INFORMATION AND GUIDANCE

GE-TGI-IG-0560

TITLE: **Electricity –Metering Interface Arrangements**			DOCUMENT NO: **GE-TGI-IG-0560**			
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1. SCOPE

1.1 Purpose

The purpose of this document is to clearly define the internal processes to be followed in relation to metering equipment and the Supplier interface with ENC and IPNL network assets operated by GTC.

1.2 Application

This procedure applies to all personnel working within the GTC electricity business on ENC and IPNL networks.

1.3 Activities covered by this Procedure:

- Disconnections and Meter Recovery
- Damaged Metering Equipment
- The provision of access to ENC/IPNL substations and large power installations for meter related activities

2. RESPONSIBILITY

All parties identified within this document are responsible for discharging their obligations as indicated.

3. REFERENCES AND PROCEDURAL INTERFACES

- Electricity Safety, Quality and Continuity Regulations 2002 (as amended)
- Meter Operation Code of Practice Agreement (MOCOPA)
- Master Registration Agreement (MRA)

4. PROCESS & PROCEDURE

The following processes shall be followed as described below:

4.1 Disconnections and Meter Recovery

A disconnection of supply request D0134 flow is issued by the Supplier under normal circumstances, inferring the MOP has already removed the meter prior to GTC being instructed to attend site, therefore no action required by GTC other than to submit a D0125 flow on completion of the disconnection.

When GTC respond to an emergency request for disconnection prior to the MOP attending site removing metering equipment, GTC resources are instructed to leave said equipment with the Customer and GTC will inform the Supplier of the action taken and will submit a D0125 flow.

4.2 Damaged Metering Equipment

If on attending site GTC resources identify damaged metering equipment, they are instructed to make safe and then to immediately report the discovery to our 24/7 Control Centre, who will complete the following actions:

4.2.1 Raise an AB reference and capture the details within the Control Log of what was found, and actions taken to make safe.

4.2.2 Identify the Supplier via ECOES and notify them of the issue identified and any actions taken to make safe and provide them the AB reference number.

4.2.3 Notify the Supplier by submitting and request confirmation of the completion of their works quoting the unique GTC AB reference number.

4.3 The Provision of Access Requests

Refer to the flowchart in Section 6 Appendices.

5 MEASUREMENT, ANALYSIS & IMPROVEMENT

Compliance with the procedure and its effectiveness shall be monitored and where appropriate amended from time to time.

6. APPENDICES

Supplier/MOP Requests for GTC Asset Related Assistance – Access/Egress

