 Confirmation or Rejection of Energisation	Electronic or other method,

		meter register reading is not obtainable.	applicable) <u>MOAMEM</u>	NHHDC, Electricity Supplier	Status Change. D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	as agreed
319.6.7	At the same time as 319.6.4.	Send notification of Metering Asset removal.	<u>MOAMEM</u>	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed / removed by the MOP to the MAP.	Electronic or other method, as agreed
319.6.8	Within 10 WDs of removing the Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected.	Send the relevant meter information changes.	<u>MOAMEM</u>	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
319.6.9	Immediately following 319.6.8 or 319.6.10.	Perform validation checks and send response. If response is 'Accepted', proceed to 319.6.11, otherwise proceed to 319.6.10.	ERDA	<u>MOA MEM</u> Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
319.6.10	Within 5WDs of 319.6.9.	Where the rejection is of a type the <u>MOA MEM</u> can resolve without involving other industry parties, send a corrected D0312. If the <u>MOA MEM</u> needs to involve other industry parties	<u>MOAMEM</u>	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

		to resolve the issue, then reasonable endeavours shall apply. Proceed to 319.6.9.				
319.6.11	If required and no valid meter register reading received within 10 WDs of the removal.	Request final meter register reading.	NHHDC	<u>MOA MEM</u> Electricity Supplier		Electronic or other method, as agreed
319.6.12	Within 10 WDs of 319.6.11.	Send final meter register reading.	<u>MOA MEM</u> Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

⁷⁹⁹⁵ Where the Metering Asset has been removed by the Distribution Network Operator, the Distribution Network Operator shall provide the notification and final meter register reading to the MOA Metering Equipment Manager, and the MOA Metering Equipment Manager shall provide this information to the Electricity Supplier and the NHHDC.

32 Metering Asset Exchange / Reconfiguration

- 32.1 This process covers scenarios where the same MOA Metering Equipment Manager installs and removes the Metering Asset and there is no associated change of MOA Metering Equipment Manager.
- 32.2 Prior to the replacement of an electricity Metering Asset, a de-energisation shall be carried out in accordance with Paragraph 1735.
- 32.3 If the Metering Asset cannot be exchanged, reconfigured or replaced at the appointed time, the MOA Metering Equipment Manager shall liaise with the Energy Supplier to agree the way forward.
- 32.4 Where a Half Hourly Metering Asset is reconfigured or replaced the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
For HHDC Serviced Metering Asset						
324.4.1	As required.	Request Metering Asset replacement or reconfiguration	Electricity Supplier	MOAMEM	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
324.4.2	If request rejected and within 2 WD of 324.4.1.	Reject request for Metering Asset removal.	MOAMEM	Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
324.4.3	If request accepted and within 3 WD of 324.4.1 and before data collection date or as the MOA MEM sees necessary ³⁹⁸⁰ .	Agree with HHDC to collect final HH Metered Data	MOAMEM	HHDC	D0005 Instruction on Action	Electronic or other method, as agreed
324.4.4	On the date and time agreed on 324.4.3.	Collect final HH Metered Data	HHDC			Internal Process
324.4.5	Immediately following 324.4.4.	Confirm final HH Metered Data	HHDC	MOAMEM	The MOA MEM will telephone the HHDC when the MOA MEM is on site. Following the HHDC	Telephone

					collecting the data, the HHDC will provide confirmation to the <u>MOAMEM</u>	
324.4.6	Immediately following 324.4.5.	Note final meter register reading, if available If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available. Reconfigure Metering Asset or replace and energise Metering Asset ⁴⁹⁸¹ Note initial meter register reading.	<u>MEMMOA</u> (or its <u>EMO</u>)		Internal Process	N/A
324.4.7	Within 5 WD of the replacement / reconfiguration of the Metering Asset.	Send final meter register reading for replaced / reconfigured Metering Asset or notification that the meter register reading was not obtainable.	<u>MOAMEM</u>	Electricity Supplier HHDC DNO	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed
324.4.8	Within 5 WD of the replacement / reconfiguration of the Metering Asset.	Send initial meter register reading for replacement Metering Asset /new configuration.	<u>MOAMEM</u>	HHDC	D0010 Meter Readings	Electronic or other method, as agreed
324.4.9	Within 5 WD of the replacement / reconfiguration of the	Send Meter Technical Details for replacement Metering Asset /new	<u>MOAMEM</u>	Electricity Supplier	D0268 Half Hourly Meter Technical Details	Electronic or other method, as

	Metering Asset.	configuration.		HHDC DNO	If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	agreed
324.4.10	At the same time as 324.4.7.	Send the relevant meter information changes.	MOA MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
324.4.11	Immediately following 324.4.10 or 324.4.12.	Perform validation checks and send response. If D0312 response is 'Accepted' proceed to 324.4.13, otherwise proceed to 324.4.12.	ERDA	MOA MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
324.4.12	Within 5 WDs of 324.4.11.	Where the rejection is of a type the MOA MEM can resolve without involving other industry parties, send a corrected D0312. If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 324.4.11.	MOA MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
324.4.13	In accordance with Paragraph 4.21.	Prove Metering Asset.	MOA MEM	HHDC	Refer to Paragraph 4.23.	Not Defined
For Supplier Serviced Metering Asset (when MEM MOA (or its EMO) replaces the meter)						
324.4.14	As required.	Request Metering Asset replacement.	Electricity Supplier	MOA MEM ⁴¹⁸²	Credit Meter D0142 Request for	Electronic or other method, as

					Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	agreed
<u>324.4.15</u>	If request rejected and within 5 WD of <u>324.4.14</u> .	Reject request for Metering Asset replacement and restart process if required.	<u>MOA</u> MEM	Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
<u>324.4.16</u>	On replacement.	Contact Electricity Supplier to retrieve final Half Hourly and cumulative readings remotely. Replace meter. Contact Electricity Supplier to retrieve initial cumulative reading remotely.	<u>MOA (or its EMO)</u> MEM		Internal Process	N/A
<u>324.4.17</u>	On replacement.	Take final readings from meter, configure replacement meter (as required) and take initial readings.	Electricity Supplier		Internal Process	N/A
<u>324.4.18</u>	If Time of Use registers configured remotely and in time to allow the <u>MOA</u> MEM to distribute Meter	Send meter configuration details. The Electricity Supplier will ensure that only the latest version	Electricity Supplier	<u>MOA</u> MEM	D0367 Smart Meter Configuration Details (or alternative method, as	Electronic or other method, as agreed

	Technical Details within 10 WD of 324.4.16.	of the configuration for the day is sent to the <u>MOAMEM</u> . If the Electricity Supplier is unable to configure the meter (for example, due to a communications failure), the SSC and TPR will be defaulted to a single-rate default. The TPR shall be mapped to the total Import register.			agreed bilaterally between the Electricity Supplier and <u>MEMMOA</u>).	
324.4.19	Within 10 WD of 324.4.14.	Send Meter Technical Details for replacement meter and notify removal of old meter.	<u>MOAMEM</u>	Electricity Supplier DNO	D0150 Non Half-hourly Meter Technical Details. D0149 Notification of Mapping Details.	Electronic or other method, as agreed
324.4.20	At the same time as 324.4.19.	Send the relevant meter information.	<u>MOAMEM</u>	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
324.4.21	Immediately following 324.4.19 or 324.4.22.	Perform validation checks and send response D0312. If D0312 response is "Accepted", proceed to 324.4.23, otherwise proceed to 324.4.22.	ERDA	<u>MOA MEM</u> Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method as agreed.
324.4.22	Within 5 WDs of 324.4.21.	Where the rejection is of a type the <u>MOA MEM</u> can resolve without involving other industry parties, send a corrected D0312.	<u>MOAMEM</u>	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.

		<p>If the <u>MOA MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>Proceed to <u>324.4.21</u>.</p>				
<u>324.4.23</u>	Within 10 WDs of <u>324.4.14</u> .	Send notification of removal of old meter.	<u>MOA MEM</u>	MAP of removed meter	D0303 Notification of Meter Operator, - Supplier and Metering Assets installed/removed by the MOP to the MAP	Electronic or other method, as agreed
For Supplier Serviced Metering Asset (when Electricity Supplier reconfigures the meter)						
<u>324.4.24</u>	If Time of Use registers configured remotely.	<p>Send meter configuration details.</p> <p>The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the <u>MOA MEM</u>.</p> <p>If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), the Electricity Supplier will notify a single rate Standard Settlement Configuration.</p>	Electricity Supplier	<u>MOA MEM</u>	<p>D0367 Smart Meter Configuration Details</p> <p>(or alternative method, as agreed bilaterally between the Electricity Supplier and <u>MEM MOA</u>).</p>	Electronic or other method, as agreed
<u>324.4.25</u>	Within 10 WD of <u>324.4.19</u> .	Send Meter Technical Details for replacement meter.	<u>MOA MEM</u>	Electricity Supplier DNO	<p>D0150 Non Half-hourly Meter Technical Details.</p> <p>D0149 Notification of Mapping Details.</p>	Electronic or other method, as agreed

³⁹⁸⁰ The need to replace or reconfigure the Metering Asset could also be from BSC Metering Code of Practice 4 requirements, Ofgem or Consumer driven.

⁴⁰⁸¹ If replacement includes measurement transformers, commission in accordance with BSC Metering Code of Practice 4 and proceed as per Paragraph [3029](#).

⁴⁴⁸² For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH [MOAMEM](#).

DNO Replaces Half Hourly Metering Asset for safety reasons

32.5 Where a Half Hourly Metering Asset is reconfigured or replaced by the Distribution Network Operator, the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
324.5.1	As required.	Send request to replace Metering Asset.	Electricity Supplier	DNO	Request site visit.	Electronic or other method, as agreed.
324.5.2	If request rejected, as soon as possible after 324.5.1 .	Send notification of rejection including the reason why the request has been rejected.	DNO	Electricity Supplier	P0211 Site Visit Rejection. (Go to 5-632.5.1 if required)	Electronic or other method, as agreed.
324.5.3	On the date requested or agreed in 324.5.1 or as the DNO sees necessary.	Note final meter register reading, if available. Replace and energise Metering Asset ⁴⁰⁸³ Note initial meter register reading.	DNO		Internal Process.	N/A
324.5.4	Within 5 WD of 324.5.3 .	Send final meter register reading or notification that meter register reading not obtainable. Send initial meter register reading	DNO ⁴²⁸⁴	MOAMEM	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.

		and Meter Technical Details for replacement Metering Asset.			D0268 Half Hourly Meter Technical Details. If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2). D0010 Meter Readings.	
324.5.5	Within 5 WD of 324.5.4.	Send final meter register reading or notification that meter register reading not obtainable.	MOAMEM	HHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
324.5.6	At the same time as 324.5.5.	Send initial meter register reading for replacement Metering Asset. Send Meter Technical Details for replacement Metering Asset.	MOAMEM	Electricity Supplier HHDC	D0268 Half Hourly Meter Technical Details. If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed.
324.5.7	At the same time as 324.5.5.	Send the relevant meter information changes.	MOAMEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
324.5.8	Immediately following 324.5.7 or 31.5.9.	Perform validation checks and send response. If response is "Accepted" proceed to 324.5.10, otherwise proceed to 324.5.9.	ERDA	MOA MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed.
324.5.9	Within 5 WDs of 324.5.8.	Where the rejection is of a type the MOA MEM can resolve without	MOAMEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method,

		involving other industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 324.5.8.				as agreed.
324.5.10	In accordance with Paragraph 424.	Prove Metering Asset.	MOAMEM	HHDC	Refer to Paragraph 424.	Electronic or other method, as agreed.

⁸³ If replacement includes measurement transformers, commission in accordance with BSC Metering Code of Practice 4 and proceed as per Paragraph 30.

⁴²⁸⁴ Since the DNO is operating as part of an Urgent Metering Service, he shall interface with the MOAMEM who shall be responsible for notifying the Electricity Supplier and the HHDC of the action taken.

Electricity MEM-MOA (Non Half Hourly)

32.6 Where a Non Half Hourly Metering Asset is reconfigured or replaced the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
For all Non Half Hourly meters other than Smart Metering System (and or Smart Metering Systems locally configured by the MOAMEM, other than as part of a meter replacement						
324.6.1	As required and at least 10WDs before 324.6.3. ⁴⁵⁸⁵	Request Metering Asset replacement of reconfiguration.	Electricity Supplier	MOAMEM	Credit Meter D0142 Request for Installation or Changes to a Metering System	Electronic or other method, as agreed

					Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	
324.6.2	If request rejected and within 5 WD of 324.6.1.	Reject request for Metering Asset removal and restart process if required.	<u>MOAMEM</u>	Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
324.6.3	On the date and time requested in 324.6.1 or as the <u>MEMMOA</u> -sees necessary ⁸⁶³⁸ .	Note final meter register reading, if available. Reconfigure Metering Asset or replace and energise Metering Asset. Note initial meter register reading.	<u>MOA (or its EMO)MEM</u>		Internal Process	N/A
324.6.4	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send final meter register reading for replaced / reconfigured Metering Asset or notification that the meter register reading was not obtainable.	<u>MOAMEM</u>	NHHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
324.6.5	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send initial meter register reading for replacement Metering Asset /new configuration.	<u>MOAMEM</u>	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
324.6.6	Within 10 WD of the replacement /	Send Meter Technical Details for replacement Metering Asset /new	<u>MOAMEM</u>	Electricity	D0149 Notification of	Electronic or other

	reconfiguration of the Metering Asset.	configuration ²⁶⁸⁷ .		Supplier NHHDC DNO	Mapping Details D0150 Non Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details ⁸⁸²⁶	method, as agreed
324.6.7	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send notification of removal of old meter.	MOAMEM	MAP (removed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
324.6.8	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send notification of installation of new meter.	MOAMEM	MAP (installed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
324.6.9	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send the relevant meter information changes.	MOAMEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
324.6.10	Immediately following 324.6.9 or 324.6.11.	Perform validation checks and send response. If D0312 response is 'Accepted' proceed to 324.6.12, otherwise proceed to 324.6.11.	ERDA	MOA MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
324.6.11	Within 5 WDs of 324.6.10.	Where the rejection is of a type the MOA MEM can resolve without involving other industry parties, send a corrected	MOAMEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

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		D0312. If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 324.6.10.				
324.6.12	If no valid meter register reading(s) received 10WDs of the replacement / reconfiguration and initial and / or final reading required.	Request initial and / or final meter register reading.	NHHDC	MOA MEM Electricity Supplier		Post / Fax / Email
324.6.13	Within 10 WDs of 324.6.9.	Send initial and / or final meter register reading.	MOA MEM / Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
When Electricity Supplier configures a Smart Metering System (other than as part of a meter installation of meter replacement)						
324.6.14	As required	Take final readings for the old configuration. Reconfigure the Smart Metering System. Take initial readings for the new configuration.	Electricity Supplier		Internal process	N/A
324.6.15	In time to allow the MOA MEM to distribute Meter Technical Details within 10 WDs of 324.6.14.	Send Smart Metering System configuration details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MOA MEM .	Electricity Supplier	MOA MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM MOA).	Electronic or other method, as agreed

324.6.16	Within 10 WD of reconfiguration.	Send final reading(s) for old configuration and initial reading(s) for new configuration.	Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
324.6.17	Within 10 WD of reconfiguration.	Send Meter Technical Details for new configuration.	MOAMEM	NHHDC Electricity Supplier DNO	D0150 Non-Half-hourly Meter Technical Details. D0149 Notification of Mapping Details.	Electronic or other method, as agreed
When <u>MOA MEM</u> installs a Smart Metering System as a replacement for either a non-smart or Smart Metering System						
324.6.18	As required and at least 10WDs before 324.6.20.	Send request to replace Metering Asset.	Electricity Supplier	MOAMEM	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
324.6.19	If request rejected and within 5 WD of 324.6.18.	Reject request for Metering Asset replacement and restart process if required.	MOAMEM	Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
324.6.20	On the date and time requested in 324.6.18.	Take final reading(s) if replaced meter is not smart.	MOAMEM (or its EMO)		Internal Process	N/A

		<p>If replaced meter is smart, take final reading(s) as agreed with Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely.</p> <p>Replace Metering Asset.</p> <p>Take initial meter register reading(s) as agreed with Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely.</p>				
324.6.21	Optionally, by arrangement with Electricity Supplier, and in timescales agreed with Electricity Supplier.	Send final/initial meter register reading(s) (readings will be sent as a contingency against delays in the Electricity Supplier obtaining a remote reading and, where the register configuration for the new meter is unknown, will consist of a reading from the total cumulative register).	MOAMEM	Electricity Supplier	D0010 Meter Readings	Electronic or other method, as agreed
324.6.22	As required.	Take final reading(s) from replaced Smart Metering System, configure replacement meter and take initial readings.	Electricity Supplier		Internal process	N/A
324.6.23	If replacement meter configured remotely and in time to allow the MOA MEM to distribute Meter Technical Details within 10 WD of 324.6.22.	<p>Send Smart Metering System configuration details.</p> <p>The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MOAMEM.</p>	Electricity Supplier	MOAMEM	<p>D0367 Smart Meter Configuration Details</p> <p>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEMMOA)</p>	Electronic or other method, as agreed
324.6.24	Within 10 WD of	Send final and initial meter register	Electricity	NHHDC	D0010 Meter Readings	Electronic

	reconfiguration.	reading(s) (as remotely collected by the Electricity Supplier unless any readings provided by the MOA MEM are required as a 'backstop').	Supplier			or other method, as agreed
324.6.25	Within 10 WD of reconfiguration.	Send Meter Technical Details for new meter and notification of removal of old meter.	MOA MEM	NHHDC Electricity Supplier DNO	D0150 Non Half-hourly Meter Technical Details. D0149 Notification of Mapping Details.	Electronic or other method, as agreed
324.6.26	Within 10 WD of reconfiguration.	Send notification of removal of old meter.	MOA MEM	MAP (removed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
324.6.27	Within 10 WD of reconfiguration.	Send notification of installation of new meter.	MOA MEM	MAP (installed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
324.6.28	Within 10 WD of reconfiguration.	Send relevant meter information changes.	MOA MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
324.6.29	Immediately following 324.6.28 or 324.6.30.	Perform validation checks and send response. If D0312 response is 'Accepted' proceed to 324.6.31, otherwise proceed to 324.6.30.	ERDA	MOA MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
324.6.30	Within 5 WDs of 324.6.29.	Where the rejection is of a type the MOA	MOA MEM	ERDA	D0312 Notification of	Electronic

		<p>MEM can resolve without involving other industry parties, send a corrected D0312.</p> <p>If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>Proceed to <u>324.6.29</u>.</p>			Meter Information to MPAS.	or other method, as agreed
Following reconfiguration or replacement of a Smart Metering System						
<u>324.6.31</u>	If no valid meter register reading(s) received 10 WD of the replacement / reconfiguration and initial and / or final reading required.	Request initial and / or final readings.	NHHDC	Electricity Supplier		Post / Fax / Email
<u>324.6.32</u>	Within 10 WDs of <u>324.6.31</u> .	Send initial and / or final meter register reading.	Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
<u>324.6.33</u>	Within 10 WDs of <u>324.6.31</u> .	Send relevant meter information changes.	MOA MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
<u>324.6.34</u>	Immediately following <u>324.6.33</u> or <u>324.6.35</u> .	<p>Perform validation checks and send response.</p> <p>If D0312 response is 'Accepted' end process, otherwise proceed to <u>324.6.35</u>.</p>	ERDA	MOA MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
<u>324.6.35</u>	Within 5 WDs of <u>31.6.34</u> .	Where the rejection is of a type the MOA MEM can resolve without involving other	MOA MEM	ERDA	D0312 Notification of Meter Information to	Electronic or other

		<p>industry parties, send a corrected D0312.</p> <p>If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>Proceed to 324.6.34.</p>			MPAS.	method, as agreed
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⁸⁵ This step could be completed in shorter timescales where the Electricity Supplier and MOA have reached mutual agreement.

⁸⁶ The need to replace or reconfigure the Metering Asset could also be from BSC Metering Code of Practice 4 requirements, Ofgem or Consumer driven.

⁸⁷ Whenever installing new, replacement or re-configured meters or carrying out work requiring re-registration of the Metering Asset, the MOA shall ensure that the meter registers are clearly labelled and that the Data Item J0010 'Meter Register Id' in all relevant Market Messages (e.g. D0149 & D0150) accurately reflects the identifiers of the meter registers themselves.

⁸⁸ The MOA must send a D0313 in all cases where the MOA sends a D0150 and where the meter type is either NCAMR, RCAMR or RCAMY, except where there are no meters at the Metering Point and/or all meters have been removed, in which case only the D0150 is sent. The MOA must send a D0149 / D0150 in all cases where the MOA sends a D0313.

DNO Replaces Non Half Hourly Metering Asset for safety reasons / urgent metering services

32.7 Where a Non Half Hourly Metering Asset is reconfigured or replaced by the Distribution Network Operator, the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
324.7.1	As required ⁴³⁸⁹ .	Send request to reconfigure or replace Metering Asset.	Electricity Supplier	DNO	Request site visit.	Electronic or other method, as agreed.
324.7.2	If request rejected, as soon as possible after	Send notification of rejection including the reason why the	DNO	Electricity Supplier	P0211 Site Visit Rejection.	Electronic or other method,

	324.7.1.	request has been rejected.				as agreed.
324.7.3	On the date requested or agreed in 324.7.1 or as the DNO sees necessary.	Note final meter register reading, if available. Replace and energise Metering Asset ⁴⁰⁹⁰ . Note initial meter register reading.	DNO		Internal Process.	N/A
324.7.4	Within 10 WD of 324.7.3.	Send final meter register reading or notification that meter register reading not obtainable. Send initial meter register reading and Meter Technical Details for replacement Metering Asset.	DNO ⁴⁴⁸¹	MOAMEM	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. D0010 Meter Readings.	Electronic or other method, as agreed.
324.7.5	Within 10 WD of 324.7.4.	Send final meter register reading or notification that meter register reading not obtainable.	MOAMEM	NHHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
324.7.6	At the same time as 324.7.5.	Send initial meter register reading for replacement Metering Asset. Send Meter Technical Details for replacement Metering Asset.	MOAMEM	Electricity Supplier NHHDC	D0010 Meter Readings D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
324.7.7	At the same time as	Send notification of removal of	MOAMEM	MAP	D0303 Notification of Meter	Electronic or

	324.7.5.	old meter.		(removed meter)	Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	other method, as agreed
324.7.8	At the same time as 324.7.5.	Send notification of installation of new meter	MOA MEM	MAP (installed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
324.7.9	At the same time as 31.7.5.	Send the relevant meter information changes.	MOA MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
324.7.10	Immediately following 324.7.9 or 31.7.11.	Perform validation checks and send response. If response is "Accepted" end process 324.7.12, otherwise proceed to 324.7.11.	ERDA	MOA MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed.
324.7.11	Within 5 WDs of 324.7.10.	Where the rejection is of a type the MOA MEM can resolve without involving other industry parties, send a corrected D0312. If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 324.7.10.	MOA MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.

⁸⁹⁴³ This may be a standing arrangement between the Electricity Supplier and Distribution Network Operator and in practise, steps 320.7.1 and 320.7.2 may not occur.

⁹⁰ If replacement includes measurement transformers, commission in accordance with BSC Metering Code of Practice 4 and proceed as per Paragraph 4.1.

⁴⁴⁹¹ Since the Distribution Network Operator is operating as part of an urgent metering service, he shall interface with the ~~MOA Metering Equipment Manager~~ who shall be responsible for notifying the Energy Supplier and the NHHDC of the action taken.

33 Switch with Concurrent Change of ~~MOAMEM~~

33.1 This process covers a change in ~~MOA Metering Equipment Manager~~ which occurs at the same time as a Switch.

33.2 The Switch process is set out in the Registration Services Schedule. Some (but not necessarily all) of the switching processes have been included in the interface tables to highlight the interactions between the Switch process, the Appointment of ~~MOA Metering Equipment Managers~~ and the provision of meter details.

33.3 Wherever possible, Energy Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.

33.4 Where a Switch is initiated for a Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
332 .4.1	If required.	Send agent appointment ⁶²⁹² .	Gaining Supplier	Gaining MOA MEM ⁶⁵⁹³	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
332 .4.2	If appointment rejected and within 2WD of 332 .4.1.	Reject agent appointment and restart process if required.	Gaining MOAMEM	Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
332 .4.3	If appointment accepted and within 2WD of 332 .4.1.	Accept agent appointment.	Gaining MOAMEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed

332.4.4	By Gaining Supplier Effective From Date	Send agent de-appointment	Losing Supplier	Losing MOA MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
332.4.5	If de-appointment rejected and within 5WD of 332.4.4.	Reject agent de-appointment. Note that rejection of de-appointment shall only occur if the Losing MOA MEM has a contract with the Consumer.	Losing MOA MEM	Losing Supplier	Not defined	Not defined
332.4.6	Within 1WD of 332.4.3 ⁹⁴ ⁹³ .	Send notification of HHDC and current MOA MEM . The D0302 to the HHDC is optional for Supplier Serviced Metering Asset.	Gaining Supplier	Gaining MOA MEM HHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
332.4.7	With 1WD of 332.4.6.	Request Meter Technical Details.	Gaining MEM MOA	Losing MEM MOA	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
For HHDC Serviced Metering Assets						
332.4.8	Within 2WD on 332.4.7.	Send Meter Technical Details.	Losing MOA MEM ⁹⁴	Gaining MOA MEM ⁹⁵	D0268 Half Hourly Meter Technical Details ⁹⁶ Meter Technical Details ⁹⁵ If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed
332.4.9	Following 332.4.8.	Send commissioning information.	Losing MOA MEM	Gaining MOA MEM	D0383 Notification of Commissioning	Electronic or other method, as

					information D0384 Notification of Commissioning status ⁹⁶⁵⁷	agreed
332.4.10	Within 5 WD of 323.4.8.	Send Meter Technical Details.	Gaining <u>MOAMEM</u>	Gaining Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details ⁵⁶ If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed
332.4.11	Following 332.4.10.	Send commissioning information.	Gaining <u>MOAMEM</u>	Gaining Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed
332.4.12	In accordance with Paragraph 4.24.	If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset.	Gaining <u>MOAMEM</u>	HHDC	In accordance with Paragraph 4.23.4.	Electronic or other method, as agreed
For Supplier Serviced Metering Asset						
332.4.13	Within 1 WD of configuration or within 1 WD of the Supply Effective From Date as applicable.	Send Smart Metering System configuration details. If unable to re-configure the Time of Use registers, or no re-configuration required, the Electricity Supplier will notify the existing configuration details, where known. If the Time of Use registers are not	Gaining Supplier	Gaining <u>MOAMEM</u>	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)	Electronic or other method, as agreed

		configured to a valid Standard Settlement Configuration (as defined in MDD), or the Electricity Supplier is unable to determine the current configuration, the Electricity Supplier will notify a single rate SSC.				
332.4.14	Within 5 WD of 332.4.7.	Send Meter Technical Details.	Losing MOA MEM^{549Z}	Gaining MOA MEM⁵⁵	D0149 Notification of Mapping Details. D0150 Non-Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed
332.4.15	Within 5 WDs of 332.4.14.	Send Meter Technical Details.	Gaining MOA MEM	Gaining Supplier DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed

⁹²⁵² Where a Switch does not take place, the Gaining Supplier shall cancel the ~~MOA Metering Equipment Manager~~ Appointment by sending a D0151 Termination of Appointment or Contract by Supplier. If a ~~MOA Metering Equipment Manager~~ acted as the ~~MOA Metering Equipment Manager~~ for the previous Electricity Supplier for the relevant Metering Point, the ~~MOA Metering Equipment Manager~~ should treat the notification of cancellation, where 'Termination Reason' = 'LC', as a reinstatement of its Appointment with the previous Electricity Supplier, unless a D0151 has been received from the previous Electricity Supplier.

⁹³ If required, and at any time after the effective date of the MOA's Appointment (and only for Metering Points first registered after 6 November 2008), the MOA may request Site Technical Details by sending a D0170 'Request for Metering System Related Details' if Measurement Transformer Ratios and Class details have not been received or need to be confirmed. The Distribution Network Operator shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details' either by electronic means or by another method, as agreed with the MOA. The MOA shall determine any appropriate course of action within 2

WD of receiving this information.

⁹⁴⁵³ Note that if there is also a concurrent change of HHDC, the Gaining Supplier shall send the D0148 once the D0011 from both the MOA Metering Equipment Manager and the HHDC has been received and within 1WD of the receipt of the latter D0011.

~~⁶⁴ Where the current Metering Equipment Manager has been instructed to send Meter Technical Details to a new Metering Equipment Manager, and there is a change to Meter Technical Details, the current Metering Equipment Manager shall send the revised Meter Technical Details to the new Metering Equipment Manager until such a time as the current Metering Equipment Manager is no longer responsible for the Meter Technical Details.~~

~~⁵⁵ If required, and at any time after the effective date of the Metering Equipment Manager's Appointment (and only for Metering Points first registered after 6 November 2008), the Metering Equipment Manager may request Site Technical Details by sending a D0170 'Request for Metering System Related Details' if Measurement Transformer Ratios and Class details have not been received or need to be confirmed. The Distribution Network Operator shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details' either by electronic means or by another method, as agreed with the Metering Equipment Manager. The Metering Equipment Manager shall determine any appropriate course of action within 2 WD of receiving this information.~~

⁹⁵⁵⁶ The Meter Technical Details, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering Asset is present on site, unless the MOA Metering Equipment Manager does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by MOA Metering Equipment Manager from Distribution Networks Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

⁹⁶⁵⁷ D0384 Notification of Commissioning Status is to be sent when a defect or omission exists that has prevented completion of commissioning prior to the change of MOA Metering Equipment Manager. The Gaining MOA Metering Equipment Manager must resolve the defect or omission as soon as possible following receipt of D0384.

⁹⁷ Where the current MOA has been instructed to send Meter Technical Details to a new MOA, and there is a change to Meter Technical Details, the current MOA shall send the revised Meter Technical Details to the new MOA until such a time as the current MOA is no longer responsible for the Meter Technical Details.

33.5 Where a Switch is initiated for a Non Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
332.5.1	If required.	Send agent appointment ⁹⁹⁵⁴ The Electricity Supplier will notify the Gaining MOA MEM if the Metering Asset has a DCC-Enrolled Smart Metering System.	Gaining Supplier	Gaining MOA MEM ⁹⁹⁴⁴	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
332.5.2	If appointment rejected and within 2WD of 332.5.1.	Reject agent appointment and restart process if required. Proceed to 332.5.1 if required.	Gaining MOA MEM	Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
332.5.3	If appointment accepted and within 2 WD of 332.5.1.	Accept agent appointment.	Gaining MOA MEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
332.5.4	By Gaining Supplier Effective From Date	Send agent de-appointment.	Losing Supplier	Losing MOA MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
332.5.5	If de-appointment rejected and within 5WD of 332.5.4.	Reject agent de-appointment. Note that rejection of de-appointment shall only occur if the Losing MOA MEM has a contract with the Consumer.	Losing MOA MEM	Losing Supplier	Not Defined	Not Defined
332.5.6	If de-appointment accepted and within 5 WDs of 332.5.4.	Send notification of de-appointment.	Losing MOA MEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed

332.5.7	On appointment of MEM MOA and within 1 WD of 332.5.3 ⁵¹⁰⁰⁶ .	Send notification of NHHDC and current MOA MEM .	Gaining Supplier	Gaining MOA MEM NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
332.5.8	Within 2 WD of 332.5.7.	Request Meter Technical Details.	Gaining MOA MEM	Losing MOA MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
332.5.9	Within 2 WD of 332.5.8.	Send Meter Technical Details. ^{69101 10260}	Losing MOA MEM ⁶⁴¹⁰³	Gaining MOA MEM ⁶⁵	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details ¹⁰⁴⁶⁴ D0313 Auxiliary Meter Technical Details ¹⁰⁵²⁷	Electronic or other method, as agreed
For Metering Assets which do not comprise a DCC-Enrolled Smart Metering System						
332.5.10	Within 5WD on 332.5.9.	Send Meter Technical Details	Gaining MOA MEM	Gaining Supplier / NHHDC / DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details ⁶⁴¹⁰⁴ D0313 Auxiliary Meter Technical Details ²⁷¹⁰⁵	Electronic or other method, as agreed
For Metering Assets which do comprise a DCC-Enrolled Smart Metering System						
332.5.11	As soon as possible after midnight UTC on the Supplier Effective From Date.	Configure meter ¹⁰⁶⁶² .	Gaining Supplier		Internal process	N/A
332.5.12	Within 1 WD of 332.5.11.	Send Smart Metering System	Gaining	MOA MEM	D0367 Smart Meter	Electronic or

		configuration details.	Supplier		Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM MOA)	other method, as agreed
332.5.13	If the Gaining Supplier has been unable to communicate with the Smart Metering System by Supplier Effective from Date +5WD.	Send notification that the process for non DCC Enrolled Smart Metering System should be followed.	Gaining Supplier	Gaining MOA MEM	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
332.5.14	Where 332.5.13 does not apply, within 1 WD of the later of 332.5.9 and 332.5.12.	Send Meter Technical Details.	Gaining MOA MEM	Gaining Supplier / NHHDC / DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed

⁹⁸ Where a Switch does not take place, the Gaining Supplier shall cancel the MOA Appointment by sending a D0151 Termination of Appointment or Contract by Supplier. If a MOA acted as the MOA for the previous Electricity Supplier for the relevant Metering Point, the MOA should treat the notification of cancellation, where 'Termination Reason' = 'LC', as a reinstatement of its Appointment with the previous Electricity Supplier, unless a D0151 has been received from the previous Electricity Supplier.

⁹⁹ For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH MOA.

¹⁰⁰ Note that if there is also a concurrent change of NHHDC and / or NHHDA, and the Gaining Supplier waits for all D0011 flows before sending a D0148, the Gaining Supplier shall send the D0148 within 1 WD of receipt of all applicable D0011 flows.

¹⁰¹ The current NHH MOA will send the Meter Technical Details on receipt of a D0170 data flow, irrespective of whether a D0151 'Termination of Appointment or Contract by Supplier' Market Message has been received from the Electricity Supplier. Where no D0151 data flow has been received, the de-appointment date can be derived from the 'Date Action Required By' (J0028) Data Item on the D0170 data flow.

¹⁰² The outgoing MOA remains responsible for sending revised MTDs where they relate to site activity carried out after their de-appointment date.

¹⁰³ Where the current MOA has been instructed to send Meter Technical Details to a new MOA, and there is a change to Meter Technical Details, the current MOA shall send the revised Meter Technical Details to the new MOA until such a time as the current MOA is no longer responsible for the Meter Technical Details.

¹⁰⁴ The MOA will send the D0150 Non Half-hourly Meter Technical Details to the relevant parties in all cases, even when no meter is present.

¹⁰⁵ The MOA must send a D0313 in all cases where the MOA sends a D0150 and where the meter type is either NCAMR, RCAMR or RCAMY, except where there are no meters at the Metering Point and/or all meters have been removed, in which case only the D0150 is sent. The MOA must send a D0149 / D0150 in all cases where the MOA sends a D0313.

¹⁰⁶ If the new Electricity Supplier is unable to configure the meter until after the Supplier Effective from Date but is able to do so by Supplier Effective from Date +5WD, for example due to a communications failure, the new Electricity Supplier will re-date any SSC change (and associated) readings to the Supplier Effective from Date. If the new Electricity Supplier is unable to configure the meter until after Supplier Effective from Date +5WD the new Electricity Supplier will use the change of SSC process in BSCP504 and will adopt the Losing Supplier's SSC for the intervening period.

Electricity ~~MEM-MOA~~ (No Meter)

33.6 Where a Switch is initiated on a Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
332.6.1	By Supply Effective From Date.	Send appointment.	Gaining Supplier	Gaining MOA MEM (For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH MOAMEM)	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
332.6.2	If appointment rejected and within 5 WD of 332.6.1.	Send notification of rejection of appointment including the reason	Gaining MOAMEM	Gaining Supplier	D0261 Rejection of Agent Appointment. (Go to 33.69-3.1 if	Electronic or other method, as agreed

		why the request has been rejected.			required)	
332.6.3	If appointment accepted and within 5 WD of 332.6.1.	Send notification of acceptance of appointment.	Gaining MOAMEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
332.6.4	Within 5 WDs of notification from MPAS or by last date of Electricity Supplier appointment.	Send notification of termination of appointment.	Losing Supplier	Losing MOAMEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
332.6.5	If de-appointment rejected and within 5WD of 332.6.4.	Send notification of rejection of de-appointment	Losing MOAMEM	Losing Supplier	Note that rejection of de-appointment shall only occur if the current MEM-MOA has a contract with the customer	Electronic or other method, as agreed
332.6.6	Within 5 WD of 332.6.3 (if there is also a concurrent Change of HHDC, once the D0011 from both the MOA MEM and the HHDC has been received and within 5 WD of the receipt of the latter D0011)	Send notification of HHDC and current MOAMEM . The D0302 to the HHDC is optional for Supplier-serviced Metering Systems.	Gaining Supplier	Gaining MOAMEM HHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed
332.6.7	Within 2 WD of 332.6.6	Request MTD	Gaining MOAMEM	Losing MOAMEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
For HHDC-serviced Metering Systems						
332.6.8	Within 5 WD of 332.6.7 and	Send MTD	Losing	Gaining MOAMEM	D0268 Half Hourly Meter	Electronic

	every time where there is a change to the MTD while that <u>MOA MEM</u> is responsible for the MTD (unless there is insufficient information to populate group 01A of the D0268) .		<u>MOA MEM</u>		Technical Details.	or other method, as agreed
332.6.9	Within 5WD of 332.6.8.	Send MTD	Gaining <u>MOA MEM</u>	Gaining Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed
For Supplier-serviced Metering Systems						
332.6.10	Within 5WD on 332.6.7	Send MTD	Losing <u>MOA MEM</u>	Gaining <u>MOA MEM</u>	D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed
332.6.11	Within 5WD on 332.6.10	Send MTD	Gaining <u>MOA MEM</u>	Gaining Supplier DNO	D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed
Site Technical Details						
332.6.12	If required, and at any time after the effective date of the <u>MOA MEM</u> 's appointment (for RMPs first registered after 6 November 2008)	Request Site Technical Details	Gaining <u>MOA MEM</u>	DNO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
332.6.13	If request accepted and within 5 WD of 332.6.12	Send Site Technical Details	DNO	Gaining <u>MOA MEM</u>	D0215 Provision of Site Technical Details	Electronic or other method, as agreed

332.6.14	If request rejected and within 5 WD of 332.6.12	Send Rejection Response	DNO	Gaining MOAMEM	D0382 Rejection Response for Request to LDSO for Site Technical Details	Electronic or other method, as agreed
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~~⁶⁸Note that if there is also a concurrent change of NHHDC and / or NHHDA, and the Gaining Supplier waits for all D0011 flows before sending a D0148, the Gaining Supplier shall send the D0148 within 1 WD of receipt of all applicable D0011 flows.~~

~~⁶⁹The current NHH MEM will send the Meter Technical Details on receipt of a D0170 data flow, irrespective of whether a D0151 'Termination of Appointment or Contract by Supplier' Market Message has been received from the Electricity Supplier. Where no D0151 data flow has been received, the de-appointment date can be derived from the 'Date Action Required By' (J0028) Data Item on the D0170 data flow.~~

~~⁶⁰The outgoing Metering Equipment Manager remains responsible for sending revised MTDs where they relate to site activity carried out after their de-appointment date.~~

~~⁶¹The Metering Equipment Manager will send the D0150 Non-Half-hourly Meter Technical Details to the relevant parties in all cases, even when no meter is present.~~

~~⁶²If the new Electricity Supplier is unable to configure the meter until after the Supplier Effective from Date but is able to do so by Supplier Effective from Date +5WD, for example due to a communications failure, the new Electricity Supplier will re-date any SSC change (and associated) readings to the Supplier Effective from Date. If the new Electricity Supplier is unable to configure the meter until after Supplier Effective from Date +5WD the new Electricity Supplier will use the change of SSC process in BSCP504 and will adopt the Losing Supplier's SSC for the intervening period.~~

33.7 Where a Switch is initiated on a Non-Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
332.7.1	By Supply Effective From Date.	Send appointment.	Gaining Supplier	Gaining MOAMEM	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed

332.7.2	If appointment rejected and within 2 WD of 332.7.1.	Send notification of rejection of appointment including the reason why the request has been rejected.	Gaining <u>MOAMEM</u>	Gaining Supplier	D0261 Rejection of Agent Appointment. (Go to 9.9.1 if required)	Electronic or other method, as agreed
332.7.3	If appointment accepted and within 2 WD of 332.7.1.	Send notification of acceptance of appointment.	Gaining <u>MOAMEM</u>	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
332.7.4	Within 5 WDs of notification from MPAS or by last date of Electricity Supplier appointment.	Send notification of termination of appointment.	Losing Supplier	Losing <u>MOAMEM</u>	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
332.7.5	If de-appointment rejected and within 5 WD of 332.7.4.	Send notification of rejection of de-appointment	Losing <u>MOAMEM</u>	Losing Supplier	Note that rejection of de-appointment shall only occur if the current <u>MOAMEM</u> has a contract with the customer	Electronic or other method, as agreed
332.7.6	On appointment of <u>MEM-MOA</u> and within 1 WD of 332.7.3 (if there is also a concurrent Change of NHHDC and/or NHHDA, once the D0011 from both the <u>MOA MEM</u> and the NHHDC has been received and within 1 WD of the receipt of the latter D0011)	Send notification of NHHDC and current <u>MOAMEM</u> .	Gaining Supplier	Gaining <u>MOAMEM</u> NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed
332.7.7	Within 1 WD of 332.7.6	Request MTD	Gaining <u>MOAMEM</u>	Losing <u>MOAMEM</u>	D0170 Request for Metering System Related Details	Electronic or other method, as agreed

332.7.8	Within 2 WD of 332.7.7 and every time where there is a change to the MTD while that <u>MOA.MEM</u> is responsible for the MTD	Send MTD Where no D0151 has been received, the <u>MOA.MEM</u> will still send the D0150 and the de-appointment date can be derived from the 'Date Action Required By' (J0028) data item on the D0170.	Losing <u>MOA.MEM</u>	Gaining <u>MOA.MEM</u>	D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed
332.7.9	Within 1 WD of 334.7.8.	Send MTD	Gaining <u>MOA.MEM</u>	Gaining Supplier DNO	D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed
Site Technical Details						
332.7.10	If required, and at any time after the effective date of the <u>MOA.MEM</u> 's appointment (for RMPs first registered after 6 November 2008)	Request Site Technical Details	Gaining <u>MOA.MEM</u>	DNO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
332.7.11	If requested accepted and within 5 WD of 332.7.10	Send Site Technical Details	DNO	Gaining <u>MOA.MEM</u>	D0215 Provision of Site Technical Details	Electronic or other method, as agreed
332.7.12	If requested rejected and within 5 WD of 332.7.10	Send Rejection Response	DNO	Gaining <u>MOA.MEM</u>	D0382 Rejection Response for Request to LDSO for Site Technical Details	Electronic or other method, as agreed

34 Switch with No Concurrent Change of MOA.MEM

- 34.1 This process covers the transfer of metering details where a Switch occurs, and the Gaining Supplier Appoints the existing MOAMEM.
- 34.2 The Switch process is set out in the Registration Services Schedule. Some (but not necessarily all) of these processes have been included in the interface tables to highlight the interactions between the Switch process and the Appointment of MOAMEMs.
- 34.3 Wherever possible, Energy Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.
- 34.4 Where a Switch is initiated for a Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
<u>343.4.1</u>	As required.	Send agent appointment.	Gaining Supplier	<u>MOA</u> <u>MEM⁴⁴¹⁰⁷</u>	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
<u>343.4.2</u>	If appointment rejected and within 2WD of <u>343.4.1</u> .	Reject agent appointment and restart process.	<u>MEMMOA</u>	Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
<u>343.4.3</u>	If appointment accepted and within 2WD of <u>343.4.1</u> .	Accept agent appointment.	<u>MEM-MOA</u>	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
<u>343.4.4</u>	By Gaining Supplier Effective From Date	Send agent de-appointment.	Losing Supplier	<u>MEMMOA</u>	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
<u>343.4.5</u>	Within 1WD of receiving all applicable D0011s	Send notification of HHDC and current <u>MEMMOA</u> . The D0302 to the HHDC is optional for Supplier - Serviced Metering Assets.	Gaining Supplier	<u>MEMMOA</u> HHDC DNO	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed

For HHDC-Serviced Metering Assets						
343.4.6	Within 1WD on 343.4.5.	Request Meter Technical Details	Gaining Supplier	<u>MOAMEM</u>	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
343.4.7	Within 5WD on 343.4.6.	Send Meter Technical Details.	<u>MOAMEM</u>	Gaining Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details ¹⁰⁸³⁴	Electronic or other method, as agreed
For Supplier – Serviced Metering Assets						
343.4.8	Within 1 WD of configuration or within 1 WD of Supply Effective from Date as applicable.	Send Smart Metering System configuration details. If unable to re-configure the Time of Use registers, or no re-configuration required, the Electricity Supplier will notify the existing configuration details, where known. If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), or the Electricity Supplier is unable to determine the current configuration, the Electricity Supplier will notify a single rate SSC.	Gaining Supplier	<u>MOAMEM</u>	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and <u>MEMMOA</u>)	Electronic or other method, as agreed
343.4.9	Within 5 WDs of 343.4.8.	Send Meter Technical Details.	<u>MOAMEM</u>	Gaining Supplier DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed

					Electronic	
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¹⁰⁷ For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH MOA.

¹⁰⁸ The MTD, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering System is present on site, unless the MOA does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by MOAs from Distribution Network Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

34.5 Where a Switch is initiated for a Non Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
343.5.1	As required.	Send agent appointment.	Gaining Supplier	MOAMEM	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
343.5.2	If appointment rejected and within 2WD of 343.5.1.	Reject agent appointment	MOAMEM	Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
343.5.3	If appointment accepted and within 2WD of 343.5.1.	Accept agent appointment.	MOAMEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
343.5.4	By Gaining Supplier Effective From Date	Send agent de-appointment.	Losing Supplier	MOAMEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
343.5.5	If de-appointment accepted and within 5 WDs of 343.5.4.	Send notification of de-appointment.	MOAMEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
343.5.6	If de-appointment rejected and within 5	Reject agent de-appointment.	MOAMEM	Losing Supplier	Not Defined	Electronic or other

	WDs of 343.5.4.	Note that rejection of de-appointment shall only occur if the Losing <u>MOAMEM</u> has a contract with the Consumer.				method as agreed
343.5.7	On appointment of <u>MOA MEM</u> and within 1 WD of 343.5.3 ⁶⁸¹⁰⁹	Send notification of NHHDC and current <u>MOAMEM</u> .	Gaining Supplier	<u>MOAMEM</u> / NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed
343.5.8	Within 1WD of 343.5.7.	Send Meter Technical Details.	<u>MOAMEM</u>	Gaining Supplier NHHDC DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Detail ¹¹⁰⁶⁺ D0313 Auxiliary Meter Technical Details ²⁷¹¹¹	Electronic or other method, as agreed
343.5.9	Within 1WD of 343.5.7.	Send notification of Energy Supplier and <u>MOA MEM</u> appointment.	<u>MOAMEM</u>	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed

¹⁰⁹ Note that if there is also a concurrent change of NHHDC and / or NHHDA, and the Gaining Supplier waits for all D0011 flows before sending a D0148, the Gaining Supplier shall send the D0148 within 1 WD of receipt of all applicable D0011 flows.

¹¹⁰ The MOA will send the D0150 Non Half-hourly Meter Technical Details to the relevant parties in all cases, even when no meter is present.

¹¹¹ The MOA must send a D0313 in all cases where the MOA sends a D0150 and where the meter type is either NCAMR, RCAMR or RCAMY, except where there are no meters at the Metering Point and/or all meters have been removed, in which case only the D0150 is sent. The MOA must send a D0149 / D0150 in all cases where the MOA sends a D0313.

35 Change of ~~Metering Equipment Manager~~MOA with Transfer of Metering Asset

- 35.1 This process covers the scenario where Metering Assets are transferred from the Losing ~~MOA Metering Equipment Manager~~ to the Gaining ~~MOA Metering Equipment Manager~~ as part of the change of ~~MOA Metering Equipment Manager~~ process.
- 35.2 As the process depicted is completed on an RMP by RMP basis, this process is fit for a low-volume change of ~~MOA Metering Equipment Manager~~. Bulk changes of ~~MOA Metering Equipment Manager~~ will be dealt with on a case-by-case basis. For electricity bulk changes, the Energy Supplier shall submit a bulk change of agent application to the BSC Panel in accordance with BSCP513. Once the bulk change of agent application has been approved by the BSC Panel, the change of ~~MOA Metering Equipment Manager~~ shall progress in accordance with this Paragraph ~~35.4~~.
- 35.3 Appropriate contractual arrangements must be put in place for the Appointment of the Gaining ~~MOA Metering Equipment Manager~~ before de-appointing the Losing ~~MOA Metering Equipment Manager~~.
- 35.4 Where a change of ~~MOA Metering Equipment Manager~~ is initiated for a Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
354.4.1	As required.	Send agent appointment.	Electricity Supplier	Gaining MOA MEM ⁴⁺¹¹²	D0155 Notification of Meter Operator or Data Collector Appointment and Terms ⁷⁺¹¹³	Electronic or other method, as agreed
354.4.2	If appointment rejected and within 5WD of 354.4.1 (or within 10WD for Supplier Serviced Metering Asset)	Reject agent appointment and restart process if required.	Gaining MOA MEM	Electricity Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
354.4.3	If appointment accepted and within 5WD of 354.4.1 (or within 10WD for Supplier Serviced Metering Assets).	Accept agent appointment.	Gaining MOA MEM	Electricity Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
354.4.4	Within 5WDs of 354.4.3.	Send agent de-appointment.	Electricity Supplier	Losing MOA MEM	D0151 Termination of Appointment or Contract	Electronic or other method,

					by Supplier	as agreed
354.4.5	If de-appointment rejected and within 5WD of 354.4.4.	Reject agent de-appointment. Note that rejection of de-appointment shall only occur if the Losing <u>MOA MEM</u> has a contract with the Consumer.	Losing <u>MOA MEM</u>	Electricity Supplier		Electronic or other method, as agreed
354.4.6	On appointment of Gaining <u>MOA MEM</u> and between 5WD ⁷²¹¹⁴ and 10WD of 354.4.4.	Send notification of <u>MOA MEM</u> appointment / de-appointment. The D0302 to the HHDC is optional for Supplier Serviced Metering Asset.	Electricity Supplier	Gaining <u>MOA MEM</u> HHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
354.4.7	With 2 WD of 354.4.6.	Instruct Losing <u>MOA MEM</u> to send Meter Technical Details to Gaining <u>MOA MEM</u> .	Electricity Supplier	Losing <u>MOA MEM</u>	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
For HHDC Serviced Metering Assets						
354.4.8	Within 5WD on 354.4.7.	Send Meter Technical Details.	Losing <u>MOA MEM</u> ¹¹⁵⁵⁴	Gaining <u>MOA MEM</u> ¹¹⁶⁵⁵	D0268 Half Hourly Meter Technical Details ¹¹⁷⁵⁶ If site is Complex Site, send Complex Site Supplementary Information Form.	Electronic or other method, as agreed
354.4.9	Following 354.4.8.	Send commissioning information.	Losing <u>MOA MEM</u>	Gaining <u>MOA MEM</u>	D0383 Notification of Commissioning information D0384 Notification of Commissioning status ¹¹⁸⁵⁷	Electronic or other method, as agreed
354.4.10	Within 5 WD of 354.4.8.	Send Meter Technical Details.	Gaining	Electricity	D0268 Half Hourly Meter	Electronic or

			<u>MOA</u> <u>MEM</u>	Supplier HHDC DNO	Technical Details If site is Complex Site, send Complex Site Supplementary Information Form.	other method, as agreed
354.4.11	Following 354.4.10.	Send commissioning information.	Gaining <u>MOA</u> <u>MEM</u>	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed
354.4.12	In accordance with the timescales in the Paragraph 4.1.	If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset.	Gaining <u>MOA</u> <u>MEM</u>	HHDC	In accordance with Paragraph 4.1.	Electronic or other method, as agreed
For Supplier Serviced Metering Assets						
354.4.13	Within 5 WDs of 353.4.7.	Send Meter Technical Details.	Losing <u>MOA</u> <u>MEM</u> ^{11554 11973}	Gaining <u>MOA</u> <u>MEM</u> ¹²⁰⁵⁵	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed
354.4.14	Within 5 WDs of 353.4.13.	Send Meter Technical Details.	Gaining <u>MOA</u> <u>MEM</u>	Electricity Supplier DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed

¹¹² For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH MOA.

⁷¹¹³ A retrieval method of 'S' in the D0155 Market Message indicates that the Electricity Supplier will retrieve the HH Metered Data.

⁷²¹¹⁴ This step could be completed in less than 5 WD if the Electricity Supplier knows a de-appointment is not going to be rejected.

¹¹⁵ Where the current MOA has been instructed to send Meter Technical Details to a new MOA, and there is a change to Meter Technical Details, the current MOA shall send the revised Meter Technical Details to the new MOA until such a time as the current MOA is no longer responsible for the Meter Technical Details.

¹¹⁶ If required, and at any time after the effective date of the MOA's Appointment (and only for Metering Points first registered after 6 November 2008), the MOA may request Site Technical Details by sending a D0170 'Request for Metering System Related Details'. The Distribution Network Operator shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details' either by electronic means or by another method, as agreed with the MOA. The MOA shall determine any appropriate course of action within 2 WD of receiving this information.

¹¹⁷ The Meter Technical Details, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering Asset is present on site, unless the MOA does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by MOA from Distribution Networks Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

¹¹⁸ D0384 Notification of Commissioning Status is to be sent when a defect or omission exists that has prevented completion of commissioning prior to the change of MOA. The Gaining MOA must resolve the defect or omission as soon as possible following receipt of D0384.

⁷³¹¹⁹ The abbreviation MOA is used for Supplier-Serviced Metering Assets, where the ~~MOA Metering Equipment Manager~~ is fulfilling its functions in respect of a HH Metering Asset. The abbreviation HHMOA is used for those activities that apply to both HHDC-Serviced and Supplier-Serviced Metering Assets.

¹²⁰ If required, and at any time after the effective date of the MOA's Appointment (and only for Metering Points first registered after 6 November 2008), the MOA may request Site Technical Details by sending a D0170 'Request for Metering System Related Details'. The Distribution Network Operator shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details' either by electronic means or by another method, as agreed with the MOA. The

MOA shall determine any appropriate course of action within 2 WD of receiving this information.

Electricity ~~MEM~~ MOA (Non Half Hourly)

Field Code Changed

35.5 Where a change of ~~Metering Equipment Manager~~ MOA is initiated for a Non Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
354.5.1	As required.	Send agent appointment.	Electricity Supplier	Gaining MOA MEM	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
354.5.2	If appointment rejected and within 10 WD of 354.5.1.	Reject agent appointment and restart process if required.	Gaining MOA MEM	Electricity Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
354.5.3	If appointment accepted and within 10 WD of 354.5.1.	Accept agent appointment.	Gaining MOA MEM	Electricity Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
354.5.4	Within 5WDs of 354.5.3.	Send agent de-appointment.	Electricity Supplier	Losing MOA MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
354.5.5	If de-appointment rejected and within 5WD of 354.5.4.	Reject agent de-appointment. Note that rejection of de-appointment shall only occur if the Losing MOA MEM has a contract with the Consumer.	Losing MOA MEM	Electricity Supplier		Electronic or other method, as agreed
354.5.6	If de-appointment accepted and within 5WDs of 354.5.4.	Send notification of de-appointment.	Losing MOA MEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/ removed by the MOP to the MAP.	Electronic or other method, as agreed
354.5.7	Between 5 WD ⁷²¹²¹ and 10 WD	Send notification of MOA MEM	Electricity Supplier	Gaining	D0148 Notification of Change to	Electronic or other method,

	of 354.5.4.	appointment / de-appointment.		<u>MOAMEM</u> NHHDC	Other Parties. D0302 Notification of Customer Details	as agreed
354.5.8	With 2 WD of 354.5.7.	Instruct Losing <u>MOA MEM</u> to send Meter Technical Details to Gaining <u>MOAMEM</u> .	Electricity Supplier	Losing <u>MOAMEM</u>	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
354.5.9	Within 5WD on 354.5.8.	Send Meter Technical Details ^{58,122 123,59}	Losing <u>MOA MEM</u> ^{124,54}	Gaining <u>MOA MEM</u> ^{55,125}	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details ^{74,126 64,127} . D0313 Auxiliary Meter Technical Details ^{27,128}	Electronic or other method, as agreed
354.5.10	Within 5 WDs of 354.5.9.	Send Meter Technical Details.	Gaining <u>MOAMEM</u>	Supplier NHHDC DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details ²⁷	Electronic or other method, as agreed
354.5.11	Within 5 WDs of 354.5.9.	Send notification of appointment.	Gaining <u>MOAMEM</u>	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed

¹²² The current NHH MOA will send the Meter Technical Details on receipt of a D0170 data flow, irrespective of whether a D0151 'Termination of Appointment or Contract by Supplier' Market Message has been received from the Electricity Supplier. Where no D0151 data flow has been

received, the de-appointment date can be derived from the 'Date Action Required By' (J0028) Data Item on the D0170 data flow.

¹²³ The outgoing MOA remains responsible for sending revised MTDs where they relate to site activity carried out after their de-appointment date.

¹²⁴ Where the current MOA has been instructed to send Meter Technical Details to a new MOA, and there is a change to Meter Technical Details, the current MOA shall send the revised Meter Technical Details to the new MOA until such a time as the current MOA is no longer responsible for the Meter Technical Details.

¹²⁵ If required, and at any time after the effective date of the MOA's Appointment (and only for Metering Points first registered after 6 November 2008), the MOA may request Site Technical Details by sending a D0170 'Request for Metering System Related Details'. The Distribution Network Operator shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details' either by electronic means or by another method, as agreed with the MOA. The MOA shall determine any appropriate course of action within 2 WD of receiving this information.

¹²⁶⁷⁴ If Metering Technical Details are not received within 12 WD of new ~~MOA Metering Equipment Manager~~ Appointment, Gaining ~~MOA Metering Equipment Manager~~ to request the Losing ~~MOA Metering Equipment Manager~~ to send MTDs using the D0170 Request for Metering System Related Details and report this to the Electricity Supplier.

¹²⁷ The MOA will send the D0150 Non Half-hourly Meter Technical Details to the relevant parties in all cases, even when no meter is present.

¹²⁸ The MOA must send a D0313 in all cases where the MOA sends a D0150 and where the meter type is either NCAMR, RCAMR or RCAMY, except where there are no meters at the Metering Point and/or all meters have been removed, in which case only the D0150 is sent. The MOA must send a D0149 / D0150 in all cases where the MOA sends a D0313.

36 Change of Meter Asset Provider

36.1 This process covers provision of updates to central systems where the Meter Asset Provider is amended.

Ref	When	Action	From	To	Information Required	Method
36.1.1	On receipt of a D0304 from a	Provide notification of change of MAP.	MOA MEM	ERDA	D0304 Notification	Electronic or

	Meter Asset Provider. As soon as possible and in any event within 5 WD of the effective date of the change.				of Meter Asset Provider	other method, as agreed
365.1.2	On receipt of data.	Perform validation checks. If valid, proceed to 365.1.5.	ERDA		Internal process	N/A
365.1.3	Upon unsuccessful validation.	Send notification of invalid MAP data.	ERDA	MOA MEM	D0304 Notification of Meter Asset Provider	Electronic or other method, as agreed
365.1.4	Within 5WDs of 365.1.3.	Where the rejection is of a type the MOA MEM can resolve without involving other industry parties, send a corrected D0304. If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 365.1.2.	MOA MEM	ERDA	D0304 Notification of Meter Asset Provider	Electronic or other method, as agreed
365.1.5	Upon successful validation.	Update database.	ERDA		Internal process.	N/A
365.1.6	Immediately following 365.1.5.	Send notification of MAP data acceptance.	ERDA	MOA MEM	D0304 Notification of Meter Asset Provider	Electronic or other method, as agreed

37 Change of Energisation Status (Electricity Only)

37.1 This process covers communications relating to the energisation of de-energisation of a HH Metering Asset.

37.2 The ~~MOA~~~~Metering Equipment Manager~~ shall only instruct and EMO to energise a Metering Asset if requested to do so by its associated Electricity Supplier.

37.3 The ~~MOA Metering Equipment Manager~~ shall, as soon as reasonably practicable, inform its associated Electricity Supplier, the associated Data Collector and the Distribution Network Operator of any change in the energisation status of any Metering Asset for which the ~~MOA Metering Equipment Manager~~ has been Appointed.

37.4 A remotely disabled Smart Metering System or Advanced Meter should be treated as energised for the purposes of this Paragraph **37.5**.

37.5 Energisation (Half Hourly)

Ref	When	Action	From	To	Interface	Means
If MEM MOA instructs EMO to Energise						
376.5.1	As required	Send request to energise Metering Asset.	Electricity Supplier	MOA MEM	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
376.5.2	If request rejected and within 2 WD of 376.5.1 (or 5 WD for Supplier-Serviced Metering Assets).	Send notification of rejection including the reason why the request has been rejected.	MOA MEM	Electricity Supplier	P0211 Site Visit Rejection. (Go to 42.2.4 37.5.1 if required)	Electronic or other method, as agreed.
376.5.3	On the date requested or agreed in 376.5.1.	Energise Metering Asset and note initial meter register reading.	MOA (or its EMO) MEM			Internal Process.
376.5.4	Within 5 WD of attempting to change energisation status (or within 10 WD for Supplier-Serviced Metering Assets) Or following the MOA MEM becoming aware of a discrepancy between the energisation status on site and that held by the Electricity Supplier / HHDC.	Send change of energisation status and the initial meter register reading.	MOA MEM	Electricity Supplier / DNO HHDC	D0139 Confirmation or Rejection of Energisation Status Change 12985 86130	Electronic or other method, as agreed.
If DNO Energises						
376.5.5	Within 5 WD of energising a Metering Asset.	Send change of energisation status and the initial meter register reading.	DNO	MOA MEM / Electricity Supplier	D0139 Confirmation or Rejection of Energisation Status Change 86-87129 130	Electronic or other method, as agreed.
376.5.6	Within 5 WD of	Send change of energisation status and, if	MOA MEM	HHDC	D0139 Confirmation or Rejection of Energisation	Electronic or other method,

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	376.5.5 (or 10 WD for Supplier-Serviced Metering Assets).	requested, the initial meter register reading.			Status Change.	as agreed.
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¹²⁹66 If there is a failure to change the energisation status, the D0139 shall be sent only to the Electricity Supplier. If energisation status is changed but a meter register reading cannot be taken, the D0139 shall be sent to all of the above recipients and a D0002 'Fault Resolution Report or Request for Decision on Further Action' shall be sent to the HHDC.

¹³⁰67 If the date of the change of energisation status is unknown, a date can be instructed or agreed by the Electricity Supplier for inclusion in the D0139 flow. All other fields in this D0139 must be completed as normal. Such a D0139 flow shall not be sent unless the date for inclusion has been agreed by the Electricity Supplier. For guidance: The Electricity Supplier shall consider all available information (e.g. D0235 'Half hourly Aggregation Exception Report' flows, HHDC/ MOAMEM information) when determining the date that shall be recorded for the change in energisation status; communication regarding the instruction of a date shall be by email or another method, as agreed; an audit trail shall be retained.

37.6 De-energisation (Half Hourly)

Ref	When	Action	From	To	Interface	Means
If <u>MEM-MOA instructs EMO to De-energises</u>						
376.6.1	As required and at least 10 WD before 376.6.6 ¹⁴⁰ .	Send request to de-energise Metering Asset.	Electricity Supplier	<u>MOAMEM</u>	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
376.6.2	If request rejected and within 2 WD of 376.6.1 (or 5 WD for Supplier-Serviced Metering Assets).	Send notification of rejection including the reason why the request has been rejected.	<u>MOAMEM</u>	Electricity Supplier	D0139 Confirmation or Rejection of Energisation Status Change. D0221 Notification of Failure to Install or Energise Metering System P0211 Site Visit Rejection ¹⁴¹ 68. (Go to 357.6.1 if required)	Electronic or other method, as agreed.
376.6.3	If request accepted and	Arrange with HHDC to	<u>MOAMEM</u>	HHDC	D0005 Instruction on Action.	Electronic or

	within 3 WD of 376.6.1 and before planned date for de-energisation.	collect final HH Metered Data. For Supplier-Serviced Metering Assets, the Electricity Supplier, rather than the HHDC, will collect the HH Metered Data. Steps 376.6.3 to 376.6.6 do not apply.				other method, as agreed.
376.6.4	On date and time agreed in 376.6.3 .	Collect final HH Metered Data.	HHDC			Internal Process.
376.6.5	Immediately following 376.6.4 .	Confirm final HH Metered Data collection.	HHDC	MOAMEM	The MOA (or its EMO) MEM will telephone the HHDC when it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOAMEM .	Telephone.
376.6.6	Immediately following 376.6.5 .	Note final meter register reading, if available. If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available. De-energise Metering Asset.	MOAMEM			Internal Process.
376.6.7	Within 5 WD of changing energisation status (or within	Send change of energisation status and	MOAMEM	Electricity	D0139 Confirmation or Rejection of Energisation Status	Electronic or other method,

	10 WD for Supplier-Serviced Metering Assets) Or Following the MOAMEM becoming aware of a discrepancy between the energisation status on site and that held by the Electricity Supplier/HHDC.	final meter register reading, if available.		Supplier DNO HHDC	Change ^{86142 87143} . D0010 Meter Readings	as agreed.
If DNO De-energises						
376.6.8	As required and at least 10 WD before 376.6.14 ⁸⁹¹⁴⁴ .	Send request to de-energise Metering Asset.	Electricity Supplier	DNO	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
376.6.9	If request rejected and within 2 WD of 376.6.8 .	Send notification of rejection including the reason why the request has been rejected.	DNO	Electricity Supplier MOAMEM	D0139 Confirmation or Rejection of Energisation Status Change. P0211 Site Visit Rejection ¹⁴⁵⁸⁷ (Go to 41-3-837.6.8 if required)	Electronic or other method, as agreed. Manual
376.6.10	If request accepted and within 2 WD of request to de-energise Metering Asset.	Agree date and time for de-energisation.	DNO	MOAMEM	De-energisation details.	Telephone or other method, as agreed.
376.6.11	Within 2 WD of 376.6.10 and before planned date for de-energisation.	Arrange with HHDC to collect final HH Metered Data.	MOAMEM	HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.
376.6.12	On date and time agreed in 376.6.10 .	Collect final HH Metered Data.	HHDC			Internal Process.
376.6.13	Immediately following 376.6.12 .	Confirm final HH Metered Data collection.	HHDC	DNO (or MOA MEM if	The DNO or MOA MEM will telephone the HHDC when it is on	Telephone or other method,

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				appropriate)	site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA MEM or DNO, as appropriate.	as agreed.
376.6.14	On the date requested or agreed in 376.6.8; or as required (for example, as a result of an emergency).	Note final meter register reading, if available. De-energise Metering Asset.	DNO			Internal Process.
376.6.15	Within 5 WD of 376.6.14.	Send change of energisation status and final meter register reading, if available.	DNO	Electricity Supplier / MOAMEM	D0139 Confirmation or Rejection of Energisation Status Change ⁸⁵ .	Electronic or other method, as agreed.
376.6.16	Within 5 WD of 376.6.15.	Send change of energisation status and, if requested, final meter register reading, if available.	MOAMEM	HHDC	D0139 Confirmation or Rejection of Energisation Status Change. D0010 Meter Readings.	Electronic or other method, as agreed.
376.6.17	If required and no valid meter register reading received within 10 WDs of notification of change to energisation status.	Request final meter register reading	HHDC	MOA MEM Electricity Supplier	D0010 Meter Readings	Electronic or other method, as agreed
376.6.18	Within 10 WD of 376.6.17.	Send final meter register reading.	MOAMEM , Electricity Supplier	HHDC		Electronic or other method, as agreed

¹⁴⁰ This step could be completed in shorter timescales where the Electricity Supplier and MOA have reached mutual agreement.

⁸⁸¹⁴¹ The use of this data flow is optional.

¹⁴²If there is a failure to change the energisation status, the D0139 shall be sent only to the Electricity Supplier. If energisation status is changed but a meter register reading cannot be taken, the D0139 shall be sent to all of the above recipients and a D0002 'Fault Resolution Report or Request for Decision on Further Action' shall be sent to the HHDC.

¹⁴³ If the date of the change of energisation status is unknown, a date can be instructed or agreed by the Electricity Supplier for inclusion in the D0139 flow. All other fields in this D0139 must be completed as normal. Such a D0139 flow shall not be sent unless the date for inclusion has been agreed by the Electricity Supplier. For guidance: The Electricity Supplier shall consider all available information (e.g. D0235 'Half hourly Aggregation Exception Report' flows, HHDC / MOA information) when determining the date that shall be recorded for the change in energisation status; communication regarding the instruction of a date shall be by email or another method, as agreed; an audit trail shall be retained.

⁸⁹¹⁴⁴ This step could be completed in shorter timescales where the Electricity Supplier and ~~Metering Equipment Manager~~MOA/Distribution Network Operator, as applicable, have reached mutual agreement.

¹⁴⁵The use of this data flow is optional.

37.7 Energisation (Non Half Hourly)

Ref	When	Action	From	To	Interface	Means
If MEM MOA instructs EMO to Energise						
376.7.1	As required and at least 10WDs ¹⁶ before 376.7.3.	Send request to energise Metering Asset.	Electricity Supplier	MOA MEM	Credit Meter D0134 Request to Change Energisation Status. Prepayment Meter D0180 Request to Energy / De-Energise / Shut Down Prepayment Meter	Electronic or other method, as agreed.
376.7.2	If request rejected and within 5 WD of 376.7.1.	Send notification of rejection including the	MOA MEM	Electricity Supplier	P0211 Site Visit Rejection. (Go to 376.7.1 if required)	Electronic or other method,

		reason why the request has been rejected.				as agreed.
376.7.3	On the date requested or agreed in 376.7.1.	Energise Metering Asset and note initial meter register reading.	<u>MOA (or its EMO)/MEM</u>			Internal Process.
376.7.4	Within 10 WD of attempting to change energisation status.	Send change of energisation status.	<u>MOA/MEM</u>	Electricity Supplier / DNO NHHDC	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change ¹⁴⁶⁹⁰ . Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
376.7.5	Within 10 WD of attempting to change energisation status.	Send associated meter register readings.	<u>MOA/MEM</u>	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
376.7.6	If required and no valid meter register reading received within 10 WD of notification of change to energisation status	Request initial meter register reading.	NHHDC	<u>MOA/MEM/</u> Electricity Supplier		Post / fax / email
376.7.7	Within 10 WDs of 376.7.6.	Send initial meter register reading.	<u>MOA/MEM/</u> Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
If DNO Energises						

376.7.8	Within 10 WD of receiving change of energisation status and meter register reading, if available from DNO.	Send change of energisation status and the initial meter register reading.	MOAMEM	NHHDC Electricity Supplier	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change. Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
376.7.9	Within 10 WD of receiving change of energisation status and meter register reading, if available from DNO.	Send the initial meter register reading.	MOAMEM	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.

¹⁴⁶⁹⁹ A remotely disabled Smart Meter or Advanced Meter shall be treated as energised for the purposes of this paragraph.

37.8 De-energisation (Non Half Hourly)

Ref	When	Action	From	To	Interface	Means
If MOAMEM instructs EMO to -De-energises						
376.8.1	As required and at least 10 WD ¹⁵ before 376.8.3.	Send request to de-energise Metering Assets.	Electricity Supplier	MOAMEM	Credit Meter D0134 Request to Change Energisation Status. Prepayment Meter D0180 Request to Energy /	Electronic or other method, as agreed.

					De-Energise / Shut Down Prepayment Meter	
376.8.2	If request rejected and within 5 WD of 376.8.1.	Send notification of rejection including the reason why the request has been rejected. Proceed to 376.8.1 if required.	<u>MOAMEM</u>	Electricity Supplier	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change D0221 Notification of Failure to Install or Energise Metering System P0211 Site Visit Rejection ⁸⁷¹⁴⁷ Prepayment Meter D0179 Confirmation of Energisation/De- Energisation of Prepayment Meter	Electronic or other method, as agreed.
376.8.3	On date requested or agreed in 376.8.1.	Note final meter register reading, if available, and de-energise Metering Asset.	<u>MOA (or its EMO)MEM</u>		Internal Process	N/A
376.8.4	Within 10 WD of attempting to change energisation status.	Send change of energisation status.	<u>MOAMEM</u>	Electricity Supplier DNO	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change ⁸⁵¹⁴⁸	Electronic or other method, as agreed..

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					Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	
376.8.5	Within 10 WD of attempting to change energisation status.	Send the final meter register reading, if available.	<u>MOA MEM</u>	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
376.8.6	If required and no valid meter register reading received within 10 WD of notification of change to energisation status.	Request final meter register reading.	NHHDC	<u>MOA MEM</u> Electricity Supplier		Electronic or other method, as agreed.
376.8.7	Within 10 WDs of 376.8.6.	Send final meter register reading.	<u>MOA MEM</u> / Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
If DNO De-energises						
376.8.8	As required and at least 10 WD ⁸⁸ before 376.8.10.	Send request to de-energise Metering Asset.	Electricity Supplier	DNO	Credit Meter D0134 Request to Change Energisation Status. Prepayment Meter D0180 Request to Energy / De-Energise / Shut Down Prepayment Meter	Electronic or other method, as agreed.
376.8.9	If request rejected and within 5 WD of 376.8.8.	Send notification of rejection including the reason why the request	DNO	Electricity Supplier	Credit Meter D0139 Confirmation or	Electronic or other method,

		has been rejected. Proceed to 376.8.8 if required.		<u>MOAMEM</u>	Rejection of Energisation Status Change. P0211 Site Visit Rejection ⁸⁷¹⁴⁷ Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	as agreed.
376.8.10	On the date requested or agreed in 376.8.8, or as required (for example, as a result of an emergency).	Note final meter register reading, if available. De-energise the Metering Asset.	DNO		Internal Process	N/A
376.8.11	Within 5 WDs of 376.8.10.	Send change of energisation status and final meter register reading, if available.	DNO	<u>MOAMEM</u>	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change ⁸⁶¹⁴⁸ . Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.

376.8.12	Within 10 WDs of 376.8.11.	Send change of energisation status.	<u>MOAMEM</u>	NHHDC Electricity Supplier	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change. Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
376.8.13	Within 10 WDs of 376.8.11.	Send final meter register reading, if available ⁹⁺¹⁴⁹ .	<u>MOAMEM</u>	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
376.8.14	If required and no valid meter register reading received within 10 WD of notification of change to energisation status.	Request final meter register reading.	NHHDC	Electricity Supplier / <u>MOAMEM</u>		Post / Fax / Email
376.8.15	Within 10 WD of 376.8.14.	Send final meter register reading.	<u>MOA MEM</u> / Electricity Supplier	NHHDC	D0010 Meter Readings.	Electronic or other method, as agreed.

¹⁴⁷ The use of this data flow is optional.

¹⁴⁸ If there is a failure to change the energisation status, the D0139 shall be sent only to the Electricity Supplier. If energisation status is changed but a meter register reading cannot be taken, the D0139 shall be sent to all of the above recipients and a D0002 'Fault Resolution Report or Request for Decision on Further Action' shall be sent to the HHDC.

⁹¹⁴⁹ If Distribution Network Operator has not provided the final meter register reading, the ~~MOA Metering Equipment Manager~~ can retrieve this from the meter when it retrieves the meter. If the Distribution Network Operator removed the meter, the ~~MOA Metering Equipment Manager~~ must ensure that it has the final meter register reading and provided this to the NHHDC before disposing of or re-using the meter.

38 Change of Feeder Status (Electricity Only)

38.1 This process covers communications relating to the energisation of de-energisation of a feeder.

38.2 In the event that a summation Current Transformer is being utilised to aggregate two or more feeders onto one Meter Id (Serial No), then the feeder status shall be populated as 'Active' if any one of the feeders is energised.

38.3 This process shall only be used for multi feeder sites. Where a single feeder is to be energised or de-energised, the processes in Paragraph ~~45.17~~ shall be used.

38.4 Energise Feeder (Half Hourly)

Ref	When	Action	From	To	Interface	Means
387.4.1	As required.	Send request to change feeder status.	Electricity Supplier	MOA MEM⁹²¹⁵⁰	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	Electronic or other method, as agreed.
387.4.2	If request rejected and within 2 WD of 387.4.1 .	Send notification of rejection including the reason why the request	MOA MEM	Electricity Supplier	P0211 Site Visit Rejection. (Go to 367.4.1 if required)	Electronic or other method, as agreed.

		has been rejected.				
387.4.3	On the date requested or agreed in 387.4.1 or as the MEM MOA sees necessary.	Change feeder status. Note meter register reading.	MOA (or its EMO) MEM		Internal Process	N/A
387.4.4	Within 5 WD of changing feeder status.	If requested, send meter register reading. Send Meter Technical Details.	MOA MEM	HHDC Electricity Supplier HHDC DNO	D0010 Meter Readings. D0268 Half Hourly Meter Technical Details. If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed.
387.4.5	In accordance with Paragraph 421.	Prove Metering Asset if feeder has been energised for the first time.	MOA MEM	HHDC	Refer to Paragraph 421.	Electronic or other method, as agreed.

⁹²¹⁵⁰ The DNO may perform this role.

38.5 De-energise Feeder (Half Hourly)

Ref	When	Action	From	To	Interface	Means
387.5.1	As required.	Send request to change feeder status.	Electricity Supplier	MOA MEM ⁹⁵¹⁵¹	D0142 Request for Installation or Change to a Metering System Functionality or the Removal of All	Electronic or other method, as agreed.

					Meters.	
387.5.2	If request rejected and within 2 WD of 387.5.1.	Send notification of rejection including the reason why the request has been rejected.	<u>MOAMEM</u>	Electricity Supplier	P0211 Site Visit Rejection. (Go to 4318.45 . 1 if required)	Electronic or other method, as agreed.
387.5.3	If request accepted and within 3 WD of request and before data collection date or as the <u>MOA MEM</u> sees necessary.	Arrange with HHDC to collect HH Metered Data.	<u>MOAMEM</u>	HHDC.	D0005 Instruction on Action.	Electronic or other method, as agreed.
387.5.4	On date and time agreed in 387.5.3.	Collect Half Hourly Metered Data.	HHDC		Internal Process	N/A
387.5.5	Immediately following 387.5.4.	Confirm Half Hourly Metered Data collection.	HHDC	<u>MOAMEM</u>	The <u>MOA MEM (or its EMO)</u> will telephone the HHDC when the MEM is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the <u>MOAMEM</u> .	Telephone
387.5.6	Immediately following 387.5.5.	Note meter register reading, if available. If Half Hourly Metered Data was not uploaded by the HHDC, download Half Hourly Metered Data, if available. Change feeder status.	<u>MOA (or its EMO)MEM</u>		Internal Process	N/A
387.5.7	Within 5 WD of changing feeder status.	If requested, send meter register reading or notification that meter register reading not	<u>MOAMEM</u>	HHDC	D0010 Meter Readings	Electronic or other method, as agreed.

		obtainable.				
387.5.8	Within 5 WD of changing feeder status.	Send Meter Technical Details.	MOA MEM ¹⁵²⁵⁶	Electricity Supplier DNO HHDC	D0268 Half Hourly Meter Technical Details ¹⁵³⁶⁷ If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed.

¹⁵¹ The MOA shall contact and liaise with the Electricity Supplier if appropriate.

¹⁵² If required, and at any time after the effective date of the MOA's Appointment (and only for Metering Points first registered after 6 November 2008), the MOA may request Site Technical Details by sending a D0170 'Request for Metering System Related Details'. The Distribution Network Operator shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details' either by electronic means or by another method, as agreed with the MOA. The MOA shall determine any appropriate course of action within 2 WD of receiving this information.

¹⁵³ The Meter Technical Details, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering Asset is present on site, unless the MOA does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by MOA from Distribution Networks Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

39 Change of Data Collector (Electricity Only)

- 39.1 The process for change of Data Collector is set out within the BSC. Where a change of Data Collector occurs, the Appointed ~~MOA MEM~~ will receive details of the new Data Collector from the Electricity Supplier and will provide Meter Technical Details to the new Data Collector in accordance with the BSCP502.
- 39.2 This process shall also apply to a concurrent Switch and change of HHDC. In this circumstance, the Electricity Supplier referred to is the Gaining Supplier.

40 Fault Resolution (Electricity Only)

- 40.1 Upon the ~~MOA Metering Equipment Manager~~ being notified by any person or discovering that any Metering Asset for which the ~~MOA Metering Equipment Manager~~ is responsible is potentially recording incorrect data, the ~~MOA Metering Equipment Manager~~ shall investigate and rectify the problem and notify its associated Electricity Supplier and its Appointed Data Collector of the nature of the fault and the date and time at which it was rectified.
- 40.2 The ~~MOA Metering Equipment Manager~~ shall report Metering Asset faults to its associated Electricity Supplier and its Appointed Data Collector and advise the Appointed Data Collector as to the period covered by the fault and, for half hourly meters, as to how to estimate half hourly consumption correctly.
- 40.3 The ~~MOA Metering Equipment Manager~~ shall separately identify Metering Asset faults affecting data quality and those not affecting data quality and shall record the date on which each fault was reported and the date on which each fault was cleared. For this purpose, a fault affecting data quality shall be treated as cleared when the relevant Metering Asset once again records in compliance with the relevant BSC Code of Practice.

Half Hourly

40.4 The process for HH Metering Assets is as follows:

Ref	When	Action	From	To	Information Required	Method
4039 .4.1	As appropriate.	Send request to investigate Metering Asset.	Any Participant ⁹¹⁵⁴	Electricity MOA MEM	Details of fault.	Electronic or other method, as agreed
4039 .4.2	Within 2 WD of	Send request to investigate Metering Asset.	Electricity	MOA MEM	D0001 Request	Electronic

	4039 .4.1 or as required.		Supplier / HHDC		Metering System Investigation.	or other method, as agreed
4039 .4.3	Within 5 WD of receipt of D0001.	Investigate Metering Asset. Attempt to resolve fault. If the resolution involves a site visit take a meter register reading following resolution of the fault. If fault resolved within 5 WD of receipt of D0001 go to 4039 .4.10.	MOA (or its EMO)MEM		Internal Process	
4039 .4.4	If fault remains unresolved 5 WD after receipt of D0001.	Send notification that the fault cannot be resolved within 5WD, and send a corresponding fault resolution plan (if required) detailing the actions that need to be taken to resolve the fault and the proposed timescales or update on proposed next steps. Request decision on further action if appropriate.	MOA MEM ⁹¹⁵⁵	HHDC or Electricity Supplier, as appropriate.	D0005 Instruction on Action ⁹⁶¹⁵⁶ . Or equivalent communication, by other means, with the Supplier. Fault resolution plan (if required).	Electronic or other method, as agreed.
4039 .4.5	As soon as possible after 4039 .4.4, if appropriate	Send decision on further action.	HHDC or Electricity Supplier as appropriate.	MOA MEM	D0005 Instruction on Action. Or equivalent communication, by other means, with the Electricity Supplier.	Electronic or other method, as agreed
4039 .4.6	Following 3409 .4.4 or 4039 .4.5, if	Attempt to resolve fault.	MOA MEM		Internal process	

	appropriate.	If fault resolved within 15 WD of receipt of D0001 go to 4039.4 -10.				
4039.4.7	If fault remains unresolved within 15 WD of receipt of D0001.	Notify that the fault remains unresolved.	MOAMEM	HHDC or Electricity Supplier	D0005 Instruction on Action. Or equivalent communication, by other means, with the Electricity Supplier.	Electronic or other method, as agreed
4039.4.8	As soon as possible following 4039.4.7 .	Progress resolution of outstanding fault.	MOAMEM		As appropriate: D0005 Instruction on Action or Fault resolution plan	Internal Process
4039.4.9	If and when appropriate following 4039.4.8 .	Consult and / or update HHDC, or Electricity Supplier as appropriate, regarding investigation on regular basis (as agreed) until fault resolved.	MOAMEM	HHDC or Electricity Supplier	D0005 Instruction on Action. Or equivalent communication, by other means, with the Electricity Supplier.	Electronic or other method, as agreed
4039.4.10	Within 5WD of resolving fault.	Send fault resolution report and undertake any steps in the process in Paragraph 39-11 which may be appropriate.	MOAMEM	HHDC or Electricity Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed
4039.4.11	If appropriate, within 5 WD of 4039.4.10 .	Report resolution of fault.	Electricity Supplier ⁹¹⁵⁷	Relevant Participant	As appropriate: D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed

					Details of resolution	
For HHDC Serviced Metering Assets						
4039.4.12	If appropriate, at the same time as 4039.4.10 .	Send Meter Technical Details, if changed or corrected.	MOA/MEM	Electricity Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed
4039.4.13	If appropriate, within 10 WD of resolving fault.	Send relevant Metering Asset information changes	MOA/MEM	ERDA	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
4039.4.14	Immediately, following 4039.4.13 or 39.4.15 .	Perform validation checks and send response. If response is accepted, proceed to 4039.4.16 , otherwise proceed to 4039.4.15 .	ERDA	MOA/MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
4039.4.15	Within 5 WD of 4039.4.14 .	Where the rejection is of a type the MEM MOA can resolve, send a corrected D0312. If the MOA/MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 4039.4.13 .	MOA/MEM	ERDA	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
4039.4.16	In accordance with the timescales in Paragraph 4.21 .	If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset.	MOA/MEM	HHDC	In accordance with Paragraph 4.21 .	Electronic or other method, as

						agreed
For Supplier Serviced Metering Assets						
3940 4.17	If Electricity Supplier reconfigures the Time of Use registers following a fault.	Send Smart Metering System configuration details. If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), the Electricity Supplier will notify a single rate Standard Settlement Configuration.	Electricity Supplier	MOA MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM MOA).	Electronic or other method, as agreed
4039 4.18	Within 10 WDs of 4039 4.17.	Send Meter Technical Details.	MOA MEM	Electricity Supplier DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed
4039 4.19	If appropriate, within 10 WD of resolving fault.	Send the relevant Metering Asset information changes.	MOA MEM	ERDA	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
4039 4.20	Immediately following 4039 4.19 or 4039 4.21.	Perform validation checks and send response. If response is accepted, end process, otherwise proceed to 4039 4.21	ERDA	MOA MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
4039 4.21	Within 5 WDs of 4039 4.20.	When the rejection is of a type the MOA MEM can resolve without involving industry	MOA MEM	ERDA	D0312 Notification of Meter Information to MPAS	Electronic or other method, as

		<p>parties, send a corrected D0312.</p> <p>If the MOA MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply.</p> <p>Proceed to 4039.4.20.</p>				agreed
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⁹¹⁵⁴ Any participant other than the HHDC wishing to request that the ~~MOA MEM~~ carries out a Metering System investigation shall do so via the Electricity Supplier. The D0001 'Request Metering System Investigation' can be used to notify the Electricity Supplier of the fault if appropriate.

⁹¹⁵⁵ The ~~MOA Metering Equipment Manager~~ shall contact and liaise with the Electricity Supplier if appropriate

⁹¹⁵⁶ The D0005 'Instruction on Action' shall always be sent containing the high level points so that an audit trail can be maintained. For complex cases where the D0005 is not sufficient, or where requested by the HHDC, further details can be given in the fault resolution plan. In these instances the sending of the fault resolution plan shall be referred to in the D0005. Any other correspondence between the Electricity Supplier, ~~MOA Metering Equipment Manager~~ and HHDC which is required to resolve the fault shall be sent in a format and by a method agreed by those participants involved.

⁹¹⁵⁷ Where the Metering Asset investigation was requested by a participant other than the HHDC, the Electricity Supplier shall send the relevant participant the fault resolution report within 5 WD of receiving the D0002 'Fault Resolution Report or Request for Decision on Further Action'. The Electricity Supplier shall use the D0002 for this notification where the participant initially notified the Electricity Supplier of the inconsistency via the D0001 'Request Metering System Investigation'.

Non Half Hourly

40.5 Where a new installation of a meter intending to be remotely read occurs but the communications are not operating initially, the Meter Type should be set to 'N', and the D0149/D0150 sent. When the communications are installed and operational on the Metering Asset, the Meter Type should be changed to RCAMR, RCAMY, or NCAMR, and the D0149/D0150 and D0313 sent.

40.6 Where an existing installation of a meter of type RCAMR, RCAMY, or NCAMR suffers a communications failure then if the failure is transient, the meter

type remains unchanged and the problem resolved through the fault resolution process.

40.7 Where it is determined that communications have failed and they will not be replaced, or have been completely removed, then the Meter Type should be changed to N and the D0149/D0150 (without D0313) should be sent. The change of Meter Type and absence of D0313 will alert the recipient of the change of meter reading capability of that Metering Asset.

40.8 The process for Non Half Hourly Metering Assets is as follows:

Ref	When	Action	From	To	Information Required	Method
4039 .8.1	As appropriate.	Send request to investigate Metering Asset.	Any Participant	Electricity Supplier		Electronic or other method, as agreed
4039 .8.2	Within 2 WD of 4039 .8.1 or as the Electricity Supplier or NHHDC sees necessary.	Receive notification of inconsistencies, invalid data, faulty metering, invalid Meter Technical Details, or request to investigate suspect metering. Or receive action following decision in 4039 .8.6.	Electricity Supplier / NHHDC	MOA MEM	D0001 Request Metering System Investigation, or D0005 Instruction on Action	Electronic or other method, as agreed
4039 .8.3	Within 5 WD of receipt 4039 .8.2 or as the MEM-MOA sees necessary ⁴¹⁵⁸	Investigate Metering Asset. Attempt to resolve fault. If the resolution involves a site visit take a meter register reading following resolution.	MOA (or its EMO) MEM		Internal Process	
4039 .8.4	If unable to resolve the problem within 5 WD after receipt of 4039 .8.2	Send request for decision on further action if appropriate.	MOA MEM	Electricity Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
4039 .8.5	As soon as possible	Determine appropriate further action or	Electricity		Internal Process	

	after 4039 .8.4.	trigger another relevant process, for example, de-energise a Metering Asset, removal of a Metering Asset or reconfigure or replace Metering Asset (No Change of Measurement Class).	Supplier			
4039 .8.6	Immediately following 4039 .8.5.	Send decision on further action.	Electricity Supplier	MOAMEM	D0005 Instruction on Action.	Electronic or other method, as agreed
4039 .8.7	Within 5 WD of resolving problem.	Send resolution of problem report.	MOAMEM	NHHDC or Electricity Supplier ⁹¹⁵⁹	D0002 Fault Resolution Report or Request for Decision on Further Action D0010 Metering Readings (in the resolution involved a site visit).	Electronic or other method, as agreed
4039 .8.8	Within 10WD of resolving problem.	Send Meter Technical Details if appropriate.	MOAMEM	Electricity Supplier NHHDC or DNO	D0149 Notification of Mapping Details D0150 Non Half-hourly Meter Technical Details	Internal Process
4039 .8.9	At the same time as 4039 .8.8.	Send Meter Technical Details if appropriate.	MOAMEM	Electricity Supplier NHHDC or	D0313 Auxiliary Meter Technical Details ¹⁶⁰²⁷	Electronic or other method, as agreed
4039 .8.10	At the same time as 4039 .8.8.	Notify MAP of corrections if required.	MOAMEM	MAP	D0303 Notification of Meter Operators, Supplier and Metering	Electronic or other method, as

					Assets installed / removed by the MOP to the MAP	agreed
4039.8.11	If appropriate, within 10WD of resolving problem.	Send the relevant meter information changes.	MOA MEM	ERDA	D0213 Notification of Meter Information to MPAS	Electronic or other method, as agreed
4039.8.12	Immediately following 4039.8.11	Perform validation checks and send response. If response accepted proceed to 4039.8.14 , otherwise proceed to 4039.8.13 .	ERDA	MOA MEM Electricity Supplier	D0213 Notification of Meter Information to MPAS	Electronic or other method, as agreed
4039.8.13	Within 5WDs of 4039.8.12 .	Where the rejection is of a type the MEM MOA can resolve without involving other industry parties, send a corrected D0312. If the MOA MEM needs to involve other parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 4039.8.11 .	MOA MEM	ERDA	D0213 Notification of Meter Information to MPAS	Electronic or other method, as agreed
4039.8.14	If required and no valid initial meter register reading received 5WDs after problem rectified.	Request initial meter register reading.	NHHDC	MOA MEM Electricity Supplier		Post, fax, email
4039.8.15	Within 10 WD of 4039.8.14 .	Send initial meter register reading.	MOA MEM Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

⁹¹⁵⁸ Where the ~~MOA MEM~~ has a contract with the Consumer, this must be taken into account when determining whether it is appropriate for the ~~MOA MEM~~ to investigate inconsistencies.

⁹¹⁵⁹ Where the Metering System investigation was requested by another Participant via the Electricity Supplier, the Electricity Supplier shall send the relevant Participant the resolution of problem report.

¹⁶⁰ The MOA must send a D0313 in all cases where the MOA sends a D0150 and where the meter type is either NCAMR, RCAMR or RCAMY, except where there are no meters at the Metering Point and/or all meters have been removed, in which case only the D0150 is sent. The MOA must send a D0149 / D0150 in all cases where the MOA sends a D0313.

41 Change of Measurement Class (Electricity Only)

- 41.1 The process for change of Measurement Class comprises of Appointment and de-appointment of the relevant ~~MOA Metering Equipment Managers~~, alongside installation or re-configuration of a Metering Asset with Half Hourly or Non Half Hourly functionality as applicable.
- 41.2 The Electricity Supplier should make all agents aware of the planned change of Measurement Class in advance of the formal Appointment and de- appointment processes. This is to ensure that the Appointment and de-appointment dates align with the date of the site visit, where such a visit is required. The actual Appointment and de-appointment interactions between the Electricity Supplier and ~~MOA Metering Equipment Manager~~ can be concluded after the Change of Measurement Class, provided they are backdated to align with the relevant dates.
- 41.3 The Electricity Supplier will Appoint the Gaining ~~MOA Metering Equipment Manager~~ with effect from the planned date of the change of Measurement Class. The Electricity Supplier will send a further Appointment flow after the change of Measurement Class with the actual Appointment date, where different.
- 41.4 After acceptance of the Gaining ~~MOA Metering Equipment Manager~~ Appointment the Electricity Supplier will de-appoint the Losing ~~MOA Metering Equipment Manager~~. To avoid having to send a second notification if the change of Measurement Class doesn't take place on the planned date, the Electricity Supplier may delay a formal notification until the change of Measurement Class date is firm or the change of Measurement Class has taken place.

42 Proving Tests (Electricity Only)

- 42.1 Other than Metering Assets where Half Hourly data is sourced by the Electricity Supplier from a meter compliant with the Smart Metering Equipment Technical Specifications (SMETS), the ~~MOA Metering Equipment Manager~~ shall (or shall arrange for an EMO to) carry out a Proving Test / re-test for each instance of Half Hourly Metering Asset, that it is responsible for, in accordance with and in the circumstances described in this Paragraph ~~42.1~~.
- 42.2 A Proving Test is required where any, or all of the following key fields are changed whilst a Metering Asset is energised. A Proving Test shall be initiated as soon as that Metering Asset becomes energised and completed in the timescales set out Paragraph ~~42.1~~.
- (a) outstation Id;
 - (b) Meter Id (serial number);
 - (c) outstation number of channels;
 - (d) Measurement Quantity Id;
 - (e) Meter multiplier;
 - (f) pulse multiplier;
 - (g) CT and / or VT Ratios; and
 - (h) access to Metering Asset at password level 3 (where access to the Metering Asset at

password level 3 has changed only the schedule for automated data transfer, a Proving Test will not be required).

42.3 A Proving Test is required where:

- (a) the Metering Asset is for a Complex Site; or
- (b) the Metering Asset has a separate outstation; or
- (c) the Metering Asset has an integral outstation which can have a pulse multiple other than 1, as identified in the compliance and protocol approval list.

42.4 A Proving Test shall be carried out on both main and check Metering Assets and shall be carried out in any of the following circumstances:

- (a) as a result of new connection or transfers from CMRS to ERDA in accordance with BSCP68;
- (b) following a change of HHDC Appointment but only in the event that the Meter Technical Details were manually intervened. 'Manually intervened (with regard to Proving Tests)' means that Meter Technical Details have been entered, re- entered or changed in a software system manually i.e. the data has not been automatically entered into systems via receipt of a Market Message;
- (c) following a change of ~~MOAMetering Equipment Manager~~ Appointment but only in the event that the Meter Technical Details were manually intervened;
- (d) following a concurrent Switch and change of HHDC but only in the event that the Meter Technical Details were manually intervened;
- (e) when a Metering Asset is reconfigured / replaced;
- (f) following a change of Measurement Class from NHH to HH;
- (g) when there is a key field change (refer to Paragraph 423.1);
- (h) where there has been a key field change (refer to Paragraph 423.1) whilst a site has been de-energised and the Metering Asset becomes energised;
- (i) whenever a shared Metering Asset arrangement is carried out in accordance with the BSC;
- (j) where a feeder is energised for the first time; or
- (k) where a Complex Site is created, modified or removed, or where one of the above changes impacts on a Metering Asset which is part of a Complex Site.

42.5 The ~~MOAMetering Equipment Manager~~ shall decide from methods 1 to 4 which method of Proving Test is appropriate in conjunction with the HHDC. A Complex Site shall always be proved using the Complex Site Validation Test.

42.6 Complex Sites shall be proven in the same way as non Complex Sites except the ~~MOAMetering~~



~~Equipment Manager~~ shall use the aggregated data provided by the Metering Asset for comparison. If the standard Proving Test fails, the ~~MOA Metering Equipment Manager~~ and HHDC shall consider whether the site shall be classified as a Complex Site.

Proving Test Method 1

42.7 Where a Proving Test is initiated using method 1, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
424 .7.1	When instructed by the Electricity Supplier,	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4; record Meter Technical Details and note the HH Metered Data to cover a specific Settlement Period while on site.	MOA (or its EMO)MEM		Internal Process	
424 .7.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed.	If appropriate send request for Proving Test (indicating which Settlement Periods to be collected) or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.	MOA MEM	HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
424 .7.3	Following 424 .7.2.	Read meter for the same HH Settlement Period as requested by the MOA MEM using either a hand-held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero value).	HHDC		Internal Process As a minimum the HHDC shall collect the data required by the MEM MOA, but may also collect and send more data than requested.	
424 .7.4	Following 424 .7.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested ¹⁶¹⁰³ .	HHDC	HHMOA / MOA	D0001 Request Metering System Investigation.	Electronic or other method, as

		If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.			D0003 Half Hourly Advances.	agreed.
424.7.5	Following 424.7.4.	If data received from HHDC, proceed to 424.11 to undertake a comparison and issue the results. If data not received from HHDC, proceed to 424.7.2 to undertake a re-test or use an alternative Proving Test method.	<u>MOA/MEM</u>		Internal Process	

¹⁶¹⁰⁹ The HHDC shall use all reasonable endeavours to collect the data for the Settlement Period requested.

Proving Test Method 2

42.8 Where a Proving Test is initiated using method 2, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
424.8.1	When instructed by the Electricity Supplier.	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4; and record Meter Technical Details while on site.	<u>MOA (or its EMO)/MEM</u>		Internal Process	
424.8.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed.	Agree date and time for Proving Test with HHDC, or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details	<u>MOA/MEM</u>	HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
424.8.3	Following 424.8.2.	Visit site a second time and note HH Metered Data to cover a specific Settlement Period.	<u>MOA (or its EMO)/MEM</u>		Internal Process	

424.8.4	Following 424.87.3.	<p>Read meter for the same HH Settlement Period as agreed with the MOA MEM using either a hand-held unit or via remote interrogation as appropriate (ensuring that data for the Settlement Period collected does not contain a zero value).</p> <p>If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.</p>	HHDC		<p>Internal Process</p> <p>As a minimum the HHDC shall collect the data required by the MEMMOA, but may also collect</p> <p>and send more data than requested.</p>	
424.8.5	Following 424.8.4.	<p>Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested.</p> <p>If unable to collect HH Metered Data for Settlement Period requested, send alternative Settlement Period HH Metered Data.</p>	HHDC	MOAMEM	<p>D0001 Request Metering System Investigation.</p> <p>D0003 Half Hourly Advances.</p>	Electronic or other method, as agreed.
424.8.6	Following 424.8.5.	<p>If data received from HHDC, proceed to 424.11 to undertake a comparison and issue the results.</p> <p>If data not received from HHDC, proceed to 424.8.2 to undertake a re-test or use an alternative Proving Test method.</p>		MOAMEM	Internal Process	

Proving Test Method 3

42.9 Where a Proving Test is initiated using method 3, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
424.9.1	When instructed by the Electricity Supplier.	<p>Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4¹⁶²⁹⁴; retrieve HH Metered Data for a specific HH Settlement Period and record Meter Technical Details while on site.</p> <p>From the office, use own data retrieval system to read remotely for the same HH Settlement Period as collected during site visit.</p> <p>Compare MOA MEM HH Metered Data from data retrieval system against that collected during site visit¹⁶³⁰⁶.</p> <p>If this data is correct then the MOA MEMs data retrieval system has been successfully proved.</p> <p>If problems identified with readings taken from data retrieval system, investigate and rectify the problem then re-do the steps above.</p>	MOA (or its EMO MEM		Internal Process	
424.9.2	Following installation, commissioning and once HH Metered Data retrieved.	<p>Send request for Proving Test, or alternatively request a re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.</p> <p>The MOA MEM does not specify the Settlement Periods to be collected by the HHDC.</p>	MOA MEM	HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
424.9.3	Following 424.9.2.	Read meter for Settlement Period of own choosing using either a hand-held unit or via remote interrogation as appropriate (ensuring	HHDC		Internal Process	

		that data for the Settlement Period collected does not contain a zero value).				
424.9.4	Following 424.9.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected.	HHDC	MOAMEM	D0001 Request Metering System Investigation. D0003 Half Hourly Advances.	Electronic or other method, as agreed.
424.9.5	Following 424.9.4.	Use own data retrieval system to collect HH Metered Data for the same HH Settlement Period as provided by the HHDC. If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test. If data received from HHDC, proceed to 424.11 to undertake a comparison and issue the results. If data not received from HHDC, proceed to 424.9.2 to undertake a re-test or use an alternative Proving Test method.	MOAMEM		Internal Process	

¹⁶²⁹⁴ The commissioning may be carried out when the HH Metering System is installed but may be deferred if load is not available at that time.

¹⁶³⁹⁵ If this data is correct then the ~~MOAMetering Equipment Manager~~'s data retrieval system has been successfully proved.

Proving Test Method 4

42.10 Where a Proving Test is initiated using method 4, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
424 .10.1	When instructed by the Electricity Supplier.	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4; retrieve HH Metered Data to cover a specific Settlement Period and note Meter Technical Details while on site.	MOA (or its EMO)MEM		Internal Process	
424 .10.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved.	Send request for Proving Test or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.	MOAMEM	HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
424 .10.3	Following 424 .10.2.	Read Meter for HH Settlement Period of own choosing using either a hand-held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero value).	HHDC		Internal Process	
424 .10.4	Following 424 .10.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected.	HHDC	HHMOA/ MOA	D0001 Request Metering System Investigation. D0003 Half Hourly Advances.	Electronic or other method, as agreed.
424 .10.5	Following 424 .10.4.	Using either the manufacturer's software or software which has a relevant protocol approval in accordance with BSCP601 to read meter constants, pulse multipliers, serial numbers etc, the	MOAMEM		Internal Process	

		<p>read meter pulses or engineering data for same HH Settlement Period as provided by HHDC to calculate HH reading.</p> <p>If data received from HHDC, proceed to 424.11 to undertake a comparison and issue the results.</p> <p>If data not received from HHDC, proceed to 424.10.2 to undertake a re-test or use an alternative Proving Test method.</p>				
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Issuing Results of Proving Test (all Methods)

42.11 Following completion of a Proving Test, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
424.11.1	Following receipt of data from the HHDC.	Compare MOA MEM HH Metered Data with HHDC Metering Data for the same Settlement Period.	MOA MEM	Internal Process		
424.11.2	In accordance with the timescales in 424.12.	Send notification of successful Proving Test / re-test.	MOA MEM	HHDC Electricity Supplier DNO BSCCo Transfer Co-Ordinator106	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.
424.11.3	In accordance with	Send notification that Proving Test /	MOA MEM	HHDC	D0002 Fault Resolution Report or Request for	Electronic or other method,

	the timescales in 2 424.12.	re-test failed.			Decision on Further Action	as agreed.
424.11.4	In accordance with the timescales in 424.12.	Investigate problem and take corrective action. Proceed to the appropriate method to re-do the Proving Test.	<u>MOA (or its EMO)MEM</u>		Internal Process	
424.11.5	Following 424.11.4	Use own data retrieval system to collect HH Metered Data for the same HH Settlement Period as provided by the HHDC. If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test. If data received from HHDC, proceed to 424.11 to undertake a comparison and issue the results. If data not received from HHDC, proceed to 424.9.2 to undertake a re-test or use an alternative Proving Test method.	<u>MOAMEM</u>		Internal Process	

Proving Test Timescales

42.12 The timescale for carrying out the Proving Test shall vary depending on the BSC Metering Code(s) of Practice to which the Metering Asset is assigned.

It is not necessary that all the steps of the relevant processes are carried out on the same day; the requirement is that the Proving Test in its entirety is completed by the timescale specified below and subject to the exceptions listed below. The maximum timescale between the initiation of a Proving Test and the successful completion of the Proving Test by the ~~MOA Metering Equipment Manager~~ sending the D0214 Confirmation of Proving Tests to the HHDC is listed below for each BSC Metering Code(s) of Practice.

42.13 Where the Proving Test has failed, the ~~MOA Metering Equipment Manager~~ shall initiate a re-test and the ~~MOA Metering Equipment Manager~~ and HHDC shall ensure wherever possible that the timescale is the same as for the original Proving Test.

42.14 In the event that timescales are exceeded and the Proving Test is not completed, the process shall proceed to completion and an audit trail will be maintained by the ~~MOA Metering Equipment Manager~~ and HHDC in order to explain the delay.

BSC Metering Code(s) of Practice	WDs to Complete Proving Test	WDs to Complete Re-Test	Total
One	5	5	10
Two	5	5	10
Three	10	10	20
Five	15	15	30
Ten	15	15	30

Complex Site Validation Test

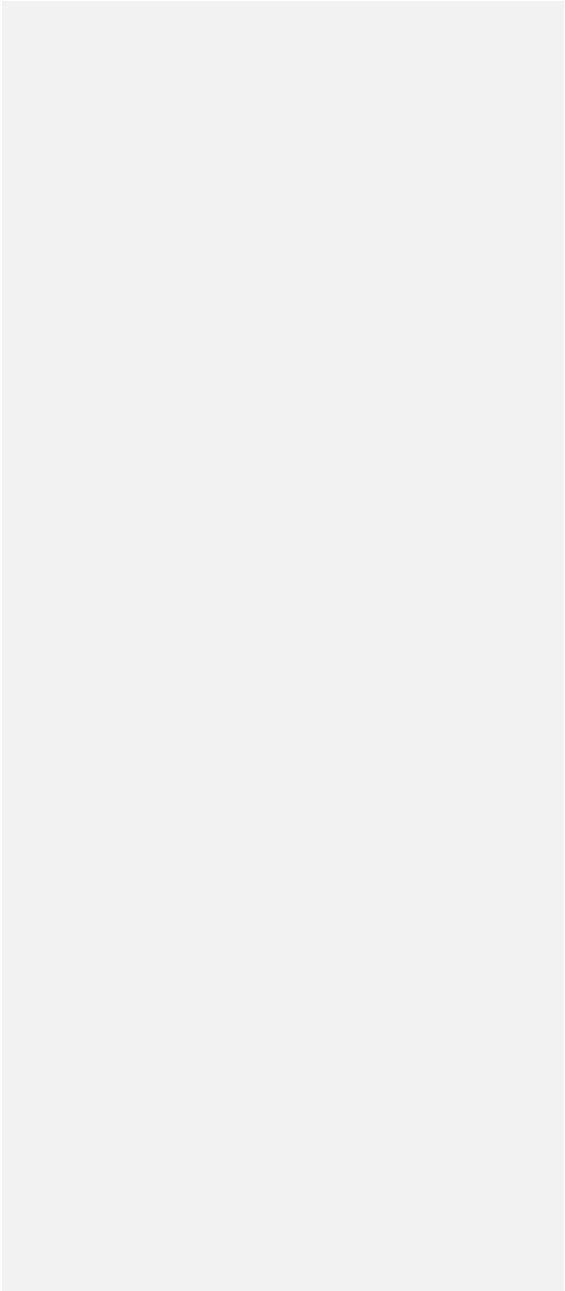
42.15 Complex Sites shall be proven in the same way as non Complex Sites except the ~~MOA Metering Equipment Manager~~ shall use the aggregated data provided by the Metering Asset for comparison, as follows:

Ref	When	Action	From	To	Interface	Means
42.1 .15.1	Following installation / reconfiguration, commissioning and where previous Complex Site validation test failed.	Collect HH Metered Data ¹⁶⁴⁰⁷ , aggregate in accordance with Complex Site rules and record values.	MOA (or its EMO)MEM		Internal Process	

424.15.2	Following 424.15.1.	Send request for Proving Test or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.	<u>MOAMEM</u>	HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details. Complex Site Supplementary Information Form (see Appendix 2 and 3)	Electronic or other method, as agreed.
424.15.3	Within 5WD of 424.15.2.	Collect HH Metered Data and aggregate in accordance with the Complex Site rules and send to the <u>MOAMEM</u> .	HHDC	<u>MOAMEM</u>	D0003 Half Hourly Advances. Email with aggregated consumption data for the day requested in 4229.15.2.	
424.15.4	Within 2 WD of 424.15.3.	Validate metered volumes.	<u>MOAMEM</u>		Internal Process.	
424.15.5	Within 2 WD of 424.15.3, if validation test passes.	Send notification.	<u>MOAMEM</u>	HHDC Electricity Supplier	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.
424.15.6	Within 2 WD of 424.15.3, if validation test fails.	Send notification.	<u>MOAMEM</u>	HHDC Electricity Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
424.15.7	Within 5 WD of 424.15.6.	Investigate discrepancy with HHDC and resolve. Note: If unresolved after 5WD the HHDC is required to raise a D0001 'Request Metering System Investigation' in accordance with BSCP502.	<u>MOAMEM</u>		Internal Process	



¹⁶⁴⁰⁷ Data collection methods as defined in Proving Tests 1, 2, 3 and 4.



43 Safe Isolation Provider (Electricity Only)

43.1 This paragraph ~~4.12~~ applies only to ~~MOAs~~~~Metering Equipment Managers~~ which have been (and remain) accepted as a Safe Isolation Provider (SIP).

Contract with premises owner

43.2 Before a SIP undertakes any SIP Works at a premises, the SIP shall enter into a contract with an owner of the premises. An owner of a premises may (without limitation) be an owner-occupier (owning the freehold or a long lease), a private landlord, a local authority or a housing association.

43.3 The SIP shall ensure that each such contract with an owner of a premises contains:

- (a) confirmation that the entity entering into the contract is an owner of the premises and has the necessary authority to consent to the SIP Works;
- (b) the owner's consent to the SIP undertaking the SIP Works;
- (c) confirmation that the owner has given (or will give) reasonable advance notice to the occupiers of the premises (if different from the owner), and a requirement on the owner to retain and produce on demand evidence of such notice;
- (d) confirmation that the owner has considered and provided information to the SIP regarding the issues relevant to whether the SIP should identify any Safe Isolation Provider Additional Needs Information (SIP ANI) for the occupiers of the premises;
- (e) confirmation that the owner has taken reasonable steps in respect of any SIP ANI identified, including by providing support to the occupiers during the SIP Works or giving sufficient advance notice of the SIP Works so as to enable the occupier to arrange for additional support; and
- (f) if any SIP ANI has been identified, confirmation that the owner has informed the occupier that the SIP ANI will be shared under this Code.

Notifying the Electricity Supplier

43.4 The expectation is that the SIP Works at each premises will be completed in one day, so that the connection is de-energised and re-energised on the same day. If, however, the connection is not de-energised and re-energised on the same day, then the SIP shall notify the Registered Supplier (electricity). In such cases, the SIP shall send a further update once the connection has been re-energised.

43.5 By the end of the next Working Day following the day on which SIP Works were completed at a premises, the SIP shall send the relevant Market Message to the Registered Supplier (electricity) to confirm that the SIP Works have been completed.

43.6 If a Smart Meter is installed at a premises at which a SIP undertakes SIP Works, then the SIP shall check that the Smart Meter communications have been restored to the same condition as existed before the SIP commenced the SIP Work. If the same level of communications cannot be re-established, then the SIP shall notify the occupier of the premises and also the Registered Supplier (electricity) for the premises. Notification to the Registered Supplier shall be made via the relevant Market Message.

43.7 If, while attending a premises to undertake SIP Works, any SIP ANI is identified by the SIP, then the SIP shall notify such SIP ANI to the Registered Supplier (electricity) for the premises (so that the supplier can further review the situation). Such notification shall be made via the Market Message required by paragraph 4.5.5.

43.8 The following interface table describes the processes required by Paragraphs 432.4 to 432.7 (inclusive):

Ref	When	Action	From	To	Interface	Means
432.8.1	If the connection is not de-energised and re-energised on the same day	Send notification of the same	SIP	Supplier	MM00036 (D0139) Confirmation of Change of Energisation Status	Electronic or other agreed means.
432.8.2	If paragraph 432.8.1 applied, once the connection has been re-energised	Send notification of the same	SIP	Supplier	MM00036 (D0139) Confirmation of Change of Energisation Status	Electronic or other agreed means.
432.8.3	By the end of the next Working Day following completion of the SIP Works	Send notification of the Work Completion	SIP	Supplier	(D0396) SIP Event Completed	Electronic or other agreed means.
432.8.4	If pre-existing level of smart metering communication cannot be re-established	Send notification of the same	SIP	Supplier	(D0002)	Electronic or other agreed means.
432.8.5	If SIP ANI identified	Send notification of the same	SIP	Supplier	MM00453 (D0396)	Electronic or other agreed means.

On-Site Risk Assessment

43.9 On attending a premises, the SIP shall consider whether it is able to undertake the intended SIP Works by carrying out its own risk assessment to determine whether it is safe to proceed with the SIP Works, and shall only proceed with the SIP Works where it is safe to do so.

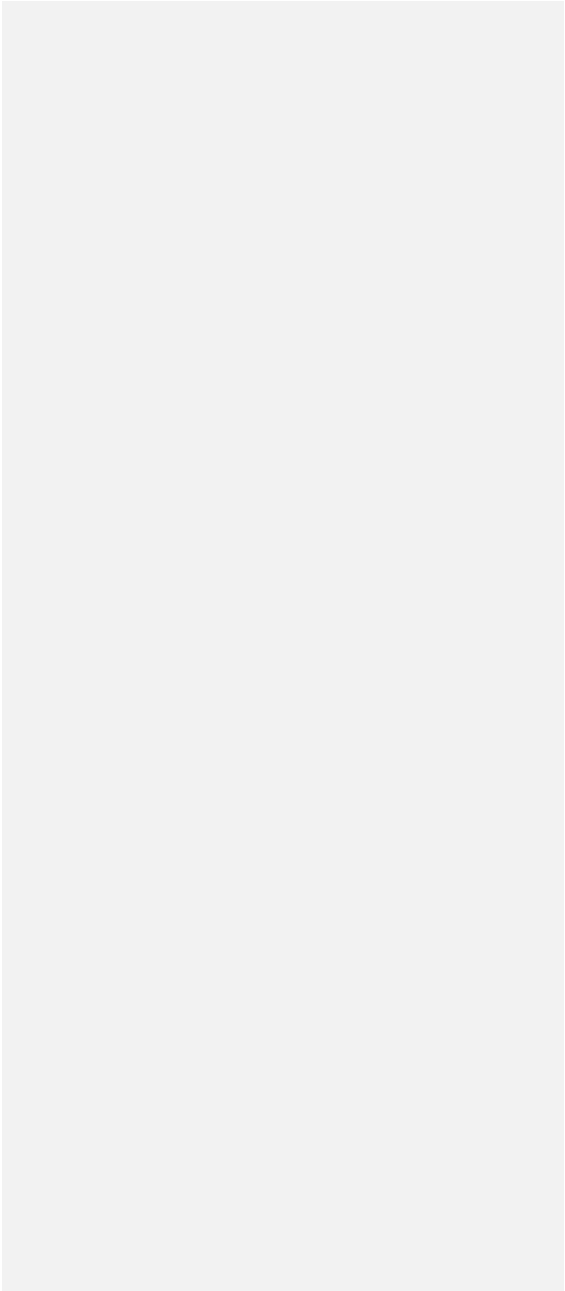
Incidents of Danger, Damage or Interference to the Metering Equipment

43.10 If the SIP finds evidence of danger, damage or interference with the Metering Equipment, then the SIP shall report it to the Registered Supplier (electricity) as follows:

- (a) If any Metering Equipment is identified as defective such as to present the possibility of danger:
 - (i) the SIP shall make it safe and report it immediately to the Registered Supplier by telephone, asking the Registered Supplier to attend as an emergency, within 3 hours;
 - (ii) the Registered Supplier shall report back to the SIP within 5 Working Days of the Metering Equipment fault being resolved; and
 - (iii) the SIP Works will be put on hold until such time as the Registered Supplier confirms to the SIP that the issue has been resolved.
- (b) If any parts of the Metering Equipment are hazardous (or if the SIP reasonably believes they may become hazardous), the SIP shall determine whether it can safely carry out the SIP Works, or whether it should abort the SIP Works; and:
 - (i) if the SIP Works are completed, then the SIP shall send the fault report to the Registered Supplier with the SIP Event Completed Market Message, and the Registered Supplier does not need to notify the SIP of the fault resolution; or
 - (ii) if the Safe Isolation Provider Works are aborted, then the Registered Supplier shall notify the SIP when the reported faults have been rectified. The Registered Supplier shall notify the SIP within 5 Working Days of the fault being rectified (but no later than 40 Working Days after the fault being reported), so that the SIP Works may be safely rescheduled.
- (c) If the SIP finds apparent evidence of deliberate tampering/interference, then the SIP shall comply with the relevant provisions of the Unbilled Energy Code of Practice Schedule and report this to the Registered Supplier.



43.11 The following interface table describes the processes required by Paragraph 432.10:



Ref	When	Action	From	To	Interface	Means
432.11.1	If required as per 43.102.1(a).	The SIP will make the Metering Point safe and report evidence of potential danger with the Metering Equipment	SIP	Supplier	The SIP will telephone the Supplier when the SIP is on site.	Telephone
432.11.2	Within 3 hours of 432.11.1	The Registered Supplier will send their MOA MEM to site to rectify the issue identified.	Supplier	MOA MEM	The Registered Supplier will make the Request of their MEM MOA by the internal method agreed between them.	Internal Processes between the Registered Supplier and their MEM MOA
432.11.3	Within 5WD of 432.11.2	The Registered Supplier will advise the SIP that the reported issue has been remedied.	Supplier	SIP	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
432.11.4	If required as per 432.10(b)	SIP shall determine whether it can safely carry out the SIP Works, or whether it should abort the SIP Works.	SIP		Internal SIP process	N/A
432.11.5	Following 432.11.4, if the SIP completes the SIP Works	Notify fault with the SIP Event Completed Market Message	SIP	Supplier	D0002 Fault Resolution Report	Electronic or other method, as agreed
432.11.6	Following 432.11.5, if the SIP aborts the SIP Works – As advised in the Additional Information Field	Notify fault with and await further update	— SIP	Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
432.11.7	If 432.11.6 applies, within 5 WD of resolution (and no later than 40 WD of report)	Registered Supplier will advise the SIP that the reported issue has been remedied.	Supplier	SIP	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed

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432.11.8	If required as per 432.10(c)	The SIP will take appropriate action to make the site safe, and report such findings to the Registered Supplier	SIP	Supplier	D0136 Report or Request for Decision on Further Action Or to the UKRPA where the identity of the Supplier is unclear	Electronic or other method, as agreed. UKRPA Website
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Incidents of Danger, Damage or Interference to the DNO Equipment

43.12 The SIP shall ensure that it has access to a current version of the Guidance for Service Termination Issue Reporting document while on site (this may be a physical or electronic version) and act in accordance with it. The SIP shall make the appropriate report to the DNO as follows:

- (a) any DNO Equipment which they find to be defective such as to present the possibility of danger (category A);
- (b) any parts of the DNO Equipment, Sites or situations which are or which they reasonably believe may become hazardous (category B); or
- (c) any relevant asset condition information (category C).

44 Crowded Meter Room MEM (Electricity Only)

44.1 This paragraph ~~4.13~~ applies only to ~~Metering Equipment Manager~~MOAs which are contracted as a Crowded Meter Room MEM (CMRM) by the Crowded Meter Room Coordinator (CMRC).

44.2 Each CMRM shall only De-energise a Metering Asset if requested to do so by the CMRC. Each CMRM shall only re-energise a Metering Asset that has been De-energised by (or on behalf of) the CMRC.

Notifying the Electricity Supplier and the DNO

44.3 The expectation is that the CMR Works for a Metering Asset will be completed in one day, so that the connection is De-energised and re-energised on the same day. If, however, the connection is not De-energised and re-energised on the same day, then the CMRM shall notify the Registered Supplier (electricity) and the DNO. In such cases, the CMRM shall send a further update once the connection has been re-energised. The CMRM shall in all cases inform the Registered Supplier (electricity) once the CMR Works for a Metering Asset have been completed.

44.4 If, while attending a premises to undertake CMR Works, any vulnerability is identified by the CMRM, it may provide information on Priority Services and will advise the Consumer to contact their Registered Supplier (electricity) or will contact the Registered Supplier on the Consumer's behalf.

44.5 The following interface table describes the processes required by Paragraphs ~~4.13.2 to 4.13.4~~ (inclusive):

Ref	When	Action	From	To	Interface	Means
If CMRM De-energises						
443.5.1	If the connection is not De-energised and re-energised on the same day, by the end of the Working Day	Send change of energisation status.	CMRM	Supplier DNO	MM00036 (D0139) Confirmation of Change of Energisation Status	Electronic or other agreed means.
443.5.2	If paragraph 443.5.1 applied, once the connection has been re-energised	Send notification of the same	CMRM	Supplier DNO	MM00036 (D0139) Confirmation of Change of Energisation Status	Electronic or other agreed means
443.5.3	By the end of the next Working Day following completion of the CMR Works	Send notification of the Work Completion	CMRC	Supplier	As defined by the Alt Han Co Forum	Electronic or other agreed means.
443.5.4	If paragraph 443.4 applies	Request the electricity supplier to make contact with its Consumer regarding issues of vulnerability	CMRC	Supplier	No required format	Electronic or other agreed means



On-Site Risk Assessment

44.6 On attending a premises, the CMRM shall consider whether it is able to undertake the intended CMR Works by carrying out its own risk assessment to determine whether it is safe to proceed with the CMR Works and shall only proceed with the CMR Works where it is safe to do so.

Incidents of Danger, Damage or Interference to the Metering Equipment

44.7 If the CMRM finds evidence of danger, damage or interference with the Metering Equipment, then the CMRM shall report it to the Registered Supplier (electricity) as follows:

- (a) If any Metering Equipment is identified as defective such as to present the possibility of danger:
 - i. the CMRM shall make it safe and report it immediately to the Registered Supplier by telephone, asking the Registered Supplier to attend as an emergency, within 3 hours;
 - ii. the Registered Supplier shall report back to the CMRM within 5 Working Days of the Metering Equipment fault being resolved; and
 - iii. the CMRM Works will be put on hold until such time as the Registered Supplier confirms to the CMRM that the issue has been resolved.

- (b) If any parts of the Metering Equipment are hazardous (or if the CMRM reasonably believes they may become hazardous), the CMRM shall determine whether it can safely carry out the CMR Works, or whether it should abort the CMR Works; and:

~~iii.~~ if the CMR Works are completed, then the CMRC shall send a notification to the Registered Supplier with the CMR Works completed message (under Paragraph ~~443.5.3~~), and the Registered Supplier does not need to notify the CMRM of the fault resolution; or

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~~iv.~~ if the CMR Works are aborted, then the Registered Supplier shall notify the CMRM when the reported faults have been rectified. The Registered Supplier shall notify the CMRM within 5 Working Days of the fault being rectified (but no later than 40 Working Days after the fault being reported), so that the CMRM Works may be safely rescheduled.

~~(a)(c)~~ If the CMRM finds apparent evidence of deliberate tampering/interference, then the CMRM shall comply with the relevant provisions of the Unbilled Energy Code of Practice Schedule and report this to the Registered Supplier.

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44.8 The following interface table describes the processes required by Paragraph ~~443.7~~

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Ref	When	Action	From	To	Interface	Means
443.8.1	If required as per 443.7(a) .	The CMRM will make the Metering Point safe and report evidence of potential danger with the Metering Equipment	CMRM	Supplier	The CMRM will telephone the Supplier when the CMRM is on site.	Telephone
443.8.2	Within 3 hours of 443.8.1	The Registered Supplier will send their Appointed MEM-MOA to site to rectify the issue identified.	Supplier	MEMMOA	The Registered Supplier will make the Request of their MEM-MOA by the internal method agreed between them.	Internal Processes between the Registered Supplier and their MEMMOA
443.8.3	Within 5WD of 443.8.2	The Registered Supplier will advise the CMRM that	Supplier	CMRM	D0002 Fault Resolution Report or Request for	Electronic or other method, as agreed

Ref	When	Action	From	To	Interface	Means
		the reported issue has been remedied.			Decision on Further Action	
443.8.4	If required as per 443.7 (b).	CMRM shall determine whether it can safely carry out the CMR Works, or whether it should abort the CMR Works.	CMRM		Internal process	N/A
443.8.5	Following 443.8.4 if the CMRM completes the CMR Works	Send notification of the CMR Work completion message	CMRC	Supplier	As defined by the Alt Han Co Forum	Electronic or other agreed means.
443.8.6	Following 443.8.4, if the CMRM aborts the CMR Works – As advised in the Additional Information Field	Notify fault with and await further update	CMRM	Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
443.8.7	If 443.8.6 applies, within 5 WD of resolution (and no later than 40 WD of report)	Registered Supplier will advise the CMRM that the reported issue has been remedied.	Supplier	CMRM	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
443.8.8	If required as per 443.7 (c)	The CMRM will take appropriate action to make the site safe, and report such findings to the Registered Supplier	CMRM	Supplier	D0136 Report or Request for Decision on Further Action Or to the UKRPA where the identity of the Supplier is unclear	Electronic or other method, as agreed. UKRPA Website

Incidents of Danger, Damage or Interference to the DNO Equipment

44.9 The CMRM shall ensure that it has access to a current version of the Guidance for Service Termination Issue Reporting document while on site (this may be a physical or electronic version) and act in accordance with it. The CMRM shall make the appropriate report to the DNO as follows:

(a) any DNO Equipment which the CMRM finds to be defective such as to present the possibility of danger (category A);

~~(a)~~(b) any parts of the DNO Equipment, sites or situations which are or which the CMRM reasonably believe may become hazardous (category B); or

~~(b)~~(c) any relevant asset condition information (category C)

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1 Appendix – RGMA Responses and Exceptions

Introduction

1.1 This Appendix 1 provides details of the standard responses for all [RGMA Market Messages](#) and defines the types of exception and the associated response.

Responses

1.2 The responses to a file are as follows:

a) Delivery receipts will be sent for all files sent by a transfer mechanism and is commonly referred to as an 'acknowledgement' or 'handshake', often there is little validation over the file header and file corruption.

b) The file will then be validated and this will result in either a file rejection or a response for each transaction¹⁰⁸ within the file i.e. there will be no 'successfully processed' file at this level.

¹⁰⁸ The exception to this is if a [Market Participant](#) uses the optional number of errors limit, over which they will reject the file – if this is in operation there will have been prior agreement between both the sending and receiving [Market Participants](#).

The file will have basic validation carried out e.g. there is a header, there are the correct number of records and transactions. If these file level exceptions occur the whole file will be rejected and no further processing will take place. There are commercial variances in that some transfer mechanisms will carry this out, in others the application or gateways will carry this out.

If there are no file exceptions, then processing will continue. There will not be a 'file successful' at this stage.

It is intended that every file or transaction (job request, job notification) will have an explicit response, either an acceptance or rejection¹⁰⁹.

¹⁰⁹ An exception to this is [ONAGE](#) where it is a request for an Appointment - the response data flow ([RNAGE](#)) is optional, based on commercial agreements.

c) Where transaction rejections occur, the originator is notified by a specific response transaction, with reference to the data sent and one or more appropriate response reasons, i.e. the erroneous transaction or file is not returned in its entirety. Wherever possible the record with the error will be returned as the erroneous record and any number of reasons associated to it¹¹⁰.

¹¹⁰ It is for the systems to determine how far the error processing goes. It is preferable to deal with all errors in one go, however this has to be balanced against a single error which could cause the whole data group to be out (e.g. displace value) where erroring every [Data Item](#) in

the data group would not provide any added value.

d) There may be a number of response reason codes, but once an exception has been found for a transaction at a particular level, processing at a lower level will not be continued i.e.;

if there is a transaction rejection, the records and Data Items will not be processed.

if there is a record rejection, the Data Items will not be processed.

1.3 The recipient will return the following responses to the originator:

1. The success of the file transmission.
2. If 1) is successful, but there are technical errors at the file level, then the file is rejected and the originator is notified with reasons.
3. Optional processing: If 2) is successful, but the number of technical errors (at any level) exceeds the limit agreed between the parties, then the whole file is rejected and the originator notified with reasons.
4. Provided 3) does not apply, then the originator is notified of the success of each valid transaction, and of the failure (with reasons) of each transaction rejected on technical and/or functional grounds. Such rejection(s) may have been at transaction, record or Data Item level.

Exceptions

1.4 Exceptions are categorised as follows:

- a) Market Message level exceptions;
- b) Transaction level exceptions;
- c) Collection level exceptions; and
- d) Data Item level exceptions.

File Level Exceptions

1.5 Validation - File level validation can be carried out by inspecting the file header, trailer and examining the basic structure of the file for technical exceptions e.g. invalid file type.

1.6 Response Transaction Format - When the recipient of a file rejects it as a whole, the response file that is sent to the originator follows the naming convention determined by the Transfer Mechanism Service Provider. Information on the rejected file is referenced in the

response transaction, with a record identifier of REJFL and associated reason(s).

1.7 The standard allows for [Market Participants](#) to identify a situation where a transaction error may result in a rejected file e.g. where a number of transactions had been unsuccessfully processed and it was found that the records were out of sequence (and therefore the file considered potentially corrupt), before any transactions had been successfully processed. In this case the file rejection may include the transaction outcome and associated records in error (with the reasons). Not all [Market Participants](#) may want to use this option.

1.8 Where the file level checks are valid, only transaction (technical and/or functional) responses will be returned.

Transaction Level Exceptions

1.9 Validation - Inspecting the transaction header records will enable basic transaction validation to take place, but subsequent records within the transaction will also need to be validated to ensure that they are applicable for the transaction type e.g. missing record.

1.10 Response Transaction Format - At the transaction level an acceptance or rejection response will be provided for each transaction received. A rejection will be sent in the event that a transaction, record or data error is discovered within the transaction, making it unusable.

1.11 There will be one response transaction per returned response file, which would relate to a number of transactions from different files with transaction, record or data level exceptions e.g. a response file could have job notification responses from job notifications which were sent on different files, and they could have both job notification responses and job update responses. There are commercial variances due to different processing options and sophistication of gateway processes e.g. some [Market Participants](#) only send back one type of response transaction in any one file e.g. they will all either be job notification responses or job update responses. Further some [Market Participants](#) may process all records in a file first and then send back one response file with a response for each of the transactions in that file i.e. 1:1 request/notification to response file. Others will adopt the many transaction types as this minimises the number of files sent (and thus ensures limits on the number of files sent over a period are not exceeded) and the recipients may use file splitting of files on receipt, anyway. Some [Market Participants](#) also return responses when processed, so that a transaction where they wish to manually intervene before returning the response, does not hold up the responses to the other transactions, and further gateway matching may be at a transaction, rather than a number of records in file basis.

1.12 The response transaction would not have any file information in it as the subsequent records could be from a combination of files, and information in error is referenced in the response transaction. The record identifier will be RESPN.

1.13 If a transaction is successfully processed then the transaction outcome (outcome code)

would indicate it had been successfully processed, otherwise it would indicate that the transaction had not been accepted.

1.14 Where there are transaction exceptions, there may be a number of reasons indicating what, if any transaction exceptions were identified. It may also have from one, to a number, of erroneous records associated to it.

1.15 Thus a response file consists of:

- a) A file header record at the start of the file and a trailer record at the end of the file.
- b) A 'Response Transaction' record which will either be a record identifier or 'REJFL' where the response file is a notification that a file has been rejected, or 'RESPN' with a series of transaction responses.
- c) Where it is a file level response (REJFL) the related response codes etc. would be sent in the response record(s) following the 'Response Transaction'.
- d) Where there were no file exceptions and this is a file of transaction responses (RESPN), each transaction will have a transaction outcome record providing a reference to the record it is a response to, and whether it was successfully processed or not.
- e) Where the outcome was unsuccessful it will have the original record where the error(s) were detected, followed by one or more reason records identifying the [Data Item](#) and reason for the error. The exception to this is where the reason is at the transaction level e.g. there is a data group missing - the reason' records will then be hung directly off the transaction outcome without any erroneous record (a missing one does not exist).
- f) Where the request is for a job, and the [Metering Equipment Manager MAM](#) accepts the job request but they have arranged the appointment¹¹¹, they could return the appointment information in the appointment record. Commercial variance: This option has not been implemented where the Suppliers make the appointments with the [Consumers](#). An alternative is for an additional [ONJOB/RRJOB](#) (where the [ONJOB](#) transaction status is 'Scheduled') instead of using the appointment record.

¹¹¹ e.g. where an [Energy Supplier](#) has a contract that the [MEM-MAM](#) arranges a visit at a suitable time for the consumer but also on a date/time which is cost effective for the [MEMMAM](#), and the [Energy Supplier](#) does not wish/have direct access to the [MEM's-MAM's](#) scheduling system.

Record Level Exceptions

1.16 [Validation](#) - Given the interdependency of record formats to transaction types, it is necessary to carry out record validation within the context of the transaction in which it

occurs. For example, a record format may be valid for an asset reposition request, but invalid for an Asset exchange request.

1.17 Optionality of the [Data Items](#) within the record format may be dependent on its context within a record e.g. record identifier invalid. The recipient of the exception is likely to need to refer back to the transaction they originally sent. This is expected to be the process for any unsuccessful response as even a record level exception could be misinterpreted if taken out of the context of the whole transaction.

1.18 Response Transaction Format – In the event that a record level exception is discovered, then the whole transaction is rejected.

Data Item Level Exceptions

1.19 Validation - [Data Item](#) validation includes the following functional exceptions:

- a) Value checks e.g. against standing data.
- b) Consistency with existing data that the [Market Participant](#) already holds e.g. the [RMP](#) is not one of theirs.
- c) Inter-data dependency:
 - Logical e.g. read date is not consistent with install date.
 - Commercial e.g. the appointment is not within the service level agreements
 - Functional rules e.g. a postcode is not in the area the [MEM-MAM](#) is contracted to work in.

1.20 Response Transaction Format – In the event that a [Data Item](#) level exception is discovered, then the whole transaction is rejected.

2 Appendix 2: [Complex Site](#) Supplementary Information Form

Metering System Details
MSID/MPAN
Initial MOA
Appointed MOA
HHDC
Supplier
Distributor

Site Name
EFD
ETD
Version Number
Boundary/Embedded Indicator
Import/Export Indicator
Metering Dispensation Ref
Method of Compensation
Signature
Date of Signature
Related MSIDs/MPANs
Associated MSIDs/MPANs
Boundary/Embedded Indicator
Import/Export Indicator
Additional Comments
Complex Site Mapping Details
MSID/MPAN
Meter Serial ID
O/S Serial Number
Channel Number
Measurement Quantity ID
Main/Check
Feeder No
Feeder Status
Multiplier
Smart Meter Indicator
Mapping Reference
Complex Site Mapping Details