FULCRUM ELECTRICITY ASSETS LIMITED

Information for Meter Operators

Ref	Version	Created/Reviewed by	Date
FEAL_IMO_01	1.0	Kevin Mukuzvazva/Matt Thomas	Aug-2020

1.0 INTRODUCTION

This document constitutes the Distribution Business Information for Fulcrum Electricity Assets Ltd, in accordance the Meter Operator Code of Practice Agreement (MOCOPA).

Fulcrum Electricity Assets Ltd (FEAL) is an Independent Distribution Network Operator (IDNO) and holds a distribution license under the Electricity Act 1989. FEAL registered meter point administration numbers (MPAN's) have the prefix 35.

2.0 GENERAL ARRANGEMENTS

All Meter Operators must be a signatory to, and comply with, the Meter Operator Code of Practice Agreement (MOCOPA). They must be accredited within the areas in which they operate.

All Meter Operators who wish to work on Fulcrum Electricity Assets Ltd's distribution systems shall hold a valid registration certificate and must be a signatory to the Meter Operator Code of Practice Agreement before undertaking any works within Fulcrum Electricity Assets Ltd's distribution systems.

All Meter Operators shall be deemed to have agreed to work to this document if they undertake work on Fulcrum Electricity Assets Ltd's network. They are responsible for the application for any contractors they employ, and both they and their contractors must comply with the Health and Safety at Work etc. Act 1974 and all subordinate and associated legislation.

Meter Operators are required to provide the following information to Fulcrum Electricity Assets Ltd.'s in accordance with the Meter Operator Code of Practice prior to commencement of activities within Fulcrum Electricity Assets Ltd.'s distribution systems.

- 10 working days before commencement of first works:
    - Copy of Meter Operator License.
    - Copy of Insurance Certificate.
    - Safety contact name, address and telephone number.

- 5 working days of the installation of a new meter:
    - Full commissioning details as specified in the Code of Practice.

3.0 OPERATIONAL AND SAFETY MATTERS

The Meter Operator shall comply with the General Operational and safety considerations as detailed in Appendix 6 of the MOCOPA.

All contact numbers for Fulcrum Electricity Assets Ltd are listed in Appendix 1 of this document and on the MOCOPA website. Accidents that happen whilst working on Fulcrum Electricity Assets Ltd equipment must be reported as soon as possible and without delay. This requirement is extended to the reporting of incidents, dangerous occurrences and defective equipment.

Where necessary the Meter Operative shall shroud any exposed terminals during work to prevent accidental contact. Also, the Meter Operative must ensure that all exposed live terminals are in a safe condition should they leave

the work position unattended, and all permanent covers replaced and seals applied on completion of work.

All dangerous occurrences, damaged equipment, faulty equipment (inclusive of suspected fault equipment) shall be reported immediately to Fulcrum Electricity Assets Ltd on 0808 164 4714.

Removal of cut-out fuses prior to work or insertion after work shall only be carried out by persons specifically authorised for these activities by Fulcrum Electricity Assets Ltd.

When access is required to a Fulcrum Electricity Assets Ltd owned distribution substation a request for access and accompaniment shall be made to Fulcrum Electricity Assets ltd vis contact details provided in Appendix 1 and/or the MOCOPA website.

Access to distribution business metering panels and cubicles shall be restricted to those meter operatives who have been specifically authorised for this purpose and issued with the appropriate authorisation. Where exposed conductors are encountered, and they cannot be proved dead (not live) advise shall be sought from Fulcrum Electricity Assets Ltd via contact details provided in Appendix 1.

Any indication of tampering with the supply shall immediately be reported to Fulcrum Electricity Assets Ltd via contact details provided in Appendix 1.

4.0 TECHNICAL

Before work commences the Meter Operator shall ensure all relevant CTs are shorted and voltage transformer supplies are isolated.

For details of CT and VT limits of error to be applied, please contact Fulcrum Electricity Assets Ltd.
Approved Meter Operatives may remove seals from Fulcrum Electricity Assets Ltd. Distributions equipment to facilitate the changing of meters. All equipment is to be re-sealed on completion of the work and all seals disposed of adequately and in such a way as to prevent reuse. Tampering, suspected interference or missing seals should be reported to Fulcrum Electricity Assets Ltd via contact details provided in Appendix 1.

Any equipment which is required to be installed by the Meter Operator for communications must be installed in a proper manner and not obstruct or restrict access Fulcrum Electricity Assets Ltd.'s equipment or the customer's installation. Under no circumstances shall Fulcrum Electricity Assets Ltd.'s equipment or communications links, if present, be disconnected without permission. Any resultant costs incurred by Fulcrum Electricity Assets Ltd from such unauthorised disconnections will be charged to the party responsible for the disconnection.

Under no circumstances shall Fulcrum Electricity Assets Ltd.'s communication links be utilised by a Meter Operator without prior written agreement of Fulcrum Electricity Assets Ltd.

In all circumstances, where an existing communication link is not owned by Fulcrum Electricity Assets Ltd, the Meter Operator should gain prior written agreement from the owner if utilisation of that communications link is desired.

Where a radio/wireless communication system needs to be fitted to a substation, the position is to be agreed with the owner of the substation prior to installation. The fitting of radio/wireless communication systems and associated cabling must be carried out with care to ensure that it does

not impair the building structure or weatherproofing or proper functioning of existing distribution equipment or metering equipment in any way whatsoever.

5.0 COMMERCIAL

Where Fulcrum Electricity Assets Ltd metering and timing devices are removed, the meter operator shall return the items at no cost to Fulcrum Electricity Assets Ltd within 15 days or as otherwise agreed between the Supplier and Fulcrum Electricity Assets Ltd.

Where a Fulcrum Electricity Assets Ltd meter is being replaced by another any associated timing device should be removed and returned.

Where the Meter Operator requires a member of Fulcrum Electricity Assets Ltd staff to attend site a charge may be levied. A minimum charge shall be made for all site visits.

Site-specific information will be provided only where the request for information is received by Data Flow D0170. The information will be provided using Data Flow D0215.

Reporting of technical or condition issues associated with Distribution Network Operators equipment shall follow the information provided within the current edition of the MOCOPA Guidance for Service Termination Issue Reporting. This Guide is intended to support meter operatives in making a correct diagnosis, give direction on the actions meter operatives should take, and help meter operatives to determine the most appropriate asset condition code for reporting purposes.

All commissioning information and certificate of competition shall be sent via Data Flow D0383 and/or to contact details provided in Appendix 1.

APPENDIX 1 – CONTACT NUMBERS AND ADDRESSES

Item	Contact Name	Contact details
General enquiries	FEAL General Enquiries	0330 2211206 enquiries@fulcrumea.co.uk
Incident/accident on site reporting	Chris Allmark	0808 1644714 Chris.allmark@fulcrum.co.uk
Dangerous situation	Chris Allmark	0808 1644714 Chris.allmark@fulcrum.co.uk
Operational practices	Chris Allmark	0808 1644714 Chris.allmark@fulcrum.co.uk
Control requirements and access to substations	Chris Allmark	0808 1644714 Chris.allmark@fulcrum.co.uk
Authorisation of Meter Operatives	Chris Allmark	0808 1644714 Chris.allmark@fulcrum.co.uk
Technical and Commercial	Kevin Mukuzvazva	03302211203 Kevin.mukuzvazva@fulcrum.co.uk
Escalations	Matt Thomas	03302211203 Matt.thomas@fulcrum.co.uk

APPENDIX 2 – FULCRUM ELECTRICITY ASSETS LTD - AUTHORISATION REQUEST FORM

Nomination Details:

Company Name:		
Full Name of Individual to be assessed:	**Name:**	
	Email:	**Mobile No:**
Photo ID:		
Role discipline:- **(e.g. Electricity Distribution – Low Voltage)**		
Role to be undertaken : **(e.g. Jointer etc.)**		
Date of application:		

Assessment Type:-

Assessment Type	**Tick**	**Notes**
New Application		E.g. Individual is a new entrant.
Re-assessment		E.g. Individuals assessment is due to expiry within 3 months of a current validity period.
Extension		E.g. Individual to be assessed for additional role(s) to original assessment.
Transfer		E.g. Individual leaves an Employing organisation and joins another but will be enacting a role previously assessed to undertake.

If successful, a Fulcrum Authorisation Certificate will be issued to and will be the property of the above named. The document must be available for inspection, upon request, whenever undertaking work on behalf of Fulcrum Electricity Assets Ltd.

The scope of work and competencies will be reviewed and updated as necessary and a record of the annual review must be made.