SCHEDULE XX

Metering Operations

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Non-Domestic Suppliers		Mandato	ory	
Gas Transporters		Mandato	ory	
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PART A – General Provisions

1 Introduction

- 1.1 This REC Schedule sets out the obligations on Metering Equipment Managers, Energy Suppliers and Network Operators in respect of metering operations, including
 - (a) the requirements relating to the appointment of Metering Equipment Managers by Energy Suppliers;
 - (b) general requirements on Energy Suppliers and Metering Equipment Managers regarding the accuracy of Meter Technical Details;
 - (c) the process for becoming a Qualified Metering Equipment Manager; and
 - (d) operational processes used by Metering Equipment Managers to carry out work including appointment changes, sharing Meter Technical Details, installing and removing Metering Assets and the associated process controls such as Commissioning, testing and fault resolution.
- 1.2 This REC Schedule should be read in conjunction with:
 - (a) the Qualification and Maintenance Schedule which defines the overall entry assessment provisions which apply to Metering Equipment Managers;
 - (b) the gas Metering Code or Practice and the electricity Meter Operation Code of Practice Agreement which define obligations on gas and electricity Metering Equipment Managers, as applicable;
 - (c) the Data Specification which defines the format and content of each specific transaction referenced within the operational processes and includes the gas Meter Model Table or Converter Model Table.
 - (d) the BSC which defines the technical metering specifications and testing requirements for electricity Metering Assets, specifically the BSC Metering Codes of Practice and BSCP601; and
 - (e) the UNC and IGT UNC which define the requirements relating to UNC communications between the Shipper and CDSP.
- 1.3 The operational processes and associated Market Messages defined in this REC Schedule shall be used as the default for Metering Equipment Manager, Energy Supplier and Meter Asset Provider communications, unless there is a bilateral commercial arrangement in place to communicate using an alternate approach. Where another method of transfer is agreed between the relevant parties, the information transferred, shall nevertheless reflect the content of the relevant Market Message(s) and be transferred within the required timescales.
- 1.4 Where the CDSP provides files to Shippers on behalf of the Gas Transporter as defined in this REC Schedule, the Gas Transporter shall ensure that the CDSP is compliant with the processes and timescales set out within this REC Schedule. Information provided to or by the CDSP in accordance with the gas processes defined in this REC Schedule, will be deemed to have been provided to or by the relevant Gas Transporter.

2 General Obligations

Energy Suppliers

- 2.1 Except for gas Metering Assets for which the Consumer is the Gas Act Owner, Registered Suppliers shall ensure that they Appoint a Metering Equipment Manager to act as their Supplier Agent in providing Metering Related Services for the entire period during which they remain the Registered Supplier for the RMP.
- 2.2 Where Energy Suppliers are required to Appoint a Metering Equipment Manager, the Energy Suppliers shall issue Appointment requests for their Metering Equipment Manager(s) within a timescale sufficient to ensure that the Metering Equipment Manager is Appointed by the Supply Effective From Date.
- 2.3 Where Energy Suppliers are required to Appoint a Metering Equipment Manager, they shall ensure that the Metering Equipment Manager is Qualified in accordance with the Qualification and Maintenance Schedule.
- 2.4 Where the same electricity Metering Asset is being utilised for the measurement of the Import and/or Export for more than one Metering Point, the Registered Supplier(s) for those Metering Points shall ensure that the same Metering Equipment Manager is Appointed for all the Metering Points involved. Where the same Metering Equipment Manager is being used for Import and Export, the obligation rests with the Registered Supplier for the Export Metering Point to Appoint the same Metering Equipment Manager as the Registered Supplier for the Import Metering Point. Otherwise, these obligations shall be fulfilled by mutual agreement between the Energy Suppliers involved.
- 2.5 Where the same electricity Metering Asset is being utilised for the measurement of Import by Metering Points registered in the Metering Point Administration Service and Export by Metering Points registered in the Central Metering Registration Service, the same Metering Equipment Manager shall be Appointed to all the Import and Export Metering Points. The party which is the Registrant of the Metering Point in Central Metering Registration Service shall secure that the same person is Appointed as Metering Equipment Manager in relation to the Metering Point registered in Central Metering Registration Service as is Appointed in relation to the Metering Point registered in the Metering Point Administration Service. This Metering Equipment Manager shall be qualified for operations in relation to both markets in accordance with the BSC and this Code.
- 2.6 Where the same electricity Metering Asset is being utilised for the measurement of Export and / or Import by two or more Electricity Suppliers, the Registered Suppliers shall ensure that the same Metering Equipment Manager is Appointed in accordance with the provisions in BSCP550.
- 2.7 The Registered Supplier for a Metering Point shall ensure that the installed Metering Asset is compliant with the relevant BSC Metering Code of Practice and that the Metering Asset has been commissioned and tested in accordance with BSC Metering Code of Practice 4 and BSCP601, as applicable.
- 2.8 Where Energy Suppliers receive data from their Metering Equipment Manager or Shipper under this REC Schedule, they shall ensure that invalid and/or inaccurate information, which prevents the relevant process being undertaken, is identified promptly and communicated back to the Metering Equipment Manager or Shipper, as applicable.

- 2.9 Any Gas Supplier who wishes to de-energise and re-energise an electricity supply in order to install, remove or maintain a Communications Hub, must have already either become a signatory to the DCUSA or put in place appropriate arrangements with the relevant Distribution Network Operator.
- 2.10 For NHH electricity Metering Assets and gas Metering Assets, when remotely retrieving any reading(s) from Metering Assets of type SMETS 2 Version 3.1 or above (or for other Metering Asset types where there is known to be a difference between the number of digits held in the internal register and those displayed on the Metering Asset), the Energy Supplier shall ensure reading(s) are consistent with the number of register digits displayed on the display of the Metering Asset. In the event where an internal reading is retrieved (e.g. via a handheld device), the leading digits from the reading should be truncated such that the number of digits are consistent with the display of the Metering Asset. In addition, for gas Metering Assets where the reading received has more than 5 register digits, the reading should be truncated to ensure consistency.

Metering Equipment Managers

- 2.11 Each Metering Equipment Manager shall comply with all the relevant clauses within the gas Metering Code of Practice and the electricity Meter Operation Code of Practice Agreement, under which they are Qualified.
- 2.12 Each Metering Equipment Manager shall perform any responsibilities and obligations against a specific RMP, for the entire period for which it is Appointed by the Energy Supplier.
- 2.13 Each Metering Equipment Manager shall install, commission, test, maintain, rectify faults and provide a sealing service in respect of Metering Assets (including if applicable associated Communications Equipment) in accordance with this REC Schedule and any relevant Codes of Practice.
- 2.14 Each Metering Equipment Manager shall maintain Meter Technical Details for installed Metering Assets and provide such details to the Registered Supplier and, in the case on electricity Metering Asset, the Appointed Data Collector in accordance with the processes set out in Part C of this REC Schedule.
- 2.15 Each Metering Equipment Manager shall ensure that the Import or Export of electricity at the Metering Points for which it is Appointed is accurately recorded by the applicable Metering Asset and that the time control and load switching devices are calibrated, installed and maintained in compliance with the relevant BSC Metering Code of Practice.
- 2.16 In the event that the Metering Asset installed for an RMP is not intended to be replaced during the course of a Switch, the Metering Equipment Manager must be able to accept and act upon a valid Market Message containing Meter Technical Details sent to it by another Metering Equipment Manager in accordance with Part C of this REC Schedule and the Data Specification.
- 2.17 In the event the Metering Asset installed for an RMP is not intended to be replaced during the course of a Switch, the Metering Equipment Manager must be able to send a valid Market Message containing Meter Technical Details to another Metering Equipment Manager in accordance with Part C of this REC Schedule and the Data Specification.
- 2.18 Unless the Consumer is the meter owner, the Metering Equipment Manager shall provide information to the relevant Meter Asset Provider:
 - (a) on installation or removal of Metering Asset;

- (b) on Appointment as the Metering Equipment Manager, whether as a result of a Switch, change of Metering Equipment Manager or change of measurement class (electricity only); and
- (c) on de-appointment as the Metering Equipment Manager.
- 2.19 For electricity only, the Metering Equipment Manager shall provide information to the Appointed Data Collector:
 - (a) on change of Meter Technical Details or any change of Data Collector, unless the Metering Asset is a Supplier-Serviced Metering Asset; and
 - (b) on installation, repair, removal, reprogramming, energisation or de-energisation of any Metering Asset for which the Data Collector is responsible.
- 2.20 Except in an emergency, the electricity Metering Equipment Manager shall give the Appointed Half Hourly Data Collector sufficient notice of the installation, repair, removal, reprogramming, energisation or de-energisation of any meter associated with HHDC-Serviced Metering Assets, to enable the Half Hourly Data Collector to recover the data required for settlement using its normal method of data collection. In the case of Supplier-Serviced Metering Assets, the Metering Equipment Manager shall give such notice to its associated Energy Supplier.
- 2.21 For electricity Supplier-Serviced Metering Assets, the MEM shall inform the Registered Supplier of the installation, repair, removal, energisation or de-energisation of any Metering Assets.
- 2.22 Electricity Metering Equipment Managers shall record and use Market Domain Data received in accordance with the BSC.

Gas Annual Portfolio Reconciliation

- 2.23 For gas only, the Metering Equipment Manager shall participate in an annual portfolio reconciliation exercise. Gas Metering Equipment Managers shall provide the Annual Reconciliation Data Items (as defined in the Data Specification), for each Supply Meter Point for which a meter is installed, to the CDSP within 15 Working Days following the agreed extract date of 1 April each year.
- 2.24 The gas Metering Equipment Manager shall take a snapshot of the relevant data items on the extract date and provide this data to the CDSP in a format and via the means set out in the Data Specification. The CDSP will carry out a reconciliation of Metering Equipment Manager data against data in the Gas Central Register and report to the Code Manager and the relevant Gas Suppliers and Metering Equipment Managers¹ in accordance with the Service Definition for CDSP Further Services.
- 2.25 Where the gas Metering Equipment Manager is informed of any inconsistencies identified through the annual portfolio reconciliation exercise, it shall review the issue and support resolution of the inconsistency within any timescales specified by the REC Performance Assurance Board.

General Requirements

2.26 In the event Energy Suppliers, Metering Equipment Managers, Shippers, Meter Asset Providers, MPAS Providers or the CDSP validate data provided in accordance with this REC Schedule, they shall identify exceptions using the response codes defined within the Data Specification.

¹ Using contact details provided by the Code Manager.

- 2.27 Energy Suppliers, Metering Equipment Managers, Shippers, Meter Asset Providers, MPAS Providers and the CDSP shall monitor flow rejections received in accordance with Paragraph 2.26, and either resend the information in valid Market Messages, or otherwise resolve the exception.
- 2.28 Where the Gas Transporter, Distribution Network Operator, Metering Equipment Manager or Energy Supplier is the Data Master for a Data Item, it is responsible for ensuring it holds valid² and accurate³ information in relation to that Data Item. To the extent it becomes aware that information in relation to that Data Item is invalid or inaccurate, it shall send valid and accurate information to other parties as soon as reasonably practicable using the relevant update flows.
- 2.29 Where the Gas Transporter, Distribution Network Operator, Metering Equipment Manager or Energy Supplier is made aware of valid changes to information relating to Data Items for which it is not the Data Master, it shall update its records accordingly and send this updated information to other parties as soon as reasonably practicable using the relevant update flows.
- 2.30 In the event the Gas Transporter, Distribution Network Operator, Metering Equipment Manager or Energy Supplier has reasonable grounds for assuming the information referred to in Paragraph 2.29 to be inaccurate, it shall notify the Data Master of this.
- 2.31 On change of Metering Equipment Manager, the outgoing Metering Equipment Manager shall cooperate with the incoming Metering Equipment Manager, and any subsequent incoming Metering Equipment Manager, to correct any errors relating to data associated with the outgoing Metering Equipment Manager's period of Appointment. In all cases the incoming Metering Equipment Manager will retain an auditable record of any changes to the data for a period of [12 months].

 $^{^{\}rm 2}$ Valid information as referred to in this Paragraph 2 is that information which complies with the Data Specification.

³ Accurate information as referred to in this Paragraph 2 is information that reflects the reality of the situation and is inaccurate information if it does not reflect the reality of the situation.

PART B – Metering Equipment Managers

3 Becoming a Metering Equipment Manager

- 3.1 Organisations wishing to become a Metering Equipment Manager shall accede to this Code and become Qualified in accordance with the provisions in this Part B and the Qualification and Maintenance Schedule.
- 3.2 A Metering Equipment Manager may be Qualified to participate in both the gas and electricity markets, or just a single fuel market.
- 3.3 A Metering Equipment Manager qualifying to participate in the gas market shall undergo MAMCoP accreditation as set out in Paragraph 4
- 3.4 A Metering Equipment Manager qualifying to participate in the electricity market shall undergo MOCoPA accreditation as set out in Paragraph 5
- 3.5 Once an organisation has become a Metering Equipment Manager, all rights and obligations set out in this REC Schedule shall apply until such time as the organisation ceases to be a Party in accordance with the Market Exit Schedule.

4 Gas Metering Code of Practice Accreditation

4.1 [Refer to Metering Accreditation Schedule].

5 Meter Operation Code of Practice Agreement Accreditation

5.1 [Refer to Metering Accreditation Schedule].

Part C – Operational Processes

6 Metering Asset Installation

- 6.1 This process covers Metering Assets (including new Metering Assets) being installed for:
 - a) an existing supply where the Metering Asset had been removed some time previously; or
 - b) a supply which has never had a Metering Asset before, which may be on the day the supply was commissioned or sometime after.
- 6.2 Disconnection and connection of Metering Assets as part of the same job, is classed as a Metering Asset exchange and is not covered by this process.
- 6.3 Although a Metering Asset could be at a premise before the supply, it cannot be connected to the supply until the supply is laid. Therefore, installation of a Metering Asset will always require a supply to exist.

Gas MEM

6.4 Where a gas Metering Asset is installed, the process below shall be followed:

Ref	When	Action	From	То	Interface	Means
6.4.1	If required.	Request Metering Asset	Consumer	• Gas Supplier ⁴	Unlikely to be	Not defined
		installation.			electronic	
6.4.2	Following 6.4.1.	Request Metering Asset	• Gas Supplier	• MEM	ORJOB	Email, IX, DTN
		installation.				
6.4.3	Within 2WDs of 6.4.2.	Respond to Metering Asset	• MEM	• Gas Supplier	RRJOB	Email, IX, DTN
		installation request.				

⁴Where the Consumer has a direct commercial relationship with the Metering Equipment Manager, the Consumer may send a request directly to the Metering Equipment Manager. In this scenario the Metering Equipment Manager shall confirm that a Gas Supplier has been Registered before commissioning the meter installation in accordance with the gas Metering CoP.

6.4.4	Following 6.4.2.	Request Metering Asset installation.	• MEM	• Meter Worker	Information contained within ORJOB	Not defined
6.4.5	48hrs prior to Metering Asset installation ⁵ .	Pre-notification of Metering Asset installation.	• MEM	• Gas Supplier	ONJOB ⁶	Email, IX, DTN
6.4.6	Within 2WDs of 6.4.5.	Respond to pre-notification of Metering Asset Installation.	• Gas Supplier	• MEM	RNJOB	Email, IX, DTN
6.4.7	At the time and date specified within the request in 6.4.4.	Carry out Metering Asset installation ⁷ .	• Meter Worker		Internal Process	N/A
6.4.8	Following Metering Asset installation.	Notification of Metering Asset installation.	• Meter Worker	• MEM	Information contained within ONJOB	Not defined
6.4.9	Within 48hrs of the Metering Asset installation ⁸ .	Notification of Metering Asset installation.	• MEM	• Gas Supplier ⁹	ONJOB ¹⁰	Email, IX, DTN
6.4.10	Within 48hrs of the Asset installation.	Notification of Metering Asset installation and MAP identity.	• MEM	• CDSP	ONJOB	Secure File Transfer Protocol
6.4.11	Within 2WDs of 6.4.9.	Respond to notification of Metering Asset installation.	• Gas Supplier	• MEM	RNJOB	Email, IX, DTN
6.4.12	Within 2WDs of 6.4.7.	Notification of Metering Asset installation.	• MEM	• MAP	ONUPD	Email, IX, DTN

⁵ The requirement to send a pre-notification is contained within the Connection and Disconnection Regulations.

⁶ The ONJOB and RNJOB Market Messages may also be used to notify the relevant participants of a cancelled job.

⁷ Where a collar status was expected to be intact and the Metering Equipment Manager finds it is broken they are responsible for any relevant 'Potential Tampering' process. Where the Metering Equipment Manager notifies the Gas Supplier that it has changed the collar status, the Gas Supplier is responsible for any relevant investigation.

⁸ Commercial arrangements will dictate variances from the job request which are notified e.g. some Gas Suppliers may only wish to know when a job is completed, others may wish to be notified of all cancellations and changes to appointments.

⁹ Where the Consumer requested the job directly, the Consumer will be notified directly.

¹⁰ Changes to Metering Asset ownership, names, addresses and access instructions which are determined on site are considered to be generic data inconsistency exceptions and will be passed on separate ONUPD records.

6.4.13	Within 2WDs of 6.4.10.	Respond to notification of	• CDSP	• MAM	RNJOB ¹¹	Secure File
		Metering Asset installation				Transfer
		and MAP identity.				Protocol
6.4.14	Within 2WDs 6.4.12.	Respond to Metering Asset	• MAP	• MEM	RNUPD	Email, IX, DTN
		installation notification.				
6.4.15	Following 6.4.9 ¹² .	Notification of Metering	• Gas Supplier	• Shipper	ONJOB	Not defined
		Asset installation ¹³ .				
6.4.16	Within 2WDs of 6.4.15.	Respond to notification of	Shipper	• Gas Supplier	RNJOB	Not defined
		Metering Asset installation.				
6.4.17	Following 6.4.15 and within 6WDs	Notification of Metering	Shipper	• CDSP	Defined in the UK Link	IX
	of the Metering Asset installation.	Asset installation.			Manual	
6.4.18	Within 2WDs of 6.4.17.	Respond to notification of	• CDSP	• Shipper	Defined in the UK Link	IX
		Metering Asset installation.			Manual	

Electricity MEM

- 6.5 Where electricity Metering Assets are being installed, the Metering Equipment Manager shall:
 - a) other than for Metering Assets where Half Hourly Metered Data is sourced by the Electricity Supplier from a Smart Metering System or instances where the Metering Asset has an integral outstation that has a fixed pulse multiplier of 1, carry out a Proving Test / re-test for each Half Hourly Metering Asset, that it is responsible for, in accordance with Paragraph 20;
 - b) where required by its associated Electricity Supplier, set Non Half Hourly Metering Assets which incorporate a clock or teleswitch with a timing mechanism to switch at a time consistent with a valid combination of Standard Settlement Configuration and Time Pattern Regime derived from Market Domain Data with an Average Fraction of Yearly Consumption valid for the GSP Group to which the Metering Asset belongs;
 - c) where multi-register Non Half Hourly Metering Assets are installed and where required by its associated Electricity Supplier, programme those Metering

¹¹This will be a reduced set of rejections to normal RNJOB due to reduced datasets that CDSP are extracting from the original message.

¹² The notification from Gas Supplier to Shipper must be provided to enable the Shipper notification to the CDSP within 6WDs of the Metering Asset installation.

¹³ The notification to the Shipper and CDSP is only required for complete jobs. Where the Gas Supplier receives pre-notifications or notifications in relation to changes to the job then these shall not be passed to the Shipper and CDSP.

Assets for which it is responsible so that the physical registers may be mapped using the Meter Technical Details supplied to its associated Data Collector onto logical registers forming a valid Standard Settlement Configuration;

- d) when installing a NHH multi-register Metering Asset, or when attending the site to carry out work on such a Metering Asset that would require re-registration of the Metering Asset, ensure that the registers of the Metering Asset are clearly identified¹⁴ and that the Meter Register IDs to be used in all relevant Market Messages clearly identify the registers on the Metering Asset to be read e.g. "L", "N", "R1", "R2". For Smart Metering Systems, the Electricity Supplier is responsible for ensuring that the Meter Register Ids and/or Meter Register Descriptions in the D0367 'Smart Meter Configuration Details'; and the Metering Equipment Manager is responsible for ensuring that the Meter Technical Details, are reflective of the display on the Smart Metering System;
- e) when installing or reconfiguring Half Hourly Metering Assets that are operated by measurement transformers, configure the Metering Assets to record Half Hourly demand values for both Reactive Import and Reactive Export (except where the Metering Asset does not have this capability, and is not required to do so by the relevant BSC Metering Code of Practice). Reactive Import and Reactive Export measurements shall be configured in accordance with the applicable BSC Metering Code of Practice;
- f) seal and reseal Metering Assets in accordance with the MOCoPA and the relevant BSC Metering Code of Practice; and
- g) Follow the process set out in the interface tables in Paragraphs 6.6 or 6.7, as applicable.
- 6.6 Where a Half Hourly electricity Metering Asset is installed the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
6.6.1	Where required and at	Request Metering Asset	• Electricity	• MEM ¹⁶	Credit Meter	Electronic or
	least 10WD before	installation, commissioning	Supplier			other method,
	6.6.4 ¹⁵ .	and energisation.			D0142 Request for Installation or Changes	as agreed
					to a Metering System Functionality or the	
					Removal of all Meters.	

¹⁴ Where the identifier cannot be uniquely identified by a 2-character Meter Register ID (e.g. "CUM 3"), a label shall be applied to, or immediately adjacent to, the Metering Asset that shows the display sequence with the equivalent Meter Register ID for each register (e.g. "CUM 2 – Reg ID = 02" etc.). For two-rate key meters only, the only permitted Meter Register IDs are "1", "1 ", "01" or "R1" and " 2", "2 ", "02" or "R2".

¹⁵ This step could be completed in shorter timescales where the Electricity Supplier and Metering Equipment Manager have reached mutual agreement.

¹⁶ Where it is necessary to involve the Distribution Network Operator, the Metering Equipment Manager shall arrange this and follow the energisation process in Paragraph 15.

					Prepayment Meter	
					D0194 for key meters	
					D0216 for token meters	
6.6.2	Within 2WDs of 6.6.1.	Request Site Technical Details.	• MEM	• DNO	D0170 Request for Metering System Related Details.	Electronic or other method,
		Optional for Supplier-Serviced				as agreed
		Metering Assets.				
6.6.3	If request for Site Technical Details rejected and within 5 WD of 6.6.2.	Reject request for Site Technical Details.	• DNO	• MEM	D0382 Rejection response for Request to DNO for Site Technical Details	Electronic or other method, as agreed
6.6.4	If request for Site Technical Details accepted and within 5WD if 6.6.2.	Send Site Technical Details.	• DNO ¹⁷	• MEM	D0215 Provision of Site Technical Details	Electronic or other method, as agreed
6.6.5	On the date requested or agreed in 6.6.1 ¹⁸ .	Install HH Metering Asset in accordance with appropriate BSC Codes of Practice. If requested, energise Metering Asset and note initial meter register reading.	• MEM			Internal Process
6.6.6	Following 6.6.5.	Commission Metering Asset in accordance with appropriate BSC Codes of Practice.	• MEM			Internal Process

¹⁷ In the event of any subsequent changes to Site Technical Details, the Distribution Network Operator shall send an updated D0215 'Provision of Site Technical Details' to the Metering Equipment Manager within 1WD of updating their systems. The Metering Equipment Manager shall determine any appropriate course of action within 2 WDs of receiving this information.

¹⁸ If the Metering Asset is to be installed but not energised at this time, the energisation of the Metering Asset shall be carried out at an appropriate time in accordance with the energisation process in Paragraph 15.

6.6.7	If Metering Asset cannot be installed or energised, as soon as possible and within 5 WD of 6.6.5.	Inform Electricity Supplier and restart the process at 6.6.1 if required.	• MEM	• Electricity Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed
For HH	DC – Serviced Metering As	sets	T	T		1
6.6.8	Within 5 WDs 6.6.5.	Send energisation status, Meter Technical Details and initial meter register reading	• MEM	Electricity SupplierHHDCDNO	D0268 Half Hourly Meter Technical Details If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3). D0010 Meter readings.	Electronic or other method, as agreed
6.6.9	Within 5 WD of 6.6.5.	Send the relevant meter information.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
6.6.10	Immediately following 6.6.9 or 6.6.15.	Perform validation checks and send response. If response is "Accepted", proceed to 6.6.12, otherwise proceed to 6.6.11.	• MPAS	 MEM Electricity Supplier 	D0312 Notification of Meter Information to MPAS with 'MOP Flow Response Code' populated.	Electronic or other method, as agreed.
6.6.11	Within 5 WDs of 6.6.10.	 Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then 	• MEM	• MPAS / ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

6.6.12	In accordance with Paragraph 20.	reasonable endeavours should apply. Proceed to 6.6.10. Prove Metering Asset.	• MEM	• HHDC	In accordance with the BSC.	Electronic or other method, as agreed
For Sup	plier – Serviced Metering	Asset	•	·		·
6.6.13	In time to allow the MEM to distribute Meter Technical Details within 10 WD of 6.6.5.	Send Smart Meter Configuration Details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM. If the Electricity Supplier is unable to configure the meter (for example, due to a communications failure), the SSC and TPR will be defaulted to a single-rate default. The TPR should be mapped to the total Import register.	• Electricity Supplier	• MEM	D0367 Smart Meter Configuration Details. (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM).	Electronic or other method, as agreed.
6.6.14	Within 10 WD of 6.6.5.	Send Meter Technical Details.	• MEM	ElectricitySupplierDNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
6.6.15	Within 10 WD of 6.6.5.	Send the relevant meter information.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.

6.6.16	Immediately following 6.6.15 or 6.6.17.	Perform validation checks and send response. If response is "Accepted" end process, otherwise proceed to 6.6.17.	• MPAS	 MEM Electricity Supplier 	D0312 Notification of Meter Information to MPAS with 'MOP Flow Response Code' populated.	Electronic or other method, as agreed.
6.6.17	Within 5 WDs of 6.6.16.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 6.6.15.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

6.7 Where the Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the Measurement Transformers are owned by the Distribution Network Owner the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
6.7.1	At the earliest	Commission Measurement	• DNO		Internal Process	N/A
	opportunity, but no	Transformers in accordance				
	later than 16 WD after	with BSC Metering Code of				
	energisation.	Practice 4.				
6.7.2	At the earliest	Send commissioning	• DNO	• MEM	D0383 Notification of Commissioning	Electronic or
	opportunity but no	information for the			information.	other method,
	later than 5 WD of	Measurement Transformers.				as agreed
	6.7.1					

6.7.3	On the date requested or agreed in 6.6.1 but no later than 32 WD after energisation.	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4.	• MEM		Internal Process	N/A
6.7.4	Within 5WD of 6.7.3 if there has been a defect / omission that prevented commissioning ¹⁹ .	Send notification that there is a defect/omission that has prevented commissioning.	• MEM	• Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
6.7.5	At the earliest opportunity but no later than 65 WD after energisation.	Resolve the defect/omission that has prevented commissioning ²⁰ .	• Electricity Supplier	• DNO • HHDC	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
6.7.6	When defect / omission has been resolved, but no later than 80 WD after energisation.	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4.	• MEM		Internal Process	N/A
6.7.7	Within 5WD of 6.7.3 or 6.7.6 if commissioning was completed successfully.	Send notification that commissioning has been completed.	• MEM	• Electricity Supplier	D0384 Notification of Commissioning status ²¹	Electronic or other method, as agreed.

¹⁹ A defect or omission in the completion of the processes is set out in CoP4 and will also include that the D0383 Notification of Commissioning information flow has not been received from the Distribution Network Operator.

²⁰ It shall be the responsibility of the Electricity Supplier to ensure that all Metering Asset is appropriately commissioned. If the Electricity Supplier believes that there is a risk to settlement it shall, in accordance with Section L3.6 of the BSC, consult with the relevant Distribution Network Operator and agree the appropriate steps to be taken to minimise the risks to settlement.

²¹ Notification of complete commissioning shall not be done if complete information has not been received from the Distribution Network Operator.

6.7.8	Following 6.7.7.	Create internal record of MEM	• MEM	Internal Process	N/A
		commissioning ²² .			

6.8 Where the Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the Measurement Transformers are not owned by the Distribution Network Owner the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
6.8.1	On the date requested or agreed in 6.6.1 but no later than 32 WD after energisation.	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4.	• MEM		Internal Process	N/A
6.8.2	Within 5WD of 6.8.1 if there has been a defect / omission that prevented commissioning ²³ .	Send notification that there is a defect/omission that has prevented commissioning.	• MEM	• Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
6.8.3	At the earliest opportunity but no later than 65 WD after energisation.	Resolve the defect/omission that has prevented commissioning ²⁰	• Electricity Supplier	• DNO • HHDC	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
6.8.4	When defect / omission has been resolved, but no later than 80 WD after energisation.	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4.	• MEM		Internal Process	N/A

²² This will be used for the change of MEM process and the passing of complete Commissioning information.

²³ A defect or omission in the completion of the processes is set out in CoP4.

6.8.5	Within 5WD of 6.8.1 or 6.8.4 if commissioning was completed successfully.	Send notification that commissioning has been completed.	• MEM	• Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
6.8.6	Following 6.8.5.	Create internal record of MEM commissioning.	• MEM		Internal Process	N/A

6.9 Where a Non Half Hourly electricity Metering Asset is installed the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
6.9.1	If required.	Request Metering Asset installation, commissioning and energisation.	• Electricity Supplier	• MEM	<u>Credit Meter</u> D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters ²⁴ . <u>Prepayment Meter</u> D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
6.9.2	On the date requested or agreed in 6.9.1.	Install and commission NHH Metering Asset. If requested, energise Metering Asset and note initial meter register reading.	• MEM			Internal Process

²⁴ If the Metering Points is for Export purposes, the 'Additional Information' field should state this, and therefore a physical site visit may not be required.

6.9.3	If Metering Asset cannot be installed or energised, as soon as possible and within 5 WD of 6.9.2.	Inform Electricity Supplier and restart the process at 6.9.1 if required.	• MEM	Electricity Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed
For Sma	art Metering Assets only			T		
6.9.4	Optionally, by arrangement with the Electricity Supplier, and in timescales agreed with the Electricity Supplier.	Send initial meter register reading(s) (readings will be sent as a contingency against delays in the Electricity Supplier obtaining a remote reading and, where the register configuration is unknown, will consist of a reading from the total cumulative register).	• MEM	• Electricity Supplier	D0010 Meter readings.	Electronic or other method, as agreed
6.9.5	If configured remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WDs of 6.9.2.	Send Smart Metering System configuration details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent.	• Electricity Supplier	• MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)	Electronic or other method, as agreed
6.9.6	Within 10 WDs of 6.9.2.	Send initial meter register reading(s) (as remotely collected by the Electricity Supplier unless any readings provided by the MEM are required as a 'backstop').	• Electricity Supplier	• NHHDC	D010 Meter Readings	Electronic or other method, as agreed.

6.9.7	Within 10 WDs of 6.9.2.	Send change of energisation status and Meter Technical Details. ²⁵	• MEM	 Electricity Supplier NHHDC DNO 	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed.
6.9.8	Within 10 WDs of 6.9.2.	Send initial meter register reading (for non-Smart Metering Systems only).	• MEM	• NHHDC	D010 Meter Readings	Electronic or other method, as agreed.
6.9.9	Within 10 WDs of 6.9.2.	Send notification of Metering Asset installation.	• MEM	• MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed / removed by the MOP to the MAP.	Electronic or other method, as agreed.
6.9.10	Within 10 WD of 6.9.2.	Send the relevant meter information.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.
6.9.11	Immediately following 6.9.10 or 6.9.12.	Perform validation checks and send response. If response is "Accepted" proceed to 6.9.13, otherwise proceed to 6.9.12.	• MPAS	• MEM	D0312 Notification of Meter Information to MPAS with 'MOP Flow Response Code' populated.	Electronic or other method, as agreed.
6.9.12	Within 5 WDs of 6.9.11.	Where the rejection is of a type the MEM can resolve without involving other	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

²⁵ Whenever installing new, replacement or re-configured meters or carrying out work requiring re-registration of the Metering Asset, the MEM shall ensure that the meter registers are clearly labelled and that the data item J0010 'Meter Register Id' in all relevant Market Messages (e.g. D0149 & D0150) accurately reflects the identifiers of the meter registers themselves.

²⁶ The MEM must send a D0313 in all cases where the MEM sends a D0150 and where the meter type is either NCAMR, RCAMR or RCAMY, except where there are no meters at the Metering Point and/or all meters have been removed, in which case only the D0150 is sent. The MEM must send a D0149 / D0150 in all cases where the MEM sends a D0313.

		industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply. Proceed to 3.6.11.				
6.9.13	If required and no valid meter register reading received within 10 WD of the installation of the Metering Asset.	Request initial meter register reading.	• NHHDC	 MEM Electricity Supplier 		Post, fax, email
6.9.14	Within 10WDs of 6.9.11.	Send initial meter register reading.	 MEM, or Electricity Supplier 	• NHHDC ²⁷	D010 Meter Readings	Electronic or other method, as agreed.

7 Metering Asset Removal

- 7.1 This process covers the removal of Metering Assets, including meters. For gas Metering Assets, work carried out by the Gas Transporter, rather than a Meter Worker is outside scope, thus the removal of a service pipe is not considered in this process.
- 7.2 A meter which is being disconnected and connected as part of the same job is classed as a Metering Asset exchange and is not covered by this process.
- 7.3 If the Metering Asset cannot be removed at the appointed time, the Metering Equipment Manager / Distribution Network Operator shall liaise with the Energy Supplier to agree a way forward.

²⁷ If more than one meter register reading is provided, the NHHDC shall process and use the first reading provided.

7.4 The removal of electricity Metering Asset includes the removal of all meters assigned to that Metering Asset. Where only some of the meters are to be removed, a reconfiguration process shall be followed in accordance with Paragraph 8.

Gas MEM

7.5 Where a Metering Asset is removed the process below shall be followed:

Ref	When	Action	From	То	Interface	Means
7.5.1	If required.	Request Metering Asset removal.	• Consumer	• Gas Supplier ²⁸	Unlikely to be electronic	Not defined
7.5.2	Following 7.5.1.	Request Metering Asset removal.	Gas Supplier	• MEM	ORJOB	Email, IX, DTN
7.5.3	Within 2WDs of 7.5.2.	Respond to Metering Asset removal request.	• MEM	• Gas Supplier	RRJOB	Email, IX, DTN
7.5.4	Following 7.5.2. Request Metering Asset removal.		• MEM	• Meter Worker	Information contained within ORJOB	Not defined
7.5.5	48hrs prior to Metering Asset removal ⁵ .	Pre-notification of Metering Asset removal.	• MEM	• Gas Supplier ²⁹	ONJOB ⁶	Email, IX, DTN
7.5.6	Within 2WDs of 7.5.5.	Respond to pre-notification of Metering Asset removal.	Gas Supplier	• MEM	RNJOB	Email, IX, DTN
7.5.7	At the time and date specified within the request in 7.5.4.	Carry out Metering Asset removal.	• Meter Worker		Internal Process	N/A
7.5.8	Following Metering Asset removal.	Notification of Metering Asset removal.	• Meter Worker	• MEM	Information contained within ONJOB	Not defined
7.5.9	Within 48hrs of the Metering Asset removal ⁸ .	Notification of Metering Asset removal.	• MEM	• Gas Supplier ⁹ 30	ONJOB ¹⁰	Email, IX, DTN

²⁸ Where the Consumer has a direct commercial relationship with the Metering Equipment Manager, the Consumer may send a request directly to the Metering Equipment Manager.

²⁹ Where the Gas Supplier cannot be identified then the Metering Equipment Manager will send this pre-notification to the CDSP.

³⁰ Where the Gas Supplier cannot be identified then the Metering Equipment Manager will send this notification to the CDSP.

7.5.10	Within 48hrs of the Metering Asset removal.	Notification of Metering Asset removal.	• MEM	• CDSP	ONJOB	Secure File Transfer Protocol
7.5.11	Within 2WDs of 7.5.9.	Respond to notification of Metering Asset removal.	• Gas Supplier	• MEM	RNJOB	Email, IX, DTN
7.5.12	Within 2WDs of 7.5.7.	Notification of Metering Asset removal.	• MEM	• MAP	ONUPD ³¹	Email, IX, DTN
7.5.13	Within 2WDs of 7.5.10	Respond to notification of Metering Asset removal.	• CDSP	• MEM	RNJOB ¹¹	Secure File Transfer Protocol
7.5.14	Within 2WDs 7.5.11.	Respond to Metering Asset removal notification.	• MAP	• MEM	RNUPD	Email, IX, DTN
7.5.15	Following 7.5.9 ³² .	Notification of Metering Asset removal ¹³ .	• Gas Supplier	• Shipper	ONJOB	Not defined
7.5.16	Within 2WDs of 7.5.15.	Respond to notification of Metering Asset removal.	• Shipper	• Gas Supplier	RNJOB	Not defined
7.5.17	Following 7.5.15 and within 6WDs of the Metering Asset removal.	Notification of Metering Asset removal.	• Shipper	• CDSP	Defined in the UK Link Manual	IX
7.5.18	Within 2WDs of 7.5.17.	Respond to notification of Metering Asset removal.	• CDSP	• Shipper	Defined in the UK Link Manual	IX

Electricity MEM (Half Hourly)

7.6 Prior to the removal of an electricity Metering Asset a de-energisation shall be carried out in accordance with Paragraph 15.6. If de-energisation is carried out at the same time as the removal of the Metering Asset, the following steps of Paragraph 15.6 must also be carried out (Collection of data by the Data Collector): where Metering Equipment Manager de-energises, steps 15.6.3 to 15.6.5; and where the Distribution Network Operator de-energises (for example, as a result of an emergency), steps 15.6.11 to 15.6.13.

³¹ This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the gas Metering CoP. ³² The notification from Gas Supplier to Shipper must be provided to enable the Gaining Shipper notification to the CDSP within 6WDs of the Metering Asset removal.

7.7 Where a Metering Asset is removed the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
7.7.1	As required.	Request Metering Asset removal.	• Electricity Supplier	• MEM; or • DNO	<u>Credit Meter</u> D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. <u>Prepayment Meter</u> D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
7.7.2	If request rejected and within 2 WD of 7.7.1.	Reject request for Metering Asset removal and restart process if required.	• MEM; or • DNO	• Electricity Supplier	P0211 Site Visit Rejection.	Electronic or other method, as agreed
7.7.3	On the date requested or agreed in 7.7.1 or as the MEM / DNO sees necessary.	Remove Metering Asset and note final meter register reading.	• MEM; or • DNO		Internal process	Internal Process
7.7.4	Within 5 WD of removing Metering Asset or of receiving notification from the DNO that a Metering	Liaise with DNO to recover meter if necessary.	• MEM	• DNO	D0268 Half Hourly Meter Technical Details ³³ . Or for Supplier-Serviced Metering Systems: D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed

³³ The MTD, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering System is present on site, unless the MEM does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by Metering Equipment Managers from Distribution Network Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

	Asset was disconnected.				Location of Assets and arrangements for delivery / collection.	
7.7.5	At the same time as 7.7.4.	Send Meter Technical Details and notification that the Metering Asset has been removed.	• MEM	Electricity Supplier,HHDC,DNO	D0268 Half Hourly Meter Technical Details ³³ . Or for Supplier-Serviced Metering Systems and to Electricity Supplier / DNO only: D0150 Non Half-hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3).	Electronic or other method, as agreed
7.7.6	At the same time as 7.7.4.	Send final meter register reading or notification that meter register reading is not obtainable.	DNO (if applicable)MEM	• MEM • HHDC	D0139 Confirmation or Rejection of Energisation Status Change. For HHDC-serviced Metering Systems only: D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed
7.7.7	At the same time as 7.7.4.	Send the relevant meter information changes.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
7.7.8	Immediately following 7.7.7 or 7.7.9.	Perform validation checks and send response. If response is 'Accepted', end process,	• MPAS	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed

		otherwise proceed to 7.7.9.				
7.7.9	Within 5WDs of 7.7.8.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
		FIULEEU LU 7.7.8.				

Electricity MEM (Non Half Hourly)

- 7.8 Prior to the removal of an electricity Metering Asset a de-energisation shall be carried out in accordance with Paragraph 15.8. If de-energisation is carried out at the same time as the removal of the Metering Asset, only the flows referenced in Paragraph 7.9 need to be sent.
- 7.9 Where a Metering Asset is removed the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
7.9.1	As required.	Request Metering Asset	 Electricity 	• MEM; or	Credit Meter	Electronic or
		removal.	Supplier	• DNO	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters ²⁴ .	other method, as agreed
					Prepayment Meter	

					D0194 for key meters D0216 for token meters	
7.9.2	If request rejected and within 5 WD of 7.9.1.	Reject request for Metering Asset removal and restart process if required.	MEM; orDNO	• Electricity Supplier	P0211 Site Visit Rejection.	Electronic or other method, as agreed
7.9.3	On the date requested or agreed in 7.9.1 or as the MEM sees necessary.	Remove Metering Asset and note final meter register reading	• MEM; or • DNO		Internal process	Internal Process
7.9.4	Within 10 WD of removing Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected.	Liaise with DNO to recover meter if necessary.	• MEM	• DNO	Location of Assets and arrangements for delivery / collection.	Electronic or other method, as agreed
7.9.5	At the same time as 7.9.4.	Send Meter Technical Details and notification that the Metering Asset has been removed. ³⁴	• MEM	 Electricity Supplier, NHHDC, DNO 	D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed
7.9.6	At the same time as 7.9.4.	Send final meter register reading or notification that meter register reading is not obtainable ³⁴ .	DNO (if applicable)MEM	• MEM • NHHDC,	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed

³⁴ Where the Metering Asset has been removed by the Distribution Network Operator, the Distribution Network Operator shall provide the notification and final meter register reading to the Metering Equipment Manager, and the Metering Equipment Manager shall provide this information to the Electricity Supplier and the NHHDC.

7.9.7	At the same time as	Send notification of	• MEM	 Electricity Supplier MAP 	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0303 Notification of Meter Operator,	Electronic or
	7.9.4.	Metering Asset removal.			Supplier and Metering Assets installed / removed by the MOP to the MAP.	other method, as agreed
7.9.8	Within 10 WDs of removing the Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected.	Send the relevant meter information changes.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
7.9.9	Immediately following 7.9.8 or 7.9.10.	Perform validation checks and send response. If response is 'Accepted', proceed to 7.9.11, otherwise proceed to 7.9.10.	• MPAS	 MEM Electricity Supplier 	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
7.9.10	Within 5WDs of 7.9.9.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

		Proceed to 7.9.9.				
7.9.11	If required and no valid meter register reading received within 10 WDs of the removal.	Request final meter register reading.	● NHHDC	 MEM Electricity Supplier 		Electronic or other method, as agreed
7.9.12	Within 10 WDs of 7.9.11.	Send final meter register reading.	 MEM Electricity Supplier 	• NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

8 Metering Asset Exchange / Reposition / Reconfigure

- 8.1 This process covers scenarios where the same Metering Equipment Manager installs and removes the Metering Asset and there is no associated change of Metering Equipment Manager. Metering Asset exchange due to a change of Metering Equipment Manager is covered elsewhere.
- 8.2 The process to reposition a gas Metering Asset should be interpreted to be a disconnection and subsequent reconnection of Metering Asset, triggering a flow of information under the C&D Regulations. Where the details of the installation are already known (i.e. it's the same meter going back in) it is sufficient to send only the information which is not already known or has changed as a result of the repositioning.
- 8.3 Prior to the replacement of an electricity Metering Asset, a de-energisation shall be carried out in accordance with Paragraph 15.
- 8.4 If the Metering Asset cannot be exchanged, reconfigured or replaced at the appointed time, the Metering Equipment Manager shall liaise with the Energy Supplier to agree the way forward.

Gas MEM

8.5 Where a Metering Asset is exchanged or repositioned the process below will be followed:

Ref	When	Action	From	То	Interface	Means
8.5.1	If required.	Request Metering Asset	Consumer	• Gas Supplier ²⁸	Unlikely to be	Not defined
		exchange.			electronic	

8.5.2	Following 8.5.1.	Request Metering Asset exchange.	• Gas Supplier	• MEM	ORJOB	Email, IX, DTN
8.5.3	Within 2WDs of 8.5.2.	Respond to Metering Asset exchange request.	• MEM	• Gas Supplier	RRJOB	Email, IX, DTN
8.5.4	Following 8.5.2.	Request Metering Asset exchange.	• MEM	• Meter Worker	Information contained within ORJOB	Not defined
8.5.5	548hrs prior to Metering AssetPre-notification of Nexchange.⁵Asset exchange.		• MEM	• Gas Supplier	ONJOB ⁶	Email, IX, DTN
8.5.6	Within 2WDs of 8.5.5.	Respond to pre-notification of Metering Asset exchange.	• Gas Supplier	• MEM	RNJOB	Email, IX, DTN
8.5.7	At the time and date specifiedCarry out Metering Assetwithin the request in 8.5.4.exchange.		• Meter Worker		Internal Process	N/A
8.5.8	Following Metering Asset exchange.	Notification of Metering Asset exchange.	• Meter Worker	• MEM	Information contained within ONJOB	Not defined
8.5.9	Within 48hrs of the Metering Asset exchange. ⁸	Notification of Metering Asset exchange. ³⁵	• MEM	• Gas Supplier ⁹	ONJOB ¹⁰	Email, IX, DTN
8.5.10	Within 48hrs of the Metering Asset exchange.	Notification of Metering Asset exchange and MAP identity for installed Metering Asset.	• MEM	• CDSP	ONJOB	Secure File Transfer Protocol
8.5.11	Within 2WDs of 8.5.9.	Respond to notification of Metering Asset exchange.	• Gas Supplier	• MEM	RNJOB ¹¹	Email, IX, DTN
5.3.12	Within 2WDs of 8.5.10.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset.	• CDSP	• MEM	RNJOB	Secure File Transfer Protocol

³⁵ Where, as part of the removal of Metering Assets at the metering installation, a meter has been disconnected and then re-connected, the Gas Supplier must be notified of whether the Meter Worker was an Approved Meter Installer.

8.5.13	Within 2WDs of 8.5.7.	Notification of Metering Asset removal.	• MEM	• Old MAP	ONUPD ³⁶	Email, IX, DTN
8.5.14	Within 2WDs of 8.5.13.	Respond to Metering Asset removal notification.	Old MAP	• MEM	RNUPD	Email, IX, DTN
8.5.15	Within 2WDs of 8.5.7.	Notification of Metering Asset installation.	• MEM	• New MAP	ONUPD	Email, IX, DTN
8.5.16	Within 2WDs of 8.5.15.	Respond to Metering Asset installation notification.	New MAP	• MEM	RNUPD	Email, IX, DTN
8.5.17	Following 8.5.9 ³⁷ .	Notification of Metering Asset exchange. ¹³	• Gas Supplier	• Shipper	ONJOB	Not defined
8.5.18	Within 2WDs of 8.5.17.	Respond to notification of Metering Asset exchange.	• Shipper	• Gas Supplier	RNJOB	Not defined
8.5.19	Following 8.5.17 and within 6WDs of the Metering Asset exchange.	Notification of Metering Asset exchange.	• Shipper	• CDSP	Defined in the UK Link Manual	IX
8.5.20	Within 2WDs of 8.5.19.	Respond to notification of Metering Asset exchange.	• CDSP	• Shipper	Defined in the UK Link Manual	IX

Electricity MEM (Half Hourly)

8.6 Where a Metering Asset is reconfigured or replaced the process below will be followed:

Ref	When	Action	From	То	Information Required	Method			
For HHE	For HHDC – Serviced Metering Asset								
8.6.1	As required.	Request Metering Asset replacement of reconfiguration	• Electricity Supplier	• MEM	<u>Credit Meter</u> D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed			

³⁶ Where the Metering Asset has been removed and not re installed then this should include the address where the meter is available for collection. Meter returns procedures are detailed within the MAMCoP.

³⁷ The notification from Gas Supplier to Shipper must be provided to enable the Gaining Shipper notification to the CDSP within 6WDs of the Metering Asset exchange.

					Prepayment Meter	
					D0194 for key meters	
					D0216 for token meters	
8.6.2	If request rejected and within 2 WD of 8.6.1.	Reject request for Metering Asset removal.	• MEM	• Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
8.6.3	If request accepted and within 3 WD of 8.6.1 and before data collection date or as the MEM sees necessary ³⁸ .	Agree with HHDC to collect final HH Metered Data	• MEM	• HHDC	D0005 Instruction on Action	Electronic or other method, as agreed
8.6.4	On the date and time agreed on 8.6.3.	Collect final HH Metered Data	• HHDC			Internal Process
8.6.5	Immediately following 8.6.4.	Confirm final HH Metered Data	• HHDC	• MEM	The MEM will telephone the HHDC when the MEM is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM	Telephone
8.6.6	Immediately following 8.6.5.	Note final meter register reading, if available If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available.	• MEM		Internal Process	N/A

³⁸ The need to replace or reconfigure the Metering Asset could also be from BSC CoP4 requirements, Ofgem or Consumer driven.

8.6.7	Within 5 WD of the replacement / reconfiguration of the Metering Asset.	Reconfigure Metering Asset or replace and energise Metering Asset ³⁹ Note initial meter register reading. Send final meter register reading for replaced / reconfigured Metering Asset or notification that the meter register reading was not obtainable.	• MEM	 Electricity Supplier HHDC DNO 	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed
8.6.8	Within 5 WD of the replacement / reconfiguration of the Metering Asset.	Send initial meter register reading for replacement Metering Asset /new configuration.	• MEM	• HHDC	D0010 Meter Readings	Electronic or other method, as agreed
8.6.9	Within 5 WD of the replacement / reconfiguration of the Metering Asset.	Send Meter Technical Details for replacement Metering Asset /new configuration.	• MEM	Electricity SupplierHHDCDNO	D0268 Half Hourly Meter Technical Details If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3).	Electronic or other method, as agreed

³⁹ If replacement includes Measurement Transformers, commission in accordance with BSC CoP 4 and proceed as per Paragraph 6.7 or 6.8.

8.6.10	At the same time as	Send the relevant	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method
	0.0.7.	changes.				as agreed
8.6.11	Immediately	Perform validation	• MPAS	• MEM	D0312 Notification of Meter Information to MPAS	Electronic or
	following 8.4.10 or	checks and send		• Electricity	with MOP Flow Response Code populated.	other method,
	8.6.12.	response.		Supplier		as agreed
		If D0212 response is				
		'Accented' proceed				
		to 8.6.13 otherwise				
		proceed to 8.6.12.				
8.6.12	Within 5 WDs of	Where the rejection	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or
	8.6.11.	is of a type the MEM				other method,
		can resolve without				as agreed
		involving other				
		industry parties, send				
		a corrected D0312.				
		If the MEM needs to				
		involve other				
		industry parties to				
		resolve the issue.				
		then reasonable				
		endeavours shall				
		apply.				
		Proceed to 8.6.11.				
8.6.13	In accordance with	Prove Metering	• MEM	• HHDC	Refer to Paragraph 20.	Not Defined
	Paragraph 20.	Asset.				
For Sup	olier – Serviced Meterin	g Asset (when MEM repla	aces the meter	-)		
8.6.14	As required.	Request Metering Asset replacement.	• Electricity Supplier	• MEM ⁴⁰	<u>Credit Meter</u> D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. <u>Prepayment Meter</u>	Electronic or other method, as agreed
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					D0216 for token meters	
8.6.15	If request rejected and within 5 WD of 8.6.14.	Reject request for Metering Asset replacement and restart process if required.	• MEM	• Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
8.6.16	On replacement.	Contact Electricity Supplier to retrieve final Half Hourly and cumulative readings remotely. Replace meter. Contact Electricity Supplier to retrieve initial cumulative reading remotely.	• MEM		Internal Process	N/A
8.6.17	On replacement.	Take final readings from meter, configure	• Electricity Supplier		Internal Process	N/A

⁴⁰ For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH MEM.

		replacement meter (as required) and take initial readings.				
8.6.18	If Time of Use registers configured remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WD of 8.6.16.	Send meter configuration details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM. If the Electricity Supplier is unable to configure the meter (for example, due to a communications failure), the SSC and TPR will be defaulted to a single-rate default. The TPR shall be mapped to the total Import register	• Electricity Supplier	• MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM).	Electronic or other method, as agreed
8.6.19	Within 10 WD of 8.6.14.	Send Meter Technical Details for replacement meter and notify removal of old meter.	• MEM	Electricity SupplierDNO	D0150 Non Half-hourly Meter Technical Details. D0149 Notification of Mapping Details.	Electronic or other method, as agreed

8.6.20	At the same time as 8.6.19.	Send the relevant meter information.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method
8.6.21	Immediately following 8.6.19 or 8.6.22.	Perform validation checks and send response D0312. If D0312 response is	• MPAS	 MEM Electricity Supplier 	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	as agreed. Electronic or other method as agreed.
		to 8.6.23, otherwise proceed to 8.6.22.				
8.6.22	Within 5 WDs of 8.6.21.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.6.21.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
8.6.23	Within 10 WDs of 8.6.14.	Send notification of removal of old meter.	• MEM	• MAP of removed meter	D0303 Notification of Meter Operator, - Supplier and Metering Assets installed/removed by the MOP to the MAP	Electronic or other method, as agreed
For Sup	plier – Serviced Meterin	g Asset (when Electricity	Supplier recon	figures the me	ter)	

8.6.24	If Time of Use	Send meter	• Electricity	• MEM	D0367 Smart Meter Configuration Details	Electronic or
	registers configured remotely.	configuration details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM.	Supplier		(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM).	other method, as agreed
		If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), the Electricity Supplier will notify a single rate Standard Settlement Configuration.				
8.6.25	Within 10 WD of 8.6.19.	Send Meter Technical Details for replacement meter.	• MEM	 Electricity Supplier DNO 	 D0150 Non Half-hourly Meter Technical Details. D0149 Notification of Mapping Details. 	Electronic or other method, as agreed

DNO Replaces Half Hourly Metering Asset for safety reasons

8.7 Where a Metering Asset is reconfigured or replaced by the Distribution Network Operator, the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
8.7.1	As required.	Send request to replace Metering Asset.	• Electricity Supplier	• DNO	Request site visit.	Electronic or other method, as agreed.
8.7.2	If request rejected, as soon as possible after 8.7.1.	Send notification of rejection including the reason why the request has been rejected.	• DNO	• Electricity Supplier	P0211 Site Visit Rejection. (Go to 5.6.1 if required)	Electronic or other method, as agreed.
8.7.3	On the date requested or agreed in 8.7.1 or as the DNO sees necessary.	Note final meter register reading, if available. Replace and energise Metering Asset ³⁹ Note initial meter register reading.	• DNO		Internal Process.	N/A
8.7.4	Within 5 WD of 8.7.3	Send final meter register reading or notification that meter register reading not obtainable. Send initial meter register reading and Meter Technical Details for replacement Metering Asset.	• DNO ⁴¹	• MEM	 D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3). D0010 Meter Readings. 	Electronic or other method, as agreed.

⁴¹Since the DNO is operating as part of an Urgent Metering Service, he shall interface with the MEM who shall be responsible for notifying the Electricity Supplier and the HHDC of the action taken.

8.7.5	Within 5 WD of 8.7.4.	. Send final meter register reading or notification that meter register reading not obtainable.	• MEM	• HHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
8.7.6	At the same time as 8.7.5.	Send initial meter register reading for replacement Metering Asset. Send Meter Technical Details for replacement Metering Asset.	• MEM	 Electricity Supplier HHDC 	D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3).	Electronic or other method, as agreed.
8.7.7	At the same time as 8.7.5.	Send the relevant meter information changes.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
8.7.8	Immediately following 8.7.7 or 8.7.9.	Perform validation checks and send response. If response is "Accepted" proceed to 8.7.10, otherwise proceed to 8.7.9.	• MPAS	 MEM Electricity Supplier 	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed.
8.7.9	Within 5 WDs of 8.7.8.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.7.8.	• MEM	• MPAS / ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.

8.7.10	In accordance with	Prove Metering Asset.	• MEM	• HHDC	Refer to Paragraph 20.	Electronic or
	Paragraph 20.					other method, as
						agreed.

Electricity MEM (Non Half Hourly)

8.8 Where a Metering Asset is reconfigured or replaced the process below will be followed:

Ref	When	Action	From	То	Information Required	Method				
For all N meter re	For all Non Half Hourly meters other than Smart Metering Systems (and or Smart Metering Systems locally configured by the MEM, other than as part of a meter replacement									
8.8.1	As required and at least 10WDs before 8.8.3. ¹⁵	Request Metering Asset replacement of reconfiguration.	• Electricity Supplier	• MEM	Credit MeterD0142 Request forInstallation or Changesto a Metering SystemFunctionality or theRemoval of all Meters.Prepayment MeterD0194 for key metersD0216 for tokenmeters	Electronic or other method, as agreed				
8.8.2	If request rejected and within 5 WD of 8.8.1.	Reject request for Metering Asset removal and restart process if required.	• MEM	• Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed				

8.8.3	On the date and time requested in 8.8.1 or as the MEM sees necessary ³⁸ .	Note final meter register reading, if available. Reconfigure Metering Asset or replace and energise Metering Asset. Note initial meter register reading.	• MEM		Internal Process	N/A
8.8.4	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send final meter register reading for replaced / reconfigured Metering Asset or notification that the meter register reading was not obtainable.	• MEM	• NHHDC	• D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
8.8.5	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send initial meter register reading for replacement Metering Asset /new configuration.	• MEM	• NHHDC	• D0010 Meter Readings	Electronic or other method, as agreed
8.8.6	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send Meter Technical Details for replacement Metering Asset /new configuration ²⁵ .	• MEM	 Electricity Supplier NHHDC DNO 	 D0149 Notification of Mapping Details D0150 Non Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details²⁶ 	Electronic or other method, as agreed

8.8.7	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send notification of removal of old meter.	• MEM	• MAP (removed meter)	 D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. 	Electronic or other method, as agreed
8.8.8	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send notification of installation of new meter.	• MEM	• MAP (installed meter)	• D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
8.8.9	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send the relevant meter information changes.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
8.8.10	Immediately following 8.8.9 or 8.8.11.	Perform validation checks and send response. If D0312 response is 'Accepted' proceed to 8.8.12, otherwise proceed to 8.8.11.	• MPAS	 MEM Electricity Supplier 	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
8.8.11	Within 5 WDs of 8.8.10.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

		If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.8.10.				
8.8.12	If no valid meter register reading(s) received 10WDs of the replacement / reconfiguration and initial and / or final reading required.	Request initial and / or final meter register reading.	• NHHDC	 MEM Electricity Supplier 		Post / Fax / Email
8.8.13	Within 10 WDs of 8.8.9.	Send initial and / or final meter register reading.	• MEM / Electricity Supplier	• NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
When E	lectricity Supplier configures a Smart N	Aetering System (other than as	part of a meter inst	tallation of meter re	placement)	1
8.8.14	As required	Take final readings for the old configuration. Reconfigure the Smart Metering System. Take initial readings for the new configuration.	• Electricity Supplier		Internal process	N/A
8.8.15	In time to allow the MEM to distribute Meter Technical Details within 10 WDs of 8.8.14.	Send Smart Metering System configuration details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM.	• Electricity Supplier	• MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM).	Electronic or other method, as agreed

8.8.16	Within 10 WD of reconfiguration.	Send final reading(s) for old configuration and initial reading(s) for new configuration.	• Electricity Supplier	• NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
8.8.17	Within 10 WD of reconfiguration.	Send Meter Technical Details for new configuration.	• MEM	 NHHDC Electricity Supplier DNO 	D0150 Non-Half- hourly Meter Technical Details. D0149 Notification of Mapping Details.	Electronic or other method, as agreed
When N 8.8.18	1EM installs a Smart Metering System a As required and at least 10WDs before 8.8.20.	as a replacement for either a no Send request to replace Metering Asset.	 • Electricity • Supplier 	● MEM	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
8.8.19	If request rejected and within 5 WD of 8.8.18.	Reject request for Metering Asset replacement and restart process if required.	• MEM	• Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
8.8.20	On the date and time requested in 8.8.18.	Take final reading(s) if replaced meter is not smart.	• MEM		Internal Process	N/A

	If replaced meter is smart, take final reading(s) as agreed with Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely. Replace Metering Asset. Take initial meter register reading(s) as agreed with Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely.				
8.8.21 Optionally, by arrar Electricity Supplier, timescales agreed Supplier.	and in and in with Electricity Send final/initial meter register reading(s) (readings will be sent as a contingency against delays in the Electricity Supplier obtaining a remote reading and, where the register configuration for the new meter is unknown, will consist of a reading from the total cumulative register)	• MEM	• Electricity Supplier	• D010 Meter Readings	Electronic or other method, as agreed
8.8.22 As required.	Take final reading(s) from replaced Smart Metering System, configure	• Electricity Supplier		Internal process	N/A

8.8.23	If replacement meter configured remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WD of 8.8.22.	replacement meter and take initial readings. Send Smart Metering System configuration details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the	• Electricity Supplier	• MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)	Electronic or other method, as agreed
8.8.24	Within 10 WD of reconfiguration.	Send final and initial meter register reading(s) (as remotely collected by the Electricity Supplier unless any readings provided by the MEM are required as a 'backstop').	• Electricity Supplier	• NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
8.8.25	Within 10 WD of reconfiguration.	Send Meter Technical Details for new meter and notification of removal of old meter.	• MEM	 NHHDC Electricity Supplier DNO 	D0150 Non Half- hourly Meter Technical Details. D0149 Notification of Mapping Details.	Electronic or other method, as agreed
8.8.26	Within 10 WD of reconfiguration.	Send notification of removal of old meter.	• MEM	• MAP (removed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed

8.8.27	Within 10 WD of reconfiguration.	Send notification of installation of new meter.	• MEM	• MAP (installed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
8.8.28	Within 10 WD of reconfiguration.	Send relevant meter information changes.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
8.8.29	Immediately following 8.8.28 or 8.8.30.	Perform validation checks and send response. If D0312 response is 'Accepted' proceed to 8.8.31, otherwise proceed to 8.8.30.	• MPAS	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
8.8.30	Within 5 WDs of 8.8.29.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.8.29.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
Followir	ng reconfiguration or replacement of a	a Smart Metering System				

8.8.31	If no valid meter register reading(s) received 10 WD of the replacement / reconfiguration and initial and / or final reading required.	Request initial and / or final readings.	• NHHDC	• Electricity Supplier		Post / Fax / Email
8.8.32	Within 10 WDs of 8.8.31.	Send initial and / or final meter register reading.	• Electricity Supplier	• NHHDC	D010 Meter Readings	Electronic or other method, as agreed
8.8.33	Within 10 WDs of 8.8.31.	Send relevant meter information changes.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
8.8.34	Immediately following 8.8.33 or 5.8.35.	Perform validation checks and send response. If D0312 response is 'Accepted' end process, otherwise proceed to 8.8.35.	• MPAS	 MEM Electricity Supplier 	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
8.8.35	Within 5 WDs of 8.8.34.	 Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.8.34. 	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

DNO Replaces Non Half Hourly Metering Asset for safety reasons / urgent metering services

Where a Metering Asset is reconfigured or replaced by the Distribution Network Operator, the process below will be followed: 8.9

Ref	When	Action	From	То	Information Required	Method
8.9.1	As required ⁴² .	Send request to reconfigure or replace Metering Asset.	• Electricity Supplier	• DNO	Request site visit.	Electronic or other method, as agreed.
8.9.2	If request rejected, as soon as possible after 8.9.1.	Send notification of rejection including the reason why the request has been rejected.	• DNO	• Electricity Supplier	P0211 Site Visit Rejection.	Electronic or other method, as agreed.
8.9.3	On the date requested or agreed in 8.9.1 or as the DNO sees necessary.	Note final meter register reading, if available. Replace and energise Metering Asset ³⁹ . Note initial meter register reading.	• DNO		Internal Process.	N/A
8.9.4	Within 10 WD of 8.9.3.	Send final meter register reading or notification that meter register reading not obtainable. Send initial meter register reading and Meter Technical Details for replacement Metering Asset.	• DNO ⁴³	• MEM	 D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. D0010 Meter Readings. 	Electronic or other method, as agreed.

⁴² This may be a standing arrangement between the Electricity Supplier and Distribution Network Operator and in practise, steps 8.9.1 and 8.9.2 may not occur.
⁴³ Since the Distribution Network Operator is operating as part of an urgent metering service, he shall interface with the Metering Equipment Manager who shall be responsible for notifying the Energy Supplier and the NHHDC of the action taken.

8.9.5	Within 10 WD of 8.9.4.	Send final meter register reading or notification that meter register reading not obtainable.	• MEM	• NHHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
8.9.6	At the same time as 8.9.5.	Send initial meter register reading for replacement Metering Asset. Send Meter Technical Details for replacement Metering Asset.	• MEM	 Electricity Supplier NHHDC 	D0010 Meter Readings D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
8.9.7	At the same time as 8.9.5.	Send notification of removal of old meter.	• MEM	• MAP (removed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
8.9.8	At the same time as 8.9.5.	Send notification of installation of new meter	• MEM	• MAP (installed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
8.9.9	At the same time as 8.9.5.	Send the relevant meter information changes.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
8.9.10	Immediately following 8.9.9 or 8.9.11.	Perform validation checks and send response. If response is "Accepted" end process 8.9.12, otherwise proceed to 8.9.11.	• MPAS	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed.

8.9.11	Within 5 WDs of	Where the rejection is of a type the	• MEM	• MPAS	D0312 Notification of Meter	Electronic or
	8.9.10.	MEM can resolve without involving			Information to MPAS.	other method, as
		other industry parties, send a corrected				agreed.
		D0312.				
		If the MEM needs to involve other				
		industry parties to resolve the issue,				
		then reasonable endeavours shall				
		apply.				
		Proceed to 8.9.10.				

9 Switch with Concurrent Change of MEM

- 9.1 This process covers a change in Metering Equipment Manager which occurs at the same time as a Switch.
- 9.2 The Switch process is set out in the UNC and REC MRA Transition Schedule for gas and electricity registrations respectively. Some (but not necessarily all) of the switching processes have been included in the interface tables to highlight the interactions between the Switch process, the Appointment of Metering Equipment Managers and the provision of meter details.
- 9.3 Prior to the Consumer deciding to contract with a new Gas Supplier, the Consumer may request a bespoke quotation which requires the Gas Supplier to determine transportation, metering and supply costs. The process followed by the CDSP for the provision of transportation details for this purpose is defined in the UNC, and therefore not repeated here. It is assumed that the Gas Supplier has agreement on transportation and metering costs before the process in Paragraph 9.4 is initiated.
- 9.4 Wherever possible, Energy Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.

Gas MEM

9.5 Where a Switch is initiated the process below shall be followed:

Ref When Action From To Interface	Means
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9.5.1	At any time.	Request new Gas Supplier.	• Consumer	• Gaining Supplier	Not defined	Other
9.5.2	Following 9.5.1.	Submit Confirmation request.	 Gaining Supplier 	• Gaining Shipper	Not defined	Other
9.5.3	Following 9.5.2.	Receive and pass on Confirmation request.	• Gaining Shipper	• CDSP	Defined in the UK Link Manual	IX
9.5.4	Within 2WDs of 9.5.3.	Accept Confirmation request and provide details of the existing MEM and Gas Act Owner.	• CDSP	• Gaining Shipper	Defined in the UK Link Manual	IX
9.5.5	Following 9.5.4 ⁴⁴ .	Receive and pass on Confirmation acceptance, details of the existing MEM and Gas Act Owner.	• Gaining Shipper	• Gaining Supplier	Not defined	Other
9.5.6	Following 9.5.3.	Notification of withdrawal.	• CDSP	• Losing Shipper	Defined in the UK Link Manual	IX
9.5.7 ⁴⁵	Following 9.5.6.	Receive and pass on withdrawal notification.	• Losing Shipper	• Losing Supplier	Not defined	Other
9.5.8	Following 9.5.3 by effective date – 2WDs.	Notification of transfer and details of existing MEM, Gas Act Owner and Meter Reading access instructions.	• CDSP	• Gaining Shipper	Defined in the UK Link Manual	IX
9.5.9	Following 9.5.8.	Receive and pass on transfer notification and details of existing MEM, Gas	• Gaining Shipper	• Gaining Supplier46	Not defined	Other

⁴⁴ The process steps allow the Gaining Supplier to be provided with details of the current Metering Equipment Manager and the Gas Act Owner at this stage (usually 14 days prior to the effective date).

⁴⁵ The process steps 9.5.6 to 9.5.7 shall be undertaken between effective date -14 to effective date -8 46 The Gaining Supplier could initiate provisional Appointment of the Metering Equipment Manager.

		Act Owner and Meter				
		Reading access instructions.				
9.5.10	Following 9.5.8 by effective date –	Notification of loss and	• CDSP	• Losing Shipper	Defined in the UK Link	IX
	2WDs.	Gaining Supplier details.			Manual	
9.5.11	Following 9.5.10.	Receive and pass on loss	• Losing	• Losing Supplier	Not defined	Other
		notification and Gaining	Shipper			
		Supplier details.				
9.5.12	At any time following 9.5.7 ⁴⁷ .	Request agent de-	• Losing	 Losing MEM 	ONAGE including	Email, IX, DTN
		appointment.	Supplier		details of Gaining	
					Supplier	
9.5.13	Within 2WDs of 9.5.12.	Accept agent de-	 Losing MEM 	• Losing Supplier	RNAGE	Email, IX, DTN
	10	appointment.				
9.5.14	At any time, following $9.5.9^{48}$.	Request agent	• Gaining	 Gaining MEM 	ONAGE including	Email, IX, DTN
		appointment.	Supplier		Gaining MEM details	
9.5.15	Within 2WDs of 9.5.14.	Accept agent appointment.	• Gaining MEM	• Gaining	RNAGE ⁵⁰	Email, IX, DTN
49				Supplier		
9.5.16	Following 9.5.14.	Request transfer of	 Gaining MEM 	 Losing MEM 	ORDET	Email, IX, DTN
		information.				
9.5.17	Within 2WDs of 9.5.16.	Respond to transfer of	 Losing MEM 	 Gaining MEM 	RRDET	Email, IX, DTN
		information request.				
9.5.18	Within 2WDs 9.5.16.	Provide Metering Asset	 Losing MEM 	 Gaining MEM 	ONDET	Email, IX, DTN
		information.				
9.5.19	Within 2WDs of 9.5.18.	Respond to Metering Asset	 Gaining MEM 	 Losing MEM 	RNDET	Email, IX, DTN
		information.				

⁴⁷ In the event that the Switch does not take place, a further ONAGE will be sent to cancel the MEM de-appointment, even if the original de-appointment request has not become effective.

⁴⁸ In the event that the Switch does not take place, a further ONAGE will be sent to cancel the MEM Appointment, even if the original Appointment request has not become effective.

⁴⁹ Where commercial arrangements are not in place to enable transfer to the Gaining MEM without a meter exchange, the 'Change of MEM with Asset Exchange' process shall be followed as set out in section 9 below.

⁵⁰ It is possible the Gaining MEM will not accept the Appointment until after details have been transferred, in which case an ONUPD will be sent negating the need for RNAGE.

9.5.20	After step 9.5.18, where required	Send supplementary	• Losing MEM	• Gaining MEM	As defined in	Not defined
9.5.21	Within 2WDs of 9.5.12.	Notification of MEM de- appointment.	• Losing MEM	• MAP	ONUPD	Email, IX, DTN
9.5.22	Within 2WDs of 9.5.21.	Respond to MEM de- appointment notification.	• MAP	• Losing MEM	RNUPD	Email, IX, DTN
9.5.23	Within 2WDs of 9.5.18.	Notification of MEM appointment.	• Gaining MEM	• MAP ⁵¹	ONUPD	Email, IX, DTN
9.5.24	Within 2WDs 9.5.23.	Respond to MEM appointment notification.	• MAP	• Gaining MEM	RNUPD	Email, IX, DTN
9.5.25	Following 9.5.18.	Notification of successful transfer of Metering Asset.	• Gaining MEM	• Gaining Supplier	ONUPD	Email, IX, DTN
9.5.26	Within 2WDs of 9.5.25.	Respond to notification of successful transfer of Metering Asset.	• Gaining Supplier	• Gaining MEM	RNUPD	Email, IX, DTN
9.5.27	Following 9.5.25 ⁵² .	Notification of MEM details.	• Gaining Supplier	• Gaining Shipper	ONUPD	Not defined
9.5.28	Within 2WDs of 9.5.27.	Respond to notification of MEM details.	• Gaining Shipper	• Gaining Supplier	RNUPD	Not defined
9.5.29	Following 9.5.27.	Notification of MEM details.	• Gaining Shipper	• CDSP	Defined in the UK Link Manual	IX
9.5.30	Within 2WDs of 9.5.29.	Respond to notification of MEM details.	• CDSP	• Gaining Shipper	Defined in the UK Link Manual	IX

⁵¹ Where Meter Asset Providers do not have a contract in place with a Gaining Metering Equipment Manager it will first be necessary for the Meter Asset Provider and Metering Equipment Manager to agree terms for use of the Metering Asset.

⁵² The notification from Gaining Supplier to Gaining Shipper must be provided to enable the Gaining Shipper notification to the CDSP within 2 WDs of the MAM Effective Date.

Electricity MEM (Half Hourly)

9.6 Where a Switch is initiated the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
9.6.1	If required.	Send agent appointment ⁵³ .	 Gaining Supplier 	• Gaining MEM ⁴⁰	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
9.6.2	If appointment rejected and within 5WD of 9.6.1.	Reject agent appointment and restart process if required.	• Gaining MEM	 Gaining Supplier 	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
9.6.3	If appointment accepted and within 5WD of 9.6.1.	Accept agent appointment.	• Gaining MEM	• Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
9.6.4	Within 5WDs of notification from MPAS or by last date of Electricity Supplier appointment.	Send agent de- appointment.	• Losing Supplier	• Losing MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
9.6.5	If de-appointment rejected and within 5WD of 9.6.4.	Reject agent de- appointment. Note that rejection of de- appointment shall only occur if the Losing MEM has	• Losing MEM	• Losing Supplier	Not defined	Not defined

⁵³ Where a Switch does not take place, the Gaining Supplier shall cancel the Metering Equipment Manager Appointment by sending a D0151 Termination of Appointment or Contract by Supplier. If a Metering Equipment Manager acted as the Metering Equipment Manager for the previous Electricity Supplier for the relevant Metering Point, the Metering Equipment Manager should treat the notification of cancellation, where 'Termination Reason' = 'LC', as a reinstatement of its Appointment with the previous Electricity Supplier, unless a D0151 has been received from the previous Electricity Supplier.

		a contract with the Consumer.				
9.6.6	Within 5WD of 9.6.3 ⁵⁴ .	Send notification of HHDC and current MEM. The D0302 to the HHDC is optional for Supplier - Serviced Metering Asset.	• Gaining Supplier	Gaining MEMHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
9.6.7	With 2 WD of 9.6.6.	Request Meter Technical Details.	• Gaining MEM	• Losing MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
For HH	DC-Serviced Metering Assets	·			·	
9.6.8	Within 5WD on 9.6.7.	Send Meter Technical Details.	• Losing MEM ⁵⁵	• Gaining MEM ⁵⁶	D0268 Half Hourly Meter Technical Details ⁵⁷	Electronic or other method, as agreed

⁵⁴ Note that if there is also a concurrent change of HHDC, the Gaining Supplier shall send the D0148 once the D0011 from both the Metering Equipment Manager and the HHDC has been received and within 5WD of the receipt of the latter D0011.

⁵⁵ Where the current Metering Equipment Manager has been instructed to send Meter Technical Details to a new Metering Equipment Manager, and there is a change to Meter Technical Details , the current Metering Equipment Manager shall send the revised Meter Technical Details to the new Metering Equipment Manager until such a time as the current Metering Equipment Manager is no longer responsible for the Meter Technical Details.

⁵⁶ If required, and at any time after the effective date of the Metering Equipment Manager 's Appointment (and only for Metering Points first registered after 6 November 2008), the Metering Equipment Manager may request Site Technical Details by sending a D0170 'Request for Metering System Related Details'. The Distribution Network Operator shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details' either by electronic means or by another method, as agreed with the Metering Equipment Manager. The Metering Equipment Manager shall determine any appropriate course of action within 2 WD of receiving this information.

⁵⁷ The Meter Technical Details, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering Asset is present on site, unless the Metering Equipment Manager does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by Metering Equipment Manager from Distribution Networks Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

					If site is Complex, send Complex Site Supplementary	
					Information Form (see	
9.6.9	Following 9.6.8.	Send commissioning information.	• Losing MEM	• Gaining MEM	D0383 Notification of Commissioning information D0384 Notification of Commissioning status ⁵⁸	Electronic or other method, as agreed
9.6.10	Within 5 WD of 9.6.8.	Send Meter Technical Details.	• Gaining MEM	 Gaining Supplier HHDC DNO 	D0268 Half Hourly Meter Technical Details ⁵⁷ If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3).	Electronic or other method, as agreed
9.6.11	Following 9.6.10.	Send commissioning information.	• Gaining MEM	• Gaining Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed
9.6.12	In accordance with Paragraph 20.	If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset.	• Gaining MEM	• HHDC	In accordance with Paragraph 20.4.	Electronic or other method, as agreed

⁵⁸ D0384 Notification of Commissioning Status is to be sent when a defect or omission exits that has prevented completion of commissioning prior to the change of Metering Equipment Manager. The Gaining Metering Equipment Manager must resolve the defect or omission as soon as possible following receipt of D0384.

For Sup	plier – Serviced Metering Asset					
9.6.13	Within 1 WD of configuration or	Send Smart Metering	• Gaining	• Gaining MEM	D0367 Smart Meter	Electronic or
	within 1 WD of the Supply Effective	System configuration	Supplier		Configuration Details	other method,
	from Date as applicable.	details.				as agreed
					(or alternative	
		If unable to re-configure the			method, as agreed	
		Time of Use registers, or no			bilaterally between	
		re-configuration required,			the Electricity Supplier	
		the Electricity Supplier will			and MEM)	
		notify the existing				
		configuration details, where				
		known.				
		If the Time of Use registers				
		are not configured to a valid				
		Standard Settlement				
		Configuration (as defined in				
		MDD) or the Electricity				
		Supplier is unable to				
		determine the current				
		configuration, the Electricity				
		Supplier will notify a single				
		rate SSC.				
9.6.14	Within 5 WD of 9.6.7.	Send Meter Technical	 Losing MEM⁵⁵ 	• Gaining	D0149 Notification of	Electronic or
		Details.		MEM ⁵⁶	Mapping Details.	other method,
						as agreed
					D0150 Non-Half-	
					hourly Meter	
					Technical Details.	
					Electronic	

9.6.15	Within 5 WDs of 9.6.14.	Send Meter Technical	 Gaining MEM 	• Gaining	D0149 Notification of	Electronic or
		Details.		Supplier	Mapping Details.	other method,
				• DNO		as agreed
					D0150 Non Half-	
					hourly Meter	
					Technical Details.	
					Electronic	

Electricity MEM (Non Half Hourly)

9.7 Where a Switch is initiated the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
9.7.1	If required.	Send agent appointment ⁵³ The Electricity Supplier will notify the Gaining MEM if the Metering Asset has a DCC-Enrolled Smart Metering System.	• Gaining Supplier	• Gaining MEM ⁴⁰	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
9.7.2	If appointment rejected and within 2WD of 9.7.1.	Reject agent appointment and restart process if required. Proceed to 9.7.1 if required.	• Gaining MEM	• Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
9.7.3	If appointment accepted and within 2 WD of 9.7.1.	Accept agent appointment.	• Gaining MEM	• Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
9.7.4	Within 5WDs of notification from MPAS or by last date of Electricity Supplier appointment.	Send agent de- appointment.	• Losing Supplier	• Losing MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed

9.7.5	If de-appointment rejected and	Reject agent de-	• Losing MEM	• Losing Supplier	Not Defined	Not Defined
	within 5WD of 9.7.4.	appointment.				
		Note that rejection of de- appointment shall only occur if the Losing MEM has a contract with the Consumer.				
9.7.6	If de-appointment accepted and within 5 WDs of 9.7.4.	Send notification of de- appointment.	• Losing MEM	• MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
9.7.7	On appointment of MEM and within 1 WD of 9.7.3 ⁵⁹ .	Send notification of NHHDC and current MEM.	• Gaining Supplier	 Gaining MEM NHHDC 	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
9.7.8	Within 2 WD of 9.7.7.	Request Meter Technical Details.	• Gaining MEM	• Losing MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed

⁵⁹ Note that if there is also a concurrent change of NHHDC and / or NHHDA, and the Gaining Supplier waits for all D0011 flows before sending a D0148, the Gaining Supplier shall send the D0148 within 1 WD of receipt of all applicable D0011 flows.

9.7.9	Within 2 WD of 9.7.8.	Send Meter Technical Details. ^{60 61}	• Losing MEM ⁵⁵	• Gaining MEM ⁵⁶	D0149 Notification of Mapping Details.	Electronic or other method,		
					D0150 Non Half- hourly Meter Technical Details ⁶² D0313 Auxiliary Meter	as agreed		
For Met	ering Assets which do no comprise a D	CC-Enrolled Smart Metering Sv	stem		Technical Details ²⁰			
9.7.10	Within 5WD on 9.7.9	Send Meter Technical Details	• Gaining MEM	 Gaining Supplier / NHHDC / DNO 	D0149 Notification of Mapping Details. D0150 Non Half- hourly Meter Technical Details ⁶² D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed		
For Met	For Metering Assets which do comprise a DCC-Enrolled Smart Metering System							
9.7.11	As soon as possible after midnight UTC on the Supplier Effective From Date.	Configure meter ⁶³ .	 Gaining Supplier 		Internal process	N/A		

⁶⁰ The current NHH MEM will send the Meter Technical Details on receipt of a D0170 data flow, irrespective of whether a D0151 'Termination of Appointment or Contract by Supplier' Market Message has been received from the Electricity Supplier. Where no D0151 data flow has been received, the de-appointment date can be derived from the 'Date Action Required By' (J0028) data item on the D0170 data flow.

⁶¹ The outgoing Metering Equipment Manager remains responsible for sending revised MTDs where they relate to site activity carried out after their de-appointment date. ⁶² The Metering Equipment Manager will send the D0150 Non Half-hourly Meter Technical Details to the relevant parties in all cases, even when no meter is present.

⁶³ If the new Electricity Supplier is unable to configure the meter until after the Supplier Effective from Date but is able to do so by Supplier Effective from Date +5WD, for example due to a communications failure, the new Electricity Supplier will re-date any SSC change (and associated) readings to the Supplier Effective from Date. If the new Electricity Supplier is unable to configure the meter until after Supplier Effective from Date +5WD, the new Electricity Supplier will use the change of SSC process in BSCP504 and will adopt the Losing Supplier's SSC for the intervening period.

9.7.12	Within 1 WD of 9.7.11.	Send Smart Metering System configuration details.	• Gaining Supplier	• MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)	Electronic or other method, as agreed
9.7.13	If the Gaining Supplier has been unable to communicate with the Smart Metering System by Supplier Effective from Date +5WD.	Send notification that the process for non DCC Enrolled Smart Metering System should be followed.	• Gaining Supplier	• Gaining MEM	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
9.7.14	Where 9.7.13 does not apply, within 1 WD of the later of 9.7.9 and 9.7.12.	Send Meter Technical Details.	• Gaining MEM	 Gaining Supplier / NHHDC / DNO 	D0149 Notification of Mapping Details. D0150 Non Half- hourly Meter Technical Details	Electronic or other method, as agreed

10 Switch with No Concurrent Change of MEM

- 10.1 This process covers the transfer of metering details where a Switch occurs, and the Gaining Supplier Appoints the existing MEM.
- 10.2 The Switch process is set out in the UNC and MRA Transition Schedule. Some (but not necessarily all) of these processes have been included in the interface tables to highlight the interactions between the Switch process and the Appointment of MEMs.
- 10.3 Prior to the Consumer deciding to contract with a new Gas Supplier, the Consumer may request a bespoke quotation which requires the Gas Supplier to determine transportation, metering and supply costs. The process followed by the CDSP for the provision of transportation details for this purpose is defined in the UNC, and therefore not repeated here. It is assumed that the Gas Supplier has agreement on transportation and metering costs before the process in Paragraph 10.5 is initiated.

10.4 Wherever possible, Energy Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.

Gas MEM

10.5 Where a Consumer Switch is initiated the process below will be followed:

Ref	When	Action	From	То	Interface	Means
10.5.1	At any time.	Request new Gas Supplier.	• Consumer	• Gaining Supplier	Not defined	Other
10.5.2	Following 10.5.1.	Submit Confirmation request.	• Gaining Supplier	• Gaining Shipper	Not defined	Other
10.5.3	Following 10.5.2.	Receive and pass on Confirmation request.	• Gaining Shipper	• CDSP	Defined in the UK Link Manual	IX
10.5.4	Within 2WDs of 10.5.3.	Accept Confirmation request and provide details of the existing MEM and Gas Act Owner.	• CDSP	• Gaining Shipper	Defined in the UK Link Manual	IX
10.5.5	Following 10.5.4 ⁶⁴ .	Receive and pass on Confirmation acceptance, details of the existing MEM and Gas Act Owner.	• Gaining Shipper	• Gaining Supplier	Not defined	Other
10.5.6	Following 10.5.3.	Notification of withdrawal.	• CDSP	• Losing Shipper	Defined in the UK Link Manual	IX
10.5.7 ⁶⁵	Following 10.5.6.	Receive and pass on withdrawal notification.	• Losing Shipper	• Losing Supplier	Not defined	Other

⁶⁴ The process steps allow the Gaining Supplier to be provided with details of the current Metering Equipment Manager and the Gas Act Owner at this stage (usually 14 days prior to the effective date). ⁶⁵ The process steps 6.4.6 to 6.4.7 should be undertaken between effective date -14 to effective date -8

10.5.8	Following 10.5.3 by effective date	Notification of transfer and	• CDSP	• Gaining	Defined in the UK Link	IX
	– 2WDs.	details of existing MEM, Gas		Shipper	Manual	
		Act Owner and Meter				
		Reading access instructions.				
10.5.9	Following 10.5.8.	Receive and pass on	 Gaining 	• Gaining	Not defined	Other
		transfer notification and	Shipper	Supplier		
		details of existing MEM, Gas				
		Act Owner and Meter				
		Reading access instructions.				
10.5.10	Following 10.5.8 by effective date	Notification of loss and	• CDSP	• Losing Shipper	Defined in the UK Link	IX
	– 2WDs.	Gaining Supplier details.			Manual	
10.5.11	Following 10.5.10.	Receive and pass on loss	• Losing	• Losing Supplier	Not defined	Other
		notification and Gaining	Shipper			
		Supplier details.				
10.5.12	At any time, following 10.5.7 ⁶⁶ .	Request agent de-	• Losing	• MEM	ONAGE including	Email, IX, DTN
		appointment.	Supplier		details of Gaining	
					Supplier	
10.5.13	Within 2WDs of 10.5.12.	Accept agent de-	• MEM	• Losing Supplier	RNAGE	Email, IX, DTN
		appointment.				
10.5.14	At any time, following 10.5.5 ⁶⁷ .	Request agent	• Gaining	• MEM	ONAGE including	Email, IX, DTN
		appointment.	Supplier		Gaining MEM details	
10.5.15	Within 2WDs of 10.5.14.	Accept agent appointment.	• MEM	• Gaining	RNAGE	Email, IX, DTN
				Supplier		
				- approx		

⁶⁶ In the event that the Consumer Switch does not take place, a further ONAGE will be sent to cancel the MEM de-appointment, even if the original de-appointment request has not become effective.

⁶⁷ In the event that the Consumer Switch does not take place, a further ONAGE will be sent to cancel the MEM Appointment, even if the original Appointment request has not become effective.

10.5.16	Within 2WDs of 10.5.12 ⁶⁸ .	Notification of MEM de- appointment.	• MEM	• MAP	ONUPD	Email, IX, DTN
10.5.17	Within 2WDs of 10.5.16.	Respond to MEM De- appointment notification.	• MAP	• MEM	RNUPD	Email, IX, DTN
10.5.18	Within 2WDs of 10.5.14.	Notification of MEM appointment.	• MEM	• MAP	ONUPD	Email, IX, DTN
10.5.19	Within 2WDs 10.5.18.	Respond to MEM appointment notification.	• MAP	• MEM	RNUPD	Email, IX, DTN
10.5.20	Following 10.5.15.	Notification of metering details.	• MEM	• Gaining Supplier	ONUPD	Email, IX, DTN
10.5.21	Within 2WDs of 10.5.20.	Respond to notification of metering details.	• Gaining Supplier	• MEM	RNUPD	Email, IX, DTN
10.5.22	Following 10.5.20 ⁶⁹ .	Notification of MEM details.	• Gaining Supplier	• Gaining Shipper	ONUPD	Not defined
10.5.23	Within 2WDs of 10.5.22.	Respond to notification of MEM details.	• Gaining Shipper	• Gaining Supplier	RNUPD	Not defined
10.5.24	Following 10.5.22 and within 2WDs of the MAM Effective Date.	Notification of MEM details.	• Gaining Shipper	• CDSP	Defined in the UK Link Manual	IX
10.5.25	Within 2WDs of 10.5.24.	Respond to notification of MEM details.	• CDSP	• Gaining Shipper	Defined in the UK Link Manual	IX

Electricity MEM (Half Hourly)

10.6 Where a Consumer Switch is initiated the process below will be followed:

⁶⁸ The Metering Equipment Manager will send two ONUPDs to the Meter Asset Provider. The notification of de-appointment will include the Losing Supplier details and the notification of Appointment will include the Gaining Supplier details.

⁶⁹ The notification from Gaining Supplier to Gaining Shipper must be provided to enable the Gaining Shipper notification to the CDSP within 2 WDs of the MAM Effective Date.

Ref	When	Action	From	То	Information Required	Method
10.6.1	As required.	Send agent appointment.	 Gaining Supplier 	• MEM ⁴⁰	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
10.6.2	If appointment rejected and within 5WD of 10.6.1.	Reject agent appointment and restart process.	• MEM	 Gaining Supplier 	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
10.6.3	If appointment accepted and within 5WD of 10.6.1.	Accept agent appointment.	• MEM	 Gaining Supplier 	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
10.6.4	Within 5WDs of notification from MPAS or by last date of Supplier Appointment.	Send agent de-appointment.	• Losing Supplier	• MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
10.6.5	Between 5WD and 10WD of 10.6.3.	Send notification of HHDC and current MEM. The D0302 to the HHDC is optional for Supplier - Serviced Metering Assets.	• Gaining Supplier	• MEM • HHDC • DNO	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
For HHD	C-Serviced Metering Assets		·	·	·	•
10.6.6	Within 1WD on 10.6.5.	Request Meter Technical Details	 Gaining Supplier 	• MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
10.6.7	Within 5WD on 10.6.6.	Send Meter Technical Details.	• MEM	Gaining SupplierHHDCDNO	D0268 Half Hourly Meter Technical Details ³³	Electronic or other method, as agreed

For Supplier – Serviced Metering Assets							
10.6.8	Within 1 WD of configuration or within 1 WD of Supply Effective from Date as applicable.	Send Smart Metering System configuration details. If unable to re-configure the Time of Use registers, or no re-configuration required, the Electricity Supplier will notify the existing configuration details, where known. If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), or the Electricity Supplier is unable to determine the current configuration, the Electricity Supplier will notify a single rate SSC.	• Gaining Supplier	• MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)	Electronic or other method, as agreed	
10.6.9	Within 5 WDs of 10.6.8.	Send Meter Technical Details.	• MEM	 Gaining Supplier DNO 	D0149 Notification of Mapping Details. D0150 Non Half- hourly Meter Technical Details. Electronic	Electronic or other method, as agreed	

Electricity MEM (Non Half Hourly)

10.7 Where a Consumer Switch is initiated the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
10.7.1	As required.	Send agent appointment.	• Gaining Supplier	• MEM	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
10.7.2	If appointment rejected and within 2WD of 10.7.1.	Reject agent appointment and restart process if required.	• MEM	• Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
10.7.3	If appointment accepted and within 2WD of 10.7.1.	Accept agent appointment.	• MEM	 Gaining Supplier 	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
10.7.4	Within 5WDs of notification from MPAS or by last date of Supplier Appointment.	Send agent de-appointment.	• Losing Supplier	• MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
10.7.5	If de-appointment accepted and within 5 WDs of 10.7.4.	Send notification of de- appointment.	• MEM	• MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
10.7.6	If de-appointment rejected and within 5 WDs of 10.7.4.	Reject agent de-appointment. Note that rejection of de- appointment shall only occur if the Losing MEM has a contract with the Consumer.	• MEM	• Losing Supplier	Not Defined	Not Defined

10.7.7	On appointment of MEM and within 1 WD of 10.7.3 ⁵⁹	Send notification of NHHDC and current MEM.	• Gaining Supplier	• MEM / NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed
10.7.8	Within 1WD of 10.7.7.	Send Meter Technical Details.	• MEM	 Gaining Supplier NHHDC DNO 	D0149 Notification of Mapping Details. D0150 Non Half- hourly Meter Technical Detail ⁶² D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed
10.7.9	Within 1WD of 10.7.7.	Send notification of Energy Supplier and MEM appointment.	• MEM	• MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed

11 Change of Metering Equipment Manager with Transfer of Metering Asset

- 11.1 This process covers the scenario where Metering Assets are transferred from the Losing Metering Equipment Manager to the Gaining Metering Equipment Manager as part of the change of Metering Equipment Manager process.
- 11.2 As the process depicted is completed on an RMP by RMP basis, this process is fit for a low-volume change of Metering Equipment Manager. Bulk changes of Metering Equipment Manager will be dealt with on a case-by-case basis. For electricity bulk changes, the Energy Supplier shall submit a bulk change of agent application to the BSC Panel in accordance with BSCP513. Once the bulk change of agent application has been approved by the BSC Panel, the change of Metering Equipment Manager shall progress in accordance with this Paragraph 11.
11.3 Appropriate contractual arrangements should be put in place for the Appointment of the Gaining Metering Equipment Manager before de-appointing the Losing Metering Equipment Manager.

Gas MEM

- 11.4 For gas Metering Equipment Manager Appointments, once the Gaining Metering Equipment Manager has accepted its Appointment, the Gas Supplier will de-appoint the Losing Metering Equipment Manager and provide the identity of the Gaining Metering Equipment Manager and the date on which the responsibility is to transfer to the Gaining Metering Equipment Manager. The Losing Metering Equipment Manager will transfer Metering Asset information as an unsolicited ONDET Market Message. This contrasts with the Switch process detailed in Paragraph 9, where the transfer of information is triggered by the Gaining Metering Equipment Manager contacting the Losing Metering Equipment Manager using an ORDET Market Message.
- 11.5 This process assumes the Gas Supplier will be the Gas Act Owner and there is no Switch.
- 11.6 Where a change of Metering Equipment Manager is initiated the process below shall be followed:

Ref	When	Action	From	То	Interface	Means
11.6.1	If required.	Send agent appointment.	• Gas Supplier	• Gaining MEM	ONAGE including	Email, IX, DTN
					details of Losing MEM	
11.6.2	Provided commercial	Accept agent appointment.	• Gaining MEM	• Gas Supplier	RNAGE	Email, IX, DTN
	arrangements are in place					
	between the Gaining MEM and					
	the Meter Asset Provider ⁴⁹					
11.6.3	Following 11.6.2 ⁷⁰ .	Send agent de-	• Gas Supplier	• Losing MEM	ONAGE including	Email, IX, DTN
		appointment.			details of Gaining	
					MEM	
11.6.4	Within 2WDs of 11.6.3.	Accept agent de-	• Losing MEM	• Gas Supplier	RNAGE	Email, IX, DTN
		appointment.				

⁷⁰ It is the Gas Supplier's responsibility to ensure that the existing MEM is de-appointed in time for the transfer of responsibility and metering details to be transferred by the Gaining MEM's Appointment date.

11.6.5	Following 11.6.2 ⁷¹ .	Notification of agent appointment.	• Gas Supplier	• Shipper	ONUPD	Not defined
11.6.6	Within 2WDs of 11.6.5.	Respond to notification of agent appointment.	• Shipper	• Gas Supplier	RNUPD	Not defined
11.6.7	Following 11.6.5 and within 2WDs of the MAM Effective Date.	Receive and pass on notification of agent appointment.	• Shipper	• CDSP	Defined in the UK Link Manual	IX
11.6.8	Within 2WDs of 11.6.7.	Respond to agent appointment notification.	• CDSP	• Shipper	Defined in the UK Link Manual	IX
11.6.9	Within 2WDs of 11.6.3.	Notification of MEM de- appointment.	• Losing MEM	• MAP	ONUPD including details of the Gaining MEM	Email, IX, DTN
11.6.10	Within 2WDs of 11.6.9.	Respond to MEM de- appointment notification.	• MAP	• Losing MEM	RNUPD	Email, IX, DTN
11.6.11	Within 2 WDs of 11.6.3.	Provide Metering Asset information.	• Losing MEM	• Gaining MEM	ONDET	Email, IX, DTN
11.6.12	Within 2WDs of 11.6.11.	Respond to Metering Asset information.	• Gaining MEM	• Losing MEM	RNDET	Email, IX, DTN
11.6.13	After step 11.6.11, where required by commercial agreement.	Send supplementary information.	• Losing MEM	• Gaining MEM	As defined in MAMCoP	Not defined
11.6.14	Within 2WDs of 11.6.11.	Notification of MEM appointment ⁷² .	• Gaining MEM	• MAP	ONUPD including details of the Gas Supplier	Email, IX, DTN
11.6.15	Within 2WDs 11.6.14.	Respond to MEM appointment notification.	• MAP	• Gaining MEM	RNUPD	Email, IX, DTN
11.6.16	Following 11.6.11	Notification of successful transfer of Metering Asset.	• Gaining MEM	• Gas Supplier	ONUPD	Email, IX, DTN

⁷¹ The notification from Gas Supplier to the Shipper must be provided to enable the Shipper notification to the CDSP within 2 WDs of the MAM Effective Date.

⁷² The MAP ID shall be contained within the ONDET Data Flow from the Losing Metering Equipment Manager to the Gaining Metering Equipment Manager which will enable the Gaining Metering Equipment Manager to send notification to the Meter Asset Provider.

11.6.17	Within 2WDs of 11.6.16	Respond to notification of successful transfer of Metering Asset.	• Gas Supplier	• Gaining MEM	RNUPD	Email, IX, DTN
11.6.18	Within 2WDs of 11.6.16 ⁷³	Notification of MEM details.	• Gas Supplier	• Shipper	ONUPD	Not defined
11.6.19	Within 2WDs of 11.6.18	Respond to notification of MEM details.	• Shipper	• Gas Supplier	RNUPD	Not defined
11.6.20	Following 11.6.18 and within 2WDs of the MAM Effective Date	Notification of MEM details.	• Shipper	• CDSP	Defined in the UK Link Manual	IX
11.6.21	Within 2WDs of 11.6.20	Respond to notification of MEM details.	• CDSP	• Shipper	Defined in the UK Link Manual	IX

Electricity MEM (Half Hourly)

11.7 Where a change of Metering Equipment Manager is initiated the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
11.7.1	As required.	Send agent appointment.	• Electricity	• Gaining	D0155 Notification of	Electronic or
			Supplier	MEM ⁴⁰	Meter Operator or	other method,
					Data Collector	as agreed
					Appointment and	
					Terms ⁷⁴	
11.7.2	If appointment rejected and	Reject agent appointment	• Gaining MEM	• Electricity	D0261 Rejection of	Electronic or
	within 5WD of 11.7.1 (or within	and restart process if		Supplier	Agent Appointment	other method,
	10WD for Supplier-Serviced	required.			including reason for	as agreed
	Metering Asset)				rejection	

⁷³ The notification from Gas Supplier to Shipper must be provided to enable the Shipper notification to the CDSP within 2 WDs of the MAM Effective Date. ⁷⁴ A retrieval method of 'S' in the D0155 Market Message indicates that the Electricity Supplier will retrieve the HH Metered Data.

11.7.3	If appointment accepted and within 5WD of 11.7.1 (or within 10WD for Supplier-Serviced Metering Assets). Within 5WDs of 11.7.3.	Accept agent appointment.	Gaining MEM Electricity	Electricity Supplier Losing MEM	D0011 Agreement of Contractual Terms D0151 Termination of	Electronic or other method, as agreed Electronic or
		appointment.	Supplier		Appointment or Contract by Supplier	other method, as agreed
11.7.5	If de-appointment rejected and within 5WD of 11.7.4.	Reject agent de- appointment. Note that rejection of de- appointment shall only occur if the Losing MEM has a contract with the Consumer.	• Losing MEM	• Electricity Supplier		Electronic or other method, as agreed
11.7.6	On appointment of Gaining MEM and between 5WD ⁷⁵ and 10WD of 11.7.4.	Send notification of MEM appointment / de- appointment. The D0302 to the HHDC is optional for Supplier- Serviced Metering Assets.	• Electricity Supplier	Gaining MEMHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
11.7.7	With 2 WD of 11.7.6.	Instruct Losing MEM to send Meter Technical Details to Gaining MEM.	 Electricity Supplier 	 Losing MEM 	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
For HHDC	-Serviced Metering Assets					
11.7.8	Within 5WD on 11.7.7.	Send Meter Technical Details.	● Losing MEM ⁵⁵	● Gaining MEM ⁵⁶	D0268 Half Hourly Meter Technical Details ⁵⁷	Electronic or other method, as agreed

⁷⁵ This step could be completed in less than 5 WD if the Electricity Supplier knows a de-appointment is not going to be rejected.

					If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3).	
11.7.9	Following 11.7.8.	Send commissioning information.	• Losing MEM	• Gaining MEM	D0383 Notification of Commissioning information D0384 Notification of Commissioning status ⁵⁸	Electronic or other method, as agreed
11.7.10	Within 5 WD of 11.7.8.	Send Meter Technical Details.	• Gaining MEM	 Electricity Supplier HHDC DNO 	D0268 Half Hourly Meter Technical Details If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3).	Electronic or other method, as agreed
11.7.11	Following 11.7.10.	Send commissioning information.	• Gaining MEM	• Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed
11.7.12	In accordance with the timescales in the Paragraph 20.	If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset.	• Gaining MEM	• HHDC	In accordance with Paragraph 20.	Electronic or other method, as agreed

11.7.13	Within 5 WDs of 11.7.7.	Send Meter Technical	 Losing MEM⁵⁵ 	• Gaining	D0149 Notification of	Electronic or
		Details.	76	MEM ⁵⁶	Mapping Details.	other method,
						as agreed
					D0150 Non Half-	
					hourly Meter	
					Technical Details.	
					Electronic	
11.7.14	Within 5 WDs of 11.7.13.	Send Meter Technical	• Gaining MEM	• Electricity	D0149 Notification of	Electronic or
		Details.		Supplier	Mapping Details.	other method,
				• DNO		as agreed
					D0150 Non Half-	
					hourly Meter	
					Technical Details.	
					Electronic	

Electricity MEM (Non Half Hourly)

11.8 Where a change of Metering Equipment Manager is initiated the process below will be followed:

Ref	When	Action	From	То	Information Required	Method
11.8.1	As required.	Send agent appointment.	• Electricity	• Gaining MEM	D0155 Notification of	Electronic or
			Supplier		Meter Operator or	other method,
					Data Collector	as agreed
					Appointment and	
					Terms	
11.8.2	If appointment rejected and	Reject agent appointment	• Gaining MEM	• Electricity	D0261 Rejection of	Electronic or
	within 10 WD of 11.8.1.	and restart process if		Supplier	Agent Appointment	other method,
		required.				as agreed

⁷⁶ The abbreviation MOA is used for Supplier-Serviced Metering Assets, where the Metering Equipment Manager is fulfilling its functions in respect of a HH Metering Asset. The abbreviation HHMOA is used for those activities that apply to both HHDC-Serviced and Supplier-Serviced Metering Assets.

					including reason for rejection	
11.8.3	If appointment accepted and within 10 WD of 11.8.1.	Accept agent appointment.	• Gaining MEM	• Electricity Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
11.8.4	Within 5WDs of 11.8.3.	Send agent de- appointment.	• Electricity Supplier	• Losing MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
11.8.5	If de-appointment rejected and within 5WD of 11.8.4.	Reject agent de- appointment. Note that rejection of de- appointment shall only occur if the Losing MEM has a contract with the Consumer.	• Losing MEM	• Electricity Supplier		Electronic or other method, as agreed
11.8.6	If de-appointment accepted and within 5 WDs of 11.8.4.	Send notification of de- appointment.	• Losing MEM	• MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/ removed by the MOP to the MAP.	Electronic or other method, as agreed
11.8.7	Between 5 WD ⁷⁵ and 10 WD of 11.8.4.	Send notification of MEM appointment / de- appointment.	Electricity Supplier	Gaining MEMNHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
11.8.8	With 2 WD of 11.8.7.	Instruct Losing MEM to send Meter Technical Details to Gaining MEM.	• Electricity Supplier	• Losing MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed

11.8.9	Within 5WD on 11.8.8.	Send Meter Technical Details ^{60 61}	• Losing MEM ⁵⁵	● Gaining MEM ⁵⁶	D0149 Notification of Mapping Details. D0150 Non Half- hourly Meter Technical Details ^{77 62} . D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed
11.8.10	Within 5 WDs of 11.8.9.	Send Meter Technical Details.	• Gaining MEM	SupplierNHHDCDNO	D0149 Notification of Mapping Details. D0150 Non Half- hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed
11.8.11	Within 5 WDs of 11.8.9.	Send notification of appointment.	• Gaining MEM	• MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed

12 Change of MEM with Metering Asset Exchange

12.1 This process covers the scenario where Metering Asset is exchanged as a result of a new Metering Equipment Manager Appointment.

⁷⁷ If Metering Technical Details are not received within 12 WD of new Metering Equipment Manager Appointment, Gaining Metering Equipment Manager to request the Losing Metering Equipment Manager to send MTDs using the D0170 Request for Metering System Related Details and report this to the Electricity Supplier.

- 12.2 As the process depicted is completed on an RMP by RMP basis, this process is fit for a low-volume change of Metering Equipment Manager. Bulk changes of Metering Equipment Manager will be dealt with on a case-by-case basis. For electricity bulk changes, the Electricity Supplier shall submit a bulk change of agent application to the BSC Panel in accordance with BSCP513. Once the bulk change of agent application has been approved by the BSC Panel the change of Metering Equipment Manager shall progress in accordance with this Schedule.
- 12.3 For gas Metering Equipment Manager Appointments, once the Gaining Metering Equipment Manager has accepted its Appointment, the Gas Supplier will de-appoint the Losing Metering Equipment Manager and pass the identity of the Gaining Metering Equipment Manager and the date on which the responsibility is to transfer to the Gaining Metering Equipment Manager. The Losing Metering Equipment Manager will transfer MAP Id within an unsolicited ONDET flow. Other meter technical details are not required. This contrasts with Switch, where the transfer of information is triggered by the Gaining Metering Equipment Manager using an ORDET flow.
- 12.4 This process assumes the Gas Supplier will be the Gas Act Owner and there is no Switch.

Gas MEM

12.5 Where a change of Metering Equipment Manager is initiated the process below shall be followed:

Ref	When	Action	From	То	Interface	Means
12.5.1	If required ⁷⁸ .	Send agent appointment.	• Gas Supplier	 Gaining MEM 	ONAGE ⁷⁹	Email, IX, DTN
12.5.2	Where commercial arrangements are not in place and the Gaining MEM requires a meter exchange before accepting the appointment ⁸⁰ .	Accept agent appointment.	• Gaining MEM	• Gas Supplier	RNAGE ⁸¹	Email, IX, DTN

⁷⁸ If the Gas Supplier is aware that the Gaining Metering Equipment Manager will need to carry out a meter exchange prior to Appointment, then it shall miss steps 12.5.1 to 12.5.3 and proceed directly to step 12.5.4.

⁷⁹ This includes the identity of the Losing Metering Equipment Manager.

⁸⁰ Where commercial arrangements are in place to enable transfer of the Metering Asset, then the Gaining Metering Equipment Manager may accept the agent appointment and follow the process in Paragraph 11.

⁸¹ Where possible. the Gaining MEM shall flag within the RNAGE that they are rejecting the Appointment because a meter exchange is required, as they do not have commercial arrangements in place to transfer the Asset.

12.5.3	Following 12.5.2.	Agree Metering Asset exchange.	• Gaining MEM	• Gas Supplier	Discussion on why appointment was rejected	Not defined
12.5.4	Following agreement to exchange meter before MEM appointment.	Request Metering Asset exchange.	• Gas Supplier	• Gaining MEM	ORJOB	Email, IX, DTN
12.5.5	Within 2WDs of 12.5.4.	Respond to Metering Asset exchange request.	• Gaining MEM	• Gas Supplier	RRJOB ⁸²	Email, IX, DTN
12.5.6	Following 12.5.4.	Request Metering Asset exchange.	• Gaining MEM	• Meter Worker	Information contained within ORJOB	Not defined
12.5.7	48hrs prior to Metering Asset exchange ⁵ .	Pre-notification of Metering Asset exchange.	• Gaining MEM	• Gas Supplier	ONJOB ⁶	Email, IX, DTN
12.5.8	Within 2WDs of 12.5.7.	Respond to pre-notification of Metering Asset exchange.	• Gas Supplier	• Gaining MEM	RNJOB	Email, IX, DTN
12.5.9	At the time and date specified within the request in 12.5.6.	Carry out Metering Asset exchange.	• Meter Worker		Internal Process	N/A
12.5.10	Following Metering Asset exchange.	Notification of Metering Asset exchange.	• Meter Worker	• Gaining MEM	Information contained within ONJOB	Not defined
12.5.11	Within 48hrs of the Metering Asset exchange ⁸	Notification of Metering Asset exchange ⁸³ .	• Gaining MEM	• Gas Supplier	ONJOB ⁸⁴	Email, IX, DTN
12.5.12	Within 48hrs of the Metering Asset exchange.	Notification of Metering Asset exchange and MAP identity of installed Metering Asset.	• MEM	• CDSP	ONJOB	Secure File Transfer Protocol
12.5.13	Within 2WDs of 12.5.11.	Respond to notification of Metering Asset exchange.	Gas Supplier	• Gaining MEM	RNJOB	Email, IX, DTN

⁸² The Gaining Metering Equipment Manager will make a commercial decision whether to accept the job prior to formal Appointment. Where the Gaining Metering Equipment Manager rejects the job then the RRJOB will state this and the process will end.

⁸³ Where, as part of the removal of Metering Assets at the metering installation, a meter has been disconnected and then re-connected, the Energy Supplier must be notified of whether the Meter Worker was an AMI.

⁸⁴ Changes to Metering Asset ownership, names, addresses and access instructions which are determined on site, are considered to be generic data inconsistency exceptions and will be passed on separate ONUPD records.

12.5.14	Within 2WDs of 12.5.12.	Respond to notification of Metering Asset exchange and MAP identity of installed Metering Asset.	• CDSP	• MEM	RNJOB ¹¹	Secure File Transfer Protocol
12.5.15	Following 12.5.11.	Notification of Metering Asset exchange.	• Gas Supplier	• Shipper	ONJOB	Not defined
12.5.16	Within 2WDs of 12.5.15.	Respond to notification of Metering Asset exchange.	• Shipper	• Gas Supplier	RNJOB	Not defined
12.5.17	Following 12.5.15.	Notification of Metering Asset exchange.	• Shipper	• CDSP	Defined in the UK Link Manual	IX
12.5.18	Within 2WDs of 12.5.17.	Respond to notification of Metering Asset exchange.	• CDSP	• Shipper	Defined in the UK Link Manual	IX
12.5.19	Following 12.5.11.	Send agent appointment.	• Gas Supplier	• Gaining MEM	ONAGE	Email, IX, DTN
12.5.20	Within 2WDs of 12.5.19.	Accept agent appointment.	• Gaining MEM	• Gas Supplier	RNAGE	Email, IX, DTN
12.5.21	Following 12.5.20.	Send agent de- appointment.	• Gas Supplier	• Losing MEM	ONAGE	Email, IX, DTN
12.5.22	Within 2WDs of 12.5.21.	Accept agent de- appointment.	• Losing MEM	• Gas Supplier	RNAGE	Email, IX, DTN
12.5.23	Within 2WDs of 12.5.21.	Notification of MEM de- appointment.	• Losing MEM	• Old MAP	ONUPD	Email, IX, DTN
12.5.24	Within 2WDs of 12.5.23.	Respond to MEM de- appointment notification.	Old MAP	• Losing MEM	RNUPD	Email, IX, DTN
12.5.25	Following 12.5.20 ⁸⁵ .	Notification of agent appointment.	• Gas Supplier	• Shipper	ONUPD	Not defined
12.5.26	Within 2WDs of 12.5.25.	Respond to notification of agent appointment.	• Shipper	• Gas Supplier	RNUPD	Not defined

⁸⁵ The notification from Gas Supplier to Shipper must be provided to enable the Shipper notification to the CDSP within 2 WDs of the MAM Effective Date.

12.5.27	Following 12.5.25 and within 2WDs of the MEM Effective Date.	Receive and pass on notification of agent appointment.	• Shipper	• CDSP	Defined in the UK Link Manual	IX
12.5.28	Within 2WDs of 12.5.27.	Respond to agent appointment notification.	• CDSP	• Shipper	Defined in the UK Link Manual	IX
12.5.29	Within 2 WDs of 12.5.21.	Notification of MAP Id.	• Losing MEM	 Gaining MEM 	ONDET ⁸⁶	Email, IX, DTN
12.5.30	Within 2WDs of 12.5.29.	Respond to notification of MAP Id.	• Gaining MEM	• Losing MEM	RNDET	Email, IX, DTN
12.5.31	Within 2WDs of 12.5.29.	Notification of Metering Asset removal ⁸⁷ .	• Gaining MEM	• Old MAP	ONUPD ⁸⁸	Email, IX, DTN
12.5.32	Within 2WDs of 12.5.31.	Respond to Metering Asset removal notification.	• Old MAP	• Gaining MEM	RNUPD	Email, IX, DTN
12.5.33	Within 2WDs of 12.5.19.	Notification of Metering Asset installation and MEM appointment.	• Gaining MEM	• New MAP	ONUPD	Email, IX, DTN
12.5.34	Within 2WDs 12.5.33.	Respond to Metering Asset installation and MEM appointment notification.	• New MAP	• Gaining MEM	RNUPD	Email, IX, DTN

Electricity MEM

12.6 The electricity process is not currently documented.

13 Change of Meter Asset Provider

13.1 This process covers provision of updates to central systems where the Meter Asset Provider is amended.

⁸⁷ The MAP ID shall be contained within the ONDET from the Losing Metering Equipment Manager to the Gaining Metering Equipment Manager which will enable the Gaining Metering Equipment Manager to send notification to the Meter Asset Provider.

⁸⁶ As the meter has not been transferred the ONDET is only required to inform the Gaining Metering Equipment Manager of the MAP ID for the removed meter.

⁸⁸ This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the gas Metering CoP.

Gas MEM

13.2 The gas process is not currently documented.

Electricity MEM

13.3 Where a change of Meter Asset Provider is progressed, the following process will be followed:

Ref	When	Action	From	То	Information Required	Method
13.3.1	On receipt of a D0304	Provide notification of change of	• MEM	• MPAS	D0304 Notification of	Electronic or
	from a Meter Asset	MAP.			Meter Asset Provider	other method,
	Provider.					as agreed
	As soon as possible and					
	in any event within 5 WD					
	of the effective date of					
	the change.					
13.3.2	On receipt of data.	Perform validation checks.	• MPAS		Internal process	N/A
		If valid, proceed to 13.3.5.				
13.3.3	Upon unsuccessful	Send notification of invalid MAP	• MPAS	• MEM	D0304 Notification of	Electronic or
	validation.	data.			Meter Asset Provider	other method,
						as agreed
13.3.4	Within 5WDs of 13.3.3.	Where the rejection is of a type	• MEM	• MPAS	D0304 Notification of	Electronic or
		the MEM can resolve without			Meter Asset Provider	other method,
		involving other industry parties,				as agreed
		send a corrected D0304.				
		If the MEM needs to involve				
		other industry parties to resolve				
		the issue, then reasonable				
		endeavours shall apply.				

		Proceed to 13.3.2.				
13.3.5	Upon successful validation.	Update database.	• MPAS		Internal process.	N/A
13.3.6	Immediately following 13.3.5.	Send notification of MAP data acceptance.	• MPAS	• MEM	D0304 Notification of Meter Asset Provider	Electronic or other method, as agreed

14 Change of Gas Act Owner

- 14.1 The process to change a Gas Act Owner is defined within the Gas Act as the passing of ownership of duties to maintain the meter from one class of person to another, where a class of person is either a Gas Transporter, Gas Supplier or Consumer.
- 14.2 Where a Gas Supplier becomes aware of a change in the Gas Act Owner of the meter, it must inform the CDSP via the Shipper. Where the Gas Transporter becomes aware of such a change, it must inform the Gas Supplier, again via the Shipper.
- 14.3 The change of Gas Act Owner, where it is a coincident with a Switch, change of MEM, install and/or exchange activities are covered within the associated processes within this REC Schedule.

15 Change of Energisation Status (Electricity Only)

- 15.1 This process covers communications relating to the energisation of de-energisation of a HH Metering Asset.
- 15.2 The Metering Equipment Manager shall only energise a Metering Asset if requested to do so by its associated Electricity Supplier.
- 15.3 The Metering Equipment Manager shall, as soon as reasonably practicable, inform its associated Electricity Supplier, the associated Data Collector and the Distribution Network Operator of any change in the energisation status of any Metering Asset for which the Metering Equipment Manager has been Appointed.
- 15.4 A remotely disabled Smart Metering System or Advanced Metering System should be treated as energised for the purposes of this Paragraph 15.

15.5 <u>Energisation (Half Hourly)</u>

Ref	When	Action	From	То	Interface	Means				
If MEM E	If MEM Energises									
15.5.1	As required	Send request to energise Metering Asset.	• Electricity Supplier	• MEM	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.				
15.5.2	If request rejected and within 2 WD of 15.5.1 (or 5 WD for Supplier- Serviced Metering Assets).	Send notification of rejection including the reason why the request has been rejected.	• MEM	• Electricity Supplier	P0211 Site Visit Rejection. (Go to 12.2.1 if required)	Electronic or other method, as agreed.				
15.5.3	On the date requested or agreed in 15.5.1.	Energise Metering Asset and note initial meter register reading.	• MEM			Internal Process.				
15.5.4	Within 5 WD of attempting to change energisation status (or within 10 WD for Supplier-Serviced Metering Assets)	Send change of energisation status and the initial meter register reading.	• MEM	 Electricity Supplier / DNO HHDC 	D0139 Confirmation or Rejection of Energisation Status Change ^{89 90} .	Electronic or other method, as agreed.				
	Or following the MEM becoming aware of a discrepancy between the energisation status on site and that held by the Electricity Supplier /									

⁸⁹ If there is a failure to change the energisation status, the D0139 shall be sent only to the Electricity Supplier. If energisation status is changed but a meter register reading cannot be taken, the D0139 shall be sent to all of the above recipients and a D0002 'Fault Resolution Report or Request for Decision on Further Action' shall be sent to the HHDC.
⁹⁰ If the date of the change of energisation status is unknown, a date can be instructed or agreed by the Electricity Supplier for inclusion in the D0139 flow. All other fields in this D0139 must be completed as normal. Such a D0139 flow shall not be sent unless the date for inclusion has been agreed by the Electricity Supplier. For guidance: The Electricity Supplier shall consider all available information (e.g. D0235 'Half hourly Aggregation Exception Report' flows, HHDC/MEM information) when determining the date that shall be recorded for the change in energisation status; communication regarding the instruction of a date shall be by email or another method, as agreed; an audit trail shall be retained.

	HHDC.							
If DNO En	If DNO Energises							
15.5.5	Within 5 WD of energising a Metering Asset.	Send change of energisation status and the initial meter register reading.	• DNO	• MEM / • Electricity Supplier	D0139 Confirmation or Rejection of Energisation Status Change ⁸⁹	Electronic or other method, as agreed.		
15.5.6	Within 5 WD of 15.5.5 (or 10 WD for Supplier- Serviced Metering Assets).	Send change of energisation status and, if requested, the initial meter register reading.	• MEM	• HHDC	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.		

15.6 <u>De-energisation (Half Hourly)</u>

Ref	When	Action	From	То	Interface	Means
If MEM De-e	energises	l	1			
15.6.1	As required and at least 10 WD before 15.6.6 ¹⁵ .	Send request to de-energise Metering Asset.	Electricity Supplier	MEM	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
15.6.2	If request rejected and within 2 WD of 15.6.1 (or 5 WD for Supplier- Serviced Metering Assets).	Send notification of rejection including the reason why the request has been rejected.	MEM	Electricity Supplier	D0139 Confirmation or Rejection of Energisation Status Change. D0221 Notification of Failure to Install or Energise Metering System P0211 Site Visit Rejection ⁹¹ . (Go to 12.3.1 if required)	Electronic or other method, as agreed.
15.6.3	If request accepted and within 3 WD of 15.6.1 and before planned date for de- energisation.	Arrange with HHDC to collect final HH Metered Data. For Supplier-Serviced Metering Assets, the Electricity Supplier, rather than the HHDC, will collect the HH Metered Data. Steps 15.6.3 to 15.6.6 do not apply.	MEM	HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.
15.6.4	On date and time agreed in 15.6.3.	Collect final HH Metered Data.	HHDC			Internal Process.

⁹¹ The use of this data flow is optional.

15.6.5	Immediately following 15.6.4.	Confirm final HH Metered Data	HHDC	MEM	The MEM will telephone the	Telephone.
		collection.			HHDC when it is on site.	
					Following the HHDC collecting	
					the data, the HHDC will provide	
					confirmation to the MEM.	
15.6.6	Immediately following 15.6.5.	Note final meter register	MEM			Internal Process.
		reading, if available.				
		If final HH Metered Data was not				
		uploaded by the HHDC,				
		download final HH Metered				
		Data, if available.				
		De-energise Metering Asset.				
15.6.7	Within 5 WD of changing	Send change of energisation	MEM	Electricity	D0139 Confirmation or	Electronic or
	energisation status (or within	status and final meter register		Supplier	Rejection of Energisation Status	other method,
	10 WD for Supplier-Serviced	reading, if available.		DNO	Change ^{89 90} .	as agreed.
	Metering Assets)			2	D0010 Meter Readings	
				HHDC		
	Or					
	Following the MEM becoming					
	aware of a discrepancy					
	between the energisation					
	status on site and that held by					
	the Electricity Supplier/HHDC.					
If DNO De-energ	jises	•	•		•	

15.6.8	As required and at least 10 WD before 15.6.14 ⁹² .	Send request to de-energise Metering Asset.	Electricity Supplier	DNO	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
15.6.9	If request rejected and within 2 WD of 15.6.8.	Send notification of rejection including the reason why the request has been rejected.	DNO	Electricity Supplier MEM	D0139 Confirmation or Rejection of Energisation Status Change. P0211 Site Visit Rejection ⁹¹ (Go to 11.3.8 if required)	Electronic or other method, as agreed. Manual
15.6.10	If request accepted and within 2 WD of request to de- energise Metering Asset.	Agree date and time for de- energisation.	DNO	MEM	De-energisation details.	Telephone or other method, as agreed.
15.6.11	Within 2 WD of 15.6.10 and before planned date for de- energisation.	Arrange with HHDC to collect final HH Metered Data.	MEM	HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.
15.6.12	On date and time agreed in 15.6.10.	Collect final HH Metered Data.	HHDC			Internal Process.
15.6.13	Immediately following 15.6.12.	Confirm final HH Metered Data collection.	HHDC	DNO (or MEM if appropriate)	The DNO or MEM will telephone the HHDC when it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM or DNO, as appropriate.	Telephone or other method, as agreed.

⁹² This step could be completed in shorter timescales where the Electricity Supplier and Metering Equipment Manager/Distribution Network Operator, as applicable, have reached mutual agreement.

15.6.14	On the date requested or agreed in 15.6.8; or as required (for example, as a result of an emergency).	Note final meter register reading, if available. de-energise Metering Asset.	DNO			Internal Process.
15.6.15	Within 5 WD of 15.6.14.	Send change of energisation status and final meter register reading, if available.	DNO	Electricity Supplier / MEM	D0139 Confirmation or Rejection of Energisation Status Change ⁸⁹ .	Electronic or other method, as agreed.
15.6.16	Within 5 WD of 15.6.15.	Send change of energisation status and, if requested, final meter register reading, if available.	MEM	HHDC	D0139 Confirmation or Rejection of Energisation Status Change. D0010 Meter Readings.	Electronic or other method, as agreed.
15.6.17	If required and no valid meter register reading received within 10 WDs of notification of change to energisation status.	Request final meter register reading	HHDC	MEM Electricity Supplier	D0010 Meter Readings	Electronic or other method, as agreed
15.6.18	Within 10 WD of 15.6.17.	Send final meter register reading.	MEM, Electricity Supplier	HHDC		Electronic or other method, as agreed

15.7 <u>Energisation (Non Half Hourly)</u>

Ref	When	Action	From	То	Interface	Means			
If MEM Er	If MEM Energises								
15.7.1	As required and at least 10WDs ¹⁵ before 15.7.3.	Send request to energise Metering Asset.	• Electricity Supplier	• MEM	<u>Credit Meter</u> D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.			

15.7.2	If request rejected	Send notification of rejection	• MEM	• Electricity Supplier	Prepayment MeterD0180 Request to Energy / De-Energise / Shut Down PrepaymentMeterP0211 Site Visit Rejection. (Go to12.4.1 if required)	Electronic or
	15.7.1.	request has been rejected.				as agreed.
15.7.3	On the date requested or agreed in 15.7.1.	Energise Metering Asset and note initial meter register reading.	• MEM			Internal Process.
15.7.4	Within 10 WD of attempting to change energisation status.	Send change of energisation status.	• MEM	 Electricity Supplier / DNO NHHDC 	Credit MeterD0139 Confirmation or Rejection of Energisation Status Change ⁸⁹ .Prepayment MeterD0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
15.7.5	Within 10 WD of attempting to change energisation status.	Send associated meter register readings.	• MEM	• NHHDC	D010 Meter Readings	Electronic or other method, as agreed.
15.7.6	If required and no valid meter register reading received within 10 WD of notification of change to energisation status	Request initial meter register reading.	• NHHDC	 MEM / Electricity Supplier 		Post / fax / email

15.7.7	Within 10 WDs of 15.7.6.	Send initial meter register reading.	 MEM / Electricity Supplier 	• NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
If DNO En	iergises	•	·	·	•	·
15.7.8	Within 10 WD of receiving change of energisation status and meter register reading, if available from DNO.	Send change of energisation status and the initial meter register reading.	• MEM	 NHHDC Electricity Supplier 	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change. Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
15.7.9	Within 10 WD of receiving change of energisation status and meter register reading, if available from DNO.	Send the initial meter register reading.	• MEM	• NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.

15.8 <u>De-energisation (Non Half Hourly)⁹³</u>

Ref		When	Action	From	То	Interface	Means
If MI	EM De-ener	gises					

⁹³ A remotely disabled Smart Meter or Advanced Meter shall be treated as energised for the purposes of this paragraph.

15.8.1	As required and at least 10 WD ¹⁵ before 15.8.3.	Send request to de- energise Metering Assets.	• Electricity Supplier	• MEM	<u>Credit Meter</u> D0134 Request to Change Energisation Status. <u>Prepayment Meter</u> D0180 Request to Energy / De-Energise / Shut Down Prepayment Meter	Electronic or other method, as agreed.
15.8.2	If request rejected and within 5 WD of 15.8.1.	Send notification of rejection including the reason why the request has been rejected. Proceed to 15.8.1 if required.	• MEM	• Electricity Supplier	Credit MeterD0139 Confirmation or Rejection of Energisation Status ChangeD0221 Notification of Failure to Install or Energise Metering SystemP0211 Site Visit Rejection 91Prepayment MeterD0179 Confirmation of Energisation/De- Energisation of Prepayment Meter	Electronic or other method, as agreed.
15.8.3	On date requested or agreed in 15.8.1.	Note final meter register reading, if available, and de-energise Metering Asset.	• MEM		Internal Process	N/A
15.8.4	Within 10 WD of attempting to change energisation status.	Send change of energisation status.	• MEM	Electricity SupplierDNO	<u>Credit Meter</u> D0139 Confirmation or Rejection of Energisation Status Change ⁸⁹ . <u>Prepayment Meter</u> D0179 Confirmation of Energisation/De- Energisation of Prepayment Meter	Telephone.

15.8.5	Within 10 WD of	Send the final meter	• MEM	• NHHDC	D0010 Meter Readings	Electronic or
	energisation status.	available.				as agreed.
15.8.6	If required and no valid meter register reading	Request final meter register reading.	• NHHDC	MEM Electricity		Electronic or other method.
	received within 10 WD of notification of change to energisation status.			Supplier		as agreed.
15.8.7	Within 10 WDs of 15.8.6.	Send final meter register reading.	• MEM / • Electricity Supplier	• NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
If DNO De-er	nergises	<u> </u>				
15.8.8	As required and at least 10 WD ⁹² before 15.8.10.	Send request to de- energise Metering Asset.	• Electricity Supplier	• DNO	<u>Credit Meter</u> D0134 Request to Change Energisation Status. <u>Prepayment Meter</u> D0180 Request to Energy / De-Energise /	Electronic or other method, as agreed.
					Shut Down Prenavment Meter	

15.8.9	If request rejected and within 5 WD of 15.8.8.	Send notification of rejection including the reason why the request has been rejected. Proceed to 15.8.8 if required.	• DNO	Electricity SupplierMEM	<u>Credit Meter</u> D0139 Confirmation or Rejection of Energisation Status Change. P0211 Site Visit Rejection ⁹¹ <u>Prepayment Meter</u> D0179 Confirmation of Energisation/De- Energisation of Prepayment Meter	Electronic or other method, as agreed.
15.8.10	On the date requested or agreed in 15.8.8, or as required (for example, as a result of an emergency).	Note final meter register reading, if available. De-energise the Metering Asset.	• DNO		Internal Process	N/A
15.8.11	Within 5 WDs of 15.8.10.	Send change of energisation status and final meter register reading, if available.	• DNO	• MEM	<u>Credit Meter</u> D0139 Confirmation or Rejection of Energisation Status Change ⁸⁹ . <u>Prepayment Meter</u> D0179 Confirmation of Energisation/De- Energisation of Prepayment Meter	Electronic or other method, as agreed.
15.8.12	Within 10 WDs of 15.8.11.	Send change of energisation status.	• MEM	 NHHDC Electricity Supplier 	<u>Credit Meter</u> D0139 Confirmation or Rejection of Energisation Status Change. <u>Prepayment Meter</u> D0179 Confirmation of Energisation/De- Energisation of Prepayment Meter	Electronic or other method, as agreed.

15.8.13	Within 10 WDs of 15.8.11.	Send final meter register reading, if available ⁹⁴ .	• MEM	• NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.

⁹⁴ If Distribution Network Operator has not provided the final meter register reading, the Metering Equipment Manager can retrieve this from the meter when it retrieves the meter. If the Distribution Network Operator removed the meter, the Metering Equipment Manager must ensure that it has the final meter register reading and provided this to the NHHDC before disposing of or re-using the meter.

required and no	Request final meter register	 NHHDC 	 Electricity 		Post / Fax /
lid meter register	reading.		Supplier /		Email
ading received			MEM		
thin 10 WD of					
otification of					
ange to					
nergisation status.					
ithin 10 WD of	Send final meter register	• MEM /	NHHDC	D0010 Meter Readings.	Electronic or
5.8.14.	reading.	• Electricity			other method,
		Supplier			as agreed.
iti a iti a iti a iti a iti a iti	d meter register ding received hin 10 WD of ification of inge to ergisation status. thin 10 WD of 8.14.	d meter register ding received hin 10 WD of ification of ergisation status. thin 10 WD of Send final meter register reading.	d meter register ding received hin 10 WD of ification of nge to ergisation status. thin 10 WD of 8.14. Send final meter register reading. • MEM / • Electricity Supplier	d meter register ding received hin 10 WD of ification of nge to ergisation status. thin 10 WD of 8.14. Send final meter register reading. • NHHDC • NHHDC • NHHDC • NHHDC • NHHDC • NHHDC	 A matching includes matching is the frequest matching is t

16 Change of Feeder Status (Electricity Only)

- 16.1 This process covers communications relating to the energisation of de-energisation of a feeder.
- 16.2 In the event that a Summation CT is being utilised to aggregate two or more feeders onto one Meter Id (Serial No), then the feeder status shall be populated as 'Active' if any one of the feeders is energised.
- 16.3 This process shall only be used for multi feeder sites. Where a single feeder is to be energised or de-energised, the processes in Paragraph 15 shall be used.

16.4 Energise Feeder (Half Hourly)

Ref	When	Action	From	То	Interface	Means
16.4.1	As required.	Send request to change feeder	• Electricity	• MEM ⁹⁵	Credit Meter	Electronic or
		status.	Supplier		D0142 Request for Installation or Changes	other method, as agreed.
					to a Metering System Functionality or the Removal of all Meters.	

⁹⁵ The DNO may perform this role.

					<u>Prepayment Meter</u> D0194 for key meters D0216 for token meters	
16.4.2	If request rejected and within 2 WD of 16.4.1.	Send notification of rejection including the reason why the request has been rejected.	• MEM	• Electricity Supplier	P0211 Site Visit Rejection. (Go to 13.3.1 if required)	Electronic or other method, as agreed.
16.4.3	On the date requested or agreed in 16.4.1 or as the MEM sees necessary.	Change feeder status. Note meter register reading.	• MEM		Internal Process	N/A
16.4.4	Within 5 WD of changing feeder status.	If requested, send meter register reading. Send Meter Technical Details.	• MEM	 HHDC Electricity Supplier HHDC DNO 	D0010 Meter Readings. D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3).	Electronic or other method, as agreed.
16.4.5	In accordance with Paragraph 20.	Prove Metering Asset if feeder has been energised for the first time.	• MEM	• HHDC	Refer to Paragraph 20.	Electronic or other method, as agreed.

16.5 <u>De -energise Feeder (Half Hourly)</u>

REF	Ref	When	Action	From	То	Interface
16.5.1	As required.	Send request to change feeder status.	 Electricity Supplier 	• MEM ⁹⁵	D0142 Request for Installation or Change to a Metering System Functionality or the Removal of All Meters.	Electronic or other method, as agreed.

16.5.2	If request rejected and within 2 WD of 16.5.1.	Send notification of rejection including the reason why the request has been rejected.	• MEM	• Electricity Supplier.	P0211 Site Visit Rejection. (Go to 13.4. 1 if required)	Electronic or other method, as agreed.
16.5.3	If request accepted and within 3 WD of request and before data collection date or as the MEM sees necessary.	Arrange with HHDC to collect HH Metered Data.	• MEM	• HHDC.	D0005 Instruction on Action.	Electronic or other method, as agreed.
16.5.4	On date and time agreed in 16.5.3.	Collect Half Hourly Metered Data.	• HHDC		Internal Process	N/A
16.5.5	Immediately following 16.5.4.	Confirm Half Hourly Metered Data collection.	• HHDC	• MEM	The MEM will telephone the HHDC when the MEM is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM.	Telephone
16.5.6	Immediately following 16.5.5.	Note meter register reading, if available. If Half Hourly Metered Data was not uploaded by the HHDC, download Half Hourly Metered Data, if available. Change feeder status.	• MEM		Internal Process	N/A
16.5.7	Within 5 WD of changing feeder status.	If requested, send meter register reading or notification that meter register reading not obtainable.	• MEM	• HHDC	D0010 Meter Readings	Electronic or other method, as agreed.

16.5.8	Within 5 WD of	Send Meter Technical Details.	• MEM ⁵⁵	• Electricity	D0268 Half Hourly Meter Technical Details ⁵⁷	Electronic or
	changing feeder			Supplier		other method, as
	status.			• DNO	If site is Complex, send Complex Site	agreed.
				• HHDC	Supplementary Information Form (see	
					Appendix 2 and 3).	

17 Change of Data Collector (Electricity Only)⁹⁶

17.1 The process for change of Data Collector is set out within the BSC. Where a change of Data Collector occurs, the Appointed MEM will receive details of the new Data Collector from the Electricity Supplier and will provide Meter Technical Details to the new Data Collector in accordance with the BSCP502.

18 Fault Resolution (Electricity Only)

- 18.1 Upon the Metering Equipment Manager being notified by any person or discovering that any Metering Asset for which the Metering Equipment Manager is responsible is potentially recording incorrect data, the Metering Equipment Manager shall investigate and rectify the problem and notify its associated Electricity Supplier and its Appointed Data Collector of the nature of the fault and the date and time at which it was rectified.
- 18.2 The Metering Equipment Manager shall report Metering Asset faults to its associated Electricity Supplier and its Appointed Data Collector and advise the Appointed Data Collector as to the period covered by the fault and, for half hourly meters, as to how to estimate half hourly consumption correctly.
- 18.3 The Metering Equipment Manager shall separately identify Metering Asset faults affecting data quality and those not affecting data quality and shall record the date on which each fault was reported and the date on which each fault was cleared. For this purpose, a fault affecting data quality shall be treated as cleared when the relevant Metering Asset once again records in compliance with the relevant BSC Code of Practice.

Half Hourly

18.4 The process for HH Metering Assets is as follows:

Ref	When	Action	From	То	Information Required	Method
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⁹⁶ This process shall also apply to a concurrent Switch and change of HHDC. In this circumstance, the Electricity Supplier referred to is the Gaining Supplier.

18.4.1	As appropriate.	Send request to investigate Metering Asset.	• Any Participant ⁹⁷	• Electricity MEM	Details of fault.	Electronic or other method, as agreed
18.4.2	Within 2 WD of 18.4.1 or as required.	Send request to investigate Metering Asset.	 Electricity Supplier / HHDC 	• MEM	D0001 Request Metering System Investigation.	Electronic or other method, as agreed
18.4.3	Within 5 WD of receipt of D0001.	Investigate Metering Asset. Attempt to resolve fault. If the resolution involves a site visit take a meter register reading following resolution of the fault. If fault resolved within 5 WD of receipt of D0001 go to 18.3.10.	• MEM		Internal Process	
18.4.4	If fault remains unresolved 5 WD after receipt of D0001.	Send notification that the fault cannot be resolved within 5WD, and send a corresponding fault resolution plan (if required) detailing the actions that need to be taken to resolve the fault and the proposed timescales or update on	• MEM ⁹⁸	• HHDC or Electricity Supplier, as appropriate.	D0005 Instruction on Action ⁹⁹ . Or equivalent communication, by other means, with the Supplier. Fault resolution plan (if required).	Electronic or other method, as agreed.

⁹⁷ Any participant other than the HHDC wishing to request that the MEM carries out a Metering System investigation shall do so via the Electricity Supplier. The D0001 'Request

Metering System Investigation' can be used to notify the Electricity Supplier of the fault if appropriate.

⁹⁸ The Metering Equipment Manager shall contact and liaise with the Electricity Supplier if appropriate ⁹⁹ The D0005 'Instruction on Action' shall always be sent containing the high level points so that an audit trail can be maintained. For complex cases where the D0005 is not sufficient, or where requested by the HHDC, further details can be given in the fault resolution plan. In these instances the sending of the fault resolution plan shall be referred to in the D0005. Any other correspondence between the Electricity Supplier, Metering Equipment Manager and HHDC which is required to resolve the fault shall be sent in a format and by a method agreed by those participants involved.

		proposed next steps. Request decision on further action if appropriate.				
18.4.5	As soon as possible after 18.4.4, if appropriate	Send decision on further action.	HHDC or Electricity Supplier as appropriate.	• MEM	D0005 Instruction on Action. Or equivalent communication, by other means, with the Electricity Supplier.	Electronic or other method, as agreed
18.4.6	Following 18.4.4 or 18.4.5, if appropriate.	Attempt to resolve fault. If fault resolved within 15 WD of receipt of D0001 go to 18.3 10.	• MEM		Internal process	
18.4.7	If fault remains unresolved within 15 WD of receipt of D0001.	Notify that the fault remains unresolved.	• MEM	 HHDC or Electricity Supplier 	D0005 Instruction on Action. Or equivalent communication, by other means, with the Electricity Supplier.	Electronic or other method, as agreed
18.4.8	As soon as possible following 18.4.7.	Progress resolution of outstanding fault.	• MEM		As appropriate: D0005 Instruction on Action or Fault resolution plan	Internal Process
18.4.9	If and when appropriate following 18.4.8.	Consult and / or update HHDC, or Electricity Supplier as appropriate, regarding investigation on	• MEM	 HHDC or Electricity Supplier 	D0005 Instruction on Action.	Electronic or other method, as agreed

		regular basis (as agreed) until fault resolved.			Or equivalent communication, by other means, with the Electricity Supplier.	
18.4.10	Within 5WD of resolving fault.	Send fault resolution report and undertake any steps in the process in Paragraph 18 which may be appropriate.	• MEM	 HHDC or Electricity Supplier 	D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed
18.4.11	If appropriate, within 5 WD of 18.4.10.	Report resolution of fault.	• Electricity Supplier ¹⁰⁰	• Relevant Participant	As appropriate: D0002 Fault Resolution Report or Request for Decision on Further Action. Details of resolution	Electronic or other method, as agreed
For HHDC	-Serviced Metering Assets		1		1	1
18.4.12	If appropriate, at the same time as 18.4.10.	Send Meter Technical Details, if changed or corrected.	• MEM	Electricity SupplierHHDCDNO	D0268 Half Hourly Meter Technical Details If site is Complex, send Complex Site Supplementary Information Form (see Appendix 2 and 3).	Electronic or other method, as agreed

¹⁰⁰ Where the Metering Asset investigation was requested by a participant other than the HHDC, the Electricity Supplier shall send the relevant participant the fault resolution report within 5 WD of receiving the D0002 'Fault Resolution Report or Request for Decision on Further Action'. The Electricity Supplier shall use the D0002 for this notification where the participant initially notified the Electricity Supplier of the inconsistency via the D0001 'Request Metering System Investigation'.

18.4.13	If appropriate, within 10 WD of	Send relevant Metering	• MEM	• MPAS	D0312 Notification of	Electronic or
	resolving fault.	Asset information changes			Meter Information to	other method,
18.4.14	Immediately, following 18.4.13 or 18.4.15. Within 5 WD of 18.4.14.	Perform validation checks and send response. If response is accepted, proceed to 18.4.16, otherwise proceed to 18.4.15. Where the rejection is of a	• MPAS	MEM Electricity Supplier MPAS	MPAS D0312 Notification of Meter Information to MPAS D0312 Notification of	as agreed Electronic or other method, as agreed Electronic or
		type the MEM can resolve, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 18.4.13.			Meter Information to MPAS	other method, as agreed
18.4.16	In accordance with the timescales in Paragraph 20.	If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset.	• MEM	• HHDC	In accordance with Paragraph 20.	Electronic or other method, as agreed
For Suppli	er – Serviced Metering Assets				-	
18.4.17	If Electricity Supplier reconfigures the Time of Use registers following a fault.	Send Smart Metering System configuration details.	• Electricity Supplier	• MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed	Electronic or other method, as agreed
		are not configured to a valid			bilaterally between	

		Standard Settlement Configuration (as defined in MDD), the Electricity Supplier will notify a single rate Standard Settlement Configuration.			the Electricity Supplier and MEM).	
18.4.18	Within 10 WDs of 18.4.17.	Send Meter Technical Details.	• MEM	 Electricity Supplier DNO 	D0149 Notification of Mapping Details. D0150 Non Half- hourly Meter Technical Details. Electronic	Electronic or other method, as agreed
18.4.19	If appropriate, within 10 WD of resolving fault.	Send the relevant Metering Asset information changes.	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
18.4.20	Immediately following 18.4.19 or 18.4.21.	Perform validation checks and send response. If response is accepted, end process, otherwise proceed to 18.4.21	• MPAS	 MEM Electricity Supplier 	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
18.4.21	Within 5 WDs of 18.4.20.	 When the rejection is of a type the MEM can resolve without involving industry parties, send a corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply. 	• MEM	• MPAS	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed

	Proceed to 18.4.20.		

Non Half Hourly

- 18.5 Where a new installation of a meter intending to be remotely read occurs but the communications are not operating initially, the Meter Type should be set to 'N', and the D0149/D0150 sent. When the communications are installed and operational on the Metering Asset, the Meter Type should be changed to RCAMR, RCAMY, or NCAMR, and the D0149/D0150 and D0313 sent.
- 18.6 Where an existing installation of a meter of type RCAMR, RCAMY, or NCAMR suffers a communications failure then if the failure is transient, the meter type remains unchanged and the problem resolved through the fault resolution process.
- 18.7 Where it is determined that communications have failed and they will not be replaced, or have been completely removed, then the Meter Type should be changed to N and the D0149/D0150 (without D0313) should be sent. The change of Meter Type and absence of D0313 will alert the recipient of the change of meter reading capability of that Metering Asset.

Ref	When	Action	From	То	Information Required	Method
18.8.1	As appropriate.	Send request to investigate Metering Asset.	• Any Participant	• Electricity Supplier		Electronic or other method, as agreed
18.8.2	Within 2 WD of 18.8.1 or as the Electricity Supplier or NHHDC sees necessary.	Receive notification of inconsistencies, invalid data, faulty metering, invalid Meter Technical Details, or request to investigate suspect metering. Or receive action following decision in 18.8.6.	Electricity Supplier /NHHDC	• MEM	D0001 Request Metering System Investigation, or D0005 Instruction on Action	Electronic or other method, as agreed
18.8.3	Within 5 WD of receipt 18.8.2 or as the MEM sees necessary ¹⁰¹	Investigate Metering Asset. Attempt to resolve fault. If the resolution involves a site visit take a meter register reading following resolution.	• MEM		Internal Process	
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18.8.4	If unable to resolve the problem within 5 WD after receipt of 18.8.2	Send request for decision on further action if appropriate.	• MEM	 Electricity Supplier 	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
18.8.5	As soon as possible after 18.8.4.	Determine appropriate further action or trigger another relevant process, for example, de-energise a Metering Asset, removal of a Metering Asset or reconfigure or replace Metering Asset (No Change of Measurement Class).	• Electricity Supplier		Internal Process	
18.8.6	Immediately following 18.8.5.	Send decision on further action.	• Electricity Supplier	MEM	D0005 Instruction on Action.	Electronic or other method, as agreed
18.8.7	Within 5 WD of resolving problem.	Send resolution of problem report.	• MEM	• NHHDC or	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed

¹⁰¹ Where the MEM has a contract with the Consumer, this must be taken into account when determining whether it is appropriate for the MEM to investigate inconsistencies.

				• Electricity Supplier ¹⁰²	D0010 Metering Readings (in the resolution involved a site visit).	
18.8.8	Within 10WD of resolving problem.	Send Meter Technical Details if appropriate.	• MEM	 Electricity Supplier NHHDC or DNO 	D0149 Notification of Mapping Details D0150 Non Half- hourly Meter Technical Details	Internal Process
18.8.9	At the same time as 18.8.8.	Send Meter Technical Details if appropriate.	• MEM	 Electricity Supplier NHHDC or 	D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed
18.8.10	At the same time as 18.8.10.	Notify MAP of corrections if required.	• MEM	• MAP	D0303 Notification of Meter Operators, Supplier and Metering Assets installed / removed by the MOP to the MAP	Electronic or other method, as agreed
18.8.11	If appropriate, within 10WD of resolving problem.	Send the relevant meter information changes.	• MEM	• MPAS	D0213 Notification of Meter Information to MPAS	Electronic or other method, as agreed

¹⁰² Where the Metering System investigation was requested by another Participant via the Electricity Supplier, the Electricity Supplier shall send the relevant Participant the resolution of problem report.

18.8.12	Immediately following 18.8.11	Perform validation checks and send response. If response accepted proceed to 18.8.14, otherwise proceed to 18.8.13.	• MPAS	 MEM Electricity Supplier 	D0213 Notification of Meter Information to MPAS	Electronic or other method, as agreed
18.8.13	Within 5WDs of 18.8.12.	 Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312. If the MEM needs to involve other parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 18.8.11. 	• MEM	• MPAS	D0213 Notification of Meter Information to MPAS	Electronic or other method, as agreed
18.8.14	If required and no valid initial meter register reading received 5WDs after problem rectified.	Request initial meter register reading.	● NHHDC	 MEM Electricity Supplier 		Post, fax, email
18.8.15	Within 10 WD of 18.8.14.	Send initial meter register reading.	 MEM Electricity Supplier 	• NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

19 Change of Measurement Class (Electricity Only)

19.1 The process for change of Measurement Class comprises of Appointment and de-appointment of the relevant Metering Equipment Managers, alongside installation or re-configuration of a Metering Asset with Half Hourly or Non Half Hourly functionality as applicable.

- 19.2 The Electricity Supplier should make all agents aware of the planned change of Measurement Class in advance of the formal Appointment and deappointment processes. This is to ensure that the Appointment and de-appointment dates align with the date of the site visit, where such a visit is required¹⁰³.
- 19.3 The Electricity Supplier will Appoint the Gaining Metering Equipment Manager with effect from the planned date of the change of Measurement Class. The Electricity Supplier will send a further Appointment flow after the change of Measurement Class with the actual Appointment date, where different.
- 19.4 After acceptance of the Gaining Metering Equipment Manager Appointment the Electricity Supplier will de-appoint the Losing Metering Equipment Manager. To avoid having to send a second notification if the change of Measurement Class doesn't take place on the planned date, the Electricity Supplier may delay a formal notification until the change of Measurement Class date is firm or the change of Measurement Class has taken place.

20 Proving Tests (Electricity Only)

- 20.1 Other than Metering Assets where Half Hourly data is sourced by the Electricity Supplier from a meter compliant with the Smart Metering Equipment Technical Specifications (SMETS), the Metering Equipment Manager shall carry out a Proving Test / re-test for each instance of Half Hourly Metering Asset, that it is responsible for, in accordance with and in the circumstances described in this Paragraph 20.
- 20.2 A Proving Test is required where any, or all of the following key fields are changed whilst a Metering Asset is energised. A Proving Test shall be initiated as soon as that Metering Asset becomes energised and completed in the timescales set out Paragraph 15.5.
 - a) Outstation Id;
 - b) Meter Id (serial number);
 - c) Outstation number of channels;
 - d) Measurement Quantity Id;
 - e) Meter multiplier;

¹⁰³ The actual Appointment and de-appointment interactions between the Electricity Supplier and Metering Equipment Manager can be concluded after the Change of Measurement Class, provided they are backdated to align with the relevant dates.

- f) pulse multiplier;
- g) CT and / or VT Ratios; and
- h) access to Metering Asset at password level 3¹⁰⁴.
- 20.3 A Proving Test is required where:
 - a) the Metering Asset is for a Complex Site ; or
 - b) the Metering Asset has a separate outstation; or
 - c) the Metering Asset has an integral outstation which can have a pulse multiple other than 1, as identified in the compliance and protocol approval list.
- 20.4 A Proving Test shall be carried out on both main and check Metering Assets and shall be carried out in any of the following circumstances:
 - a) as a result of new connection or transfers from CMRS to MPAS in accordance with BSCP68;
 - b) following a change of HHDC Appointment but only in the event that the Meter Technical Details were manually intervened¹⁰⁵;
 - c) following a change of Metering Equipment Manager Appointment but only in the event that the Meter Technical Details were manually intervened;
 - d) following a concurrent Switch and change of HHDC but only in the event that the Meter Technical Details were manually intervened;
 - e) when a Metering Asset is reconfigured / replaced;
 - f) following a change of Measurement Class from NHH to HH;

¹⁰⁴ Where access to the Metering Asset at password level 3 has changed only the schedule for automated data transfer, a Proving Test will not be required.

¹⁰⁵ 'Manually intervened (with regard to Proving Tests)' means that Meter Technical Details have been entered, re- entered or changed in a software system manually i.e. the data has not been automatically entered into systems via receipt of a Market Message.

- g) when there is a key field change (refer to Paragraph 20.1);
- h) where there has been a key field change (refer to Paragraph 20.1) whilst a site has been de-energised and the Metering Asset becomes energised;
- i) whenever a shared Metering Asset arrangement is carried out in accordance with the BSC;
- j) where a feeder is energised for the first time; or
- k) where a Complex Site is created, modified or removed, or where one of the above changes impacts on a Metering Asset which is part of a Complex Site.
- 20.5 The Metering Equipment Manager shall decide from methods 1 to 4 which method of Proving Test is appropriate in conjunction with the HHDC. A Complex Site shall always be proved using the Complex Site Validation Test.
- 20.6 Complex Sites shall be proven in the same way as non Complex Sites except the Metering Equipment Manager shall use the aggregated data provided by the Metering Asset for comparison. If the standard Proving Test fails, the Metering Equipment Manager and HHDC shall consider whether the site shall be classified as a Complex Site.

20.7 Where a Proving Test is initiated using method 1, the process below shall be followed:

Ref	When	Action	From	То	Interface	Means
20.7.1	When instructed by the Electricity Supplier,	Install or reconfigure Metering Asset and commission in accordance with BSC CoP 4; record Meter Technical Details and note the HH Metered Data to cover a specific Settlement Period while on site.	• MEM		Internal Process	
20.7.2	Following installation / reconfiguration, commissioning and	If appropriate send request for Proving Test (indicating which Settlement Periods to be collected) or alternatively request	• MEM	• HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical	Electronic or other method, as agreed.

	once HH Metered Data retrieved; or if previous Proving Test attempt failed.	re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.			Details.	
20.7.3	Following 20.7.2.	Read meter for the same HH Settlement Period as requested by the MEM using either a hand-held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero value).	• HHDC		Internal Process As a minimum the HHDC shall collect the data required by the MEM, but may also collect and send more data than requested.	
20.7.4	Following 20.7.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested ¹⁰⁶ . If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.	• HHDC	• HHMOA	D0001 Request Metering System Investigation. D0003 Half Hourly Advances.	Electronic or other method, as agreed.
20.7.5	Following 20.7.4.	If data received from HHDC, proceed to 19.11 to undertake a comparison and issue the results. If data not received from HHDC, proceed to 19.7.2 to undertake a re-test or use an alternative Proving Test method.	• MEM		Internal Process	

¹⁰⁶ The HHDC shall use all reasonable endeavours to collect the data for the Settlement Period requested.

20.8 Where a Proving Test is initiated using method 2, the process below shall be followed:

Ref	When	Action	From	То	Interface	Means
20.8.1	When instructed by the Electricity Supplier.	Install or reconfigure Metering Asset and commission in accordance with BSC CoP 4; and record Meter Technical Details while on site.	• MEM		Internal Process	
20.8.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed.	Agree date and time for Proving Test with HHDC, or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details	• MEM	• HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
20.8.3	Following 20.8.2.	Visit site a second time and note HH Metered Data to cover a specific Settlement Period.	• MEM		Internal Process	
20.8.4	Following 20.7.3.	Read meter for the same HH Settlement Period as agreed with the MEM using either a hand-held unit or via remote interrogation as appropriate (ensuring that data for the Settlement Period collected does not contain a zero	• HHDC		Internal Process As a minimum the HHDC shall collect the data required by the MEM, but may also collect and send more data than	

		value). If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.			requested.	
20.8.5	Following 20.8.4.	Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested. If unable to collect HH Metered Data for Settlement Period requested, send alternative Settlement Period HH Metered Data.	• HHDC	• MEM	D0001 Request Metering System Investigation. D0003 Half Hourly Advances.	Electronic or other method, as agreed.
20.8.6	Following 20.8.5.	If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results. If data not received from HHDC, proceed to 20.8.2 to undertake a re-test or use an alternative Proving Test method.	• MEM		Internal Process	

20.9 Where a Proving Test is initiated using method 3, the process below shall be followed:

Ref	When	Action	From	То	Interface	Means
20.9.1	When instructed by the Electricity Supplier.	Install or reconfigure Metering Asset and commission in accordance with BSC CoP 4 ¹⁰⁷ ; retrieve HH Metered Data for a specific HH Settlement Period and record Meter Technical Details while on site.	• MEM		Internal Process	
		From the office, use own data retrieval system to read remotely for the same HH Settlement Period as collected during site visit.				
		Compare MEM HH Metered Data from data retrieval system against that collected during site visit ¹⁰⁸ .				
		If this data is correct then the MEMs data retrieval system has been successfully proved.				
		If problems identified with readings taken from data retrieval system, investigate and rectify the problem then re-do the steps above.				
20.9.2	Following installation, commissioning and	Send request for Proving Test, or alternatively request a re-test following failure of immediately	• MEM	• HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.

¹⁰⁷ The commissioning may be carried out when the HH Metering System is installed but may be deferred if load is not available at that time. ¹⁰⁸ If this data is correct then the Metering Equipment Manager's data retrieval system has been successfully proved.

	once HH Metered Data retrieved.	preceding Proving Test and provide Meter Technical Details. The MEM does not specify the Settlement Periods to be collected by the HHDC.			D0268 Half Hourly Meter Technical Details.	
20.9.3	Following 20.9.2.	Read meter for Settlement Period of own choosing using either a hand-held unit or via remote interrogation as appropriate (ensuring that data for the Settlement Period collected does not contain a zero value).	• HHDC		Internal Process	
20.9.4	Following 20.9.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected.	• HHDC	• MEM	D0001 Request Metering System Investigation. D0003 Half Hourly Advances.	Electronic or other method, as agreed.
20.9.5	Following 20.9.4.	Use own data retrieval system to collect HH Metered Data for the same HH Settlement Period as provided by the HHDC. If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test. If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results.	• MEM		Internal Process	

	If data not received from HHDC,		
	proceed to 20.9.2 to undertake a		
	re-test or use an alternative		
	Proving Test method.		

20.10 Where a Proving Test is initiated using method 4, the process below shall be followed:

Ref	When	Action	From	То	Interface	Means
20.10.1	When instructed by the Electricity Supplier.	Install or reconfigure Metering Asset and commission in accordance with BSC CoP4; retrieve HH Metered Data to cover a specific Settlement Period and note Meter Technical Details while on site.	• MEM		Internal Process	
20.10.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved.	Send request for Proving Test or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.	• MEM	• HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
20.10.3	Following 20.10.2.	Read Meter for HH Settlement Period of own choosing using either a hand-held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero	• HHDC		Internal Process	

		value).				
20.10.4	Following 20.10.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected.	• HHDC	• HHMOA	D0001 Request Metering System Investigation. D0003 Half Hourly Advances.	Electronic or other method, as agreed.
20.10.5	Following 20.10.4.	Using either the manufacturer's software or software which has a relevant protocol approval in accordance with BSCP601 to read meter constants, pulse multipliers, serial numbers etc, the read meter pulses or engineering data for same HH Settlement Period as provided by HHDC to calculate HH reading. If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results. If data not received from HHDC, proceed to 20.10.2 to undertake a re-test or use an alternative Proving Test method.	• MEM		Internal Process	

Issuing Results of Proving Test (all Methods)

20.11 Following completion of a Proving Test, the process below shall be followed:

Ref	When	Action	From	То	Interface	Means
20.11.1	Following receipt of data from the HHDC.	Compare MEM HH Metered Data with HHDC Metering Data for the same Settlement Period.	• MEM		Internal Process	
20.11.2	In accordance with the timescales in 20.12.	Send notification of successful Proving Test / re-test.	• MEM	 HHDC Electricity Supplier DNO BSCCo Transfer Co- Ordinator ¹⁰⁹ 	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.
20.11.3	In accordance with the timescales in 20.12.	Send notification that Proving Test / re-test failed.	• MEM	• HHDC	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.

¹⁰⁹ If Proving Test is being carried out as part of a CMRS / MPAS transfer in accordance with BSCP68.

20.11.4	In accordance with the timescales in 20.12.	Investigate problem and take corrective action. Proceed to the appropriate method to re-do the Proving Test.	• MEM	Internal Process	
20.11.5	Following 20.11.4	Use own data retrieval system to collect HH Metered Data for the same HH Settlement Period as provided by the HHDC. If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test.	• MEM	Internal Process	
		If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results. If data not received from HHDC, proceed to 20.9.2 to undertake a re-test or use an alternative Proving Test method.			

Proving Test Timescales

20.12 The timescale for carrying out the Proving Test shall vary depending on the BSC CoP to which the Metering Asset is assigned. It is not necessary that all the steps of the relevant processes are carried out on the same day; the requirement is that the Proving Test in its entirety is completed by the timescale

specified below and subject to the exceptions listed below. The maximum timescale between the initiation of a Proving Test and the successful completion of the Proving Test by the Metering Equipment Manager sending the D0214 Confirmation of Proving Tests to the HHDC is listed below for each BSC CoP.

- 20.13 Where the Proving Test has failed, the Metering Equipment Manager shall initiate a re-test and the Metering Equipment Manager and HHDC shall ensure wherever possible that the timescale is the same as for the original Proving Test.
- 20.14 In the event that timescales are exceeded and the Proving Test is not completed, the process shall proceed to completion and an audit trail will be maintained by the Metering Equipment Manager and HHDC in order to explain the delay.

Code of Practice	WDs to Complete Proving Test	WDs to Complete Re-Test	Total
One	5	5	10
Two	5	5	10
Three	10	10	20
Five	15	15	30
Ten	15	15	30

Complex Site Validation Test

20.15 Complex Sites shall be proven in the same way as non Complex Sites except the Metering Equipment Manager shall use the aggregated data provided by the Metering Asset for comparison, as follows:

20.15.1	Following installation / reconfiguration, commissioning and where previous Complex Site validation test failed.	Collect HH Metered Data ¹¹⁰ , aggregate in accordance with Complex Site rules and record values.	• MEM		Internal Process	
20.15.2	Following 20.15.1.	Send request for Proving Test or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.	• MEM	• HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details. Complex Site Supplementary Information Form (see Appendix 2 and 3)	Electronic or other method, as agreed.
20.15.3	Within 5WD of 20.15.2.	Collect HH Metered Data and aggregate in accordance with the Complex Site rules and send to the MEM.	• HHDC	• MEM	D0003 Half Hourly Advances. Email with aggregated consumption data for the day requested in 20.15.2.	
20.15.4	Within 2 WD of 20.15.3.	Validate metered volumes.	• MEM		Internal Process.	
20.15.5	Within 2 WD of 20.15.3, if validation test passes.	Send notification.	• MEM	HHDCElectricitySupplier	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.

 $^{^{\}rm 110}\,{\rm Data}$ collection methods as defined in Proving Tests 1, 2, 3 and 4.

20.15.6	Within 2 WD of 20.15.3, if validation test fails.	Send notification.	• MEM	HHDCElectricitySupplier	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
20.15.7	Within 5 WD of 20.15.6.	Investigate discrepancy with HHDC and resolve. Note: If unresolved after 5WD the HHDC is required to raise a D0001 'Request Metering System Investigation' in accordance with BSCP502.	• MEM		Internal Process	

1 Appendix 1 – RGMA Responses and Exceptions

1.1 This Appendix 1 provides details of the standard responses for all RGMA Market Messages and defines the types of exception and the associated response.

Responses

- 1.2 The responses to a file are as follows:
 - a) Delivery receipts will be sent for all files sent by a transfer mechanism and is commonly referred to as an 'acknowledgement' or 'handshake', often there is little validation over the file header and file corruption.
 - b) The file will then be validated and this will result in either a file rejection or a response for each transaction¹¹¹ within the file i.e. there will be no 'successfully processed' file at this level.
 - The file will have basic validation carried out e.g. there is a header, there are the correct number of records and transactions. If these file level exceptions occur the whole file will be rejected and no further processing will take place. There are commercial variances in that some transfer mechanisms will carry this out, in others the application or gateways will carry this out.
 - If there are no file exceptions, then processing will continue. There will not be a 'file successful' at this stage.
 - It is intended that every file or transaction (job request, job notification) will have an explicit response, either an acceptance or rejection¹¹².
 - c) Where transaction rejections occur, the originator is notified by a specific response transaction, with reference to the data sent and one or more appropriate response reasons, i.e. the erroneous transaction or file is not returned in its entirety. Wherever possible the record with the error will be returned as the erroneous record and any number of reasons associated to it¹¹³.
 - d) There may be a number of response reason codes, but once an exception has been found for a transaction at a particular level, processing at a lower level will not be continued i.e.;
 - o if there is a transaction rejection, the records and data items will not be processed.
 - o if there is a record rejection, the data items will not be processed.
- 1.3 The recipient will return the following responses to the originator:
 - 1. The success of the file transmission.
 - 2. If 1) is successful, but there are technical errors at the file level, then the file is rejected and the originator is notified with reasons.

¹¹¹ The exception to this is if a Market Participant uses the optional number of errors limit, over which they will reject the file – if this is in operation there will have been prior agreement between both the sending and receiving Market Participants.

¹¹² An exception to this is ONAGE where it is a request for an Appointment - the response data flow (RNAGE) is optional, based on commercial agreements.

¹¹³ It is for the systems to determine how far the error processing goes. It is preferable to deal with all errors in one go, however this has to be balanced against a single error which could cause the whole data group to be out (e.g. displace value) where erroring every data item in the data group would not provide any added value.

- 3. Optional processing: If 2) is successful, but the number of technical errors (at any level) exceeds the limit agreed between the parties, then the whole file is rejected and the originator notified with reasons.
- 4. Provided 3) does not apply, then the originator is notified of the success of each valid transaction, and of the failure (with reasons) of each transaction rejected on technical and/or functional grounds. Such rejection(s) may have been at transaction, record or Data Item level.

Exceptions

- 1.4 Exceptions are categorised as follows:
 - a) Market Message level exceptions;
 - b) Transaction level exceptions;
 - c) Collection level exceptions; and
 - d) Data item level exceptions.

File Level Exceptions

- 1.5 <u>Validation</u> File level validation can be carried out by inspecting the file header, trailer and examining the basic structure of the file for technical exceptions e.g. invalid file type.
- 1.6 <u>Response Transaction Format</u> When the recipient of a file rejects it as a whole, the response file that is sent to the originator follows the naming convention determined by the Transfer Mechanism Service Provider. Information on the rejected file is referenced in the response transaction, with a record identifier of REJFL and associated reason(s).
- 1.7 The standard allows for Market Participants to identify a situation where a transaction error may result in a rejected file e.g. where a number of transactions had been unsuccessfully processed and it was found that the records were out of sequence (and therefore the file considered potentially corrupt), before any transactions had been successfully processed. In this case the file rejection may include the transaction outcome and associated records in error (with the reasons). Not all Market Participants may want to use this option.
- 1.8 Where the file level checks are valid, only transaction (technical and/or functional) responses will be returned.

Transaction Level Exceptions

- 1.9 <u>Validation</u> Inspecting the transaction header records will enable basic transaction validation to take place, but subsequent records within the transaction will also need to be validated to ensure that they are applicable for the transaction type e.g. missing record.
- 1.10 <u>Response Transaction Format</u> At the transaction level an acceptance or rejection response will be provided for each transaction received. A rejection will be sent in the event that a transaction, record or data error is discovered within the transaction, making it unusable.
- 1.11 There will be one response transaction per returned response file, which would relate to a number of transactions from different files with transaction, record or data level exceptions e.g. a response file could have job notification responses from job notifications which were sent on different files, and they could have both job notification responses and job update responses. There are commercial variances due to different processing options and sophistication of gateway processes e.g. some Market Participants only send back one type of response transaction in any one file e.g. they will all either be job notification responses or job update responses. Further some Market Participants may

process all records in a file first and then send back one response file with a response for each of the transactions in that file i.e. 1:1 request/notification to response file. Others will adopt the many transaction types as this minimises the number of files sent (and thus ensures limits on the number of files sent over a period are not exceeded) and the recipients may use file splitting of files on receipt, anyway. Some Market Participants also return responses when processed, so that a transaction where they wish to manually intervene before returning the response, does not hold up the responses to the other transactions, and further gateway matching may be at a transaction, rather than a number of records in file basis.

- 1.12 The response transaction would not have any file information in it as the subsequent records could be from a combination of files, and information in error is referenced in the response transaction. The record identifier will be RESPN.
- 1.13 If a transaction is successfully processed then the transaction outcome (outcome code) would indicate it had been successfully processed, otherwise it would indicate that the transaction had not been accepted.
- 1.14 Where there are transaction exceptions, there may be a number of reasons indicating what, if any transaction exceptions were identified. It may also have from one, to a number, of erroneous records associated to it.
- 1.15 Thus a response file consists of:
 - a) A file header record at the start of the file and a trailer record at the end of the file.
 - b) A 'Response Transaction' record which will either be a record identifier or 'REJFL' where the response file is a notification that a file has been rejected, or 'RESPN' with a series of transaction responses.
 - c) Where it is a file level response (REJFL) the related response codes etc. would be sent in the response record(s) following the 'Response Transaction'.
 - d) Where there were no file exceptions and this is a file of transaction responses (RESPN), each transaction will have a transaction outcome record providing a reference to the record it is a response to, and whether it was successfully processed or not.
 - e) Where the outcome was unsuccessful it will have the original record where the error(s) were detected, followed by one or more reason records identifying the data item and reason for the error. The exception to this is where the reason is at the transaction level e.g. there is a data group missing the reason' records will then be hung directly off the transaction outcome without any erroneous record (a missing one does not exist).
 - f) Where the request is for a job, and the Metering Equipment Manager accepts the job request but they have arranged the appointment¹¹⁴, they could return the appointment information in the appointment record. Commercial variance: This option has not been implemented where the Suppliers make the appointments with the Consumers. An alternative is for an additional ONJOB/RRJOB (where the ONJOB transaction status is 'Scheduled') instead of using the appointment record.

Record Level Exceptions

¹¹⁴ e.g. where an Energy Supplier has a contract that the MEM arranges a visit at a suitable time for the consumer but also on a date/time which is cost effective for the MEM, and the Energy Supplier does not wish/have direct access to the MEM's scheduling system.

- 1.16 <u>Validation</u> Given the interdependency of record formats to transaction types, it is necessary to carry out record validation within the context of the transaction in which it occurs. For example, a record format may be valid for an asset reposition request, but invalid for an Asset exchange request.
- 1.17 Optionality of the Data Items within the record format may be dependent on its context within a record e.g. record identifier invalid. The recipient of the exception is likely to need to refer back to the transaction they originally sent. This is expected to be the process for any unsuccessful response as even a record level exception could be misinterpreted if taken out of the context of the whole transaction.
- 1.18 <u>Response Transaction Format</u> In the event that a record level exception is discovered, then the whole transaction is rejected.

Data Item Level Exceptions

- 1.19 <u>Validation</u> data item validation includes the following functional exceptions:
 - a) Value checks e.g. against standing data.
 - b) Consistency with existing data that the Market Participant already holds e.g. the RMP is not one of theirs.
 - c) Inter-data dependency:
 - Logical e.g. read date is not consistent with install date.
 - Commercial e.g. the appointment is not within the service level agreements
 - Functional rules e.g. a postcode is not in the area the MEM is contracted to work in.
- 1.20 <u>Response Transaction Format</u> In the event that a data item level exception is discovered, then the whole transaction is rejected.

2 Appendix 2: Complex Site Supplementary Information Form A

From MEM	Metering System Arrangement
To HHDC	Description
Metering System ID	
Site Name	
Aggregation Rule	

	Import	Export	Import	Export	Import	Export
Main	Ref:	Ref:	Ref:	Ref:	Ref:	Ref:
	Page	Page	Page	Page	Page	Page
	Description	Description	Description	Description	Description	Description
	<i>Feeder 1kWh</i>	<i>Feeder 1 kWh</i>	<i>Feeder 2 kWh</i>	<i>Feeder 2kWh</i>	<i>Feeder 3 kWh</i>	<i>Feeder 3 kWh</i>
Check	Ref:	Ref:	Ref:	Ref:	Ref:	Ref:
	Page	Page	Page	Page	Page	Page
	Description	Description	Description	Description	Description	Description
	<i>Feeder 1 kWh</i>	<i>Feeder 1 kWh</i>	<i>Feeder 2 kWh</i>	Feeder 2kWh	<i>Feeder 3 kWh</i>	Feeder 3 kWh
	Form BSCP514	/8.4.8b	Form BSCP514	Form BSCP514/8.4.8b		↓ ∤/8.4.8b

Signature_____

Date

Name

3 Appendix 3: Complex Site Supplementary Information Form B

Fro MI	om EM	Metering System Arrangement Description
То	HHDC	
MI	PAN	
Sit	e Name	
Fee	eder Name	
-	Import	Export
	Ref: kWh	Ref: kWh
Main	MSID Outstation ID Channel Number Comms Address Meter ID Pulse Multiplier Meter Register Constant CT Ratio VT Ratio	MSID Image: Constant in the second secon
	Ref: kW	Ref: kWh
	MSID Outstation ID Channel Number Comms Address Meter ID Pulse Multiplier Meter Register Constant CT Ratio VT Patio	MSID Outstation ID Channel Number Comms Address Meter ID Pulse Multiplier Meter Register Constant CT Ratio VT Ratio

Signature:	Date:
Name:	