1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of “BSC Procedure” in Section X, Annex X-1 thereof.

2. This is BSC Procedure 20, Version 21.0 relating to Registration of Metering System for Central Volume Allocation.

3. This BSC Procedure is effective from 29 June 2023

4. This BSC Procedure has been approved by the Panel.

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# 1 Introduction

## 1.1 Purpose and Scope of the Procedure

This BSC Procedure (BSCP) provides for the Registration and De-registration of Metering Systems. This ensures that no Metering Systems are unaccounted for in the Settlement process. This BSCP also provides for the Registration of Metering Systems under BSCP68 ‘Transfer of Registration of Metering Systems between CMRS and SMRS’.

The Metering Systems involved are all those from which the Central Data Collection Agent (CDCA) collects data. This covers Generator Metering Systems, Interconnector Metering Systems, Metering Systems recording the demand from customers directly connected to the Transmission System, Metering Systems associated with Grid Supply Point (GSP) Group circuits and Metering Systems associated with Systems Connection Point and Exemptable Generating Plants.

Any references to Commissioning Tests are covered in Code of Practice Four (Code of Practice for the Calibration, Testing and Commissioning Requirements of Metering Equipment for Settlement Purposes),and any references to Proving Tests and Commissioning End to End Checks (CEEC) in this BSCP are covered in BSCP02 (Proving Test Requirements for Central Volume Allocation Metering Systems).

All Metering Systems must be uniquely identified to ensure that the data collected from each Metering System is correctly allocated within the various processes under the Code.

Excluded from this BSCP are all Metering Systems that are registered in the Supplier Meter Registration Service (SMRS) and are used for Trading.

Any references to the Registration and de-registration of Boundary Points and System Connection Points are covered in BSCP25 ‘Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution Systems Connection Points.

## 1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

i) REGISTRANT:

 Becoming the Registrant of a Metering System;

 Appointing the Meter Operator Agent (MOA) for a Metering System;

 Wishing to object to the registration of a new Registrant;

 Ceasing to act as Registrant of a Metering System.

 As a License Exempt Generator (LEG) wishing to register either Export Metering Systems or Export and Import Metering Systems.

ii) METER OPERATOR AGENT:

 Undertaking to perform the tasks of the MOA;

iii) The CRA in maintaining the Register of Metering Systems insofar as it refers to Registrants and MOA of those Metering Systems;

iv) The CDCA in registering the information to ensure the correct set up within the data collection system.

## 1.3 Key Milestones

The key milestones in this procedure are:

 Detailed notification of ‘change to’ or ‘new’ Registrant/MOA associated with Metering System at least 20WD prior to the Registration Effective From Date (REFD); or at a time otherwise agreed upon by all parties concerned.

 Issue of relevant Standing Data to Registrant as confirmation of implementation before REFD;

 Relay any objection before the REFD.

Suppliers that have Customers directly connected to the Transmission System can register and de-register the Primary BM Unit associated with that Customer premises within 5WD in limited circumstances in accordance with BSCP15.

## 1.4 Balancing and Settlement Code Provision

This BSCP should be read in conjunction with the Code and in particular Sections K, L and R. This BSCP has been produced in accordance with the provisions of the Code. In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

## 1.5 Associated BSC Procedures

This procedure interfaces with the following BSCPs:

|  |  |
| --- | --- |
| BSCP02 | Proving Test Requirements for Central Volume Allocation Metering Systems |
| BSCP06 | CVA Meter Operations for Metering Systems Registered in CMRS |
| BSCP15 | BM Unit Registration |
| BSCP25 | Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution Systems Connection Points |
| BSCP27 | Technical Assurance of Half Hourly Metering Systems for Settlement Purposes |
| BSCP32 | Metering Dispensation |
| BSCP38 | Authorisations |
| BSCP68 | Transfer of Registrations of Metering Systems Between CMRS and SMRS |
| BSCP75 | Registration of Meter Aggregation Rules for Volume Allocation Units |
| BSCP501 | Supplier Meter Registration Service |
| BSCP515 | Licensed Distribution |
| BSCP537 | Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs |

## 1.6 Compliance with Code of Practice

Where the registration of a Metering System requires a dispensation against the relevant Code of Practice effective at that time, the Registrant shall ensure that the required consents have been obtained in accordance with BSCP32 prior to the commencement of the registration process in this BSCP20. No registrations of non-compliant Metering Systems shall be accepted without a valid dispensation.

## 1.7 Other

Any backdating of appointments or registrations must be by bilateral agreement between parties concerned and may not be included in the Registration System retrospectively.

Registrants must take into account any preliminary agreements (e.g. Use of System Agreements or Connection Agreements) that may be required before attempting to register a Metering System in accordance with this BSCP. Similarly, Registrants and MOAs shall take into account, in accordance with BSCP02, the requirements for Proving Tests prior to the REFD in the registration.

A Registrant registering a MOA as part of their registration process may only register a Qualified MOA. MOAs are Qualified under BSCP537 – Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs.

Where the Export Metering System at an Exemptable Generating Plant is Registered in CMRS and the associated Import Metering System is registered in SMRS, the Registrant of the Export Metering System shall ensure that the same MOA is appointed for both the Export and Import Metering Equipment and that the nominated MOA is appropriately Qualified. The Registration of the Import Metering System in SMRS is outside the scope of this BSCP and is covered in BSCP501.

# 2 Acronyms and Definitions

## [FSO BSC]2.1 List of Acronyms

The following is a list of acronyms used in BSCP20:

|  |  |
| --- | --- |
| BSCCo | Balancing and Settlement Code Company |
| BSCP | Balancing and Settlement Code Procedure |
| BST | British Summer Time |
| CDCA | Central Data Collection Agent |
| CEEC | Commissioning End to End Check |
| CMRS | Central Meter Registration Service |
| CoPBLP | Change of Primary BM Unit Lead Party |
| CoP | Code of Practice |
| CRA | Central Registration Agent |
| CT | Current Transformer |
| CVA | Central Volume Allocation |
| EFD | Effective From Date |
| GSP | Grid Supply Point |
| LDSO | Licensed Distribution System Operator |
| LEG | License Exempt Generator |
| MOA | Meter Operator Agent |
| MSID | Metering System Identifier |
| MSN | Meter Serial Number |
| MTD | Meter Technical Details |
| NETSO | National Electricity Transmission System Operator |
| PSTN | Public Switched Telephone Network |
| REFD | Registration Effective From Date |
| RETD | Registration Effective To Date |
| SMRS | Supplier Meter Registration Service |
| SVA | Supplier Volume Allocation |
| VT | Voltage Transformer |
| WD | Working Day |

## 2.2 List of Definitions

Full definitions of the above acronyms in [Section 2.1](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#21-list-of-acronyms) are included in the Code.

|  |  |
| --- | --- |
| **Registration Effective From Date (REFD)** | The Settlement day from which the Metering System is to be utilised for trade. |
| **Registration Effective To Date (RETD)** | The final Settlement day that the Metering System is to be utilised for trade. |
| **Instation** | A computer system which collects or receives data remotely on a routine basis from selected Outstations by a Data Collector. |
| Registration Systems | The systems(s) used by the CRA and CDCA to fulfil their obligations in respect of registration under the Code. |
| Nominated Licensed Distribution System Operator | The Nominated LDSO is the LDSO who has obligations to submit the GSP Group Metered Volume Aggregation Rules. For the avoidance of doubt, the Nominated LDSO is the LDSO who was responsible for each GSP Group on 01 August 2003 or the Scottish Distribution Licensee in respect of that Bulk Supply Point Group under the Settlement Agreement for Scotland on 1 August 2003. |
| EFD | The date that a specified change comes into effect |

# 3 Interface and Timetable Information

## 3.1 Registration of New Metering System[[1]](#footnote-1)

This process shall not apply where a Metering System is being transferred from one Party to another as part of the CVA Primary BM Unit CoPBLP process in BSCP15 which defines the process for transferring the ownership of Metering Systems in such circumstances.

| **REF** | **WHEN**[[2]](#footnote-2) | **ACTION** | **FROM** | **TO** | **INPUT INFORMATION REQUIRED** | **MEDIUM** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.1.1[[3]](#footnote-3) | At least 20WD before REFD of Boundary / Systems Connection Point | Provide registration data of Boundary Point or Systems Connection Point1 at location of new Metering System as registered according to BSCP25. | LDSOs / NETSO (as appropriate) | CRA | Details as provided in BSCP25/5.1 (Registration/De-registration of Transmission System Boundary Point) or BSCP25/5.2 (Registration of Distribution Systems Connection Point) | Fax/Email |
| 3.1.2 | On receipt of 3.1.1 | Forward registration details of Boundary / Systems Connection Point to BSCCo  Where the LDSO specified on the BSCP25/5.2 form is not the Nominated LDSO for the GSP Group, CRA should also inform the Nominated LDSO of the registration | CRA | BSCCo / Nominated LDSO | As submitted in 3.1.1 | Fax/Email |
| 3.1.3 | At least 20WD before the REFD of the Metering System | Provide registration data of Metering System[[4]](#footnote-4) | Registrant | CRA | [BSCP20/4.1, Registration of Metering System](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.1) signed by an authorised person, registered as such via BSCP38  Or  CRA-I031 Metering System Data[[5]](#footnote-5) | Fax /Email /Post  Electronic |
| 3.1.4 | On receipt of notice in 3.1.3 | Check that the Registrant is a valid Party or is to become a Party before or on the REFD with the BSCCo | CRA | Internal/ BSCCo (as appropriate) | Registrant of the proposed Metering System | Fax/Internal (as appropriate) |
| 3.1.5 | On receipt of notice in 3.1.3 | Check that the MOA is registered. | CRA |  | MOA of the proposed Metering System | Internal Process |
| 3.1.6 | Within 1WD of receipt of 3.1.3 | Allocate a MSID to the Metering System and notify Registrant, MOA and CDCA.  (The Registration Report CRA-I014 will be circulated at the end of each day once the change or registration has been input into the CRA system) | CRA | Registrant  CDCA  MOA | MSID of Metering System using data as submitted in 3.1.3 | Fax/Email |
| 3.1.7 | Within 2WD of receipt from 3.1.6 | The MOA may object to the registration on the understanding that they are not the MOA for the Metering System. | MOA | CRA | MOA details why they are not the MOA for the Metering System. | Fax/Email |
| 3.1.8 | Where an objection has been raised by the MOA. | The CRA shall notify the Registrant that the MOA has objected to the registration and therefore registration has been rejected. | CRA | Registrant | MOA objection details. | Fax/Email |
| 3.1.9 | At least 16WD prior to REFD and after receipt of MSID allocation. | If no objections to the registration, provide Meter Technical Details and confirm whether a CEEC is required. | MOA  or  Registrant | CDCA | [BSCP20/4.3](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.3), Registration of Meter Technical Details Signed by an authorised person, registered as such via [BSCP38](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-38-authorisations)  (CDCA-I003 Meter Technical Details) | Fax/Post/Email |
| 3.1.10 | Within 1WD of receipt of 3.1.9 | CDCA to validate the Meter Technical Details provided by the MOA or Registrant and inform MOA or Registrant of any discrepancies.[[6]](#footnote-6) | CDCA | MOA  or  Registrant | Meter Technical Details (CDCA-I051) | Fax/Email |
| 3.1.11 | In accordance with [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems) | Carry out Proving Tests[[7]](#footnote-7) | MOA | CDCA | Refer to [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems) |  |
| 3.1.12 | Prior to REFD | Provide Metering Technical Details Report of data entered into system and Registrant to confirm accuracy. | CDCA | Registrant, MOA, NETSO and if appropriate relevant LDSO | Meter Technical Details Report (CDCA-I051). | Fax/Post/Email |
| 3.1.13 | Prior to REFD | Once the requirements of the relevant conditions set out in [Section K.2.2.4](https://bscdocs.elexon.co.uk/bsc/bsc-section-k-classification-and-registration-of-metering-systems-and-bm-units#section-k-2-2.2-2.2.4) of the BSC have been fulfilled, provide registration reports of data entered into system and Registrant to confirm accuracy | CRA | Registrant  NETSO | Registration reports of data entered into systems – Registration Report (CRA-I014),  NETSO Standing Data Report (CRA – I028). | Electronic |
| 3.1.14 | After REFD, and where required | Carry out CEEC in accordance with [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems). | CDCA | Registrant | Refer to [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems) |  |

## 3.2 De-Register Metering System

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INPUT INFORMATION REQUIRED** | **MEDIUM** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.2.1 | At least 20WD before relevant de-registration REFD | If appropriate, send Boundary Point or Systems Connection Point de-registration request to CRA | LDSOs / NETSO (as appropriate) | CRA | [BSCP25/5.1](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-25-registration-of-transmission-system-boundary-pointsgrid-supply-points-gsp-groups-and-distribution-systems-connection-points#bscp2551-registrationde-registration-of-a-transmission-system-boundary-point) Registration/De-registration of Transmission System Boundary Point or [BSCP25/5.5](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-25-registration-of-transmission-system-boundary-pointsgrid-supply-points-gsp-groups-and-distribution-systems-connection-points#bscp2555-de-registration-of-a-distribution-system-connection-point13) De-registration of Distribution System Connection Point | Fax/Email |
| 3.2.2 | Upon receipt of 3.2.1 | Check that the details in the de-registration request are consistent with those in the CRA records and forward to BSCCo.  Where appropriate, the LDSO specified on the BSCP25/5.52 form is not the nominated LDSO for the GSP group, CRA should also inform the Nominated LDSO of the de-registration | CRA | BSCCo / LDSO |  | Fax/Email |
| 3.2.33 | At least 20WD before ceasing to be Registrant | In the event of a Registrant ceasing to be Registrant (other than where they are being replaced by a change of Registrant) notification must be given | Registrant | CRA | [BSCP20/4.7](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.7), De-Register Metering System, signed by authorised person, registered via BSCP38  Certificate of Disconnection[[8]](#footnote-8)  Or  CRA-I031 Metering Systems Data | Fax/Email/Post  Electronic |
| 3.2.4 | On receipt of notice in 3.2.3 | If the de-registration relates to **only** the **Export MSID(s)** at an Exemptable Generating Plant, CRA to inform BSCCo. | CRA | BSCCo | [BSCP20/4.7](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.7): De-Register Metering System | Fax/ Email |
| 3.2.5 | On receipt of notice in 3.2.3 | BSCCo to check that the RETD is the same as that for the related Import MSID(s) at an Exemptable Generating Plant in the relevant SMRS, or that the Export MSID(s) at an Exemptable Generating Plant are being transferred to SMRS. | BSCCo | Relevant LDSO | Check RETD with relevant SMRA  **Note:** Relevant SMRA will be identified on [BSCP20/4.7](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.7) from ‘LDSO Id’ | Fax/ Email |
| 3.2.6 | Within 1WD of notification in 3.2.4 | If checks in 3.2.5 are unsatisfactory confirm de-registration details with Registrant. | BSCCo | Registrant | Confirm that information on BSCP20/4.7: De-Register Metering System is correct | Telephone/ Fax / Email |
| 3.2.7 | Within 1WD of notification in 3.2.4 | If checks in 3.2.5 are satisfactory inform CRA to continue with de-registration. | BSCCo | CRA | Notification that de-registration of Export MSID(s) only can proceed | Fax/ Email |
| 3.2.8 | At the same time as 3.2.7 | BSCCo to update internal records. | BSCCo |  | Update records for Metering Equipment at an Exemptable Generating Plant comprised in both an SVA Metering System and a CVA Metering System | Internal Process |
| 3.2.9 | Within 2WD of receipt of notice in Ref 3.2.3 above | Notify CDCA of the intended De-Registration of Metering System | CRA | CDCA | De-Registration Metering System details and RETD | Electronic |
| 3.2.10 | Prior to RETD | Amend register with Metering System details. | CRA | Registrant  NETSO | Registration reports containing details (where required updated RETD).  Registration report (CRA – I014),  NETSO Standing Data Report (CRA – I028). | Electronic |

## 3.3 Change of Registrant of Metering System[[9]](#footnote-9)

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INPUT INFORMATION REQUIRED** | **MEDIUM** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.3.1 | At least 20WD before REFD | Provide Registration data of Metering System | New Registrant | CRA  Existing Registrant | [BSCP20/4.1](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.1), Registration of Metering System signed by an authorised person, registered as such via BSCP38  Or  CRA-I031 Metering System Data | Fax/Email  Electronic |
| 3.3.2 | Within 1WD of receipt of notice in Ref 3.3.1 | Notify CDCA of the intended Change of Registrant of Metering System | CRA | CDCA | Registration Metering System details and REFD | Fax/Email |
| 3.3.3 | Within 5WD of 3.3.1 | The Existing Registrant returns form BSCP20/4.6 if they have any objections | Existing Registrant | CRA  New Registrant | [BSCP20/4.6](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.6), Objection to change of Metering System Registration | Fax /Email |
| 3.3.4 | Within 1WD of receipt of objection in 3.3.3 | If the Existing Registrant objects the CRA must refer the matter to BSCCo to resolve.[[10]](#footnote-10) | CRA | BSCCo | Details of registration and objection including copies of relevant forms | Post/Fax/Email/ Electronic |
| 3.3.5 | At the same time as 3.3.4 | Inform CDCA of the objection to the Metering System registration and leave pending | CRA | CDCA | Objection of Metering System registration | Fax/Email |
| 3.3.6 | Prior to REFD | If no objection to the registration has been received, or any objection has been resolved, update and send details of Metering Systems to be effective on REFD. | CRA | Registrant  NETSO | Registration reports of data entered into the system  Registration report (CRA – I014),  NETSO Standing Data Report (CRA – I028). | Electronic |
| 3.3.7 | After REFD, and where requested | Establish whether a CEEC has been completed and, if necessary, request a CEEC is carried out in accordance with [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems). | Registrant | CDCA | Refer to [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems) |  |

## 3.4 Change of Meter Operator Agent

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INPUT INFORMATION REQUIRED** | **MEDIUM** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.4.1 | At least 20WD before REFD | Registrant to provide notification of a change in MOA associated with a Metering System to CRA MOAs and where only the Export MSID(s) relating to Exemptable Generating Plant is registered in CRA, to BSCCo. | Registrant | CRA  New MOA  Old MOA  BSCCo (as appropriate) | [BSCP20/4.8, Appointment of New Meter Operator Agent](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.8) signed by an authorised person, registered as such via BSCP38  Or  CRA-I003 Party Agent Registration Data | Fax/Email  Electronic |
| 3.4.2 | Within 3WD of receipt of notice in 3.4.1 | The Old or New MOA may object to the intended registration on the understanding that they will not be the MOA for the Metering System. | New MOA  Old MOA | CRA | MOA details why they are not the MOA for the Metering System. | Fax/Email |
| 3.4.3 | Upon receipt of 3.4.1 | Check that the new MOA is registered. | CRA |  | Check that the MOA is registered | Internal Process |
| 3.4.4 | Within 1WD of receipt of notice in 3.4.1 | Check that new MOA is responsible for both Import and Export Meter(s) registered in CRA. | CRA |  | Check database for Import and Export MSID(s) | Internal Process |
| 3.4.5 | Within 1WD of receipt of notice in 3.4.1 | Where only the Export Meter(s) relating to Exemptable Generating Plant is registered in CRA, check that the related Import Meter(s) at that same Exemptable Generating Plant is registered in relevant SMRS, and that the appointed MOA is Qualified for both CVA and SVA Metering Systems. | BSCCo |  | a) Confirmation of registration of Import MSID(s) in SMRS  b) Confirmation that appointed MOA is Qualified for CVA and SVA Metering Systems | Internal Process |
| 3.4.6 | Within 1WD of 3.4.4 | If checks in 3.4.5 are unsatisfactory confirm change of MOA associated with a Metering System details with Registrant and if necessary notify the CRA that the process has been rejected. | BSCCo | Registrant  CRA | Confirm that information on [BSCP20/4.8](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.8), Appointment of New Meter Operator Agent is correct | Telephone/ Fax/Email |
| 3.4.7 | Within 1WD of 3.4.5 | If checks prove satisfactory inform CRA that change of registration of MOA can proceed. | BSCCo | CRA | Confirmation that change of registration of MOA can proceed | Fax |
| 3.4.8 | Where an objection has been raised by the MOA. | The CRA shall notify the Registrant that the MOA has objected to the registration and therefore change in MOA has been rejected. | CRA | Registrant | MOA objection details. | Fax/Email |
| 3.4.9 | Within 5WD of receipt of 3.4.1 | If the MOA has not objected, notify CDCA of change in MOA. | CRA | CDCA | Notification that the MOA is to change on the REFD for the Metering System. | Fax/Email |
| 3.4.10 | At least 10WD prior to REFD | Pass Meter Technical Details to new MOA (if appropriate). | CDCA | New MOA | Meter Technical Details | Fax followed by postal delivery |
| 3.4.11 | After REFD, and where requested | Establish whether a CEEC has been completed and, if necessary, request a CEEC is carried out in accordance with [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems). | Registrant | CDCA | Refer to [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems) |  |

## 3.5 Changes to Meter Technical Details and Validation Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INPUT INFORMATION REQUIRED** | **MEDIUM** |
| 3.5.1 | At least 20WD[[11]](#footnote-11) before the EFD for the change | Provide Meter Technical Details update, proposed change dates, confirm if a CEEC is required and if appropriate Proving Test date in accordance with BSCP02. | MOA  Or  Registrant | CDCA | [BSCP20/4.3, Registration of Meter Technical Details](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.3)[[12]](#footnote-12) Signed by an authorised person, registered as such via [BSCP38](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-38-authorisations)  Letter with proposed dates  (CDCA-I003 Meter Technical Details) | Fax/Post/Email |
| 3.5.2 | If appropriate, at least 3WD prior to Proving Test | Confirm that the Metering System has been installed and is operational in accordance with the appropriate Code of Practice. | MOA | CDCA | Refer to [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems) | Fax/Post/Email |
| 3.5.3 | In accordance with BSCP02 | Carry out Proving Tests (if required) | MOA | CDCA | Refer to [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems) |  |
| 3.5.4 | Prior to EFD | Provide Metering Technical Details Report of data entered into system and Registrant to confirm accuracy. | CDCA | Registrant, MOA, NETSO and if appropriate relevant LDSO | Meter Technical Details Report (CDCA-I051). | Fax/Post/Email |
| 3.5.5 | After REFD, and where required | Carry out CEEC in accordance with [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems). | CDCA | Registrant | Refer to [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems) |  |

# 4 Appendices

## 4.1 BSCP20/4.1, Registration of Metering System

This form is used by the Registrant to register a Metering System with the CRA with an REFD and is completed by the Registrant – Metering System Identifier (MSID) field is completed only in the case of change of ownership i.e. MSID is currently registered.

## 4.2 BSCP20/4.2 – Not Used

This form is no longer used. Registration of a Metering System at a Distribution Systems Connection Point should be carried out via [BSCP20/4.1](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-20-registration-of-metering-systems-for-central-volume-allocation#4-4.1).

## 4.3 BSCP20/4.3, Registration of Meter Technical Details

This form is used by the MOA to register the Meter Technical Details with the CDCA.

The following is an explanation of some of the fields in the form:

| **Item** | **Description** |
| --- | --- |
| Associated Meter Id | The Serial Number for the corresponding main Meter. |
| Associated Meter Register Id | The Register Id for the corresponding main register. |
| Commissioning End to End Check | Where approporiate, an indication that a Commissioning End to End Check is required |
| Communications Address | The PSTN/Paknet number associated with the Outstation modem. |
| Communications Type | The method by which an Outstation is interrogated, e.g. PSTN, Paknet, etc. |
| Energisation Status | A field to indicate whether the Metering System is energised. Options are Energised or De-Energised. |
| Maximum Demand (MWh) | The maximum energy value expected to be recorded by the Meter Register. |
| Meter Register Id | A two character field which uniquely identifies the Meter Register. |
| Meter Register Multiplier | A multiplier which converts the Meter Register cumulative reading into MWh/MVArh values. |
| Metering Subsystem Id | An identifier of up to 10 alphanumeric characters which identifies the defined metering point. The ID is usually the circuit/Boundary Point name. This identifier, along with the MSID and the Measurement Quantity ID, is used in the Aggregation Rules as defined in BSCP75. |
| Minimum Demand (MWh) | The minimum energy value expected to be recorded by the Meter Register. |
| MSID | A unique Metering System identifier supplied by the CRA. |
| O/S Channel Multiplier | The constant which has to be applied to the collected cumulative data from the Outstation to convert the values to MWh/MVArh. |
| Outstation Id | A unique identifier of up to 20 alphanumeric characters used in the interrogation of the Outstation, the first four digits being the MSID and the remainder any combination of characters (usually the Outstation serial number). |
| Outstation Number of Channels | The total number of channels configured in the Outstation. |
| Outstation Number of Dials | The maximum number of digits for the cumulative channel readings of the Outstation. |
| Outstation Password A | The Code of Practice Level 1 password for the Outstation. |
| Outstation Password B | The Code of Practice Level 2 password for the Outstation. |
| Outstation Password C | The Code of Practice Level 3 password for the Outstation. |
| Outstation PIN | PIN of the Outstation (up to 5 characters). |
| Outstation Serial Number | The serial number of the Outstation. |
| Outstation Type | The type of Outstation e.g. CM10 |
| Previous MSID | Where appropriate the MSID that the Outstation was daisy chained to. |
| Previous Outstation Id | Where appropriate, the Id of the Previous Outstation to which the Outstation is daisy chained to. |
| Primary/Secondary | Primary indicates Main 1 Outstation, Secondary indicates Main 2 Outstation. |
| Pulse Multiplier | The constant which has to be applied to the collected period data from each Outstation Channel to convert the values to MWh/MVArh. |

## 4.4 BSCP20/4.4 – Not Used

This form is no longer used. Proving Test Records are now included in [BSCP02](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems).

## 4.5 BSCP20/4.5 – Not Used

BSCP20/4.5 is no longer used as it has been replaced by [BSCP02/4.4](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-02-proving-test-requirements-for-central-volume-allocation-metering-systems#bscp0244---confirmation-of-installation-of-metering-equipment-including-extension-or-modification-to-metering-systems).

## 4.6 BSCP20/4.6, Objection To Metering System Registration

This form is used by a Party to object to a Metering System registration. The form should be submitted to the CRA and to the proposed new Registrant.

## 4.7 BSCP20/4.7, De-Register Metering System

This form is completed by the Registrant to de-register a Metering System. The form should be submitted to the CRA.

## 4.8 BSCP20/4.8, Appointment of New Meter Operator Agent

This form is used by the Registrant to notify the CRA to a change of MOA associated with a Metering System.

## 4.9 BSCP20/4.9 – Not Used

BSCP20/4.9 is no longer used and has been replaced by forms [BSCP25/5.1](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-25-registration-of-transmission-system-boundary-pointsgrid-supply-points-gsp-groups-and-distribution-systems-connection-points#bscp2551-registrationde-registration-of-a-transmission-system-boundary-point), [BSCP25/5.2](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-25-registration-of-transmission-system-boundary-pointsgrid-supply-points-gsp-groups-and-distribution-systems-connection-points#bscp2552-registration-of-a-distribution-systems-connection-point) and [BSCP25/5.5](https://bscdocs.elexon.co.uk/bsc-procedures/bscp-25-registration-of-transmission-system-boundary-pointsgrid-supply-points-gsp-groups-and-distribution-systems-connection-points#bscp2555-de-registration-of-a-distribution-system-connection-point13).

**BSCP20/4.1 Page 1 of 2**

Registration of Metering System

|  |  |  |
| --- | --- | --- |
| **To: CRA** | **Date Sent:** \_\_\_\_\_\_\_\_\_\_ | |
| **From: Participant Details** | | |
| Party ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of Sender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Participation Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Our Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Name of Authorised Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The above Party notifies you that with REFD ......../......../........

1. it will become Registrant of the Metering System named below and undertakes to perform all relevant duties and obligations until it ceases to be Registrant,

**AND**

2. the party detailed below is appointed as MOA of the Metering System detailed below.

**AND**

3.

(a) The owner of the Metering System has given its written consent to the appointment(s) detailed above\*

**OR**

(b) The New Registrant is the owner of the Metering System\*

*\*Delete as applicable*

**Additional Declaration** (for Distribution Systems Connection Points only)

I, the Registrant, acting in the capacity of a Distribution System Operator, confirm that the other Distribution System Operator involved with the relevant Distribution Systems Connection Point has given its written consent to the registration of the Metering System.

Other Distribution System Operator ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BSCP20/4.1 Page 2 of 2**

**Location of Metering System**

|  |  |  |  |
| --- | --- | --- | --- |
| Boundary Point/Systems Connection Point/Circuit Name(s): |  | | |
| GSP Group ID (if applicable): |  | MSID (if previously registered): |  |
| Site Name: |  | | |
| Site Address: |  | | |
|  |  | | |
|  |  | | |

|  |  |  |
| --- | --- | --- |
| **Tick if site is an Exemptable Generating Plant** | |  |
| **If the Registration is only for the Export from an Exemptable Generating Plant, provide the associated Import SVA MSID(s)** | |  | |
| **LDSO Id**[[13]](#footnote-13) |  | | |

**Details of Meter Operator Agent (MOA)**

|  |  |
| --- | --- |
| MOA Id: |  |
| MOA Name: |  |

**Reason for Registration:**

|  |  |
| --- | --- |
| Tick One |  |
| [ ] | New Metering System not currently registered in CMRS or SMRS |
| [ ] | Change of Metering System Registrant9 |
| [ ] | Metering System transferring from SMRS in accordance with BSCP68 |

**BSCP20/4.3a Page 1 of 5**

##### Registration of Meter Technical Details

|  |  |  |  |
| --- | --- | --- | --- |
| **To: CDCA** | | **Date Sent:** \_\_\_\_\_\_\_\_\_\_ | |
| **From: Participant Details** | | | |
| MOA/Registrant ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name of Sender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Our Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Contact Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Name of Authorised Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Tick box if this is a Registration Transfer in accordance with BSCP68 | | |
|  | Tick box if a Commissioning End to End Check is required[[14]](#footnote-14) | | |

|  |
| --- |
| **Description of Meter Technical Details to be amended**[[15]](#footnote-15)**:** |

**Metering System Details (Separate forms should be used for each Metering System)**

|  |  |  |
| --- | --- | --- |
| **Data Item** | **Data Content** | **Enter ‘\*’ if data has changed** |
| Metering System Id (MSID) |  |  |
| MTD Effective From Date |  |  |
| Party ID (LDSO)[[16]](#footnote-16) |  |  |
| Metering Equipment/Service Location |  |  |
| Dispensation Reference |  |  |
| Dispensation Effective From Date |  |  |
| Dispensation Effective To Date |  |  |
| Reason for Dispensation |  |  |
| Metering Site Contact Name |  |  |
| Metering Site Contact Tel Number |  |  |
| Metering Site Contact Fax Number |  |  |
| Metering Site Address Line 1 |  |  |
| Metering Site Address Line 2 |  |  |
| Metering Site Address Line 3 |  |  |
| Metering Site Address Line 4 |  |  |
| Metering Site Post Code |  |  |
| Energisation Status (ES) |  |  |
| ES Effective From Date |  |  |
| ES Effective To Date |  |  |

**BSCP20/4.3a Page 2 of 5**

##### Registration of Meter Technical Details

**Outstation Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Item** | **Data Content**  **(Primary**  **Outstation or Main Meter Outstation)** | **Enter ‘\*’ if data has changed** | **Data Content (Secondary**  **Outstation or Check Meter Outstation)** | **Enter ‘\*’ if data has changed** |
| MSID |  |  |  |  |
| Outstation Id |  |  |  |  |
| Outstation Number of Dials |  |  |  |  |
| Outstation Type |  |  |  |  |
| Outstation Number of Channels |  |  |  |  |
| Communications Address |  |  |  |  |
| Communication Type |  |  |  |  |
| Baud Rate |  |  |  |  |
| Previous MSID |  |  |  |  |
| Previous Outstation Id |  |  |  |  |
| Outstation Serial Number |  |  |  |  |
| Outstation Password A |  |  |  |  |
| Outstation Password B |  |  |  |  |
| Outstation Password C |  |  |  |  |
| Outstation PIN |  |  |  |  |

**BSCP20/4.3b**

**Page 3 of 5**

##### Registration of Meter Technical Details

**Physical Meter Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enter ‘\*’ if data has changed** | **MSID:** |  | | | | | | | |
| **Meter Serial Number**[[17]](#footnote-17) | | **Meter Current Rating** | **Manuf Make & Type** | **CT Ratio** | **VT Ratio** | **System Voltage** | **No. of Phases** | **CoP** |
|  |  | |  |  |  |  |  |  |  |
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**BSCP20/4.3b Page 4 of 5**

##### Registration of Meter Technical Details

**Meter Register Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enter ‘\*’ if data has changed** | **MSID:** |  | | | | | | | |
| **Metering Subsystem ID** | **Meter Serial No.**17 | **Main / Check** | **Meter Register ID** | **Measurement Quantity ID**  **(AI, AE, RI, or RE)** | **No of Register Dials** | **Meter Register Multiplier** | **Associated**  **Meter ID** 17 | **Associated**  **Meter Register ID** |
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**BSCP20/4.3c Page 5 of 5**

##### Registration of Meter Technical Details

**Outstation Channel Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Outstation ID :** | | |  | | | | | | |
| **Enter ‘\*’ if data has changed** | **Channel Number** | **Meter Serial Number.**17 | | **Meter Register ID** | **Primary / Secondary (or Main / Check) Outstation** | **Pulse Multiplier** | **O/S Channel Multiplier** | **Channel Minimum (MWh)** | **Channel Maximum (MWh)** |
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**BSCP20/4.6 Page 1 of 1**

##### Objection To Metering System Registration

|  |  |  |
| --- | --- | --- |
| **To: CRA** | **Date Sent:** \_\_\_\_\_\_\_\_\_\_ | |
| **From: Participant Details** | | |
| Party ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of Sender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Participation Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Our Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Name of Authorised Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**The above Party notifies you of its objection to**

the registration of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of new Registrant*) as Registrant of the Metering System detailed below.

Reason for objection:

**Location of Metering System**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | GSP reference (if applicable) |  |
| Boundary Point/Systems Connection Point/Circuit Name: |  | MSID: |  |
| Site Name: |  | | |
| Site Address: |  | | |
|  |  | | |
|  |  | | |

A duplicate notice has today been sent to the new Registrant

*Name of Registrant:*

**BSCP20/4.7 Page 1 of 2**

##### De-Register Metering System

|  |  |  |
| --- | --- | --- |
| **To: CRA** | **Date Sent:** \_\_\_\_\_\_\_\_\_\_ | |
| **From: Participant Details** | | |
| Party ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of Sender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Participation Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Our Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Name of Authorised Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The above Party notifies you that with RETD ......../......../........

1. it will cease to be Registrant of the Metering System detailed below and wishes to be removed from the Register of Metering Systems,

2. the Plant or Apparatus in respect of the Metering System detailed below will cease to be connected, and a certificate of disconnection is attached/will follow\*

*\* delete as applicable*

**Location of Metering System**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | GSP reference (if applicable) |  |
| Boundary Point/Systems Connection Point/Circuit Name: |  | MSID: |  |
| Site Name: |  | | |
| Site Address: |  | | |
|  |  | | |
|  |  | | |

|  |  |  |
| --- | --- | --- |
| Tick if site is an Exemptable Generating Plant | |  |
| **If the Registration is only for the Export from an Exemptable Generating Plant, provide the associated Import SVA MSID** | |  | |
| **LDSO Id** |  | | |

**Reason for De-Registration:**

|  |  |
| --- | --- |
| Tick One |  |
| [ ] | Metering System to be de-commissioned and no longer subject to a BSC registration |
| [ ] | Metering System subject to a Registration Transfer to SMRS in accordance with BSCP68 |

**BSCP20/4.8 Page 1 of 1**

##### Appointment of New Meter Operator Agent

|  |  |  |
| --- | --- | --- |
| **To: CRA** | **Date Sent:** \_\_\_\_\_\_\_\_\_\_ | |
| **From: Participant Details** | | |
| Party ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of Sender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Participation Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Our Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Name of Authorised Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The above Party notifies you that with REFD ......../......../........

the party detailed below is appointed as MOA of the Metering System detailed below.

\* *delete as applicable*

**Details of New Meter Operator Agent (MOA)**

|  |  |
| --- | --- |
| MOA Id: |  |
| MOA Name |  |

**Location of Metering System**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | GSP reference (if applicable) |  |
| Boundary Point/Systems Connection Point/Circuit Name: |  | MSID: |  |
| Site Name: |  | | |
| Site Address: |  | | |
|  |  | | |
|  |  | | |

|  |  |  |
| --- | --- | --- |
| Tick if site is an Exemptable Generating Plant | |  |
| **If the Registration is only for the Export from an Exemptable Generating Plant, provide the associated Import SVA MSID** | |  | |
| **LDSO Id** |  | | |

## AMENDMENT RECORD – BSCP20

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VERSION** | **DATE** | **DESCRIPTION OF CHANGES** | **CRs INCLUDED** | **MODS PANEL REF** |
| 1.0 | Code Effective Date | Designated version | n/a | n/a |
| 2.0 | 14/12/2000 | Work outstanding at Go Active resolution of inconsistencies inclusion of consultation comments | 205, 224 | 09/006 |
| 3.0 | 22 February 2001 | Provision of Meter System and Outstation registration and technical details to TC | 171 | 13/007 |
| 4.0 | 13/08/2002 | Change Proposals for BSC Systems Release 2 | CP567, 569, 615, 521, 546, 726, 780 | ISG 16/166, 1SG 18/193 |
| 5.0 |  | Change Proposals for CDCA Improvement Project, P55/CP753 and December 02 Release | CP637, CP780, P55, CP753 |  |
| 6.0 | 24/06/2003 | Remove Proving Tests – following introduction of new BSCP02 | CP821 | ISG/17/176 |
| 7.0 | 01/08/2003 | Approved Modification P62 for June 03 Release | P62 | P62 48/003 |
| 8.0 | 15/03/2004 | Change Proposal CP1027 | CP1027 | ISG/37/414 |
| 9.0 | 30/06/2004 | Change Proposals for the CVA Programme June-04 Release. | CP940  CP971  CP946 | ISG/40/003 |
| 10.0 | 23/02/2005 | CVA Programme Feb 05 Release | BETTA 6.3, P159, CP1049 | 17/08/2004 |
| 11.0 | 02/11/2005 | CVA Programme November 05 Release | CP1108  P192 | ISG52/003  P96/004 |
| 12.0 | 28/06/2006 | June 06 Release | P190 | ISG/64/001 |
| 13.0 | 23/08/2007 | P197 Release | P197 |  |
| 14.0 | 28/02/08 | February 08 Release | CP1201 | ISG81/01  SVG81/01 |
| 15.0 | 26/06/08 | June 08 Release | CP1223 | SVG84/02, ISG84/01, TDC109/01, PAB84/11 |
| 16.0 | 26/02/09 | February 09 Release | CP1255 | ISG93/02 |
| 17.0 | 28/06/12 | June 2012 Release | CP1357 | ISG131/02 |
| 18.0 | 28/02/19 | February 2019 Release | P344 | Panel 284C/01 |
| 19.0 | 29/03/19 | March 2019 Standalone Release | P369 | Panel 285/12 |
| 20.0 | 03/11/20 | November 2022 Release | CP1566 | ISG257/05, SVG259/09 |
| 21.0 | 29/06/23 | June 2023 Release | CP1580 | Panel 338/04 |
| 21.2 | TBC | Config Review | FSO | TBC |

|  |
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1. Where the New Metering System is associated with an Exemptable Generating Plant and the Import Meter(s) is Registered in SMRS, refer to process 3.8 ‘Registration of a New Metering System which is associated with Exemptable Generating Plant and where the Import Meter(s) is Registered in SMRS’ [↑](#footnote-ref-1)
2. The timescales in this process may vary when there is a transfer of registration as outlined in BSCP68. In this instance, the timescales in BSCP68 should be followed. [↑](#footnote-ref-2)
3. Suppliers that have Customers directly connected to the Transmission System can register and de-register the Primary BM Unit associated with that Customer premises within 5WD in limited circumstances in accordance with BSCP15 [↑](#footnote-ref-3)
4. In the event that the Metering System is at a Systems Connection Point between two Distribution Systems, the owners of each Distribution System must agree on the identity of the Registrant using Form BSCP20/4.1 [↑](#footnote-ref-4)
5. Where the Electronic flow CRA-I031 is used to register a Metering System the Registrant will need to confirm manually (email/Fax/Post) whether it is the Metering System owner or that it has obtained the Metering System owners consent [↑](#footnote-ref-5)
6. Where the Meter Technical Details are not valid the registration will be rejected, and the MOAs or Registrant will be required to resubmit the Meter Technical Details under step 3.1.9. [↑](#footnote-ref-6)
7. The MOA shall seal the new Metering System in accordance with BSCP06 [↑](#footnote-ref-7)
8. Certificate of disconnection is only required where the circuit being de-registered has been disconnected and there is no potential for electricity transfer. Where the circuit is to be registered in Supplier Metering Registration System (SMRS) for trade purposes the certificate of disconnection is not required but the effective date in SMRS shall be required from Supplier Metering Registration Agent. The Certificate of Disconnection is only required prior to the Effective To date. [↑](#footnote-ref-8)
9. This process shall not apply where a Metering System is being transferred from one Party to another as part of the CVA Primary BM Unit CoPBLP in BSCP15 which defines the process for transferring the ownership of Metering Systems in such circumstances. [↑](#footnote-ref-9)
10. If the registration is objected to, the new registration will not be accepted and the current Registrant shall remain until the objection is resolved [↑](#footnote-ref-10)
11. Where the Metering Equipment needs to be changed due to a fault or an emergency replacement is required a shorter notice period shall be acceptable in accordance with BSCP06. The notice period may also be decreased if agreed upon by all parties concerned. [↑](#footnote-ref-11)
12. BSCP20/4.3 shall only be submitted as appropriate where there has been a change to the Meter Technical Details [↑](#footnote-ref-12)
13. For Distribution Systems connected at Distribution System Connection Points the LDSO registering the metering system should enter the LDSO Id of the other Distribution System to which the relevant DSCP connects. This will enable both LDSOs to receive the CDCA-I012. If there are more than two LDSOs then the CDCA-I012 can be requested through flexible reporting, please refer to BSCP41. [↑](#footnote-ref-13)
14. In the description of Meter Technical Details to be amended, specify which Metering Sub-system IDs (or all) require a CEEC [↑](#footnote-ref-14)
15. Relevant fields in sections below should also be completed. [↑](#footnote-ref-15)
16. In the case of an embedded Primary BM Unit this is the Contracted LDSO. [↑](#footnote-ref-16)
17. Maximum 10 characters. N.B. If the MSN has to be adjusted by agreement between the MOA and CDCA, then both the old and new values must be recorded on this form, which will constitute the only record of the adjustment. [↑](#footnote-ref-17)