

## 21<sup>st</sup> MAMCoP Board Meeting

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<p>The MAMCoP Board meets quarterly to discuss issues arising from the MAMCoP and also to discuss industry developments.</p>	<p>From Date and time of Meeting Location</p>	<p>thorpek 16<sup>th</sup> March 2010 10:00-15:00 Ofgem</p>
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### 1. Introductions

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| 1. Steven Gandy    | E.On                    |
| 2. Steve Brand     | United Utilities        |
| 3. Bob Murray      | AIGT                    |
| 4. John Meehan     | National Grid           |
| 5. Mark Burrows    | National Grid           |
| 6. John Heyburn    | Scotia Gas Networks     |
| 7. Mike Buss       | Itron                   |
| 8. Russell Gibson  | Energy Assets           |
| 9. Scott Agar      | EDF Energy              |
| 10. AMO            | Power Data Associates   |
| 11. Jim Sibley     | GL Industrial Services  |
| 12. Kelly Sherwood | Siemens                 |
| 13. Rodney Hancox  | Exoteric                |
| 14. Gary Cottrell  | SBGI                    |
| 15. Dave Thorley   | National Grid           |
| 16. Ian Moss       | EU Skills               |
| 17. Mark Rolfe     | GSR                     |
| 18. Vic Tuffen     | Wilcock Consultants Ltd |
| 19. Steve Hayden   | Lloyds Register         |

Ofgem Attendees;  
Belinda Littleton; Krystle Thorpe

### 2. Apologies

Steve Rowe - Ofgem	Christopher Chambers - HSE GSI
Andy Goodfellow - United Utilities	John Dale - Gastrans
Chic Dalrymple - SBGI;	David Perriam - WW Utilities
David Haddock - Wilcock Consultants Ltd	Ian Smith - IGEM
Trevor Smallpeice - EAGA	Andrew Wallace - Ofgem

### 3. Review of Minutes from 20<sup>th</sup> MAMCoP Board Meeting

- 3.1. Going forward the minutes will be emailed to the MAMCoP board members for review within one week of the meeting. Any comments will be received within the second week and published to Ofgem's website within one month. Reviewing the minutes during the following meeting will be discontinued.

### 4. Review of Action Log

Acti on Ref	Issue	Date when originally raised	Action	Owner
1a	Review MAMCoP	18/10/2006	SR to send invites out to convene a working group to review the MAMCoP and develop Terms of Reference document.	OFGEM
1b	OAMI Cops review	18/10/2006	Wilcocks Consulting to lead in liaison with Ofgem	Wilcock
2	Appeals Process for MAMCoP/AIGT	17/01/2007	SR to progress within Ofgem, Bob Murray suggested that Lawyers meet to discuss if that is helpful for Ofgem.	OFGEM
3	Moving Domestic Meters and OAMI CoPs	16/10/2007	IGEM to keep everyone posted on report/progress. IGEM's Gas Measurement Committee considered the comments and have attached (please see related documents) an extract from the Minutes. IS states the Committee (and many of the Working Group are Members of GMC) had some issues with the comments which were mainly about presentation rather than content. However, as the original document nominally is Ofgem's property, IS is preparing a reply for Ofgem's consideration that is hoped will lead to a document agreed by all parties that would like to make the Guidance public.	IGEM
4	CORGI/GSR Numbering	27/03/2009	MR has sent technical bulletin web link: <a href="https://engineers.gassaferegister.co.uk/EngineerLogin.aspx">https://engineers.gassaferegister.co.uk/EngineerLogin.aspx</a>  Users will need to be registered and enter their licence card number and registration number to gain access to Technical Bulletins. A copy of the latest index of Technical Bulletins for information can be found within the 20th MAMCoP Board Meeting Minute's associated documents section of Ofgem's website.	CLOSED
5	Disconnection	16/06/2009	MR: EUS as the Standard Setting	EU

	<b>and Removal of a Meter by a Distribution Engineer</b>		<p>Body have signed-off the required assessment criteria submitted by National Grid's chosen Accredited Certification Body and GSR are set up to receive downloaded competences in this regard from both EUS and the Certification Body so that operatives can be registered for this 'limited scope' gas activity. Pilots have been run and ID cards will be issued.</p> <p>MR: As far as HSE are concerned, not a voluntary agreement. MR &amp; IM will find out driver from HSE.</p> <p>DT: Can find out driver from National Grid.</p>	<b>SKILLS &amp; GSR</b>
<b>6</b>	<b>Smart Metering</b>	<b>16/06/2009</b>	<b>MB to update board on smart metering progress.</b>	<b>MB</b>
<b>7</b>	<b>Permal Meter Boxes</b>	<b>16/06/2009</b>	<b>DT to provide info in the form of an Agenda item for July 2010 to feedback to group.</b>	<b>TS/DT</b>
<b>8</b>	<b>Structures Built around External Meter Boxes</b>	<b>8/09/2009</b>	<p>DT to provide update on issue under Gas Industry Unsafe forum and through GSR and report back on progress to MAMCoP Board.</p> <p>DT took issue to Unsafe Committee – agreement to review whether it should be classed as at risk.</p> <p>DT will be reviewing the amendments and taking situation back to Unsafe Open to discuss at next meeting.</p>	<b>DT</b>
<b>9</b>	<b>Meter/ECV washers</b>	<b>15/12/2009</b>	<p>BC produced note to MAMCoP board in December 2009.</p> <p>Action on MR to send bulletin to Ofgem for circulation and approval before being published by GSR.</p>	<b>MR</b>

## 5. Agenda Items

### 5.1. OAMI programme update – Vic Tuffen

Wilcock commenced the contract for the Ofgem Approved Meter Installers (OAMI) scheme from 1<sup>st</sup> Jan 2010. They are through the planning and organisation phase and have sent letters out to all OAMIs. They have trained two more auditors and will complete the first

year of audits by approximately June 2010. The auditors are separated by area, one completing audits in the North and Scotland, one in the Midlands and South West, and one in the South East and the remaining Midlands areas. There have been three new registrations since January.

Another aspect of the scheme is a review of the Ofgas Codes of Practice (CoPs). This will be completed in a transparent manner in similar timing to the MAMCoP review.

There have been some lessons learnt to date regarding the organisation of the audits, and the spreadsheets and questionnaire will also be reviewed. To date there has been some evidence of poor installation standards, with concerns from some OAMIs on the standard of training received. GSR responded that this was an ongoing issue as auditing of assessment centres is a topic of concern.

**ACTION:** Mark Rolfe to report on progress of review of auditing of assessment centres.

Another issue raised by Wilcock was the colour being used for primary meters, as some that have been seen in the field are not in line with best practice. The question was then raised of how guidance should best be provided.

TC questioned whether Wilcock need to report at any meeting – BL answered saying that the MAMCoP board was an ideal place. It was decided by the group that a quarterly update would be provided by Wilcock on any issues found during the preceding quarter. Lloyds will continue to report their audit results under MAMCoP on an annual basis.

The first Quarterly Report is attached.

(see:

<http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/Wilcock%20Consultants%20OAMI%20Progress%20Report%20March%202010.pdf> )

## **5.2. GWI Meters – Steve Gandy**

Steve presented a paper

(see:

<http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/Product%20Tech%20Bulletin%20001-09.pdf> )

regarding an issue with G4 Credit Meters manufactured in 2009. The issue has now been resolved. Under MAMCoP SG has a duty of care to share such safety related issues. 26 meters were removed due to fluctuating working pressure. Following return of the meters to GWI, further investigation has established that a contributory factor to the problem was contamination entering the meter from the gas distribution network. Chemical analysis of the contamination has identified it to be Mainspray which is an anaerobic sealant.

## **6. Reports/Updates**

### **6.1. Gas Safe Register – Mark Rolfe**

Covered in Action Log review.

### **6.2. EU Skills – Ian Moss**

Papers were circulated on two issues

(see:

[http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/INDUSTRY%20STANDARD%20UPDATE%20%20Ian%20Moss%20\(6\)%20\(4\).pdf](http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/INDUSTRY%20STANDARD%20UPDATE%20%20Ian%20Moss%20(6)%20(4).pdf)

And see:

[http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/NO%20framework%20-%20Ian%20Moss%20\(2\).pdf](http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/NO%20framework%20-%20Ian%20Moss%20(2).pdf) )

#### 6.2.1. Industry Standard Update (ISU)

The ISU runs under a traffic light system and in particular ISU/003 and A1 (IGEM GM/7A & IGEM GM/7B). IM called for comments on these two standards.

ACTION: Ofgem to circulate documents.

ACTION RESOLVED: Attached under 6.2

#### 6.2.2. Downstream Gas Qualification Framework (NVQ)

IM presented the new qualification elements as seen in attached document. Some questions were raised as to the appropriateness of this NVQ for specific metering activities. IM responded that this qualification was more for school leavers, with more general subject matter rather than a specific Gas Metering qualification. He pointed out that the ACS accreditation still remains for more specific training. It is anticipated that the NVQ course will be available from September 2010.

SB and TC made the point that the industry has not been fully and properly consulted on the best requirements of such qualifications. It was decided to hold further discussions outside of the MAMCoP board meeting; however, it was felt by the board as a whole that it should be contributing to such work.

It was considered by the group that some blend of the current in-house qualifications held by some companies, combined with the ACS accreditation, could be used to create an equivalent of the new Electricity Metering qualification. This was felt to be the best route forward, as the current system encourages in-house training, which is specific to an employer, and not necessarily transferable.

ACTION: IM will circulate the NVQ units framework and detail into core.

ACTION: IM/TC to update MAMCoP Board on progress for Gas Metering qualification.

### **6.3. IGEM**

Nothing to report as no representative attended. The group noted that IS is leaving IGEM for EU Skills. MB gave a quick update on GMC.

### **6.4. BSI – MB**

MB discussed that standards BS 6400-1 and BS 6400-2 are due for review in 2011 and BS 6400-3 is due for review in 2012. The two flexes issue was raised but remains unresolved.

JS gave presentation on Smart Meters  
(see:

<http://www.ofgem.gov.uk/Networks/Techn/Metrology/AssetMgmt/mamcop/Documents1/CEN%20237%20MAMCoP%20presentation%202010%2003%2016.pdf>)

### **6.5. AMO – TC**

TC gave update on ECV handles reporting that there have been few requests. There have also been few PEMS issues. MPU agreement is ongoing. The Gas Interoperability Data Hub has some contention over where AMR connects to gas meters. Ofgem is hosting a meeting to resolve this; members should contact BL if interested in attending.

**6.6. OAMI (from July 2010).****7. Any Other Business****7.1. J42 regulators – SB**

SB commented that the J42 situation is still being reviewed and they're trying to gather more information. To this end the search is being widened which could lead to more sites being investigated.

**7.2. Lloyds Register – SH**

SH reported that the MAMCoP audits are about to commence and companies can expect an agenda two-three weeks prior to the one-day surveillance visit. The results of these audits will be reported at the next MAMCoP board meeting.

**7.3. IGEM**

On behalf of the MAMCoP board, Ofgem would like to thank Ian Smith for his continuous contribution to the board and wish him future luck and success in his new career.

**8. Date for next meeting**

6<sup>th</sup> July 2010

12<sup>th</sup> October2010



# **ACTION**

# **LOG**



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<b>9</b>	<b>Auditing of Assessment Centres.</b>	16/03/2010	Mark Rolfe to report on progress of review of auditing of assessment centres.	MR
<b>10</b>	<b>Industry Standard Update (ISU)</b>	16/03/2010	Ofgem to Circulate relevant documents on behalf of EU Skills.	SR
<b>11</b>	<b>Downstream Gas Qualification Framework (NVQ)</b>	16/03/2010	<p>IM will circulate the NVQ units framework and detail into core.</p> <p>IM/TC to update MAMCoP Board on progress for Gas Metering qualification.</p>	IM & TC