

MAMCoP Accreditation – Self Certification Procedure

As part of the Review of Gas Metering Arrangements (RGMA) the gas industry has designed and baselined standard industry wide processes and data flows to support a competitive gas metering market. It is anticipated that these arrangements will become fully operational from 12 July 2004. In order to support these processes, a gas Meter Asset Managers Code of Practice (MAMCoP) has been developed which has been designed to cover all the technical requirements to be undertaken by a Meter Asset Manager (MAM) and will become operable from the same date.

Proposed amendments to Condition 8 of the Gas Transporters Licence and Condition 34 of the Gas Suppliers Licence will require that the provision and installation of gas meters for domestic customers carried out by or on behalf of Licensed Gas Transporters or Suppliers must be undertaken by MAMs who have been approved by Ofgem. Some independent gas transporters are offering Meter Asset Management as part of a bundled service, but such transporters will still require approval.

The criterion for approval is that MAM applicants must have in place processes and procedures compliant with the MAMCoP. The procedure to be adopted by Ofgem to enable MAM applicants to be approved by the anticipated RGMA implementation date is as follows:

Going forward Ofgem will make arrangements for the appointment of a Registration Agent for the audit and certification of MAM processes and procedures against the MAMCoP requirements. Applicants will be required to pay the Agent's charges for this work and these will be advised and controlled by Ofgem. Pending this appointment and to enable organisations to achieve immediate Ofgem MAM Services approval, an interim self-certification procedure will be implemented so that initial approvals can be issued. Although this procedure outlines the interim MAM approval procedure, Ofgem reserves the right to make arrangements for the audit of self certified MAM processes and procedures to ensure full compliance with the requirements of the MAMCoP through the transitional period. These initial approvals will last no longer than 12 months and be superseded by final

approval following satisfactory audit and certification of processes and procedures by the Registration Agent, and payment of the required associated charges by the applicant. There will be no charge for the initial approval under the interim arrangement.

The requirements of the self-certification procedure are as follows:

Organisations seeking approval must submit to Ofgem-

1. An application letter (shown attached) specifying the types of installation for which MAM approval is required.
2. A statement confirming that the applicant undertakes to comply with all sections of the MAMCoP applicable to the installation types for which they have applied.

Both these documents are to be countersigned by a Director/Partner/Sole-Trader of the applicant organisation. Should Ofgem subsequently find that any requirements have not been met they reserve the right to withdraw MAM accreditation if the requirements have not been restored after an appropriate rectification period.

It is Ofgem's intention to implement final approval arrangements within 6 -12 months of the RGMA implementation date. The Registration Agent, when appointed, will audit applicant processes and procedures against MAMCoP requirements and make any recommendation to Ofgem for approval.

Note:

1. Ofgem will undertake a public procurement exercise to contract with an appropriate organisation to fulfil the role of Registration Agent. Fee levels will be a key aspect of the evaluation process and will be resource reflective and controlled by Ofgem for the length of the contract.
2. Any non-compliance evidenced at the initial audit by the Registration Agent may cause Ofgem's approval to be withdrawn and retrospective corrective action to be undertaken, at the cost of the MAM/MAM Services applicant.
3. All operational staff carrying out gas meter installation work must continue to be assessed by CORGI and subsequently approved as an Ofgem Approved Meter Installer (OAMI) – Under the MAMCoP, MAMs will be required to use the services of OAMI's either directly employed or under sub-contract.