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# Qualification and Maintenance

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**Commented [AW1]:** REC v3.2 of this schedule has been updated to reflect REC CP R059. REC CP-R059 has been approved but not yet implemented. Additional MHHS proposed changes are shown against this updated baseline.

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## SCHEDULE 9

### Qualification and Maintenance Schedule

Version: 3.2

Effective Date: 4 November 2022

<a href="#">Domestic Suppliers</a>	<a href="#">Mandatory</a>
<a href="#">Non-Domestic Suppliers</a>	<a href="#">Mandatory</a>
<a href="#">Gas Transporters</a>	<a href="#">Mandatory</a>
<a href="#">Distribution Network Operators</a>	<a href="#">Mandatory</a>
<a href="#">DCC</a>	<a href="#">Mandatory</a>
<a href="#">Metering Equipment Managers</a>	<a href="#">Mandatory</a>
<a href="#">REC Service Users</a>	<a href="#">Mandatory</a>

#### Change History

Version Number	Implementation Date	Reason for Change
0.1	N/A	Version agreed for industry consultation 15 October 2018
0.2	N/A	Version agreed for consultation 14 June 2019
0.3	N/A	Version for Summer 2020 publication
0.4	N/A	Version for December 2020 consultation
0.5	N/A	Incorporating consultation responses
2.0	1 September 2021	Further updates incorporating consultation responses
3.0	18 July 2022	Switching SCR Modification R0041
3.1	3 August 2022	R0046A
3.2	4 November 2022	R0036
3.3	<i>to be decided</i>	R0059
<a href="#">MHHS v0.1</a>	<a href="#">N/A</a>	<a href="#">MHHS required changes: Draft for industry review</a>
<a href="#">MHHS v0.2</a>	<a href="#">N/A</a>	<a href="#">MHHS required changes: Updated to reflect consultation comments</a>

MHHS v0.3	N/A	Version uplifted following CCAG Approval
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**New definitions for Schedule 1: Interpretations and Definitions (will be removed from MHHS Migration Schedule)**

<b>DIP Testing</b>		means the testing required under the BSC in order to become a DIP User, together with any tests specified by the Code Manager.
<b>DIP Manager</b>		means BSCCo or such other entity as is responsible under the BSC for managing the DIP Service.
<b>DIP Rules</b>		has the meaning given to that term under the BSC.
<b>DIP User</b>		means each Electricity Supplier, electricity Metering Equipment Manager or Distribution Network Operator that is qualified under [section X] of the BSC to be a DIP User.
<b>MHHS Implementation</b>		has the meaning given to that expression in section C12 of the BSC.
<b>MHHS Implementation Timetable</b>		has the meaning given to that expression in section C12 of the BSC.
<b>MHHS Metering Point</b>		means a Metering Point which has been MHHS Migrated and which continues to operate in that state and / or a Metering Point which has been established to operate within MHHS arrangements.
<b>MHHS Migration</b>		means the act of migrating a Metering Point in accordance with the REC MHHS Migration Schedule. "MHHS Migrated" shall be interpreted accordingly.
<b>MHHS Migration End Date</b>		means the date by which Electricity Suppliers must have completed migration under the MHHS Implementation Timetable (identified as milestone M15).
<b>MHHS Migration Start Date</b>		means the date from which Electricity Suppliers can first commence migration under the MHHS Implementation Timetable (identified as either milestone M11 or M12, whichever is earlier).
<b>MHHS Qualification</b>		has the meaning given to that expression in section C12 of the BSC. "MHHS Qualified" and similar expressions shall be interpreted accordingly.
<b>MHHS Reverse Migration End Date</b>		means the date under the MHHS Implementation Timetable following which no reverse-migration will be possible (identified as milestone M14).
<b>MHHS Migration Schedule</b>		means REC Schedule [TBC].

**Commented [AC2]:** Consultation response CD3-156: Updated to reflect consultation comment. Note that M11 and M12 are currently aligned in the Programme Plan and the intention of the drafting is to cover a situation where there is a change in approach and these start dates are staggered.

**Amended definitions for Schedule 1–**

<b>DTN Testing</b>		means testing in relation to use of the Data Transfer Network.
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**Commented [AW3]:** Definition to replace Non-CSS Testing. Introduced to distinguish this from DIP Testing.

**1 Introduction**

1.1. This [REC Schedule](#) sets out the criteria that must be met by organisations who wish

to become and remain [Qualified](#) to access one or more [REC Services](#). The process is designed to provide assurance that a new entrant's [Systems](#) and processes are fit for purpose. These processes are not intended to place additional requirements on [REC Service Users](#) over and above those needed to meet this purpose.

- 1.2. Each [Party](#) must complete [Entry Assessment](#) to demonstrate that it is able to comply with its obligations under this [Code](#) and become [Qualified](#). Each [Non-Party REC Service User](#) (excluding Switching Data Service Providers) must have completed [Entry Assessment](#) before becoming [Qualified](#) to access the relevant [REC Service](#). For a Non-Party REC Service User, its [Access Agreement](#) will specify the terms and conditions applicable to each requested [REC Service](#), to ensure the applicant is bound to comply with the relevant [REC Schedule\(s\)](#). The scope of activities required as part of [Entry Assessment](#) will vary depending on [Market Role](#), the individual [REC Service](#) and the category of [REC Service User](#) that the organisation is applying to become.
- 1.3. Qualification for certain REC Services may be subject to restrictions on the scope of its permitted operation in the proposed sector of the market. If Controlled Market Entry Conditions are agreed between the Party and the Code Manager as a condition of Qualification, the Party is not permitted to operate outside of these conditions. This is covered further in Paragraph 9.

1.3A The following transition arrangements apply in respect of MHHS implementation for Distribution Network Operators:

(a) those Distribution Network Operators who Qualified prior to the MHHS Migration Start Date, are required to complete MHHS Qualification by the MHHS Migration Start Date;

(b) for so long as provided for in the MHHS Implementation Timetable, each applicant to become a Qualified Distribution Network Operator will complete MHHS Qualification as part of the process for becoming a Qualified Distribution Network Operator; and

(c) once the MHHS Implementation Timetable no longer provides for a Distribution Network Operator applicant to complete MHHS Qualification, then each such applicant shall complete the enduring process for becoming a Qualified Distribution Network Operator, as set out in the remainder of this REC Schedule (which includes enduring processes equivalent to MHHS Qualification).

1.3B The following transition arrangements apply in respect of MHHS Implementation for Electricity Suppliers:

(a) from the MHHS Migration Start Date, each Electricity Supplier that is MHHS Qualified shall be entitled to undertake MHHS Migration;

(b) an Electricity Supplier that is not MHHS Qualified shall not be entitled to undertake MHHS Migration;

**Commented [AC4]:** Consultation response CD3-155:  
Added "Qualified" to reflect consultation comment.

- (c) between the MHHS Migration Start Date and the MHHS Reverse Migration End Date, if an Electricity Supplier that is not MHHS Qualified becomes the Registered Supplier for an MHHS Metering Point, then that Electricity Supplier shall undertake MHHS Reverse-Mmigration for the Metering Point in accordance with the REC MHHS Migration Schedule;
- (d) Electricity Suppliers are required under the BSC to complete MHHS Qualification by the MHHS Reverse Migration End Date, and may be subject to Market Sanctions if they fail to do so;
- (e) (subject to sub-paragraph (f) below) each applicant to become an Electricity Supplier which has not completed Qualification by the MHHS Migration Start Date will have the option to complete MHHS Qualification as part of the process for becoming a Qualified Electricity Supplier (but is not required to do so); and
- (f) each applicant to become an Electricity Supplier which has not completed Qualification by the MHHS Reverse Migration End Date shall complete the enduring process for becoming a Qualified Electricity Supplier, as set out in the remainder of this REC Schedule (which includes enduring processes equivalent to MHHS Qualification).

1.3C The following transition arrangements apply in respect of MHHS Implementation for Metering Equipment Managers:

- (a) each Metering Equipment Manager that is MHHS Qualified shall be entitled to be appointed in respect of an MHHS Metering Point;
- (b) a Metering Equipment Manager that is not MHHS Qualified shall not be entitled to be appointed in respect of an MHHS Metering Point; and
- (c) (subject to sub-paragraph (d) below) each electricity Metering Equipment Manager applicant which has not completed Qualification by the MHHS Migration Start Date will have the option to complete MHHS Qualification as part of the process for becoming a Qualified electricity Metering Equipment Manager (but is not required to do so); and
- (d) each applicant to become an electricity Metering Equipment Manager, which has not completed Qualification by the MHHS Reverse Migration End Date, shall complete the enduring process for becoming a Qualified electricity Metering Equipment Manager, as set out in the remainder of this REC Schedule (which includes enduring processes equivalent to MHHS Qualification).

1.4. The following transition arrangements shall apply:

- (a) subject to Paragraph 1.4(c), this [REC Schedule](#) shall apply from [Retail Code Consolidation](#), but:

- (i) all [Gas Suppliers](#) who were active under the [SPAA](#) immediately prior to [Retail Code Consolidation](#) are deemed to have [Qualified](#) for the [Market Role](#) of [Gas Supplier](#) on the day of [Retail Code Consolidation](#);
  - (ii) all [Electricity Suppliers](#) who had completed market entry under the [MRA](#) immediately prior to [Retail Code Consolidation](#) are deemed to have [Qualified](#) for the [Market Role](#) of [Electricity Supplier](#) (subject to the same conditions if any) on the day of [Retail Code Consolidation](#);
  - (iii) all [Distribution Network Operators](#) who were active under the [MRA](#) immediately prior to [Retail Code Consolidation](#) are deemed to have [Qualified](#) for the [Market Role](#) of [Distribution Network Operator](#) on the day of [Retail Code Consolidation](#);
  - (iv) all [Gas Transporters](#) who were active under the [SPAA](#) immediately prior to [Retail Code Consolidation](#) are deemed to have [Qualified](#) for the [Market Role](#) of [Gas Transporter](#) on the day of [Retail Code Consolidation](#);
  - (v) all gas [Metering Equipment Managers](#) who were approved under the [SPAA](#) immediately prior to [Retail Code Consolidation](#) are deemed to have [Qualified](#) for the [Market Role](#) of gas [Metering Equipment Manager](#) on the day of [Retail Code Consolidation](#); and
  - (vi) all electricity [Metering Equipment Managers](#) who had completed market entry under the [BSC](#) immediately prior to [Retail Code Consolidation](#) are deemed to have [Qualified](#) for the [Market Role](#) of electricity [Metering Equipment Manager](#) (subject to the same conditions if any) on the day of [Retail Code Consolidation](#);
- (b) each organisation which is not a [Party](#) and which, immediately prior to [Retail Code Consolidation](#) was entitled (in accordance with the MRA) to and did receive one or more of the legacy services which are being replaced by the [REC Services](#) (excluding the [Central Switching Service](#)) shall be treated as follows:
- (i) (save where sub-paragraph (ii) below applies) if the organisation enters into an [Access Agreement](#) with [RECCo](#), then the organisation will be deemed to have successfully completed the initial onboarding requirements of this [REC Schedule](#) and to therefore have become a Non-Party [REC Service User](#) for those REC Services (with effect on the later of the date of [Retail Code Consolidation](#) or the date of its [Access Agreement](#)); or
  - (ii) those organisations captured by paragraphs 4.3(d), 4.3(e), 4.3(f), 4.3(i) or 4.3(l) of the [Data Access Schedule](#) and who had access to the [Electricity Enquiry Service](#) in accordance with the MRA immediately prior to [Retail Code Consolidation](#) shall be deemed to have become a Non-Party [REC](#)

[Service User](#) for the Electricity [Enquiry Service](#) on [Retail Code Consolidation](#) even if they have not entered into an [Access Agreement](#) (provided that this deeming will cease to apply at the end of 31 August 2022 if the organisation has not entered into an [Access Agreement](#) by that time).

- (c) until the [CSS Go-Live Date](#), the aspects of [Entry Assessment](#) relating to the [Central Switching Service](#), [Gas Enquiry Service](#) and [Switching Operator Service](#) shall not apply;
- (d) from the [CSS Go-Live Date](#), all organisations who have successfully completed testing pursuant to the [Transition Schedule](#) are deemed to have qualified to become a [CSS User](#), subject to the signing of an [Access Agreement](#), where required;
- (e) from the [CSS Go-Live Date](#), those [Energy Suppliers](#) who were [Qualified](#) prior to that [CSS Go-Live Date](#) but who have not successfully completed testing pursuant to the [Transition Schedule](#) will continue to be [Qualified](#), but subject to such conditions regarding use of the [CSS](#) as the [Code Manager](#) determines (for example, to prevent the [Energy Supplier](#) from submitting an [Initial Registration Request](#) and/or [Switch Request](#) until such time as it has successfully qualified to become a [CSS User](#)); and
- (f) from the [CSS Go-Live Date](#), each organisation which is not a [Party](#) and which, immediately prior to the [CSS Go-Live Date](#) was entitled (in accordance with the [UNC](#)) to and did receive one or more of the legacy services which are being replaced by the [Gas Enquiry Service](#), shall (if the organisation enters into an [Access Agreement](#) with RECCo) be deemed to have successfully completed the initial onboarding requirements of this [REC Schedule](#) and to therefore have become a [Non-Party REC Service User](#) for the [Gas Enquiry Service](#), with effect on the later of the [CSS Go-Live Date](#) or the date of its [Access Agreement](#).

1.5. This [REC Schedule](#) should be read in conjunction with Clause 3 of the [main body](#) of this [Code](#), which deals with accession to this [Code](#) by [New Parties](#).

1.6. Market exit arrangements are described in the [Market Exit and Supplier of Last Resort Schedule](#).

## 2 [Entry Assessment](#) Requirements

2.1. The [Entry Assessment](#) process will be tailored to the applicant and may differ depending on the [Market Role\(s\)](#) in which the applicant is applying to become [Qualified](#), and the sector of the market in which the applicant intends to operate. For example, this may depend on whether an applicant that wants to be an [Energy Supplier](#) intends to operate in the gas, electricity, domestic and/or non-domestic market. The [REC Performance Assurance Board](#) shall provide information to the



[Code Manager](#) on the sector-specific risks that the [REC Performance Assurance Board](#) wants to be mitigated and assured against through [Entry Assessment](#) and [Maintenance of Qualification](#).

- 2.2. Where an [Energy Supplier](#) is a dual-fuel [Energy Supplier](#), it will need to complete [Entry Assessment](#) both as a [Gas Supplier](#) and as an [Electricity Supplier](#), but common [Systems](#) and processes used across the applicant's portfolio may, with the agreement of the applicant and the [Code Manager](#), be assessed as a whole.
- 2.3. As a pre-condition to Qualification, each [Energy Supplier](#) will have to demonstrate that they have met the following entry criteria:
- (a) that they hold the [Energy Licence](#) relevant to their [Market Role](#);
  - (b) that they have acceded to the [Energy Codes](#) to which they are required to accede by their [Energy Licence](#);
  - (c) establishment of a valid MPID (the arrangements for which are specified in the [UNC](#) or [BSC](#), as applicable);
  - (d) becoming a [Smart Energy Code Party](#) (if required by the [Energy Supplier](#)'s [Energy Supply Licence](#));
  - (e) becoming a gas and/or electricity [Enquiry Service User](#) in accordance with the [Data Access Schedule](#);
  - (f) becoming a [CSS User](#) and [Switching Operator Service User](#) in accordance with the [Central Switching Service Schedule](#) and [Switching Service Management Schedule](#) respectively;
  - (g) becoming a REC Service User for the Energy Theft Tip-Off Service in accordance with the [Energy Theft Reduction Schedule](#);
  - (h) becoming a [Secure Data Exchange Service](#) user in accordance with the [Secure Data Exchange Schedule](#) (except that this is not a requirement for Non-Domestic Gas Suppliers);
  - (i) completing accession to the [Data Transfer Services Agreement](#) and having a [Data Transfer Network](#) gateway (except that this is not a requirement for non-domestic gas suppliers); ~~and~~
  - (j) becoming a [REC Portal](#) user and providing the required operational contact details as specified by the [Code Manager](#); ~~and~~
  - (k) for each Electricity Supplier seeking to become Qualified after the MHHS Reverse Migration End Date, completing DIP Testing and becoming a DIP User in accordance with the DIP Rules.

- 2.4. In addition to the requirements in Paragraph 2.3, each [Energy Supplier](#) shall be subject to an assessment of their overall business solution and testing outcomes to ensure they have robust [Systems](#) and processes which will enable them to meet their [REC](#) requirements and interface with other [Market Participants](#) and [REC Services](#). See Paragraphs 4 to 7 (inclusive).
- 2.5. As a pre-condition to Qualification, each [Distribution Network Operator](#) will have to demonstrate that they have met the following entry criteria:
- (a) that they hold the [Energy Licence](#) relevant to their [Market Role](#);
  - (b) that they have acceded to the [Energy Codes](#) to which they are required to accede by their [Energy Licence](#);
  - (c) establishment of a valid MPID (the arrangements for which are specified in the [BSC](#));
  - (d) becoming a [CSS User](#) and [Switching Operator Service User](#) in accordance with the [Central Switching Service Schedule](#) and [Switching Service Management Schedule](#) respectively;
  - (e) becoming a REC Service User for the Energy Theft Tip-Off Service in accordance with the [Energy Theft Reduction Schedule](#);
  - (f) becoming a [Secure Data Exchange Service](#) user in accordance with the [Secure Data Exchange Schedule](#);
  - (g) completing accession to the Data Transfer Service Agreement and having a [Data Transfer Network](#) gateway;
  - (h) becoming a [REC Portal](#) user and providing the required operational contact details as specified by the [Code Manager](#); ~~and~~
  - (i) becoming an electricity [Enquiry Service User](#) in accordance with the [Data Access Schedule](#); ~~and~~
  - (k) ~~once the MHHS Implementation Timetable no longer provides for a Distribution Network Operator applicant to complete MHHS Qualification, completing DIP Testing and becoming a DIP User in accordance with the DIP Rules.~~
- 2.6. In addition to the requirements in Paragraph 2.5, each [Distribution Network Operator](#) shall be subject to an assessment of their overall business solution and testing outcomes, to ensure they have robust [Systems](#) and processes which will enable them to meet their REC requirements and interface with other [Market Participants](#) and [REC Services](#). See Paragraphs 4 to 7 (inclusive).
- 2.7. As a pre-condition to Qualification, each [Gas Transporter](#) will have to demonstrate

that they have met the following entry criteria:

- (a) that they hold the [Energy Licence](#) relevant to their [Market Role](#);
- (b) that they have acceded to the [Energy Codes](#) to which they are required to accede by their [Energy Licence](#);
- (c) establishment of a valid MPID (the arrangements for which are specified in the [UNC](#));
- (d) becoming a REC Service User for the Energy Theft Tip-Off Service in accordance with the [Energy Theft Reduction Schedule](#); and
- (e) becoming a [REC Portal](#) user and providing the required operational contact details as specified by the [Code Manager](#).

2.8. As a pre-condition to Qualification, each [Metering Equipment Manager](#) will have to demonstrate that it has met the following entry criteria:

- (a) accreditation in accordance with the [Metering Accreditation Schedule](#); ~~and~~
- (b) establishment of a valid MPID (the arrangements for which are specified in the [UNC](#) or [BSC](#), as applicable); ~~and~~.
- ~~(c) for each electricity Metering Equipment Manager seeking to become Qualified after the MHHS Reverse Migration Date, completing DIP Testing and becoming a DIP User in accordance with the DIP Rules.~~

2.9. As a pre-condition to Qualification for each [REC Service](#), each [REC Service User](#) will have to demonstrate that it has met the service-specific pre-conditions to becoming a user of that [REC Service](#), as detailed in the following relevant [REC Schedule](#):

- (a) [Central Switching Service \(CSS\)](#): detailed in the [Central Switching Service Schedule](#);
- (b) [Switching Operator Service](#): detailed in the [Switching Service Management Schedule](#);
- (c) [Gas Enquiry Service \(GES\)](#): and [Electricity Enquiry Service \(EES\)](#): detailed in the [Data Access Schedule](#); and
- (d) Green Deal: detailed in the [Green Deal Arrangements Schedule](#).

### 3 Application Process

3.1. Applicants for [Entry Assessment](#) are requested to contact the [Code Manager](#) at the

earliest possible time to discuss their plans. This will help the applicant and the [Code Manager](#) to plan effectively.

- 3.2. As referenced in Paragraphs 2.3, 2.5 and 2.7, in order to be an [Energy Supplier](#), [Distribution Network Operator](#) or [Gas Transporter](#), a [Party](#) must hold the relevant [Energy Licence](#). Prior to becoming [Qualified](#), the applicant must provide evidence to the [Code Manager](#) that the applicant has the necessary [Energy Licence](#). However, an [Energy Licence](#) is not a pre-requisite for starting [Entry Assessment](#).
- 3.3. The [Entry Assessment](#) process follows a formal [Entry Assessment Plan](#) agreed with the [Code Manager](#). Where an applicant wishes to revise this plan, or operate outside this plan, the [Code Manager](#) shall endeavour to accommodate such reasonable revisions, but may need to give priority to any existing commitments with other applicants.
- 3.4. The [Code Manager](#) shall make the following documents available on the [REC Portal](#): [Entry Assessment Guidance](#), an [Entry Assessment Self-Assessment Form](#) and an [Entry Assessment Application Form](#). The application form shall include a list of all [Market Roles](#) and [REC Services](#), enabling the applicant to indicate its proposed [Market Roles](#) and the [REC Service\(s\)](#) to which it requires access.
- 3.5. Where a Party or Non-Party REC Service User is requesting Qualification for a sector of the market in which it has not previously been [Qualified](#), it must complete the full [Entry Assessment](#) process detailed in this [REC Schedule](#).
- 3.6. Where an organisation wishes to become [Qualified](#) in accordance with this [REC Schedule](#), it shall submit an initial application for the applicable [Market Role](#) or category of [REC Service](#).
- 3.7. Within 5 [Working Days](#) of receiving a completed [Entry Assessment Application Form](#), the [Code Manager](#) shall offer a planning meeting (to be held as soon as reasonably practicable), at which the [Code Manager](#) and the applicant will discuss:
  - (a) the expectations and requirements of [Entry Assessment](#), including the requirement for those eligible to become [Parties](#) to sign an [Accession Agreement](#), and the requirement for those not eligible to become [Parties](#) to sign an [Access Agreement](#);
  - (b) the potential for [Controlled Market Entry Conditions](#);
  - (c) arrangements for developing and agreeing an [Entry Assessment Plan](#), including the applicant's plan for getting any necessary [Energy Licence](#);
  - (d) requirements relating to each [REC Service](#) which the applicant wishes to access;
  - (e) the next steps to be undertaken by the applicant; and
  - (f) any other matters considered relevant by the [Code Manager](#).

3.8. To streamline the overall [Entry Assessment](#) process, the [Code Manager](#) shall seek to coordinate with the [Code Managers](#) of other [Energy Codes](#) (where relevant), to help minimise the time, effort and costs incurred by an applicant. Where appropriate, the [Code Manager](#) shall share information with these other [Code Managers](#) for this purpose.

#### 4 Self-Assessment

4.1. This Paragraph 4 is only applicable to [Energy Suppliers](#), [Distribution Network Operators](#) and [Metering Equipment Managers](#).

4.2. Following agreement of the [Entry Assessment Plan](#) with the [Code Manager](#), the applicant shall submit an [Entry Assessment Self-Assessment Form](#). The [Entry Assessment Self-Assessment Form](#) will include details of the applicant's proposed operating model, [Systems](#) and processes and a risk assessment and mitigation plan in respect of its compliance with the [Code](#). The [Entry Assessment Self-Assessment Form](#) must be signed by a director (or, if the applicant is not a company, an equivalent representative) of the applicant, and shall cover:

- (a) **High-Level [Entry Assessment Plan](#)** - The applicant must confirm that it is operating to the plan that has been agreed with the [Code Manager](#) in accordance with Paragraph 3.7. Any changes to the plan must be agreed with the [Code Manager](#).
- (b) **Entry Assessment Questionnaire** – This questionnaire requests information to demonstrate that adequate preparations have been made to commence [Entry Assessment](#).
- (c) **System Architecture Definition** - The applicant shall provide an initial version of its description and representation of the [Systems](#) and processes that the applicant will use to meet its obligations under this [Code](#), being its system architecture definition. Where changes are made to this system architecture definition during [Entry Assessment](#), an updated version shall be provided to the [Code Manager](#) prior to the applicant's integration testing.
- (d) **Internal Test Strategy and Plan** - The applicant shall provide its internal test strategy and plan, including test specifications showing how it intends to conduct testing of the [Systems](#) and processes that the applicant will use to meet its obligations under this [Code](#).
- (e) **Change and Configuration Management Procedures** - The applicant shall provide its change and configuration management procedures. These are expected to be the procedures already being used by the applicant at the relevant time.
- (f) **Configuration Management Return** - The applicant shall set out how it will meet

its relevant obligations under this [Code](#) (as specified in the [Entry Assessment Self-Assessment Form](#)), and must update and resubmit this as it passes through the stages of self-assessment and testing. The Configuration Management Return will depend on the sector of the market in which the applicant intends to operate, and may include (where specified in the [Entry Assessment Self-Assessment Form](#)):

- (i) business process references that are relevant for demonstrating compliance with this [Code](#);
- (ii) progress on agreements with other industry parties that are necessary to meet obligations of the [Code](#) such as agreements with [Supplier Agents](#), [Shippers](#) and other [Market Participants](#);
- (iii) list of any providers of managed services (or other service providers) that the applicant intends to use to fulfil the business processes that are relevant for demonstrating compliance with this [Code](#); and
- (iv) list of [Systems](#) that will support the business processes.

(g) **Business Processes** – The applicant shall provide a complete set of the required business processes as they exist at the time of submitting the [Entry Assessment Self-Assessment Form](#). The required business processes will be specified in the [Entry Assessment Self-Assessment Form](#). During [Entry Assessment](#), if any business process is updated, a copy of the updated business process must be submitted to the [Code Manager](#).

(h) **Work Instructions** – The applicant shall provide its detailed work instructions that support the business processes noted in sub-paragraph (g) above. A complete set of these work instructions must be made available to the [Code Manager](#) for assessment, prior to commencement of the applicant’s internal integration testing.

4.3. The applicant shall submit all evidence in a format published by the [Code Manager](#) in the [Entry Assessment Self-Assessment Form](#). Any delays in providing this information may impact on the time taken to complete [Entry Assessment](#).

## 5 Business Solution Assessment

5.1. This Paragraph 5 is only applicable to [Energy Suppliers](#), [Distribution Network Operators](#) and [Metering Equipment Managers](#).

5.2. The [Code Manager](#) shall use the information provided by the applicant in the [Entry Assessment Self-Assessment Form](#) to complete an objective assessment of the applicant’s ability to comply with the relevant obligations in this [Code](#) (as specified by the [REC Performance Assurance Board](#)).

5.3. The [Code Manager](#) shall use sampling to carry out the assessment, requesting further details from the applicant as necessary. Whilst this verification will normally be carried

out at the [Code Manager](#)'s offices, the [Code Manager](#) reserves the right to perform all or part of the assessment at the applicant's premises where considered necessary. This assessment is solely to obtain assurance that the applicant's [Systems](#) and processes are adequate to enable the applicant to comply with its obligations under this [Code](#), and that the applicant has entered into all relevant contracts.

- 5.4. If, during this assessment, the [Code Manager](#) does not gain the necessary level of assurance that the applicant's [System](#)s and processes are sufficiently robust, this will be communicated to the applicant. It is then the responsibility of the applicant to propose and carry out corrective actions to resolve all issues to the satisfaction of the [Code Manager](#).
- 5.5. If the applicant has already begun internal testing at this point, an impact assessment must also be carried out to determine whether areas of the [System](#)s or processes that have already been tested are affected. The results of this impact assessment should be notified to the [Code Manager](#) by the applicant. Following its assessment of the impact assessment, the [Code Manager](#) shall specify any requirements for re-testing.
- 5.6. Following completion of its assessment, the [Code Manager](#) shall produce a report setting out its conclusions and recommendations, including details of the testing scenarios that the applicant will be required to deliver testing against. The [Code Manager](#) shall provide this report to the applicant who will be asked to agree or comment on the conclusions and recommendations. Corrective actions and follow-up will then be required as specified by the [Code Manager](#).

## 6 Internal Testing Assessment

- 6.1. This Paragraph 6 is only applicable to [Energy Suppliers](#), [Distribution Network Operators](#) and [Metering Equipment Managers](#).
- 6.2. Internal testing involves the applicant carrying out tests in relation to key scenarios that may be encountered in live operation, using integrated [System](#)s and processes. The internal tests consist of several routine scenarios that the applicant can expect to perform in the live market. The applicant is responsible for simulating data flows for all [Market Participants](#) other than its own [Market Participant Role](#), based on pre-defined data supplied by the [Code Manager](#). The tests will be executed in real time with evidence presented to the [Code Manager](#) at agreed points.
- 6.3. This evidence will be verified on a sample basis by the [Code Manager](#) to check for completeness and compliance with the requirements of [Entry Assessment](#). If, during this assessment, the [Code Manager](#) does not gain the necessary level of assurance that testing has been completed satisfactorily, this will be communicated to the applicant. Corrective actions and follow-up will then be required as specified by the [Code Manager](#).
- 6.4. Internal tests must be completed to the satisfaction of the [Code Manager](#) before any

external testing is started under Paragraph 7.

## 7 External Testing

7.1. This Paragraph 7 only applies to those applicants which are required to undertake external testing as described in this Paragraph 7.1. The required external testing comprises the following:

- (a) CSS Testing – required for those applicants wishing to Qualify as CSS Users, which includes all those wishing to Qualify as an Energy Supplier or Distribution Network Operator;
- (b) DTN Testing – required for those applicants wishing to Qualify as an Energy Supplier or Distribution Network Operator; and
- (c) DIP Testing – required for those Electricity Suppliers, Distribution Network Operators and electricity Metering Equipment Managers required to become DIP Users (as set out in Paragraph 2).

~~is generally only applicable to Energy Suppliers and Distribution Network Operators. However, all prospective CSS Users must complete external testing as part of the Qualification requirements to access the CSS.~~

7.2. Each applicant must complete external testing covering the scenarios specified in the Code Manager's report on the applicant's [Entry Assessment Self-Assessment Form](#). The purpose of external testing is to give a level of assurance that the applicant can correctly transmit, receive and validate all relevant data from and to its [Systems](#) in accordance with [Code](#) data transfer standards.

~~7.1. External testing will include sending and receiving Market Messages to and from the CSS Provider and other Market Participants in accordance with the Data Specification, including exception tests whereby invalid data will be sent to the applicant for identification and resolution using its Systems and business processes.~~

7.2.7.3. The Code Manager shall confirm when it believes the applicant can initiate external testing. At the Code Manager's discretion, the applicant may not be required to clear all issues highlighted as part of the Code Manager's assessment. Outstanding issues may be highlighted to the [REC Performance Assurance Board](#) to enable additional monitoring to be considered.

~~7.3.7.4. Prior to an Energy Supplier commencing external testing, it must be provided with access to the [Gas Enquiry Service](#) and / or [Electricity Enquiry Service](#) (as applicable). If the applicant is not subsequently [Qualified](#), access to the [Electricity Enquiry Service](#) and [Gas Enquiry Service](#) will be withdrawn.~~

7.5. Any information that is required by an applicant for testing purposes prior to beginning external testing will be provided to it by the Code Manager. Any such information must only be used for the purposes of testing and is subject to the confidentiality obligations



in this Code.

7.6. The Code Manager shall evaluate all external testing results and raise any issues within 10 Working Days of receiving the results. Applicants will be required to resolve issues, and this may require the applicant to demonstrate compliance by re-running certain tests prior to completion of Entry Assessment.

### **CSS Testing**

7.7. External testing will include sending and receiving Market Messages to and from the CSS Provider and other Market Participants in accordance with the Data Specification, including exception tests whereby invalid data will be sent to the applicant for identification and resolution using its Systems and business processes.

7.4-7.8. Prior to a CSS User applicant commencing external CSS Testing, it must have received the required security credentials in accordance with the CSS Schedule. If the applicant is not subsequently Qualified, access to the CSS will be withdrawn.

~~7.5. Any information that is required by an applicant for testing purposes prior to beginning external testing will be provided to it by the Code Manager. Any such information must only be used for the purposes of testing and is subject to the confidentiality obligations in this Code.~~

7.6-7.9. Each applicant shall complete CSS Testing covering scenarios defined within the Testing Specifications. The Switching Operator shall facilitate CSS Testing and identify whether the applicant has passed or failed testing against each scenario. Where an applicant fails CSS Testing they shall rectify identified defects within the timescales agreed with the Switching Operator and carry out additional testing, if required.

7.10. Following completion of CSS Testing, the Switching Operator shall provide a report to the applicant and the Code Manager within 10 Working Days identifying whether the applicant has successfully completed all aspects of CSS Testing. Where the Switching Operator's report identifies aspects of CSS Testing that the applicant has not successfully completed, the Switching Operator shall highlight each specific issue and provide a view on whether this should result in the applicant's Qualification request being rejected, or whether the applicant should be subject to additional monitoring following Qualification.

### **DTN Testing**

7.7-7.11. Each applicant which is required to undertake DTN Testing shall also complete ~~Non-CSS Testing~~ the DTN Testing identified covering scenarios defined within the Testing Specifications, as determined by the Code Manager under Paragraph 7.2. The Code Manager shall facilitate ~~Non-CSS Testing~~ DTN Testing and identify whether the applicant has passed or failed testing against each scenario. Where an applicant fails ~~Non-CSS Testing~~ DTN Testing, the applicant shall rectify identified defects within

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the timescales agreed with the [Code Manager](#) and carry out additional testing if required.

~~7.8-7.12.~~ Following completion of ~~Non-CSS Testing~~DTN Testing, the [Code Manager](#) shall provide a report to the applicant within 10 [Working Days](#) identifying whether the applicant has successfully completed all aspects of the required ~~Non-CSS Testing~~DTN Testing. Where the [Code Manager](#)'s report identifies aspects of ~~Non-CSS Testing~~DTN Testing that the applicant has not successfully completed, the [Code Manager](#) shall highlight each specific issue and provide a view on whether this should result in the applicant's Qualification request being rejected, or whether the applicant should be subject to additional monitoring following Qualification.

~~7.9. The Code Manager shall evaluate all external testing results and raise any issues within 10 Working Days of receiving the results. Applicants will be required to resolve issues, and this may require the applicant to demonstrate compliance by re-running certain tests prior to completion of Entry Assessment.~~

#### DIP Testing

~~7.13.~~ Each applicant which is required to undertake DIP Testing shall complete DIP Testing in accordance with the [DIP Rules](#).

~~7.14.~~7.14. The Code Manager will be notified by the DIP Manager once the applicant has successfully completed DIP Testing.

## **8 Information Security and Data Protection Assessment**

8.1. This Paragraph 8 is applicable to [Energy Suppliers](#) and [Distribution Network Operator](#)s; and also to applicants seeking to become [CSS Users](#), [GES Users](#) and / or [EES Users](#) in line with the requirements set out in the REC Service User Assessment Guidance [Document](#).

8.2. Each applicant shall submit the following information to the [Code Manager](#), within the timescales agreed as part of the [Entry Assessment Plan](#):

(a) its internal information security and data protection risk assessment, including as a minimum:

(i) details of internal policies and procedures in place to mitigate information security and data protection risks associated with obligations under this [Code](#);

(ii) internal user access controls;

(iii) management of security credentials; and

(iv) documentation of specific purpose for data access;

- (b) evidence that it has completed up-to-date and relevant [ICO](#) checklists; and
- (c) evidence that it has appropriate information security accreditation reflective of the risks applicable to its organisation (e.g., Cyber Essentials Plus Certification.)

8.3. The [Code Manager](#) shall use such information to complete an objective assessment of the applicant's ability to manage information security and data protection risks. This shall include a review of the relevant policies and procedures, and may include sample checking to assess compliance.

8.4. Should an applicant believe that its compliance with or certification under an existing security standard meets the requirements necessitated under this [REC Schedule](#), the applicant may present evidence of equivalent standard to the [Code Manager](#). The [Code Manager](#), and where necessary advised by the [REC Performance Assurance Board](#), will review the submitted evidence and evaluate the extent to which it conforms with the requirements of this [REC Schedule](#).

8.5. If, during this assessment, the [Code Manager](#) does not gain the necessary level of assurance that the applicant's information security and data protection arrangements are sufficiently robust, this will be communicated to the applicant. It is then the responsibility of the applicant to propose and carry out corrective actions to resolve all issues to the satisfaction of the [Code Manager](#).

8.6. Following completion of its assessment, the [Code Manager](#) shall produce a report setting out its conclusions and recommendations. The [Code Manager](#) shall provide this report to the applicant who will be asked to agree or comment on the conclusions and recommendations. Corrective actions and follow-up will then be required as specified by the [Code Manager](#).

8.7. Where the applicant fails to submit the required evidence, the applicant will not be granted access to the requested [REC Services](#), notwithstanding the status of any other aspect of their application to become [Qualified](#) under this [REC Schedule](#).

## 9 Evaluation, Approval and Controlled Market Entry

9.1. The [Code Manager](#) shall evaluate the applicant's compliance with the [Entry Assessment](#) requirements and discuss the status of any issues raised with the applicant. The [Code Manager](#) shall produce a consolidated outcome report detailing the results of its assessment.

9.2. If the [Code Manager](#) has gained the necessary level of assurance that the applicant's [Systems](#) and processes are sufficiently robust and the applicant has met all of the relevant requirements of this REC Schedule, the [Code Manager](#) shall inform the applicant that it is [Qualified](#). The [Code Manager](#) shall notify the relevant [REC Service Provider](#)(s) to enable the applicant to be issued with the necessary user credentials. Where an [Energy Supplier](#) is [Qualified](#), the [Code Manager](#) shall inform the [CSS Provider](#) in accordance with the [Switching Data Management Schedule](#) .

- 9.3. Where the applicant is a [Party](#), the [Code Manager](#) shall also inform the [Authority](#), the [REC Performance Assurance Board](#), the [CDSP](#), the [DIP Manager](#) and [BSCCo](#) of the decision.
- 9.4. If there are unresolved problems or if the applicant has made a change to its [Systems](#) and/or processes that may impact interfaces with the [CSS Provider](#) or other [Market Participants](#), it may be necessary to re-visit appropriate parts of [Entry Assessment](#) before the [Code Manager](#) can complete its evaluation. In such circumstances, this work will need to be rescheduled by both the applicant and [Code Manager](#).
- 9.5. The [Code Manager](#) may reject an applicant's request to become [Qualified](#) if an error, problem, or issue of non-compliance occurred during assessment or testing which presents an unacceptable risk to [Consumers](#) or other [Market Participants](#). If it does so, the [Code Manager](#) shall set out the reasons for its decision.
- 9.6. If an application is rejected by the [Code Manager](#), the applicant will need to carry out remedial work and this will need to be assessed by the [Code Manager](#). Where the remedial work is extensive, the applicant may have to submit a new application for [Entry Assessment](#) if it wishes to become [Qualified](#).
- 9.7. Where the Code Manager approves an applicant's application to become [Qualified](#), such Qualification may be subject to [Controlled Market Entry Conditions](#) set by the [Code Manager](#). [Controlled Market Entry Conditions](#) may include thresholds or milestones beyond which the [REC Service User](#) would be required to undertake additional assessment or additional monitoring for a requested period. Where [Controlled Market Entry Conditions](#) apply, the relevant REC Service User shall only be [Qualified](#) to the extent of any agreed conditions.
- 9.8. [Controlled Market Entry Conditions](#) should only be applied where they are necessary to provide other [Market Participants](#) and [Consumers](#) with reasonable assurance that any initial problems experienced will be contained. They should also provide the applicant with an opportunity to prove its [Systems](#) and business processes in a controlled environment.
- 9.9. When a REC Service User believes it has met the completion criteria for removal of [Controlled Market Entry Conditions](#), it should contact the [Code Manager](#) with a self-assessment statement signed by a director (or, if the applicant is not a company, an equivalent representative) confirming its ability to operate in accordance with this [Code](#).
- 9.10. The [Code Manager](#) shall review the applicant's self-assessment statement within 10 [Working Days](#) of receipt, and agree a date with the applicant to undertake any further audit of its business records to verify compliance with this [Code](#). The [Code Manager](#) shall advise the applicant of its decision on whether to remove or amend any [Controlled Market Entry Conditions](#).

- 9.11. Appeals by an applicant in respect of the decision on whether to remove or amend any [Controlled Market Entry Conditions](#) are covered in Paragraph 15.
- 9.12. The [Code Manager](#) shall provide monthly updates to the [REC Performance Assurance Board](#) detailing the status of any and all requests for the amendment or removal of [Controlled Market Entry Conditions](#).

## 10 Undertakings of [REC Service Users](#)

- 10.1. All [REC Service Users](#) must continue to meet any service specific requirements defined within the relevant [REC Schedule](#) (see Paragraph 2.9) as long as they remain a [REC Service User](#).
- 10.2. All [REC Service Users](#) are obliged to promptly report any relevant and significant security incidents that affect or have affected their [Systems](#) to the [Code Manager](#).
- 10.3. All [REC Service Users](#) are obliged to promptly report any relevant [ICO](#)-notifiable personal data breach incidents to the [Code Manager](#).

## 11 Maintenance of Qualification

- 11.1. Each [REC Service User](#) must submit an [Annual Statement](#) in order to maintain their Qualification under this [Code](#). Submission of this [Annual Statement](#) will be on a set annual cycle approximately every 12 months following the date on which the [REC Service User](#) was first [Qualified](#) (by the particular date specified by the [Code Manager](#)).
- 11.2. The [Code Manager](#) shall notify the [REC Service User](#) of the date by which it must submit its [Annual Statement](#), and whether it is required to submit a [REC Service User Compliance Statement](#) or [REC Service User Assurance Evidence](#) alongside its [Annual Statement](#) in accordance with this Paragraph 11, by no later than 30 days before the submission is due.
- 11.3. The [Code Manager](#) shall make available an [Annual Statement](#) template on the [REC Portal](#). The template will outline any supporting documentation required from each [REC Service User](#).
- 11.4. Each [Qualified](#) [REC Service User](#) shall in each [Annual Statement](#):
- (a) self-certify (based on reasonable enquiry) whether it meets the requirements to be [Qualified](#);
  - (b) document any significant changes to [Systems](#) or processes (that may impact interfaces with the [CSS Provider](#) or other [Market Participants](#)) that it has made since its last [Annual Statement](#) was submitted, or that it plans to make in the next 12 months; and

(c) self-certify (based on reasonable enquiry) the categorisation of risk associated with any and all such changes.

11.5. The [Code Manager](#) shall provide advice and guidance regarding compliance with this [Code](#) to [REC Service Users](#) intending to make significant changes to their [Systems](#) and processes. In particular, the [Code Manager](#) shall identify and advise of potential impacts on key market scenarios where additional testing may be required to ensure continued ability to deliver its obligations.

11.6. Where a REC Service User proposes to make a change to its [Systems](#) and/or processes (that may impact interfaces with the [CSS Provider](#) or other [Market Participant](#)s) and it has not previously identified the proposed change in an [Annual Statement](#), then the REC Service User shall provide a [Change or Incident Notification](#) to the [Code Manager](#) detailing the proposed changes. The [Code Manager](#) shall assess and provide advice on this submission in accordance with Paragraph [This](#) includes the following types of changes:

- a) a change to the method of interfaces (e.g., the use of an alternative mechanism to the DTN) and
- b) a change to the System used in the sending and receipt of Market Messages ~~over the DTN~~.

11.7. Each [REC Service User](#) shall promptly notify the [Code Manager](#) of any security breach that could compromise the security or integrity of any [REC Service](#) or other [REC Service Users](#). The [Code Manager](#) will determine whether this warrants an additional [REC Service User External Assessment](#) under Paragraph 13.

11.8. As part of their [Annual Statement](#) submission, all [EES Users](#), [GES Users](#) and [CSS Users](#) shall also complete an annual [Information Security and Data Protection Assessment](#). The scope of this assessment will be based on the category of user, with details provided within the REC Service User Assessment Guidance [Document](#).

11.9. Where a [REC Service User](#) believes its use of a [REC Service](#) does not warrant the standard ongoing assurance cycle for its user category in accordance with the REC Service User Assessment Guidance [Document](#), the [REC Service User](#) may request that the [Code Manager](#) gives consideration to amending the [REC Service User](#)'s ongoing assurance cycle. Where the [Code Manager](#) receives such a request, it will consider amending the [REC Service User](#)'s ongoing assurance cycle taking into account the following criteria:

- (a) the frequency with which the [REC Service User](#) intends to access data from [REC Services](#);
- (b) the nature of the data to be accessed by the [REC Service User](#);

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- (c) whether the [REC Service User](#)'s intended use of data requires it to make such data available outside of its own organisation;
- (d) the extent to which the [REC Service User](#)'s intended use of data requires them to hold or store data; and
- (e) the means by which data is to be accessed.

11.10. Where the [Code Manager](#) is satisfied that an amended ongoing assurance cycle is appropriate, it will update the ongoing assurance cycle and notify the [REC Service User](#) and the [REC Performance Assurance Board](#).

11.11. The annual [Information Security and Data Protection Assessment](#) to be completed by [EES Users](#), [GES Users](#) and [CSS Users](#) will include the following (as further defined in Paragraphs 12 and 13):

- (a) the provision of a [REC Service User Compliance Statement](#); and/or
- (b) the completion of a [REC Service User External Assessment](#).

## 12 [REC Service User Compliance Statement](#)

12.1. The [REC Service User Compliance Statement](#) shall include confirmation from the [REC Service User](#) that:

- (a) it has an up-to-date risk assessment covering information security and data protection risks associated with obligations under this [Code](#), taking into account any significant change to the [REC Service User](#)'s circumstances and whether there have been any security breaches;
- (b) it has completed up-to-date and relevant [ICO](#) checklists;
- (c) there have been no significant changes in the [REC Service User](#)'s circumstances that would give rise to an increase in security or privacy risk, or where there has been a change, the appropriate mitigations have been put in place;
- (d) it has appropriate information security accreditation reflective of the risks applicable to its organisation (e.g., Cyber Essentials Plus Certificate); and
- (e) there have been no security breaches or [ICO](#) reportable data incidents, or (if there have been such incidents) the nature of such incidents and any remediation actions taken.

12.2. The [REC Service User](#) shall submit its [REC Service User Compliance Statement](#), signed by a director (or, if the applicant is not a company, an equivalent representative), on or before the required submission date specified by the [Code Manager](#) in accordance with Paragraph 11.

- 12.3. The [Code Manager](#) shall confirm receipt of the information and assess the submission for completeness. Where the [Code Manager](#) has any concerns with regards to the information contained in the [REC Service User Compliance Statement](#) it shall notify the [REC Service User](#) and agree any rectification steps required.
- 12.4. Where the [REC Service User](#) fails to submit its [REC Service User Compliance Statement](#) or fails to complete rectification steps within the timescales required, the [Code Manager](#) will initiate escalation activities in accordance with the [REC Performance Assurance Schedule](#).
- 12.5. If the [REC Performance Assurance Board](#) has reason to believe that a [REC Service User](#) is in breach of this [Code](#) or has otherwise encountered security issues as a result of its negligence or insufficient security practices, the [REC Performance Assurance Board](#) reserves the right to revoke the [REC Service User](#)'s access to one or more [REC Services](#).

### 13 [REC Service User External Assessment](#)

- 13.1. The [REC Service User External Assessment](#) must include the submission of the following information in respect of the [REC Service User](#) (known as the [REC Service User Assurance Evidence](#)):
- (a) its internal information security and data protection risk assessment, including as a minimum:
    - (i) details of internal policies and procedures in place to mitigate information security and data protection risk;
    - (ii) internal user access controls;
    - (iii) management of security credentials; and
    - (iv) approach to documentation of specific purpose for data access;
  - (b) evidence that it has completed up-to-date and relevant [ICO](#) checklists;
  - (c) evidence that it has appropriate information security accreditation reflective of the risks applicable to its organisation (e.g., Cyber Essentials Plus Certification);
  - (d) whether there have been any significant changes in its circumstances that would give rise to an increase in security or privacy risk; and where there has been a change, details of the appropriate mitigations that have been put in place;
  - (e) whether it has suffered any security breaches or it has been subject to any [ICO](#) reportable data incidents (and, if so, the nature of such incidents); and
  - (f) in the case of Non-Party REC Service Users, the Code Manager may request a



letter of sponsorship from a Party to confirm that a commercial relationship exists (or is expected to exist in the next 12 months) between that Party and the Non-Party REC Service User pursuant to which relationship the Non-Party REC Service User provides (or will provide) services to the Party which require the Non-Party REC Service User to access the REC Services for which the Non-Party REC Service User is Qualified. Non-Party REC Service Users must notify the Code Manager of any issues that cause reasonable doubt over the continuation of a current commercial relationship.

- 13.2. A [REC Service User](#) shall submit the [REC Service User Assurance Evidence](#) to the [Code Manager](#) on or before the date specified by the [Code Manager](#) in accordance with Paragraph 11.
- 13.3. The [Code Manager](#) shall use the [REC Service User Assurance Evidence](#) to complete an objective assessment of the [REC Service User](#)'s ability to manage information security and data protection risks. This shall include a review of the relevant policies and procedures, with sample checking to assess compliance.
- 13.4. Should a [REC Service User](#) believe that its compliance with or certification under an existing security standard meets the requirements necessitated under this Paragraph 13, the [REC Service User](#) may present evidence of equivalent standard to the [Code Manager](#). The [Code Manager](#), and where necessary advised by the [REC Performance Assurance Board](#), will review the submitted evidence and evaluate the extent to which it conforms with the requirements of this Paragraph 13.
- 13.5. If, during this assessment, the [Code Manager](#) does not gain the necessary level of assurance that the [REC Service User](#)'s information security and data protection arrangements are sufficiently robust, this will be communicated to the user. It is then the responsibility of the [REC Service User](#) to propose and carry out corrective actions to resolve all issues to the satisfaction of the [Code Manager](#).
- 13.6. Following completion of its assessment, the [Code Manager](#) shall produce a report setting out its conclusions and recommendations. The [Code Manager](#) shall provide this report to the [REC Service User](#) who will be asked to agree or comment on the conclusions and recommendations. Corrective actions and follow-up will then be required as specified by the [Code Manager](#).
- 13.7. Where the [REC Service User](#) fails to submit its [REC Service User Assurance Evidence](#) within the timescales required; or the [REC Service User](#) fails to agree corrective actions for issues identified in accordance with Paragraph 13.6, then the [Code Manager](#) will initiate escalation to the [REC Performance Assurance Board](#).
- 13.8. If the [REC Performance Assurance Board](#) has reason to believe that a [REC Service User](#) is in breach of this [Code](#) or has otherwise encountered security issues as a result of its negligence or insufficient security practices, the [REC Performance Assurance Board](#) reserves the right to revoke the [REC Service User](#)'s access to one or more [REC Services](#).

## 14 Additional Post Qualification Assessment

- 14.1. This Paragraph 14 is only applicable to [Energy Suppliers](#) and [Distribution Network Operators](#).
- 14.2. The [Code Manager](#) shall assess and provide advice on each completed [Annual Statement](#) and [Change or Incident Notification](#) in accordance with Paragraph 11.5, and may request additional information in order to assess the [Party's](#) ongoing compliance with this [Code](#) based on the self-certification, the nature of the changes documented, and the level of risk associated.
- 14.3. If, in response to an [Annual Statement](#) or [Change or Incident Notification](#), the [Code Manager](#) recommends additional testing and the [Party](#) agrees, then there will be no [RECCo](#) charge for the testing (and the costs will be recovered as part of [RECCo's](#) general cost recovery). If the [Code Manager](#) recommends additional testing and the [Party](#) does not agree, then the [Code Manager](#) will flag this to the [REC Performance Assurance Board](#), who may determine that additional monitoring is required.
- 14.4. If either: (a) an [Energy Supplier](#) or [Distribution Network Operator](#) makes one or more changes to its [Systems](#) and/or processes (that may impact interfaces with the [CSS Provider](#) or other [Market Participants](#)) without identifying those changes in an [Annual Statement](#) or [Change or Incident Notification](#); or (b) the [Code Manager](#) recommends additional testing and the [Party](#) does not agree, then (in either case) that [Party](#) shall be liable for any and all additional costs incurred by [RECCo](#) and/or the [Code Manager](#) as a result. Conversely, if the [Party](#) makes changes without undertaking recommended testing with no adverse effects, the [Code Manager](#) shall record details and reflect this in any future considerations.

## 15 Appeals

- 15.1. Where an organisation is dissatisfied with the [Code Manager's](#) decision on its application to become [Qualified](#) (or on the [Controlled Market Entry Conditions](#) to be applicable to it), then the organisation may raise an appeal to the [REC Performance Assurance Board](#) within 10 [Working Days](#) of receiving the [Code Manager's](#) decision. Appeals should be made in writing by submitting the appeal proforma available on the [REC Portal](#).
- 15.2. On receipt of an appeal under Paragraph 15.1, the [Code Manager](#) shall include consideration of the appeal at the next available [REC Performance Assurance Board](#). The [Code Manager](#) shall provide the relevant consolidated outcome report and any additional evidence to the [REC Performance Assurance Board](#) for its consideration. The appealing organisation shall be invited to attend the [REC Performance Assurance Board](#) meeting to explain the rationale for its appeal.
- 15.3. The [REC Performance Assurance Board](#) shall:

- (a) determine that the appealing organisation has met the requirements and should be [Qualified](#);
  - (b) determine that the appealing organisation has not met the requirements and should not be [Qualified](#);
  - (c) determine that the appealing organisation has met the requirements to a sufficient level and should be [Qualified](#) subject to [Controlled Market Entry Conditions](#);
  - (d) determine that the appealing organisation, where it is already [Qualified](#), should have its [Controlled Market Entry Conditions](#) removed or amended; or
  - (e) determine that the [Energy Supplier](#) or [Distribution Network Operator](#), where it is already [Qualified](#), should not have its [Controlled Market Entry Conditions](#) removed or amended.
- 15.4. Where the [REC Performance Assurance Board](#) is not able to make a determination as described in Paragraph 15.3, it shall escalate the matter to the [REC Board](#) so that it can provide guidance or make a determination.
- 15.5. An applicant under this [REC Schedule](#) that is dissatisfied with the [REC Performance Assurance Board](#)'s decision (or the [REC Board](#)'s decision as the case may be) under this Paragraph 15 may appeal the decision to the [Authority](#). Any such appeal is subject to Clause 22 of the [main body](#) of this [Code](#).



## Appendix 1 – Sample [Access Agreement](#)

THIS [Access Agreement](#) is made on 20[20]

### BETWEEN:

- (1) [TBC] a company incorporated in [Jurisdiction] (registered number [TBC]) whose registered office is at [TBC] (the "User"); and
  - (2) **Retail Energy Code Company Limited** a company incorporated in England and Wales with company number 10989875 ("[RECCo](#)"),
- each a "[party](#)" and together the "[parties](#)".

### WHEREAS

- A) The User is not eligible to become a party to the [Retail Energy Code](#), but is eligible to access certain services pursuant to the [Retail Energy Code](#).
- B) [RECCo](#) is authorised under the [Retail Energy Code](#) to grant the User access to such services subject to and in accordance with this [Access Agreement](#).

**NOW IT IS HEREBY AGREED** as follows:

### 1 Interpretation

1.1 In this [Access Agreement](#): "**Equivalent Basis**" means, when used in respect of particular provisions of the [Retail Energy Code](#), that those provisions (as amended from time to time) are to apply to this [Access Agreement](#) as if they were set out in this [Access Agreement](#), subject to the changes necessary for those provisions to make sense in the context of this [Access Agreement](#) (including so that references in those provisions to 'this [Code](#)' were to 'this [Access Agreement](#)');

1.2 Save as otherwise defined in this [Access Agreement](#), the words and expressions used in this [Access Agreement](#) shall be interpreted on an Equivalent Basis in accordance with the definitions and provisions regarding interpretation set out in the [Retail Energy Code](#).

1.3 Reference in this [Access Agreement](#) to a [REC Schedule](#) includes reference to the other parts of the [Retail Energy Code](#) referred to in that [REC Schedule](#).

### 2 Term

2.1 This [Access Agreement](#) shall have effect from the date set out at the top of its



first page and shall (subject to clause 12 below) continue in force until terminated by either [party](#) on not less than the [Required Period of Notice](#).

2.2 Notice may be given under clause 2.1 above to terminate this [Access Agreement](#) in its entirety, or only to terminate this [Access Agreement](#) insofar as it relates to one or more [REC Services](#).

2.3 [RECCo](#) may not terminate provision of a [REC Service](#) under clause 2.1 above while [RECCo](#) is obliged under the [Retail Energy Code](#) to offer to enter into agreements such as this [Access Agreement](#) with persons such as the User in respect of such [REC Services](#).

### 3 Access to [REC Services](#)

#### [Central Switching Service](#)<sup>1</sup>

<sup>1</sup> Clauses 3.1 and 3.2 are to be deleted if the User is not becoming a [CSS User](#).

3.1 [RECCo](#) hereby grants the User the rights associated with being a [CSS User](#) subject to and in accordance with the [Central Switching Service Schedule](#) and [Switching Data Management Schedule](#) (each of which schedules shall apply on an Equivalent Basis).

3.2 The User shall be bound by and shall comply with the [Central Switching Service Schedule](#) and [Switching Data Management Schedule](#) in its role as a [CSS User](#) (each of which schedules shall apply on an Equivalent Basis).

#### [Enquiry Services](#)<sup>2</sup>

<sup>2</sup> Clauses 3.3 and 3.4 are to be deleted if the User is not becoming an [Enquiry Service User](#).

3.3 [RECCo](#) hereby grants the User the rights associated with being an [Enquiry Service User](#) subject to and in accordance with the [Data Access Schedule](#) (which schedule shall apply on an Equivalent Basis).

3.4 The User shall be bound with and comply with the [Data Access Schedule](#) in its role as an [Enquiry Service User](#) (which schedule shall apply on an Equivalent Basis).

#### [Green Deal Arrangements \(if applicable\)](#)<sup>3</sup>

<sup>3</sup> Clauses 3.5 and 3.6 are to be deleted if the User is not becoming a [Green Deal User](#).

3.5 [RECCo](#) hereby grants the User the rights associated with being a [Green Deal User](#) subject to and in accordance with the [Green Deal Arrangements Schedule](#)



(which schedule shall apply on an Equivalent Basis).

3.6 The User shall be bound by and shall comply with the [Green Deal Arrangements Schedule](#) in its role as a [Green Deal User](#) (which schedule shall apply on an Equivalent Basis).

#### 4 Charges

4.1 The User shall pay to [RECCo](#) such charges (if any) applying to the [REC Services](#) to which the User is granted access under this [Access Agreement](#), as from time to time determined in accordance with the REC Charging Methodology and REC Charging Statement .

4.2 The charges are stated exclusive of VAT, which the User shall also pay at the prevailing rate (where applicable in accordance with [Law](#)).

4.3 [RECCo](#) shall invoice the charges in accordance with the [REC Charging Statement](#). [RECCo](#) shall be entitled to invoice on the basis of estimated usage, subject to reconciliation once actual usage is known.

4.4 All such invoices shall be paid by the User in accordance with the [REC Charging Statement](#). All payments shall be made free from the exercise of any right of set-off, withholding or counterclaim.

4.5 If the User is overdue with any payment under this [Access Agreement](#), [RECCo](#) shall be entitled (without prejudice to any other rights or remedies it may have) to:

(a) suspend some or all of the User's rights of access under this [Access Agreement](#); and/or

(b) charge the User interest on any unpaid amounts (both before and after judgment) at the rate applicable from time to time under the Late Payment of Commercial Debts (Interest) Act 1998.

#### 5 Intellectual Property Rights

5.1 Where the [REC Services](#) provided under this [Access Agreement](#) include [Central Switching Services](#), the provisions of Clause 13 ([Intellectual Property Rights](#)) of the [main body](#) of the [Retail Energy Code](#) concerning [CRS Services IPR](#) shall apply on an Equivalent Basis.

5.2 Where the [REC Services](#) provided under this [Access Agreement](#) include [REC Services](#) other than the [Central Switching Service](#), the provisions of Clause 13



([Intellectual Property Rights](#)) of the [main body](#) of the [Retail Energy Code](#) concerning [RECCo Services IPR](#) shall apply on an Equivalent Basis.

5.3 Where the [REC Service](#)s provided under this [Access Agreement](#) include [Services Data](#), the provisions of Clause 13 ([Intellectual Property Rights](#)) of the [main body](#) of the [Retail Energy Code](#) concerning [Services Data](#) shall apply on an Equivalent Basis.

## 6 Confidentiality

6.1 The provisions of Clause 18 (Confidentiality) of the [main body](#) of the [Retail Energy Code](#) shall apply on an Equivalent Basis.

## 7 Data Protection

7.1 Where the User acts as a [REC Controller](#) of the [REC Data Processed](#) pursuant to this [Access Agreement](#), the provisions of Clause 19 ([REC Controller](#) Obligations) of the [main body](#) of the [Retail Energy Code](#) shall apply on an Equivalent Basis.

7.2 Where [RECCo](#) acts as a [REC Processor](#) on behalf of the [User](#) as a [REC Controller](#) of the [REC Data Processed](#) pursuant to this [Access Agreement](#), the provisions of Clause 20 ([Data Processor](#) Obligations) of the [main body](#) of the [Retail Energy Code](#) shall apply on an Equivalent Basis

7.3 It is agreed that the User does not [Process REC Data](#) on behalf of [RECCo](#) pursuant to this [Access Agreement](#). To the extent that the User uses its rights under this [Access Agreement](#) to [Process REC Data](#) on behalf of a third party (such as an [Energy Supplier](#)), the User shall agree [Processing](#) provisions with such third party.

## 8 Performance Assurance

8.1 The [REC Performance Assurance Board](#) shall be entitled to impose sanctions in accordance with the [Performance Assurance Schedule](#) (which shall apply on an Equivalent Basis), and the User shall comply with the directions of the [REC Performance Assurance Board](#).

## 9 Limitation of Liability

9.1 The provisions of Clause 14 (Limitation of Liability) of the [main body](#) of the [Retail Energy Code](#) shall apply on an Equivalent Basis, so that each [party](#)'s liability in



respect of this [Access Agreement](#) is limited as each [Party](#)'s liability is limited in respect of the [Retail Energy Code](#).

9.2 The provisions of Clause 21 ([Force Majeure](#)) of the [main body](#) of the [Retail Energy Code](#) shall apply on an Equivalent Basis, so as to give [RECCo](#) the benefit of [Force Majeure](#) relief in respect of the User's rights of access under this [Access Agreement](#).

## 10 Assignment and Sub-Contracting

10.1 The User may not assign the benefit of this [Access Agreement](#).

10.2 Either [party](#) may sub-contract or delegate the performance of all or any of its obligations under this [Access Agreement](#) to any appropriately qualified and experienced third party, but shall at all times remain liable in relation to all sub-contracted or delegated obligations.

## 11 Variations

11.1 [RECCo](#) shall be entitled to unilaterally amend this [Access Agreement](#) on notice to the User; provided that:

- (a) [RECCo](#) must give at least 3 months' prior notice of the amendment; and
- (b) the amendment is necessary to ensure that this [Access Agreement](#) is consistent with the requirements of the [Retail Energy Code](#).

## 12 Termination by [RECCo](#)

12.1 [RECCo](#) may terminate this [Access Agreement](#) (or provision of one or more of the [REC Services](#) to which access is granted under this [Access Agreement](#)) with immediate effect by giving notice in writing to the User if the User is subject to an [Event of Default](#).

12.2 Termination of this [Access Agreement](#) for any reason shall not affect either [party](#)'s rights or liabilities which may have accrued before termination, and shall not affect the coming into force or the continuance in force of any provision which is expressly or by implication intended to come into or continue in force on or after termination.

## 13 Third Party Rights

13.1 Each Other Service User shall be entitled to enforce [RECCo](#)'s rights under this [Access Agreement](#) in accordance with the Contract (Rights of Third Parties) Act





1999. This [Access Agreement](#) shall nevertheless be capable of amendment and termination in accordance with its provisions without the consent of any third parties.

#### **14 [Contract Manager](#), [Party Details](#) and Notices**

14.1 The provisions of Clauses 24 (Contract Managers and Party Details) and 25 (Notices) of the [main body](#) of the [Retail Energy Code](#) shall apply on an Equivalent Basis (for which purpose, the User's initial [Party Details](#) shall be those details it provided as part of its application to become a [REC Service User](#)).

#### **15 General**

15.1 The following Clauses of the [main body](#) of the [Retail Energy Code](#) shall apply on an Equivalent Basis: (a) Clauses 26.3 and 26.4 (Entire Agreement); Clause 26.5 (Severability); Clause 26.6 (Waivers); Clause 26.9 (Audit and Records); Clause 26.10 (Counterparts), and Clauses 26.14 and 26.15 (Anti-Bribery).

#### **16 Governing [Law](#) and Jurisdiction**

16.1 This [Access Agreement](#) and any dispute or claim arising out of or in connection with it (including non-contractual claims) shall be governed by, and construed in accordance with, the laws of England.

16.2 In relation to any dispute or claim arising out of or in connection with this [Access Agreement](#) (including in respect of non-contractual claims), each of the User and [RECCo](#) irrevocably submits to the exclusive jurisdiction of the relevant person, panel, court or other tribunal specified in the [Retail Energy Code](#) from time to time.

**THIS [Access Agreement](#)** has been entered into (via means of execution to be determined by the [Code Manager](#)) and shall have effect from the date first stated above.