ENERGYASSETS
Electricity Networks

EAN OP 0034

POLICY FOR

EAN RETAIL ENERGY CODE (REC) ELECTRICITY METER OPERATIONS CODE OF PRACTICE OBLIGATIONS

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FOREWARD

This document was approved by Symon Gray for use by Energy Assets Networks Ltd (EAN) and Meter Equipment Managers.

Safety and Engineering documents are revised, when necessary, users should ensure that they are in possession of the latest edition by requesting a copy from Energy Assets Networks directly (info@energyassets.co.uk)..

BRIEF HISTORY

First published by UDNL in 2018

KEY CHANGES

Section	Amendments
Jan 2020	Annual Review, inclusion of 4.3 and 9
June 2021	Annual review - no changes
Feb 2023	Annual review – Updated branding and references to MOCOPA and MOCOPA Operators

DISCLAIMER

This document is provided for use by Energy Assets Networks Ltd, REC and Meter Equipment Managers. Where this document is used by any other party it is the responsibility of that party to ensure that this document is correctly applied.

Compliance with this document does not confer immunity from prosecution for breach of statutory or other legal obligations.

REQUIREMENTS

In this document:

shall: indicates a mandatory requirement to be complied with in full without deviation.

should: indicates a requirement that is intended to be complied with and is the preferred option, unless a suitable and sufficient risk assessment is completed to show that the alternative method delivers the same, or better level of protection. Such a risk assessment should be documented.

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POLICY FOR EAN MOCOP OBLIGATIONS

INTRODUCTION

This document provides the requirements for EAN's obligations to comply with the REC Electricity Meter Operations Code of Practice (MOCoP).

1. SCOPE

1.1 This policy applies to EAN, REC MOCOP and Meter Equipment Managers.

2. REFERENCES

2.1 This document makes references to the documents listed in Appendix A. Unless otherwise specified, the most recent versions of the documents apply, including all amendments.

3. DEFINITIONS

3.1 The definitions applying to this document are listed in Appendix B.

4. PROCEDURE FOR MOCOP REQUEST FOR ACCESS TO SUBSTATIONS OR FUSE EQUIPMENT

4.1 The Meter Equipment Manager can request access to the EAN Substation or Fuse Equipment by emailing EAN at ControlRoomEAN@EnergyAssets.co.uk, or calling the EAN office on **0333 666 2008**.

4.2 The Meter Equipment Manager will need to provide the following information:

- Substation name and/or full postal address
- Work to be carried out (install meter/replace meter/testing/inspection)
- Name & Contact details of Meter Equipment Manager's Representative
- Proposed date (please give a minimum 5 working days' notice, where no outage is required)

4.3 EAN will endeavour to return to the Meter Equipment Manager with notice of how to access the EAN Substation or Fuse Equipment within 5 working days from receipt of the information supplied in 4.2.

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5. PROCEDURE TO REPORT METERS FOUND DAMAGED

5.1 Any meter found damaged or apparent evidence on site of deliberate tampering/interference should be immediately reported to EAN Emergency 0333 800 2016 and followed by email to ControlRoomEAN@EnergyAssets.co.uk. A data flow (D0136 - Report to Supplier of Possible Irregularity) will then be sent to the relevant Supplier for them to action.

6. PROCEDURE FOR REQUEST FOR SERVICE POSITION REPAIR

6.1 Where a Meter Equipment Manager finds a service that requires a non-urgent repair they should notify EAN by emailing ControlRoomEAN@EnergyAssets.co.uk, or calling the EAN office on **0333 666 2008**.

- The Meter Equipment Manager will need to provide the following information:
    - Full postal address
    - MPAN
    - Nature of the damage observed or repair required
    - Name & contact details of Customer
    - Name and contact details of Meter Equipment Manager
    - For urgent repairs, where the situation is considered dangerous, this should be immediately reported to EAN Emergency 0333 800 2016 and followed by email to ControlRoomEAN@EnergyAssets.co.uk
- Confirmation will be sent to the Meter Equipment Manager on completion of the repair.

7. PROCEDURE FOR CHANGE IN METER POSITION OR CT/VT RATIO

7.1 Where a Customer request is received for a change in meter position or a change in CT or VT ratios then this will be referred back to the registered Supplier.

7.2 Where a Meter Equipment Manager requests a change in meter position or a change in CT or VT ratios then they should notify EAN by emailing ControlRoomEAN@EnergyAssets.co.uk, or calling the EAN office on **0333 666 2008**.

- The Meter Equipment Manager will need to provide the following information:
    - Full postal address
    - MPAN
    - A plan showing the existing and new location or details of CT/VT change as appropriate
    - Name & contact details of Customer
    - Name and contact details of Meter Equipment Manager

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7.3 A quotation will then be sent out for any network alterations. Upon acceptance a programme will be agreed to complete the necessary works. Intentionally

8. PROVISIONS OF SUPPLYING AN EARTH TERMINAL

8.1 The Electricity Safety, Quality and Continuity Regulations 2002 (24(4)) (refer to Appendix A) state that a distributor shall make an earthing terminal available when installing a new low voltage connection or replacing an existing connection, unless it is inappropriate for reasons of safety.

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8.2 The main earth terminal for an installation is usually located close to the incoming service. If provided by EAN as part of a PME supply (TN-C-S) this will be directly connected to the supply neutral conductor at the supply terminals which is usually built into the cut out.

9. PROCEDURE FOR COMMUNICATION WITH METER EQUIPMENT MANAGERSFOR THE PROVISION OF NEW SUPPLIES

9.1 Meter Equipment Managers shall email ControlRoomEAN@EnergyAssets.co.uk or call the EAN office on **0333 666 2008** for the provision of new supplies.

APPENDIX A DOCUMENTS

Unless otherwise specified, the latest edition(s) apply, including all amendments.

A.1 Referenced Documents

Electricity Meter Operations Code of Practice (MOCoP - previously MOCOPA)

A.2 Other relevant documents

Electricity Act 1989

Health and Safety at Work etc Act 1974

The Meters (Certification) Regulations 1998

The Meters (Approval of Pattern and Construction and Method of Installation) Regulations 1998 (as amended 2002)

The Electricity at Work Regulations 1989 (as amended by SI 1997 No. 1993: Offshore Electricity and Noise Regulations 1997)

The Management of Health and Safety at Work Regulations 1999 (as amended by SI 2003 No.2457: The Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations 2003, SI 2006 No. 438: The Management of Health and Safety at Work (Amendment) Regulations 2006)

The Electricity Safety, Quality and Continuity Regulations 2002 (as amended)

EAN Distribution Safety Rules

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APPENDIX B DEFINITIONS

The definitions applying to this document are given below.

Term		Definition for the purposes of this document
CT	-	Current Transformer
EAN	-	Energy Assets Networks
MOCoP	-	Electricity Meter Operations Code of Practice
MPAN	-	Metering Point Administration Number
VT	-	Voltage Transformer

ENDNOTE

Comments

Comments and queries regarding the content of this policy document should be directed to:

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