

## OFGEM MAMCOP SCHEME MANAGEMENT BOARD MEETING

### DRAFT MINUTES OF THE 4<sup>TH</sup> MEETING, HELD AT OFGEM, 9 MILLBANK LONDON

Thursday 8 September 2005

<b>Present</b>	<b>Representing</b>
Adrian Rudd	Ofgem
Rupa Kothari	Ofgem
Peter Kakeeto	Ofgem
Mick Curtis	Gas Forum
David Ainsworth	Gas Forum
Barry Cook	SBGI
Steve Brand	MAM
Stephen Fraser	MAM
Mike Buss	SBGI/BSI
David Sharp	IGEM
Phil Daniels	CORGI
Nicola Wade	HSE
Steve Gandy	MAM
Phil Kershaw	NGT
Terry Mundy	Lloyd's Register
Phil Casper	AIGT

#### **1 Apologies for absence**

None.

#### **2 Minutes of last meeting and matters arising (not covered on agenda)**

Adrian Rudd (AR) introduced Rupa Kothari the new placement student who will be taking over from Peter Kakeeto. AR thanked Peter for his contribution to the work of the group. AR also introduced Terry Mundy (TM) who will be representing Lloyd's Register.

No comments about the minutes of the previous meeting and draft V3 was approved.

#### **3 Review of actions (Reference previous minutes)**

The following actions are still on going

**Action (1) 08/09/05 (Sect 3)** To contact the RDNs/IDNs for them to consider providing representation on the MAMCoP Scheme Management Board.

**ACTION: Adrian Rudd**

**Action (2)**      **06/01/05(sect 3)**      Consider with SBGI a protocol for dealing with product issues to ensure communication to all relevant parties.

**ACTION: Mike Buss**

**Action (3)**      **06/01/05(Sect 4.2)**      Nicola Wade (NW) would continue to liaise with ESP and CORGI and would update the group at the next meeting to pursue whether more detailed information can be obtained for disclosure to the group. Inclusion of other ESPs would also be considered. NW will advise at next meeting.

**ACTION: Nicola Wade**

**Action (4)**      **06/01/05 (Sect 4.2)**      Phil Casper (PC) noted that the Gas Transporters Safety Forum were dealing with similar issues and agreed to liaise with this group to pursue whether more detailed information on the monitoring of meter defects can be obtained for consideration by the group.

**ACTION: Phil Casper**

**Action (5)**      **06/01/2005 (Sect 6.2)**      Primes and Subs – issues still present. Detailed business rules were in the final stages of development with the onus placed on MAM responsibility. Proposals would be submitted to the group. Contract being taken forward – Schedule 8 to be shared with group. Mick Curtis (MC) to continue to update.

**ACTION: Mick Curtis**

**Action (6)**      **06/01/2005 (Sect 7)**      TMS are drafting an operational document to cover the issue (above) – will share appropriate details with other MAMs. Noted that many variations exist and the process is very difficult to complete. In meantime Barry Cook (BC) offered to be contact for resolving problems.

**ACTION: Barry Cook**

Actions 1, 8, 11, 12 and 13 were completed

## **4 Reports**

### **4.1 Lloyd's Register – Introduction**

TM gave a brief history and background of Lloyd's Register. TM provided an update on how Lloyd's will fulfil its task as the Ofgem appointed MAM Auditor.

- Six weeks for implementation and training of the Assessors
- Publish a list of MAMs (Passed the assessment) on Lloyd's Website and possibly Ofgem website.
- MAMs will have five days to respond to the assessment report.

AR updated the group with some of the reasons for the appointment of Lloyd's Register. AR mentioned to the group that in cases where MAMs fail the assessment; Ofgem will have the option to revoke their initial approval.

TM mentioned to the group that Lloyd's Register would rationalise the assessment requirements in case of any commonality. TM noted that business and operational requirements of a MAM may be very different to GIRS or other accreditations.

**Action (7)**      **08/09/05(Sect 4.1)** A MAM reported some difficulty in obtaining Service pressure information from iGTs. This information should be reasonably available from iGTs when requested. PC was asked to raise this with AIGT members to ensure that the relevant information would be provided when requested.

**ACTION: Phil Casper**

#### **4.2 HSE**

NW provided an update on some of the gas incidents reported to HSE. Nicola mentioned to the group that the number of RIDDOR incidents reported to HSE since the last meeting was high, for a brief period, 16-20 incidents in swift succession were recorded from one MAM. Some confidence that new reporting measures appear to be effective. Guidance has recently been issued to inspectors covering MAMCoP

#### **4.3 Corgi – OAMI Scheme, Competence and issues**

Phil Daniels (PD) provided new competence charts to be incorporated into the final version of the MAMCoP  
PD circulated Statistics for Domestic and Commercial Meter Assessments. The board also reviewed and approved the attached 'Q & A' covering some recent questions to CORGI. (See Appendix A)

#### **4.4 BSI – update**

Mike Buss (MB) provided an update on the progress of the BS 6400

- Part 2 - going through comments and a meeting scheduled for Early November
- Part 1 – Amendment will commence on completion of part 2; Meeting scheduled early October
- Publication – anticipate end of year

#### **4.5 IGEM – Standards update**

David Sharp (DS) provided an update of the progress of IGEM standards.  
GM8 part 1- Complete  
GM8 part 2 – Printers  
GM8 part 3 – Aim completion January 06; Meeting week commencing 12<sup>th</sup> September 2005

GM8 part 4 - Aim completion January 06; Meeting week commencing 12<sup>th</sup> September 2005

GM4 – Completed ready to go to GMC for approval.

GM6 – No change as it is a robust document. – review still planned.

TD4 – HSE objections hence delayed until June 2006 for comments.

UP1B – Nearly go through all comments; aim end November 2005

UP1C – On hold, February 2006

UP15 – Meeting Committee October 2005 (Delayed by the excess flow value debate)

DS mentioned to the group that there is concern over meeting time scales, as most of the work is being undertaken by a limited number of people. Every effort is being made by IGEM to prioritise work to meet the MAMCoP requirements and progress is being made.

## 5 Approval of MAMCoP – Publishing issues

AR mentioned to the group that publication of the MAMCoP was delayed due to the time taken to complete the contractual arrangements with Lloyd's Register.

AR circulated a MAMCoP Scheme Management Board Control Change Log to be published alongside the MAMCoP.

AR provided an update about MAMCoP

- Publication of the MAMCoP aimed end of September 2005
- Three months transition to allow time for the MAM to update their processes

**Action (8)** To draft a clause about the competence requirements for installation of Converters to be incorporated in MAMCoP.

**ACTION: David Sharp**

## 6 Technical Issues

### 6.1 Meter housing

Phil Kershaw (PKer) talked about Transco's Management procedure for The Approval of Gas Supply Meter Housings (T/PM/GT/6).

PKer asked the group to feedback any comments about the GT/6

PKer mentioned to the group that meter housings standards should consider future meter developments.

AR mentioned to the group that the T/PM/GT/6 could be basis of a document to be adopted and developed by BSI and approved by industry as a national standard.

PKer mentioned to the group that no response about this document has been received from BSI

**Action (9)** To chase BSI on the above point and report back to the group

**ACTION: Phil Kershaw**

**Action (10)** To chase Transco to revisit the time scales for generic approval(6 weeks) for meter housing installation and feedback to the group.

**ACTION: Phil Kershaw**

## **6.2 TPL GT5**

PKer mentioned to the group that it is not appropriate at this stage to publish T/PL/GT/5 on Transco's website.

**Action (11)** To get back to Transco and report back to the group the meaning (intent of use) the word "TERM" in TPL GT5 section 4.2.5

**ACTION: Phil Kershaw**

**Action (12)** To feedback comments on TPL GT5 to Phil Kershaw

**ACTION: All**

## **6.3 Technical constraints**

DS provided a real life example highlighting the point that commercial issues may in some cases take over technical and safety issues.

Steve Fraser (SF) mentioned to the group that in cases where a GT (also approved as a MAM) has adopted an installation, there is an onus to prove this way appropriate when audited. AR confirmed that Ofgem could instruct the auditor to visit a MAMs premises if justifiable complaints are received.

## **6.4 Competence Issues**

Covered in sec 4.3

## **6.5 Transco T/PM/GT/4 (Feedback)**

Steve Brand (SB) questioned the need of using a "sealing wire" as a "method of sealing first above ground valve" referenced in Section 6.1

**Action (13)** To take the above point back to Transco for consideration and report back to group on the next meeting

**ACTION: Phil Kershaw**

**Action (14)** To consider whether OAMI should be incorporated into the MAMCoP, if not to consider expanding scope of CoP 1, 2 and 3

**ACTION: All**

## **6.6 IGE/TS/05/47 draft (feedback)**

DS had covered this in 4.5 (above)

## 6.7 MID/IMAG/In-service Update

AR mentioned that provisions for gas and electricity meters were lagging behind other instruments covered by MID and noted some of the risks of not meeting the MID deadlines.

AR said that no date is set for the next MID Focus Group meeting until the draft regulations are published.

AR provided a brief background of Industry Metering Advisory Group (IMAG), which is divided into two expert groups

- IMAG In-service Monitoring Expert Group
- IMAG Environment Expert Group

The in-service group had met twice.

IMAG will be meeting at Ofgem on 29<sup>th</sup> September 2005

## 6.8 Enhanced Pressure Agreements

PKer provided an update on the Enhanced Pressure Agreements;

- Final draft Model out for consultation and will be with Ofgem on 16th September 2005 for recommendation.

## 6.9 Primes and Subs

Discussed at Action 5 and above.

## 6.10 Standardised Meter Serial Number Format

**Action (15)** To consider whether the declaration of Meter Serial numbers (Designated by Manufactures) used by MAMs is appropriate.

**ACTION: All**

## 7 AOB

PKer mentioned to the group that Transco Metering will be changing its name to National Grid Metering on 9th October 2005.

BC mentioned that Transco will be changing its name to National Grid Gas  
PK raised the point that the Network code obligation mandating I&C suppliers falls due to a sunset provision in July 2006.

BC also read out the attached statement regarding technical issues related to certain low pressure meter regulations. (See Appendix B)

**Action (16)** AR requested the group to consider alternative governance arrangements for I and C.

**ACTION: All**

**8 Date of Next Meeting**

19<sup>th</sup> January 2006

## Appendix A

### MAMCOP ACS METERING QUALIFICATIONS

#### QUESTIONS

1. **Q.** An operative holding ACS Assessment TPCP1 does he need to hold TPCP1A also to carryout work covered by Charts 3 & 4 in MAMCOP.  
**A.** **No** as TPCP1. can be used at lower levels however the operative must use IGE/UP/1 documentation & not IGE/UP/1A documentation.  
**NB.** *It should be noted that the test TPCP1A was the agreed test to support MET4 when requested by TRANSCO & that this has subsequently been incorporated into the NVQ 6012/04 which is aligned with ACS & currently held by 2,904 operatives.*
2. **Q.** An operative holding ACS Assessment MET4 does not have to hold MET1 also to be able to fit a U6 meter as per Chart 1 of MAMCOP.  
**A.** **No** MET4 will enable him to fit a U6 meter under MET2.  
**NB.** MET1 is for primary & secondary meters usually held by an operative with the full suite of domestic assessments  
MET2/MET4 are for primary meters only {preferred option for M/I}
3. **Q.** An operative holding ACS Assessment CMET1 has also to hold MET4 to enable them to install a U16 ≤ U40 with Anaconda's with MOP ≤ 2 bar.  
**A.** Currently the answer would be yes – *However at the time ACS Assessments were being developed & agreed for the metering sector of the industry, it was never envisaged that the smaller number of specialist operatives holding CMET1 {828} & CMET2 {688} would still get involved with the installation of simpler meter fixes down at MET4 levels.*  
**NB.** As ACS has been designed to be flexible to meet changes to standards & industry needs if we amend the current requirement for those holding CMET1 to also hold MET4 to enable them to install U16/40's on Anacondas & we can ratify it & minute it today, I will make the necessary alterations to the documentation.



## **Appendix B**

### **TRANSCO METERING – STATEMENT ON REGULATOR REPLACEMENT FOR THE SCHEME MANAGEMENT BOARD MEETING 8<sup>th</sup> SEPTEMBER 2005**

Transco Metering has identified a number of models of meter regulator produced prior to the introduction of the PRS3 specification which, in rare instances, can suffer failure due to fracture of the spindle. This failure can result in the supply pressure of the gas service being delivered through the meter to the downstream pipework, potentially causing damage to the connected appliances.

To reduce this risk, Transco Metering has introduced a 'replace on find' policy for the following four models of meter regulator:

Donkin 225/2  
Jeavons J88  
Sperryn G910  
UGI

Transco Metering is not requesting specific notification where these regulators are identified by gas operatives working for other organisations. However, if the meter pressure is found to be outside the limits specified in BS6400 then the normal arrangements to call the Gas Emergency Service will apply.

Transco Metering has an ongoing regime of regulator testing to monitor the performance of its regulators. If the results of this work indicate that amendments to the regulator replacement policy are required then the Scheme Management Board will be advised.