COM-E-001
Procedure for Compliance with Consolidated Metering Code of Practice (CoMCoP) Obligations Rev20250707

Procedure for Compliance with Consolidated Metering Code of Practice (CoMCoP) Obligations

Document Summary:

This document describes a series of steps to be followed as a consistent and repetitive approach to ensure compliance with the requirements of the Consolidated Metering Code of Practice, generally referred to as CoMCoP.

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Review Policy:

This document shall be reviewed where reasonably practicable within three months of a change in any of the following factors and no longer than 3 years:

Significant incident.

Change in relevant industry regulations and guidance.

Deficiency identified.

New technologies of note or other technical change identified.

Associated Documents

- COM-E-001A Key Contact List
- OPS-E-000 Distribution Safety Rules
- OPS-E-013 Procedure for Entering Substations
- CON-E-001 Specification of Installation Requirements.
- CON-E-002 Procedure for Provision of Earth Terminals
- CON-E-003 Procedure for Meter Commissioning.
- CON-E-004 Procedure for Service Cable Installation

Document Approvals

The below signatures certify that this document has been reviewed and authorised according to the purpose of the document. These signatures are in relation to the noted revision only. This document is not valid if all signatures are not present.

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Document Previous Revisions

(Previous two shown only)

Prepared by	Commentary of changes	Date of revision
Robert Brakes	Rebranded and reformatted. Updated to align with CoMCoP	07/07/2025
William Cass	Added Section 5.2 and 9, rebranded and reformatted	19/11/2019

1. General

1.1. Introduction

1.1.1. The Last Mile group of companies includes several regulated assets owning businesses, including Last Mile Electricity (LME), an Electricity Distribution Network Operator licenses under the Electricity Act 1989, and Last Mile Asset Management which performs asset management functions across the group's asset owning companies.

1.1.2. Last Mile Asset Management (LMAM) acts on behalf of LME to adopt, operate and maintain its licensed electricity networks throughout the UK.

1.1.3. Under the Electricity License Conditions and regulatory compliance requirements, there is a duty of care to ensure that activities on, and in proximity to, its electricity networks, take place safely.

1.1.4. There will be a requirement for third parties such as Meter Operator Agents, Metering Equipment Managers, and Electricity Metering Operatives to access, operate and or work on LME apparatus at the service exit position to a customer installation. This is required to permit safe isolation and installation of metering equipment, and energisation of customers.

1.1.5. The associated third parties' access is facilitated to LME apparatus through these parties being members of the Retail Energy Code and complying with the Consolidated Metering Code of Practice (CoMCoP).

1.2. Purpose

1.2.1. This document sets out the roles and responsibilities for specific tasks to comply with CoMCoP obligations and specifies who can carry out the works to install and maintain electrical metering equipment at the service exit point on LME networks.

1.3. Scope

1.3.1. The requirement of this document applies to all person(s) working on Last Mile Electricity networks under the agreements defined within CoMCoP.

1.3.2. The content of this document applies to all associated connection, energisation, de-energisation, and disconnection of metering equipment at service exit points on Last Mile Electricity networks.

1.4. Definitions

1.4.1. **Authorised Person** – As defined in the Safety Rules

1.4.2. **Competent Person** – As defined in the Safety Rules.

1.4.3. **LMAM Control** – The Last Mile network control facility, manned by the Control Person or Standby Duty Holder.

1.4.4. **LMAM Control Person** – The designated Last Mile appointed person responsible for the central control of LME electricity network.

1.4.5. **Personal Supervision** – As defined in the Safety Rules.

1.4.6. **Safety Rules** – LMAM *OPS-E-000 Distribution Safety Rules*, or the equivalent Safety Rules of a company granted authority to self-authorise on LME networks, those being based on the most recent edition of the ENA Model Distribution Safety Rules.

1.4.7. **Shall** – Where 'Shall' is used, with no qualification, this indicates a mandatory requirement with no discretion permitted and no judgement to be made.

1.4.8. **MOA** – Meter Operating Agent

1.4.9. **EMO** - Electricity Metering Operative

1.4.10. **MEM** – Metering Equipment Manager

2. Roles

2.1. General

2.1.1. Last Mile Asset Management defines several roles, undertaken by individuals or departments, responsible for specific tasks.

2.1.2. Provides contact details for each task.

2.2. Electrical Network Authorising Officer

- Individual Authorisations
- Company authorities to self-authorise on LME networks.

2.3. Finance

- Payment of CoMCoP Subscription Fees
- Purchase Orders
- Confirmation of Payment Arrangements/Liaison

2.4. Lead

- Main Point of Contact for the Registration Authority
- Registration Authority Engagement

2.5. Change Administrator

- Owner of CoMCoP Compliance Document
- Liaison for changes to agreement
- Internal Communications

2.6. Safety Manager

- Safety Requirements
- Safety Communications
- Safety Incident Reporting

2.7. Data Flow Processor

- New Metering
- Metering Changes

2.8. Network Manager

- General Operations
- Site Attendance
- Materials Supply
- Removed Materials
- Calibration and Test Data Receipt

2.9. Standards

- IDNO Information
- Safety Standards
- Operational Standards
- Network Control and Live Working Regime

2.10. Site Information

- Site Specific Information

3. Requests

3.1. Response Timescales

3.1.1. Timescales for responses to requests under this procedure shall be as per the following table: -

Role	Request	Timescale
Site Information	Site Specific Information (refer to Section 5)	2 business days
LMAM Control / Network Manager	Request for Access to Restricted Assets	5 business days
Network Manager	Service Position Repairs	GSOP
LMAM Control	Individual Authorisations	5 business days

3.2. Authorisation

3.2.1. All Operatives who work on or around the LME Electricity networks where they may be exposed to risk from the system are required to hold a valid Authorisation issued by LME. This Authorisation details the specific tasks LME has assessed the Operative as competent to complete, in line with the LME safe systems of work.

3.2.2. Individuals working for LME or as a contractor shall be assessed and authorised by LME.

3.2.3. Individuals working for third parties must be assessed and authorised by their employer. An Authorisation to work on or around LME networks is via the following two routes:

a) LMAM permit granting of Authority to NERS Accredited companies to Self-Authorise their staff for work on LME networks. The associated company shall assess and authorise individuals engaged by it in line with its NERS accreditation. LMAM shall require all relevant information to be provided to assess the company, rather than the individuals. This option does not require LMAM to directly issue authorisation for each individual and authorisation is valid from when the company issues the Authorisation and provides the relevant details in LMAM systems.

b) If the Company is not granted Authority to Self-Authorised on LME networks the LMAM shall directly assess, and issue individual authorisations based on the NERS passport and authorisations issued through their employer on a case-by-case basis. There will be a processing time associated with this, and LMAM may make reasonable charges to the requesting party.

3.3. Site Specific Information

3.3.1. When requested and available, the following information shall be provided either via fax or Data Flow D0215:

Data Item Name	Data Item Reference
CT Class	J0505
CT Rating	J0506
CT Ratio	J0454
Meter Equipment/Service Location	J1025
MPAN Core	J0003
Number of Phases	J0427

Data Item Name	Data Item Reference
Supply Capacity	J0456
Supply Voltage	J0443
VT Class	J0677
VT Rating	J0678
VT Ratio	J0505

3.4. Service Position Repairs

3.4.1. CoMCoP Operators shall request Service Position Repairs through the Network Manager as noted on *COM-E-001A Key Contacts List*. The request shall include the following detail:

a) Full site address, including postcode

b) CoMCoP Operator for notification of repair. CoMCoP Operator as detailed within the request and through the D0135/D0126 Data Flow.

3.4.2. On Completion of Repairs, the Data Flow Processor shall notify the CoMCoP Operator as detailed within the request and through the D0135/D0126 Data Flow.

3.5. Access to Restricted Assets

3.5.1. Authorisations and/or Standby shall be provided as reasonably requested to enable Meter Operators to carry out their works. This shall be provided within the timescales noted in Section 3.2.

3.6. Service Position Repairs

3.6.1. CoMCoP Operators shall request Service Position Repairs through the Network Manager as noted on *COM-E-001A Key Contacts List*. The request shall include the following detail:

c) Full site address, including postcode

d) CoMCoP Operator for notification of repair. CoMCoP Operator as detailed within the request and through the D0135/D0126 Data Flow.

3.6.2. On Completion of Repairs, the Data Flow Processor shall notify the CoMCoP Operator as detailed within the request and through the D0135/D0126 Data Flow.

4. Distribution Business Information

4.1. Operational Safety

4.1.1. For the following, refer to *COM-E-001A Key Contacts List*.

a) New Supply Liaison

b) Pre-modified HV and LV CT Supply Liaison

c) Incident/Accident on Site reporting

d) Dangerous Situation reporting

4.1.2. LMAM Operational Policies are as per Appendix 9 of CoMCoP.

4.1.3. Access to LMEL operational premises, including substations, shall only be approved on the following basis:

a) A CoMCoP Operator shall request access via LMAM Electricity Network Control.

b) Entry shall only be provided to a suitably authorised Competent Person or under Personal Supervision of a suitably authorised person.

c) Entry shall only be provided to person wearing the minimum required PPE, including Flame Retardant clothing/coveralls.

d) Compliance with *OPS-E-013 Procedure for Entering Substations* shall be always observed.

4.1.4. Authority to access LME premises and / or operate LME Apparatus shall be as follows: -

a) A CoMCoP Operator who is a member of REC may remove and replace fuses at service exit points immediately upstream of the metering position, without further reference to LMAM, providing the service(s) are returned to normal energised state on completion of the works. This includes for initial energisation of a Customer Installation following meter equipment installation.

b) For access to all other LME premises a CoMCoP Operator shall be a suitably authorised person or under Personal Supervision of a suitably authorised person.

c) Where a CoMCoP Operator requires further authorisation, they shall request this via the Electricity Network Authorising Officers. LMAM has options for authorisation of individuals or companies as per section 3.2.

4.1.5. All works on the network shall comply with LME Safety Rules and Safety Management System, or the equivalent of any company granted Authority to Self-Authorise.

4.2. Technical

4.2.1. For typical working practices affecting installations refer to the Electrical Network Safety Management System.

4.2.2. For typical wiring diagrams, refer to CoMCoP indicative wiring diagrams.

4.2.3. For typical metering practices supporting Site-specific information, refer to *CON-E-004 Procedure for Service Cable Installation and Testing* and *CON-E-003 Procedure for Meter Commissioning*.

4.2.4. For LME Security procedures, all enclosures are fitted with padlocks. Keys are available by request through the Network Manager. Keys shall only be issued to individuals holding Authorisation for Independent Entry to Substations.

4.2.5. Calibration and Commissioning Test Records shall be submitted to LMAM Electricity Network Control.

4.3. Commercial

4.3.1. LME do not own settlement meters. If this changes, the contact for return of these meters shall be added here.

4.3.2. LME do not maintain cubicles or other welfare facilities on site and therefore these shall not be available.

4.3.3. For supply of the following items, if these have not been left on site, these may be requested through LMAM Electricity Network Control as detailed on the *COM-E-001A Key Contacts List: -*

a) Fuses

b) Fuse Carriers

4.3.4. For Dataflow queries, refer to Data Flow Processor as detailed on the *COM-E-001A Key Contacts List*.

4.4. Escalation

4.4.1. For any issues requiring escalation, the escalation contact is detailed on *the COM-E-001A Key Contacts List*.

4.5. Safety Bulletins

4.5.1. The Safety Manager shall circulate Safety Bulletins regarding meter points and service exit points via the CoMCoP website.

5. Notifications

5.1. Energisations

5.1.1. The Data Flow Processor shall notify the CoMCoP Operator when the date of Energisation is known. Typically, the Distribution Business is not notified of individual service Energisation until this is carried out.

5.2. Alterations

5.2.1. Where there is a physical change to the Meter Position or alterations to the CTs/VTs. The Data Flow Processor shall notify the CoMCoP Operator.

6. Design of System

6.1. Earthing Terminals

6.1.1. Where an Earth Terminal is provided, this shall be accessible to the Customer/Contractor. For further detail, refer to *CON-E-002 Procedure for Provision of Earth Terminals* and *CON-E-001 Specification of Installation Requirements*.

6.2. Metering Equipment

6.2.1. All metering equipment shall be contained in suitable enclosures fitted with accessible terminals for testing and connection.

7. Reporting

7.1. Damaged Meters

7.1.1. LMAM shall be notified of any damaged meters through either the D001 Data Flow or through the Data Flow Processor as noted on the *Key Contacts List COM-E-001A*.

8. Works to Sealed Equipment

8.1. Last Mile

8.1.1. Where works are carried out by LME, or its agents, requiring existing seals to be broken on equipment owned by a MEM or MOA, a replacement seal shall be refitted on completion of the work.

8.1.2. Replacement seals shall be of a permanent, wire and ferrule, type using approved sealing pliers where practicable. Where permanent seals and sealing pliers are not available, a temporary seal shall be fitted and the Network Manger informed. The Network Manager shall arrange for an EMO to fit a permanent seal within 10 working days'

8.2. Meter Operating Agent or Metering Equipment Manager

8.2.1. Where works are carried out by an EMO working on behalf of an MOA or MEM, requiring existing seals to be broken on equipment owned by LME, a permanent seal shall be refitted on completion of the work.