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Forbury Assets Limited's Information for MOCOPA Operators

Procedure on how Forbury Assets fulfils it MOCOPA obligations as a Distribution Business.

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Revision	Date	Author	Verified	Section	Change Description
1.0	10/1/2020	Matthew Anderson		All	Draft

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1.Introduction

This document describes the meter Operation Code of Practice Agreement (MOCOPA) is an agreement between electricity distribution businesses and electricity meter operators in Great Britain. Under MOCOPA Forbury Assets Limited is a defined as a Distribution Business, meaning an entity authorised to distribute electricity under an Electricity Distribution Licence.

The MOCOPA covers the installation, operation and maintenance of electrical metering equipment by MOCOPA operators and Distribution Businesses. It also covers safety and technical requirements relevant to meter operation and the interface between MOCOPA Operators and Distribution Businesses. It specifies the requirements for the mutual exchange of Information between MOCOPA operators and Distribution Businesses necessary to satisfy the safety and business needs of both parties and provides the means for this exchange via the MOCOPA web site.

2.MOCOPA

The Meter Operation Code of Practice Agreement (MOCOPA) is an Agreement between Distribution Businesses, MOCOPA Operators and the Registration Authority of whom are responsible for specific functions in accordance with the terms of the Agreement.

Parties enter into the Agreement to regulate their relationships regarding the safety, technical and business interface requirements surrounding the provision of meter operation services, and to assure compliance with the requirements of the Agreement.

Parties are charged annual membership fees and are audited each year to confirm compliance with the MOCOPA. The Review Panel (and any delegated workgroups) oversee the Agreement and meet at least six times a year to discuss and implement amendments to the Agreement.

Distribution Businesses are obliged to be a Party to the MOCOPA as set out in Clause 27 of the Distribution Connection and use of System Agreement (DCUSA).

3.Reference Documents

Reference	Title
MOCOPA v4.6	METER OPERATION CODE OF PRACTICE AGREEMENT Version 4.6

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4.Obligations

Under MOCOPA Distribution Business' have an obligation to make information available to all MOCOPA Operators to carry out their metering work safely. Specifically, this includes both generic and site-specific information, safety updates and named contact points.

Forbury Assets Limited's obligations to provide information to MOCOPA Operators are detailed below.

4.1. Provision of Site-Specific Information to MOCOPA Operators

For details of the following – Site Specific Information, CT/VT Commissioning and Test Certificates, CT Ratio, CT Class, CT Rating, VT ratio, VT Class, VT Rating, Supply voltage, Supply capacity, MPAN Number, Number of Phases, New Metering Points, Metering equipment and Service location may be provided by raising a D0170 and/or D0383 flow. The FAL back office which receive the flow(s) request for information for site technical details will send site technical details flow (D0215) within 5 WD as per BSCP1515 OR reject or respond to the request via D0382 as per BSCP515, further information can be requested by contacting: FALConnections@sse.com.

4.2. Provision of Forbury Assets Limited's Information to MOCOPA Operators

The data provided covers operational and safety requirements, technical requirements and commercial details including: -

• Control Requirements for access to Substations

• Typical wiring Diagrams

• Authorisation of Meter Operator employees

• Typical working practices affecting installations

• Typical metering practices supporting site specific information

• Security practices to prevent interference

For information on operational matters including Substation & metering equipment access please contact: FALConnections@sse.com Once an enquiry is received it will be record in the FAL Customer Management System, and allocated to the relevant FAL contact, who will arrange for the enquiry to be resolved within 5 working days of the request.

4.3. New Supplies

The process for FAL and the MOCOPA Operator for the installation of New Supplies is:

- FAL create MPAN

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- Issue MPAN to Customer
- Customer registers MPAN with Supplier
- FAL and Customer agree energisation date
- Customer informs suppliers
- FAL complete pre-energisation checks (MPAN registered)
- FAL and MOCOPA Operator liaising to agree Meter installation stages
- FAL energise
- FAL send D0139 flow to Supplier and MOCOPA Operator to confirm energisation of supply

For additional information on this process please contact: FALConnections@sse.com.

Where CTs and/or VTs are installed the manufacture test certificates and on-site Engineer Commissioning certificates will be issued on request via the process in section 4.1. Provision of Site-Specific Information to MOCOPA Operators.

4.4. Changes made to the Distribution System

Where FAL makes a planned change to it distribution system that may affect a MOCOPA Operators equipment, it will notify the relevant third party at least 15 working days in advance of the work commencing, with the proposed changes and work required.

Where FAL makes a change to its distribution system in an unplanned manner it will notify the affected MOCOPA Operator as soon as possible before or after completing the repair, with the proposed changes and work required.

FAL will liaise with the MOCOPA operator in both situations as early as possible to ensure both the MOCOPA Operator and Customer are not adversely impacted by any changes made.

4.5. Policy for the Circulation of Safety and Technical alerts to MOCOPA Operators

Forbury Assets Limited will regularly issue Safety Bulletins. Any bulletins that impact MOCOPA operators will be forwarded to MOCOPA for publication on their web site so that they can be accessed by any MOCOPA Operators working on Forbury Assets Limited equipment. Note: any electrical equipment owned and operated by Forbury Assets Limited will be fitted with an ownership label).

4.6. Reporting of Damages to Forbury Assets Limited Equipment

Where a MOCOPA Operator discovers damage to FAL service position/termination, it should be phoned through to the Customer Service Centre on: 0800 107 6930

Photos of the damage should be sent to: FALEmergencies@sse.com

This will be actioned by the FAL Customer Service Centre, who will create and record details of the damage in the FAL Customer Management System. This will be issued to a member of the FAL

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Field Staff to complete the repairs and report back to the Customer Service Centre, who will then inform the MOCOPA Operator as per section 4.6. Reporting to MOCOPA Operators of Repairs Complete

4.7. Reporting to MOCOPA Operators of Repairs Complete

Once the repairs have been completed the FAL Customer Management System will be updated and the Customer Service Centre will inform the MOCOPA Operator by the preferred method stated when the initial report was made. All contacts made will be recorded in the FAL Customer Management System.

4.8. Provision of Forbury Assets Limited's to Report Damage to Third-Parties

Where FAL discover damage to third party meters or any signs of potential interference, the Field staff will report to FAL's Customer Service Centre, who log a job on the FAL system, and the Customer Service Centre will contact the relevant party.

The Customer Service Centre will identify the relevant party by use of MPAS, all details will be record on the FAL system.

4.9. Damaged Meters

Where a MOCOPA Operator discovers a damaged meter it should be isolated, made safe, inform the connected customer of the interruption and complete repairs as required including sealing all equipment. The above should carried out by the MOCOPA Operator if suitably authorised. Where authorisation do not allow the above to happen, the MOCOPA Operator should follow the details in 4.5. Reporting of Damages to Forbury Assets Limited Equipment.

4.10. Forbury Assets Limited's Policy on Equipment Sealing and Sealing Pliers

Metering Equipment and related Distribution Business Equipment shall be sealed following commissioning and shall be resealed following any subsequent works by any party that require the removal of seals, either owned by that party or the property of another party. This includes FAL staff re-sealing Metering Equipment after it has removed MOCOPA® Operator seals in order to carry out any work upon such Metering Equipment, including where it carries out post-commissioning testing.

The purpose of the sealing of Metering Equipment and Distribution Business Equipment are:

1. To ensure basic safety – access to live conductors should require a tool;
2. To provide an indication of responsibility and/or the right to operate;
3. To aid with the prevention of tampering/illegal abstraction; and

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4. To indicate the MOCOPA® Party and individual to last access the Metering Equipment or Distribution Business Equipment at the Site, in the event of a dispute.

The absence of a seal must at once give rise to suspicion of interference, which must be dealt with, in the most careful and cautious manner

Type of Seals to be Used

A Specified Seal is designed to meet the requirements set out by MOCOPA and comprises of an approved tin-plated, annealed, copper ferrule appropriately crimped onto an approved zinc-coated steel wire rope. FAL only procure seals that meet the requirements set out by MOCOPA and only these seals shall be used by FAL staff.

Sealing Pliers

FAL shall use approved sealing pliers that meet the requirements of MOCOAP, which are contain unique identifiable dies for crimping and marking the specified seals. The sealing pliers will be issued to specifically to an individual and recorded in FAL's Master Sealing Pliers Log.

Dies shall not be transferred between staff. Duplicate sets of pliers shall not be held by the any member of staff. The issued sealing pliers shall not be used other than for sealing equipment. Sealing Pliers that do not make legible marks shall not be used and returned to FAL immediately, and these will be destroyed and recorded on FAL's Master Sealing Pliers List.

If sealing pliers are returned by staff who no longer require them, these may be re-allocated. This process will be recorded on FAL's Master Sealing Pliers Log.

If sealing pliers are lost or stolen this should be escalated to FAL immediately and a record kept on FAL's Master Sealing Pliers Log

Requests and queries in relation to FAL Sealing Pliers or Seals should be made to FALConnections@sse.com.

Equipment to be Sealed

The table below details FALs minimum standard of equipment to be sealed and type of seal to be used. Where any equipment is required to be sealed by a Specified Seal and is contained within a 'housing', and that housing is sealed to the same standard, sealing of the individual items within is not obligated.

	Equipment	Seal Required
Service Termination Equipment	Cut-out	Specified Seal
	Distribution board	Specified Seal/Padlock (as appropriate)

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Whole Current Metering	Meter terminal cover	Specified Seal
	Meter case (cover)	Specified Seal
	Auxiliary fuses	Specified Seal
	Timeswitch/Teleswitch/ Contactor/ Isolator (forming part of Metering Equipment)	Specified Seal
	Connecting blocks (except after metering)	Specified Seal
	Token acceptor	Specified Seal
	Communications equipment	Specified Seal
	Maximum demand indicator reset	Specified Seal
CT operated Low voltage (additional to all above)	Metering voltage circuit fuses	Specified Seal
	CT chamber	Specified Seal
	CT terminal cover	Specified Seal
	Test terminal block	Specified Seal
	Switch (controlling supply)	Padlock
	Secondary voltage fuse	Specified Seal
	Communications port	Specified Seal
	Metering panel	Specified Seal
	VT racking	Specified Seal

CT/VT operated High voltage (additional to LV)	VT fuses (on switchgear)	Specified Seal
	VT Marshalling box	Specified Seal
	VT fuses (on metering panel)	Specified Seal
	Auxiliary fuses	Specified Seal
	CT Marshalling box	Specified Seal

Incorrectly Sealed Equipment
If FAL Field staff discover equipment to be sealed that do not comply with MOCOPA requirements, FAL will fulfil its responsibility and report the suspected non-compliance to the Registration Authority.

4.11. HSE Reportable Events

ESQCR 2002
The Electricity Safety, Quality and Continuity Regulations 2002 (ESQCR) specify safety standards which are aimed at protecting the general public and consumers from the dangers associated with the operation of electricity networks. In addition, the ESQCR specify power quality and supply continuity requirements to ensure an efficient and economic electricity supply service for consumers. The ESQCR require reporting of certain events. Regulation 31(2)(e) relates to "Near Misses" and covers events that are not specifically listed in other sub-paragraphs of the Regulation that were likely to cause either death, injury, fire or explosion. It is worded to ensure that it does not preclude any category of event.

Where Action is Required in the Event of a Near Miss.
Incidents such as those listed in the following table may be discovered by FAL staff. Where a potential near miss is discovered the incident shall be reported it immediately to the member of staffs manager for further investigation and/or rectification. The matter will be treated as a confirmed ESQCR reportable event only once it has been confirmed by further investigation.

Stage 1 If a member of Field staff or operative discovers installation in condition listed in table below, they shall report the matter to Customer Service Team and their own Manager.

Stage 2 The Manger shall assess the condition and defect, where required arrange for specialist resource to attend to repair FAL equipment or make safe. Where necessary, and if third party equipment affected, the Manager shall arrange with Customer Services Team to contact the Supplier, the third party are to complete the report to HSE under ESQCR.

Stage 3 Under the 30-minute reporting rule, the Manager shall escalate the incident (using telephone number 0845 026 0641), then complete the ESQCR Regulation 31 Reporting form and SEAR report, detailing incident and action taken to rectify, then forward to the Safety Team

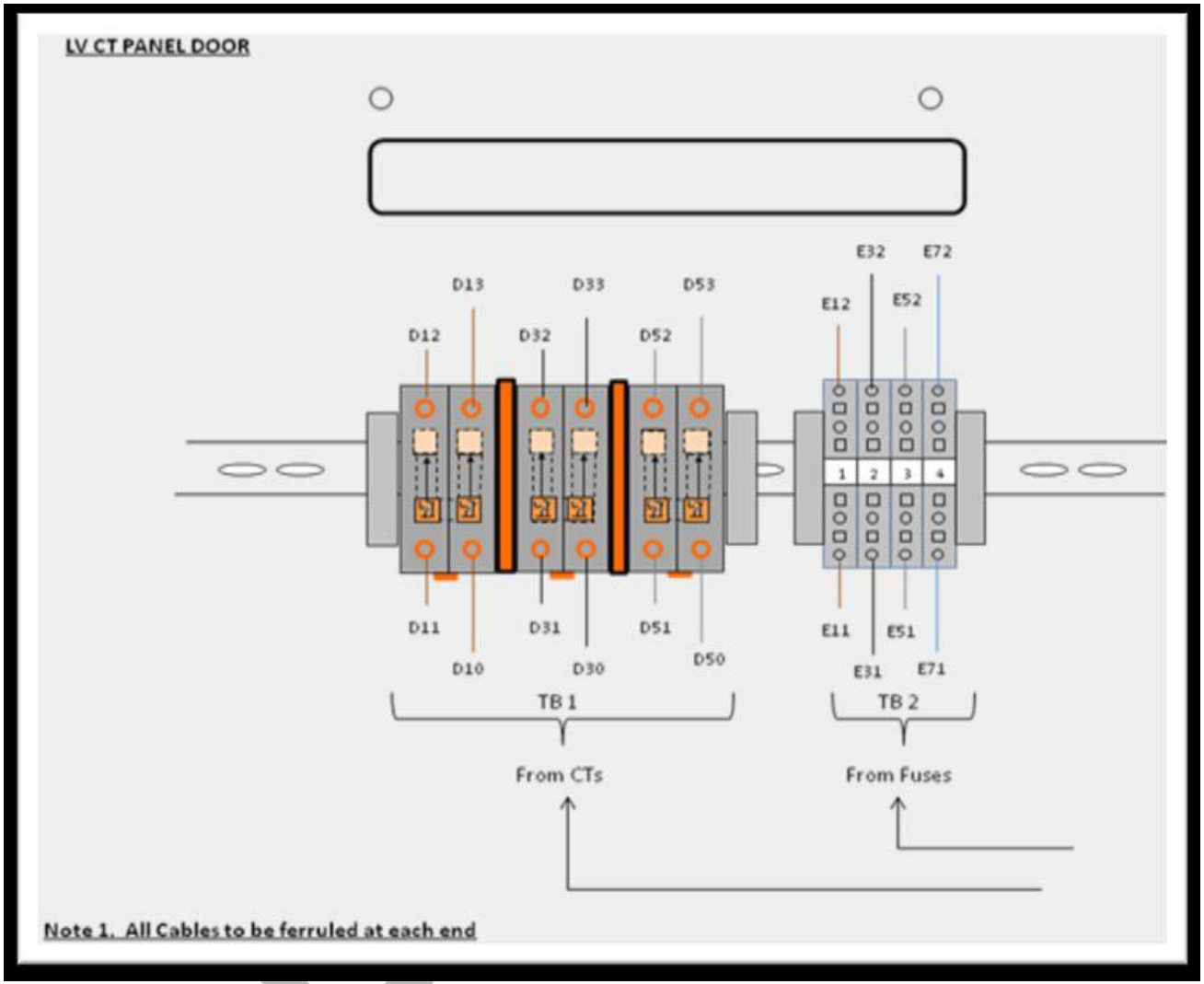
Stage 4 The Safety Team shall complete and submit the ESQCR Regulation 31 Reporting form (and if necessary RIDDOR) for HSE. Corporate Safety will be informed of the HSE report.

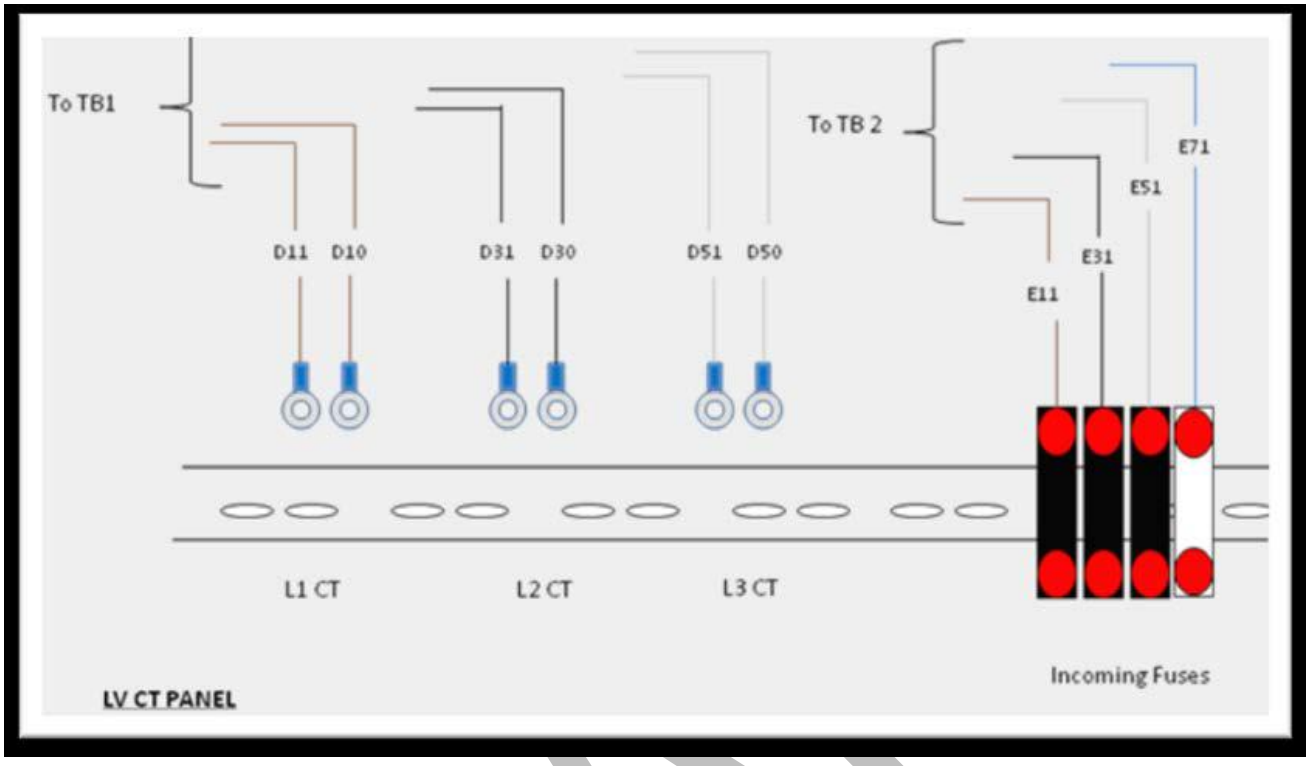
Reason for ESQCR Regulation 31 Report
Event Resulting in Injury or Fatality on the Supply side (FAL's Equiment)
Event Resulting in Fire or Explosion on the Supply side (FAL's Equiment)
Event Resulting in Injury or Fatality on the Supply terminals (Customer Premises)
Event Involving damage to FAL's underground cable is ONLY REPORTABLE when struck with a handtool or resulting in an injury or fatality

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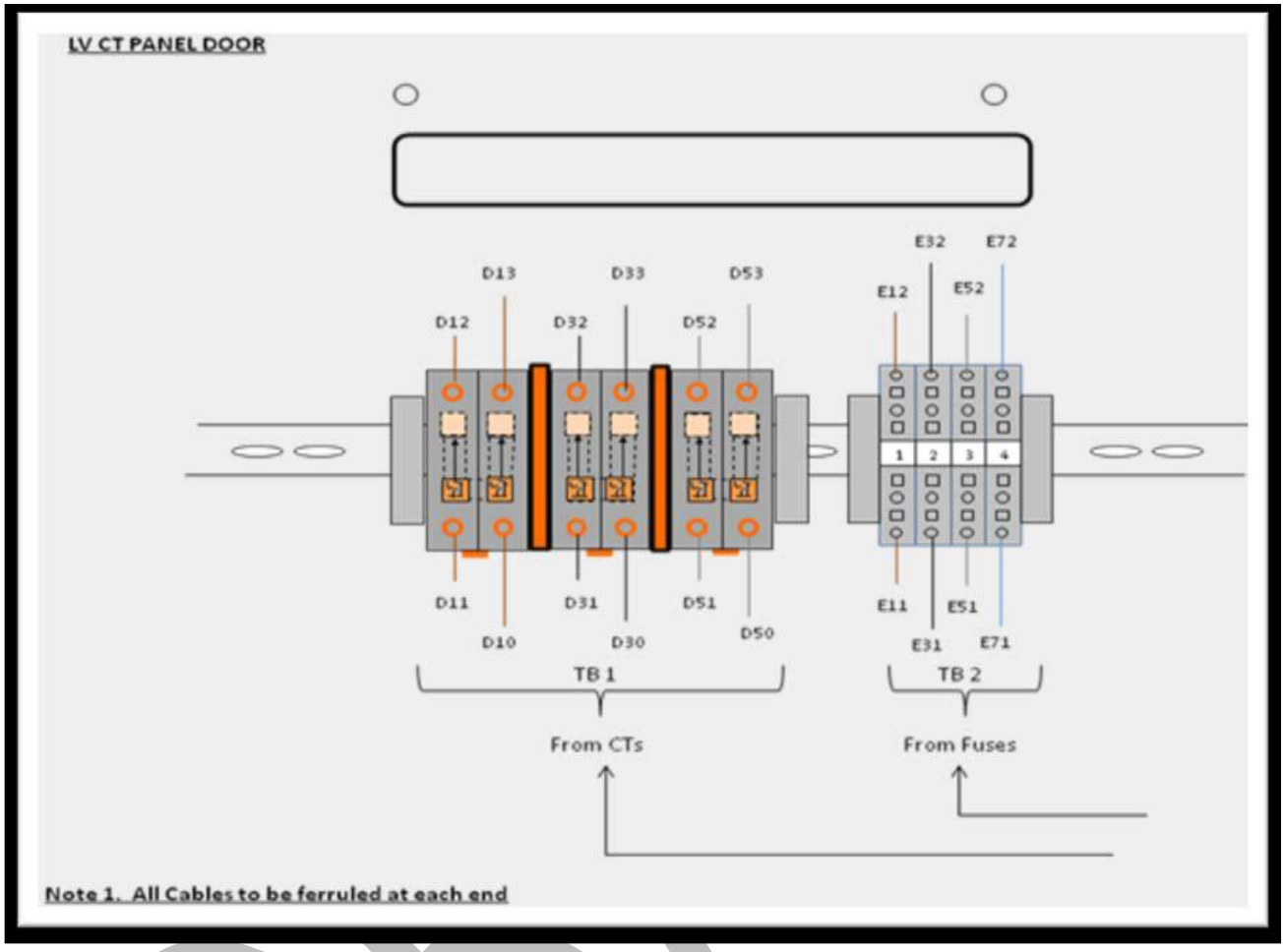
Appendix

1.1. Typical Installation Wiring Diagrams

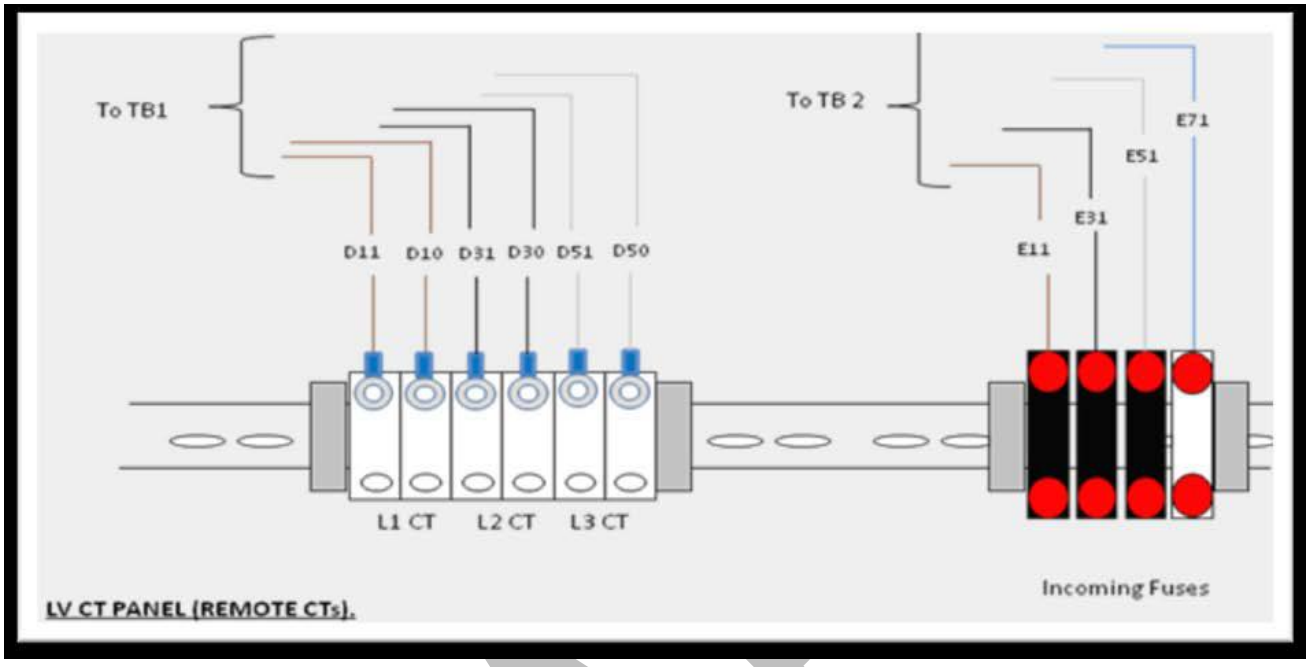



To TB1
To TB 2
D11
D10
D31
D30
D51
D50
E71
E51
E31
E11
L1 CT
L2 CT
L3 CT
LV CT PANEL
Incoming Fuses

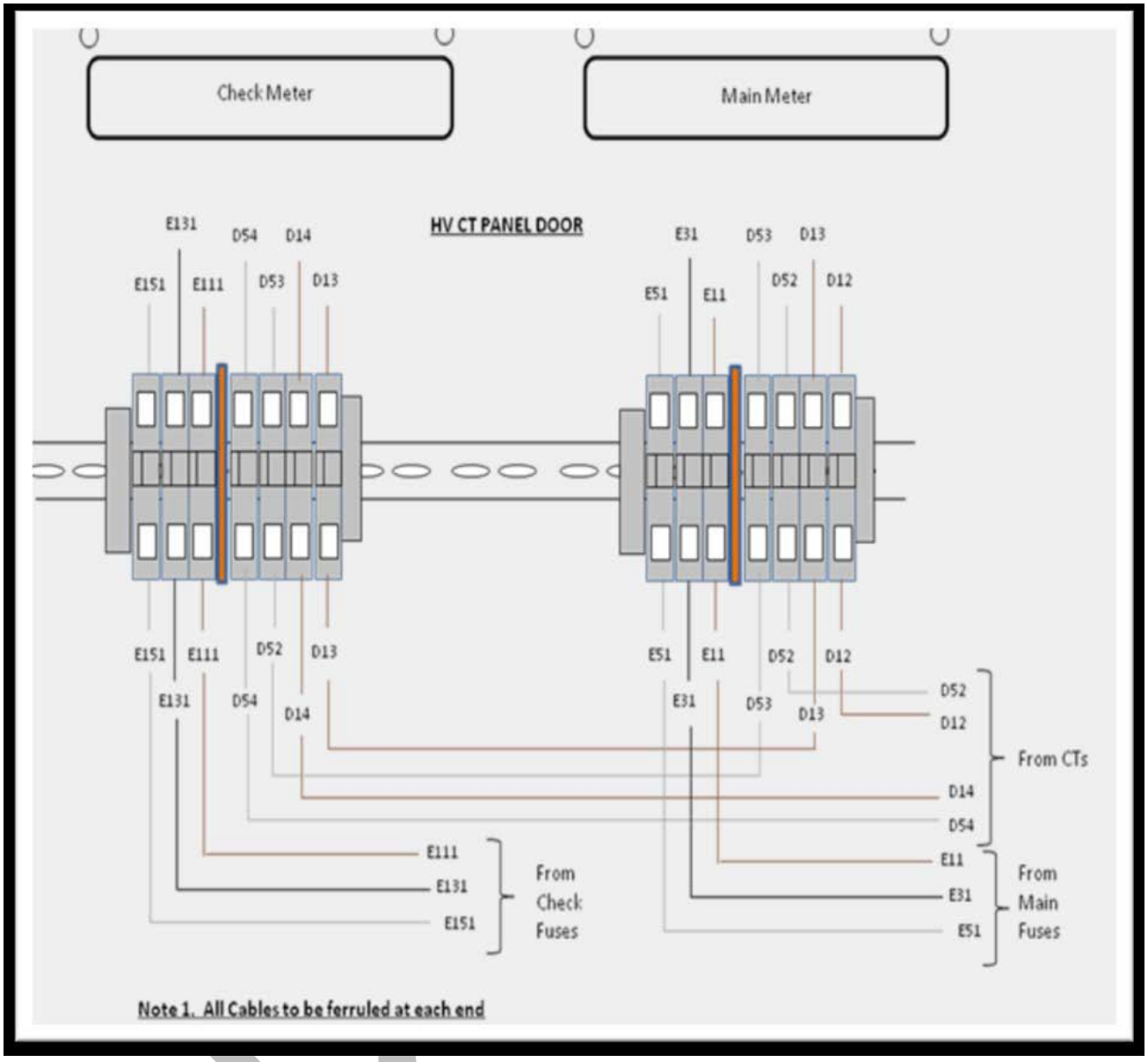
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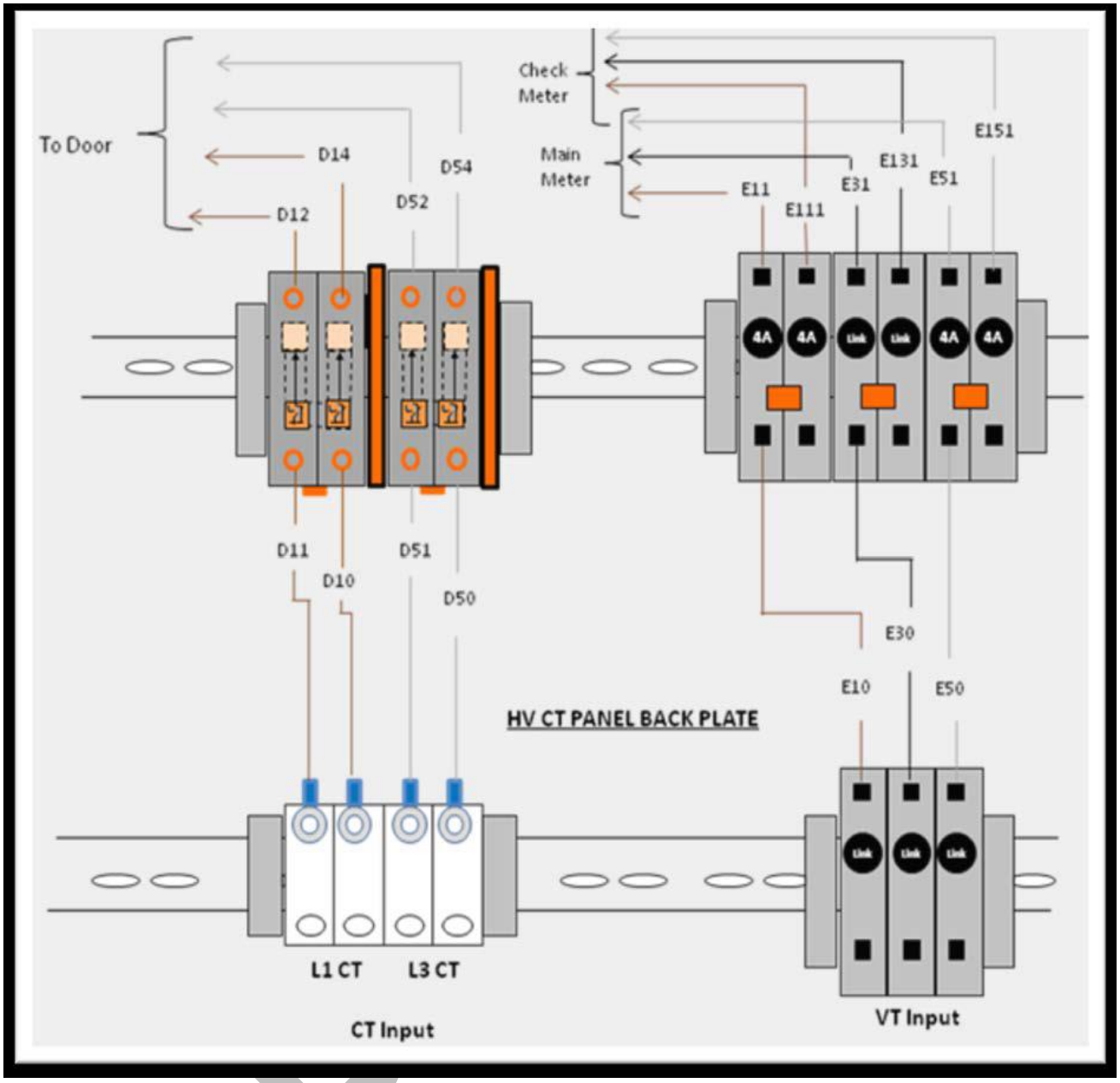

LV CT PANEL DOOR
D13
D33
D53
D12
D32
D52
E32
E72
E12
E52
1
2
3
4
D11
D31
D51
D50
D10
D30
E11
E51
E31
E71
TB 1
TB 2
From CTs
From Fuses
Note 1. All Cables to be ferruled at each end

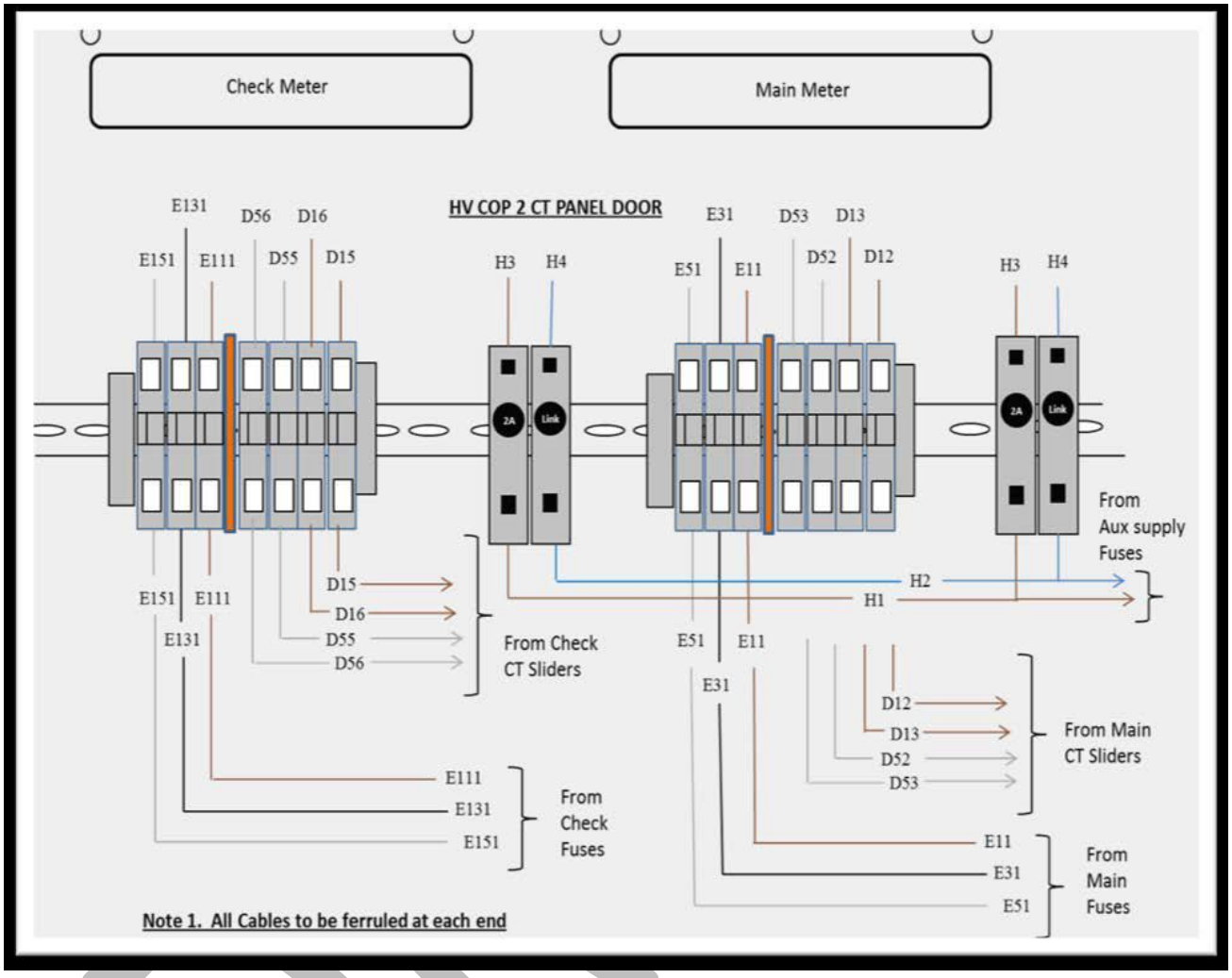
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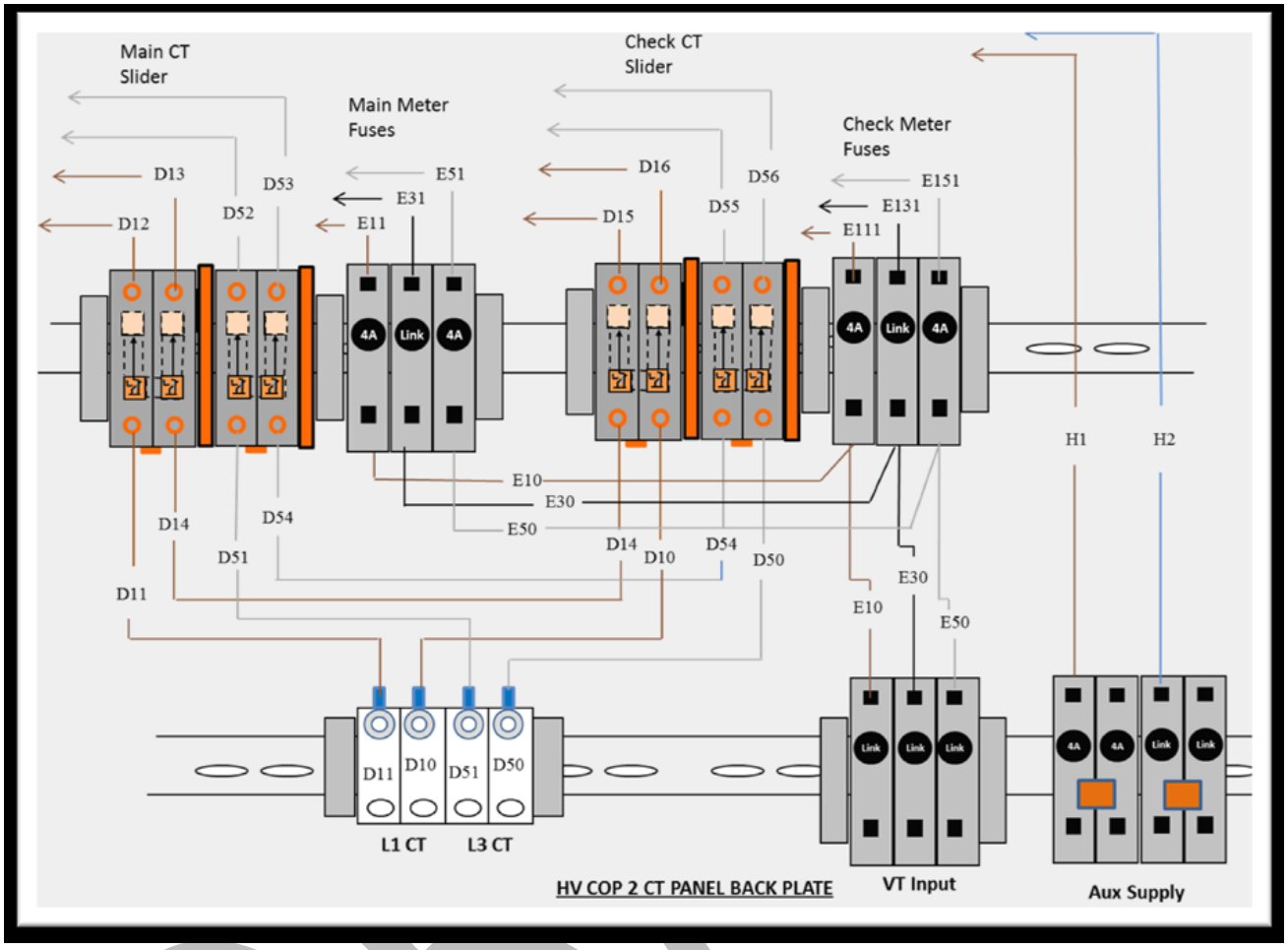

To TB1
To TB 2
E71
E51
E31
E11
D11
D10
D31
D30
D51
D50
L1 CT
L2 CT
L3 CT
Incoming Fuses
LV CT PANEL (REMOTE CTs).

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Check Meter
Main Meter
HV CT PANEL DOOR
E131
D54
D14
E151
E111
D53
D13
E31
D53
D13
E51
E11
D52
D12
E151
E111
D52
D13
E131
D54
D14
E51
E11
D52
D12
E31
D53
D13
D52
D12
From CTs
D14
D54
E111
E131
E151
From Check Fuses
E11
E31
E51
From Main Fuses
Note 1. All Cables to be ferruled at each end


Check Meter
Main Meter
To Door
D14
D12
D54
D52
E151
E131
E51
E11
E31
E111
4A
D11
D51
D10
D50
E30
E10
E50
HV CT PANEL BACK PLATE
L1 CT
L3 CT
CT Input
VT Input


Check Meter
Main Meter
HV COP 2 CT PANEL DOOR
E131
D56
D16
E151
E111
D55
D15
H3
H4
E31
D53
D13
E51
E11
D52
D12
H3
H4
From Aux supply Fuses
H2
H1
D15
D16
D55
D56
From Check CT Sliders
E151
E111
E131
E51
E11
E31
D12
D13
D52
D53
From Main CT Sliders
E111
E131
E151
From Check Fuses
E11
E31
E51
From Main Fuses
Note 1. All Cables to be ferruled at each end


Main CT Slider
Main Meter Fuses
Check CT Slider
Check Meter Fuses
D13
D53
D12
D52
E51
E31
E11
D16
D56
D15
D55
E151
E131
E111
4A
Link
4A
4A
Link
4A
H1
H2
E10
E30
E50
D14
D54
D51
D14
D10
D54
D50
D11
E30
E10
E50
D11
D10
D51
D50
L1 CT
L3 CT
HV COP 2 CT PANEL BACK PLATE
VT Input
Aux Supply