RETAIL ENERGY CODE

# Metering Operations

RETAIL ENERGY CODE

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RETAIL ENERGY CODE

**SCHEDULE 14**

# Metering Operations

Version: 3.0 Effective Date: 18 July 2022

| | |
|---|---|
| Domestic Suppliers | Mandatory |
| Non-Domestic Suppliers | Mandatory |
| Gas Transporters | Mandatory |
| Distribution Network Operators | Mandatory |
| DCC | N/A |
| Metering Equipment Managers | Mandatory |
| Non-Party REC Service Users | N/A |

*Change History*

| Version Number | Implementation Date | Reason for Change |
|---|---|---|
| 0.1 | N/A | Initial draft for December 2020 consultation |
| 2.0 | 1 September 2021 | Incorporating respondents comments |
| 2.2 | 31 January 2022 | R0012 |
| 2.3 | 30 June 2022 | R0019 |
| 3.0 | 18 July 2022 | Switching SCR Modification<br><br>R0041 |
| 3.1 | 03 November 2023 | R0017 |

## PART A – General Provisions

### 1 Introduction

1.1. This REC Schedule sets out the obligations on Metering Equipment Managers, Energy Suppliers and Distribution Network Operators and Gas Transporters in respect of metering operations, including:

(a) the requirements relating to the appointment of Metering Equipment Managers by

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Energy Suppliers;

(b) general requirements on Energy Suppliers and Metering Equipment Managers regarding the accuracy of Meter Technical Details;

(c) the process for becoming a Qualified Metering Equipment Manager; and

(d) operational processes used by Metering Equipment Managers to carry out work including appointment changes, sharing Meter Technical Details, installing and removing Metering Assets and the associated process controls such as commissioning, testing and fault resolution.

1.2. This REC Schedule should be read in conjunction with:

(a) the Qualification and Maintenance Schedule, which defines the overall entry assessment provisions which apply to Metering Equipment Managers;

(b) the gas Metering Code or Practice and the electricity Meter Operation Code of Practice, which define obligations on gas and electricity Metering Equipment Managers respectively;

(c) the Data Specification, which defines the format and content of each specific transaction referenced within the operational processes and includes the gas Meter Model Table or Converter Model Table;

(d) the BSC, which defines the technical metering specifications and testing requirements for electricity Metering Assets, specifically the BSC Metering Codes of Practice and BSCP601; and

(e) the UNC and IGT UNC which define the requirements relating to UNC communications between the Shipper and CDSP.

1.3. The operational processes and associated Market Messages defined in this REC Schedule shall be used as the default for Metering Equipment Manager, Energy Supplier and Meter Asset Provider communications, unless there is a bilateral commercial arrangement in place to communicate using an alternate approach. Where another method of transfer is agreed between the relevant parties, the information transferred, shall nevertheless reflect the content of the relevant Market Message(s) and be transferred within the required timescales.

1.4. Where the CDSP provides files to Shippers on behalf of the Gas Transporter as defined in this REC Schedule, the Gas Transporter shall ensure that the CDSP is

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compliant with the processes and timescales set out within this REC Schedule. Information provided to or by the CDSP in accordance with the gas processes defined in this REC Schedule, will be deemed to have been provided to or by the relevant Gas Transporter.

## 2 General Obligations

### Energy Suppliers

2.1. Except for gas Metering Assets for which the Consumer is the Gas Act Owner, Registered Suppliers shall ensure that they Appoint a Metering Equipment Manager to act as their Supplier Agent in providing Metering Related Services for the entire period during which they remain the Registered Supplier for the RMP.

2.2. Where Energy Suppliers are required to Appoint a Metering Equipment Manager, the Energy Suppliers shall issue Appointment requests for their Metering Equipment Manager(s) within a timescale sufficient to ensure that the Metering Equipment Manager is Appointed by the Supply Effective From Date.

2.3. Where Energy Suppliers are required to Appoint a Metering Equipment Manager, they shall ensure that the Metering Equipment Manager is Qualified in accordance with the Qualification and Maintenance Schedule.

2.4. Where the same electricity Metering Asset is being utilised for the measurement of the Import and/or Export for more than one Metering Point , the Registered Supplier(s) for those Metering Points shall ensure that the same Metering Equipment Manager is Appointed for all the Metering Points involved. Where the same Metering Equipment Manager is being used for Import and Export, the obligation rests with the Registered Supplier for the Export Metering Point to Appoint the same Metering Equipment Manager as the Registered Supplier for the Import Metering Point. Otherwise, these obligations shall be fulfilled by mutual agreement between the Energy Suppliers involved.

2.5. Where the same electricity Metering Asset is being utilised for the measurement of Import by Metering Points registered in the Metering Point Administration Service and Export by Metering Points registered in the Central Metering Registration Service, the same Metering Equipment Manager shall be Appointed to all the Import and Export Metering Point. The party which is the registrant of the Metering Point in Central Metering Registration Service shall secure that the same person is Appointed as Metering Equipment Manager in relation to the Metering Point

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registered in Central Metering Registration Service as is Appointed in relation to the Metering Point registered in the Metering Point Administration Service. This Metering Equipment Manager shall be qualified for operations in relation to both markets in accordance with the BSC and this Code.

2.6. Where the same electricity Metering Asset is being utilised for the measurement of Export and / or Import by two or more Electricity Suppliers, the Registered Suppliers shall ensure that the same Metering Equipment Manager is Appointed in accordance with the provisions in BSCP550.

2.7. The Registered Supplier for a Metering Point shall ensure that the installed Metering Asset is compliant with the relevant BSC Metering Code(s) of Practice and that the Metering Asset has been commissioned and tested in accordance with BSC Metering Code of Practice 4 and BSCP601, as applicable.

2.8. Where Energy Suppliers receive data from their Metering Equipment Manager or Shipper under this REC Schedule, they shall ensure that invalid and/or inaccurate information, which prevents the relevant process being undertaken, is identified promptly and communicated back to the Metering Equipment Manager or Shipper, as applicable.

2.9. Any Gas Supplier who wishes to de-energise and re-energise an electricity supply in order to install, remove or maintain a Communications Hub, must have already either become a signatory to the DCUSA or put in place appropriate arrangements with the relevant Distribution Network Operator.

2.10. For NHH electricity Metering Assets and gas Metering Assets, when remotely retrieving any reading(s) from Metering Assets of type SMETS 2 Version 3.1 or above (or for other Metering Asset types where there is known to be a difference between the number of digits held in the internal register and those displayed on the Metering Asset ), the Energy Supplier shall ensure reading(s) are consistent with the number of register digits displayed on the display of the Metering Asset. In the event where an internal reading is retrieved (e.g. via a handheld device), the leading digits from the reading should be truncated such that the number of digits are consistent with the display of the Metering Asset. In addition, for gas Metering Assets where the reading received has more than 5 register digits, the reading should be truncated to ensure consistency.

## Metering Equipment Managers

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2.11. Each Metering Equipment Manager shall comply with all the relevant provisions within the gas Metering Code of Practice and the electricity Meter Operation Code of Practice, under which they are Qualified.

2.12. Each Metering Equipment Manager shall perform any responsibilities and obligations against a specific RMP, for the entire period for which it is Appointed by the Energy Supplier.

2.13. Each Metering Equipment Manager shall install, commission, test, maintain, rectify faults and provide a sealing service in respect of Metering Assets (including if applicable associated Communications Equipment) in accordance with this REC Schedule and any relevant Codes of Practice.

2.14. Each Metering Equipment Manager shall maintain Meter Technical Details for installed Metering Assets and provide such details to the Registered Supplier and, in the case on electricity Metering Asset, the Appointed Data Collector in accordance with the processes set out in Part C of this REC Schedule.

2.15. Each Metering Equipment Manager shall ensure that the Import or Export of electricity at the Metering Points for which it is Appointed is accurately recorded by the applicable Metering Asset and that the time control and load switching devices are calibrated, installed and maintained in compliance with the relevant BSC Metering Code(s) of Practice.

2.16. In the event that the Metering Asset installed for an RMP is not intended to be replaced during the course of a Switch, the Metering Equipment Manager must be able to accept and act upon a valid Market Message containing Meter Technical Details sent to it by another Metering Equipment Manager in accordance with Part C of this REC Schedule and the Data Specification.

2.17. In the event the Metering Asset installed for an RMP is not intended to be replaced during the course of a Switch, the Metering Equipment Manager must be able to send a valid Market Message containing Meter Technical Details to another Metering Equipment Manager in accordance with Part C of this REC Schedule and the Data Specification.

2.18. Unless the Consumer is the meter owner, the Metering Equipment Manager shall provide information to the relevant Meter Asset Provider:

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(a) on installation or removal of Metering Asset;

(b) on Appointment as the Metering Equipment Manager, whether as a result of a Switch, change of Metering Equipment Manager or change of Measurement Class (electricity only); and

(c) on de-appointment as the Metering Equipment Manager.

2.19. For electricity only, the Metering Equipment Manager shall provide information to the Appointed Data Collector:

(a) on change of Meter Technical Details or any change of Data Collector, unless the Metering Asset is a Supplier Serviced Metering Asset; and

(b) on installation, repair, removal, reprogramming, energisation or de-energisation of any Metering Asset for which the Data Collector is responsible.

2.20. Except in an emergency, the electricity Metering Equipment Manager shall give the Appointed Half Hourly Data Collector sufficient notice of the installation, repair, removal, reprogramming, energisation or de-energisation of any meter associated with HHDC-Serviced Metering Assets, to enable the Half Hourly Data Collector to recover the data required for settlement using its normal method of data collection. In the case of Supplier Serviced Metering Assets, the Metering Equipment Manager shall give such notice to its associated Energy Supplier.

2.21. For electricity Supplier Serviced Metering Assets, the MEM shall inform the Registered Supplier of the installation, repair, removal, energisation or de-energisation of any Metering Assets.

2.22. Electricity Metering Equipment Managers shall record and use Market Domain Data received in accordance with the BSC.

## Gas Annual Portfolio Reconciliation

2.23. For gas only, the Metering Equipment Manager shall participate in an annual portfolio reconciliation exercise. Gas Metering Equipment Managers shall provide the Annual Reconciliation Data Items (as defined in the Data Specification), for each Supply Meter Point for which a meter is installed, to the CDSP within 15 Working Days following the agreed extract date of 1 April each year.

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2.24. The gas Metering Equipment Manager shall take a snapshot of the relevant Data Items on the extract date and provide this data to the CDSP in a format and via the means set out in the Data Specification. The CDSP will carry out a reconciliation of Metering Equipment Manager data against data in the Central Gas Register and report to the Code Manager and the relevant Gas Suppliers and Metering Equipment Managers[1] in accordance with the Service Definition for CDSP Further Services.

[1] Using contact details provided by the Code Manager.

2.25. Where the gas Metering Equipment Manager is informed of any inconsistencies identified through the annual portfolio reconciliation exercise, it shall review the issue and support resolution of the inconsistency within any timescales specified by the REC Performance Assurance Board.

**General Requirements**

2.26. In the event Energy Suppliers, Metering Equipment Managers, Shippers, Meter Asset Providers, Electricity Retail Data Agents or the CDSP validate data provided in accordance with this REC Schedule, they shall identify exceptions using the response codes defined within the Data Specification.

2.27. Energy Suppliers, Metering Equipment Managers, Shippers, Meter Asset Providers, Electricity Retail Data Agents and the CDSP shall monitor flow rejections received in accordance with Paragraph 2.26, and either resend the information in valid Market Messages, or otherwise resolve the exception.

2.28. Where the Gas Transporter, Distribution Network Operator, Metering Equipment Manager or Energy Supplier is the Data Master for a Data Item, it is responsible for ensuring it holds valid[2] and accurate[3] information in relation to that Data Item. To the extent it becomes aware that information in relation to that Data Item is invalid or inaccurate, it shall send valid and accurate information to other parties as soon as reasonably practicable using the relevant update flows.

[2] Valid information as referred to in this Paragraph 2 is that information which complies with the Data Specification.

[3] Accurate information as referred to in this Paragraph 2 is information that reflects the reality of the situation and is inaccurate information if it does not reflect the reality

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of the situation.

2.29. Where the Gas Transporter, Distribution Network Operator, Metering Equipment Manager or Energy Supplier is made aware of valid changes to information relating to Data Items for which it is not the Data Master, it shall update its records accordingly and send this updated information to other parties as soon as reasonably practicable using the relevant update flows.

2.30. In the event the Gas Transporter, Distribution Network Operator, Metering Equipment Manager or Energy Supplier has reasonable grounds for assuming the information referred to in Paragraph 2.29 to be inaccurate, it shall notify the Data Master of this.

2.31. On change of Metering Equipment Manager, the outgoing Metering Equipment Manager shall cooperate with the incoming Metering Equipment Manager, and any subsequent incoming Metering Equipment Manager, to correct any errors relating to data associated with the outgoing Metering Equipment Manager's period of Appointment. In all cases the incoming Metering Equipment Manager will retain an auditable record of any changes to the data for a period of 12 months.

2.32. Where Meter Technical Details include the population of Data Items J0454 'CT Ratio' and/or J0455 'VT Ratio' then the populated value must conform to the valid set published by the Balancing and Settlement Code. Where a Metering Equipment Manager receives a value that is invalid (missing from the valid set) it shall set the value to 'unknown' for a VT Ratio and 'unknwn' for a CT Ratio and contact the DNO and BSCCo for resolution.

## PART B – Metering Equipment Managers

### 3 Becoming a Metering Equipment Manager

3.1. Organisations wishing to become a Metering Equipment Manager shall accede to this Code and become Qualified in accordance with the provisions in this Part B and the Qualification and Maintenance Schedule.

3.2. A Metering Equipment Manager may be Qualified to participate in both the gas and electricity markets, or just a single fuel market.

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3.3. A Metering Equipment Manager must also be accredited as having necessary competencies to fulfil the requirements of the one or more Metering Codes of Practice in accordance with the Metering Accreditation Schedule.

3.4. Once an organisation has become a Metering Equipment Manager, all rights and obligations set out in this REC Schedule shall apply until such time as the organisation ceases to be a Party in accordance with the Market Exit Schedule.

## 4 Not Used

## 5 Not Used

## Part C – Operational Processes

## 6 Metering Asset Installation

6.1. This process covers Metering Assets (including new Metering Assets) being installed for:

a) an existing supply where the Metering Asset had been removed some time previously; or

b) a supply which has never had a Metering Asset before, which may be on the day the supply was commissioned or sometime after.

6.2. Disconnection and connection of Metering Assets as part of the same job, is classed as a Metering Asset exchange and is not covered by this process.

6.3. Although a Metering Asset could be at a premise before the supply, it cannot be connected to the supply until the supply is laid. Therefore, installation of a Metering Asset will always require a supply to exist.

### Gas MEM

6.4. Where a gas Metering Asset is installed, the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 6.4.1 | If required. | Request Metering Asset installation. | Consumer | Gas Supplier[4] | Unlikely to be electronic | Not defined |
| 6.4.2 | Following 6.4.1. | Request Metering Asset installation. | Gas Supplier | MEM | ORJOB | Email, IX, DTN |
| 6.4.3 | Within 2WDs of 6.4.2. | Respond to Metering Asset installation request. | MEM | Gas Supplier | RRJOB | Email, IX, DTN |
| 6.4.4 | Following 6.4.2. | Request Metering Asset installation. | MEM | Meter Worker | Information contained within ORJOB | Not defined |
| 6.4.5 | 48hrs prior to Metering Asset installation[5]. | Pre-notification of Metering Asset installation. | MEM | Gas Supplier | ONJOB[6] | Email, IX, DTN |
| 6.4.6 | Within 2WDs of 6.4.5. | Respond to pre-notification of Metering Asset Installation. | Gas | MEM | RNJOB | Email, IX, DTN |

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|---|---|---|---|---|---|---|
| | | | Supplier | | | |
| 6.4.7 | At the time and date specified within the request in 6.4.4. | Carry out Metering Asset installation[7]. | Meter Worker | | Internal Process | N/A |
| 6.4.8 | Following Metering Asset installation. | Notification of Metering Asset installation. | Meter Worker | MEM | Information contained within ONJOB | Not defined |
| 6.4.9 | Within 48hrs of the Metering Asset installation[8]. | Notification of Metering Asset installation. | MEM | Gas Supplier[9] | ONJOB[10] | Email, IX, DTN |
| 6.4.10 | Within 48hrs of the Asset installation. | Notification of Metering Asset installation and MAP identity. | MEM | CDSP | ONJOB | Secure File Transfer Protocol |
| 6.4.11 | Within 2WDs of 6.4.9. | Respond to notification of Metering Asset installation. | Gas Supplier | MEM | RNJOB | Email, IX, DTN |
| 6.4.12 | Within 2WDs of 6.4.7. | Notification of Metering Asset installation. | MEM | MAP | ONUPD | Email, IX, DTN |
| 6.4.13 | Within 2WDs of 6.4.10. | Respond to notification of Metering Asset installation and | | | RNJOB[11] | Secure File Transfer |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | MAP identity. | CDSP | MAM | | Protocol |
| 6.4.14 | Within 2WDs 6.4.12. | Respond to Metering Asset installation notification. | MAP | MEM | RNUPD | Email, IX, DTN |
| 6.4.15 | Following 6.4.9[12]. | Notification of Metering Asset installation[13]. | Gas Supplier | Shipper | ONJOB | Not defined |
| 6.4.16 | Within 2WDs of 6.4.15. | Respond to notification of Metering Asset installation. | Shipper | Gas Supplier | RNJOB | Not defined |
| 6.4.17 | Following 6.4.15 and within 6WDs of the Metering Asset installation. | Notification of Metering Asset installation. | Shipper | CDSP | Defined in the UK Link Manual | IX |
| 6.4.18 | Within 2WDs of 6.4.17. | Respond to notification of Metering Asset installation. | CDSP | Shipper | Defined in the UK Link Manual | IX |

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[4] Where the Consumer has a direct commercial relationship with the Metering Equipment Manager, the Consumer may send a request directly to the Metering Equipment Manager. In this scenario the Metering Equipment Manager shall confirm that a Gas Supplier has been Registered before commissioning the meter installation in accordance with the gas MCoP.

[5] The requirement to send a pre-notification is contained within the Connection and Disconnection Regulations.

[6] The ONJOB and RNJOB Market Messages may also be used to notify the relevant participants of a cancelled job.

[7] Where a collar status was expected to be intact and the Metering Equipment Manager finds it is broken they are responsible for any relevant 'Potential Tampering' process. Where the Metering Equipment Manager notifies the Gas Supplier that it has changed the collar status, the Gas Supplier is responsible for any relevant investigation.

[8] Commercial arrangements will dictate variances from the job request which are notified e.g. some Gas Suppliers may only wish to know when a job is completed, others may wish to be notified of all cancellations and changes to appointments.

[9] Where the Consumer requested the job directly, the Consumer will be notified directly.

[10] Changes to Metering Asset ownership, names, addresses and access instructions which are determined on site are considered to be generic data inconsistency exceptions and will be passed on separate ONUPD records.

[11] The requirements referenced at 6.4.10 and subsequently at 6.4.13 will take effect 8 November 2021 or such later date as may be notified by the CDSP for the release of XRN4780C: Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change).

[12] This will be a reduced set of rejections to normal RNJOB due to reduced datasets that CDSP are extracting from the original message.

[13] The notification from Gas Supplier to Shipper must be provided to enable the Shipper notification to the CDSP within 6WDs of the Metering Asset installation.

[14] The notification to the Shipper and CDSP is only required for complete jobs. Where the Gas Supplier receives pre-notifications or notifications in relation to changes to the job then these shall not be passed to the Shipper and CDSP.

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6.5. Where electricity Metering Assets are being installed, the Metering Equipment Manager shall:

a) other than for Metering Assets where Half Hourly Metered Data is sourced by the Electricity Supplier from a Smart Metering System or instances where the Metering Asset has an integral outstation that has a fixed pulse multiplier of 1, carry out a Proving Test / re-test for each Half Hourly Metering Asset, that it is responsible for, in accordance with Paragraph 20;

b) where required by its associated Electricity Supplier, set Non Half Hourly Metering Assets which incorporate a clock or teleswitch with a timing mechanism to switch at a time consistent with a valid combination of Standard Settlement Configuration and Time Pattern Regime derived from Market Domain Data with an Average Fraction of Yearly Consumption valid for the GSP Group to which the Metering Asset belongs;

c) where multi-register Non Half Hourly Metering Assets are installed and where required by its associated Electricity Supplier, programme those Metering Assets for which it is responsible so that the physical registers may be mapped using the Meter Technical Details supplied to its associated Data Collector onto logical registers forming a valid Standard Settlement Configuration;

d) when installing a NHH multi-register Metering Asset, or when attending the site to carry out work on such a Metering Asset that would require re-registration of the Metering Asset, ensure that the registers of the Metering Asset are clearly identified[15] and that the Meter Register IDs to be used in all relevant Market Messages clearly identify the registers on the Metering Asset to be read e.g. “L”, “N”, “R1”, “R2”. For Smart Metering Systems, the Electricity Supplier is responsible for ensuring that the Meter Register Ids and/or Meter Register Descriptions in the D0367 ‘Smart Meter Configuration Details’; and the Metering Equipment Manager is responsible for ensuring that the Meter Technical Details, are reflective of the display on the Smart Metering System;

[15] Where the identifier cannot be uniquely identified by a 2-character Meter Register ID (e.g. “CUM 3”), a label shall be applied to, or immediately adjacent to, the Metering Asset that shows the display sequence with the equivalent Meter Register ID for each register (e.g. “CUM 2 – Reg ID = 02” etc.). For two-rate key meters only, the only permitted Meter Register IDs are “1”, “1 “, “01” or “R1” and “ 2”, “2 “, “02” or “R2”.

e) when installing or reconfiguring Half Hourly Metering Assets that are operated by measurement transformers, configure the Metering Assets to record Half Hourly

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demand values for both Reactive Import and Reactive Export (except where the Metering Asset does not have this capability, and is not required to do so by the relevant BSC Metering Code(s) of Practice). Reactive Import and Reactive Export measurements shall be configured in accordance with the applicable BSC Metering Code(s) of Practice;

f) seal and reseal Metering Assets in accordance with the MOCoP and the relevant BSC Metering Code(s) of Practice; and

g) follow the process set out in the interface tables in Paragraphs 6.6 or 6.7, as applicable.

6.6. Where a Half Hourly electricity Metering Asset is installed the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 6.6.1 | Where required and at least 10WD before 6.6.4[15]. | Request Metering Asset installation, commissioning and energisation. | Electricity Supplier | MEM[16] | **Credit Meter**<br><br>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.<br><br>**Prepayment Meter**<br><br>D0194 for key meters<br><br>D0216 for token meters | Electronic or other method, as agreed |
| 6.6.2 | If required, ~~w~~Within 2WDs of 6.6.1.[53] | Request Site Technical Details.<br><br>~~Optional for Supplier Serviced Metering Assets.~~ | MEM | DNO | D0170 Request for Metering System Related Details. | Electronic or other method, as agreed |
| 6.6.3 | If request for Site Technical Details rejected and within 5 WD of 6.6.2. | Reject request for Site Technical Details. | DNO | MEM | D0382 Rejection response for Request to DNO for Site Technical Details | Electronic or other method, as agreed |
| 6.6.4 | If request for Site Technical Details | Send Site Technical Details. | | | D0215 Provision of Site Technical Details | Electronic or other |

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| | accepted and within 5WD if 6.6.2. | | DNO[17] | MEM | | method, as agreed |
| 6.6.5 | On the date requested or agreed in 6.6.1[18]. | Install HH Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice.<br><br>If requested, energise Metering Asset and note initial meter register reading. | MEM | | | Internal Process |
| 6.6.6 | Following 6.6.5. | Commission Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice. | MEM | | | Internal Process |
| 6.6.7 | If Metering Asset cannot be installed or energised, as soon as possible and within 5 WD of 6.6.5. | Inform Electricity Supplier and restart the process at 6.6.1 if required. | MEM | Electricity Supplier | D0221 Notification of Failure to Install or Energise Metering System. | Electronic or other method, as agreed |
| For HHDC Serviced Metering Assets | | | | | | |
| 6.6.8[18] | Within 5 WDs 6.6.5. | Send energisation status, Meter Technical Details and initial meter register reading | MEM | Electricity Supplier<br><br>HHDC<br><br>DNO | D0268 Half Hourly Meter Technical Details<br><br>If site is Complex Site, send Complex Site Supplementary | Electronic or other method, as agreed |

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| | | | | | Information Form (see Appendix 2 and 3).<br><br>D0010 Meter readings. | |
| 6.6.9 | Within 5 WD of 6.6.5. | Send the relevant meter information. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |
| 6.6.10 | Immediately following 6.6.9 or 6.6.15. | Perform validation checks and send response.<br><br>If response is “Accepted”, proceed to 6.6.12, otherwise proceed to 6.6.11. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS with ‘MOP Flow Response Code’ populated. | Electronic or other method, as agreed. |
| 6.6.11 | Within 5 WDs of 6.6.10. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |

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| | | Proceed to 6.6.10. | | | | |
| 6.6.12 | In accordance with Paragraph 20. | Prove Metering Asset. | MEM | HHDC | In accordance with the BSC. | Electronic or other method, as agreed |
| For Supplier Serviced Metering Asset | | | | | | |
| 6.6.13 | In time to allow the MEM to distribute Meter Technical Details within 10 WD of 6.6.5. | Send Smart Meter Configuration Details.<br><br>The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM.<br><br>If the Electricity Supplier is unable to configure the meter (for example, due to a communications failure), the SSC and TPR will be defaulted to a single-rate default. The TPR should be mapped to the total Import register. | Electricity Supplier | MEM | D0367 Smart Meter Configuration Details.<br><br>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM). | Electronic or other method, as agreed. |
| 6.6.14 | Within 10 WD of 6.6.5. | Send Meter Technical Details. | | | D0149 Notification of | Electronic or other |

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|---|---|---|---|---|---|---|
| | | | MEM | Electricity Supplier<br><br>DNO | Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details. | method, as agreed. |
| 6.6.15 | Within 10 WD of 6.6.5. | Send the relevant meter information. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed. |
| 6.6.16 | Immediately following 6.6.15 or 6.6.17. | Perform validation checks and send response.<br><br>If response is “Accepted” end process, otherwise proceed to 6.6.17. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS with ‘MOP Flow Response Code’ populated. | Electronic or other method, as agreed. |
| 6.6.17 | Within 5 WDs of 6.6.16. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |

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| | | Proceed to 6.6.15. | | | | |

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[16] This step could be completed in shorter timescales where the Electricity Supplier and Metering Equipment Manager have reached mutual agreement.

[17] Where it is necessary to involve the Distribution Network Operator, the Metering Equipment Manager shall arrange this and follow the energisation process in Paragraph 15.

~~[18] In the event of any subsequent changes to Site Technical Details, the Distribution Network Operator shall send an updated D0215 'Provision of Site Technical Details' to the Metering Equipment Manager within 1WD of updating their systems. The Metering Equipment Manager shall determine any appropriate course of action within 2 WDs of receiving this information.~~

[18][19] If the Metering Asset is to be installed but not energised at this time, the energisation of the Metering Asset shall be carried out at an appropriate time in accordance with the energisation process in Paragraph 15.

6.7. Where the Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the measurement transformers are owned by the Distribution Network Owner the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 6.7.1 | At the earliest opportunity, but no later than 16 WD after energisation. | Commission Measurement Transformers in accordance with BSC Metering Code of Practice 4. | DNO | | Internal Process | N/A |
| 6.7.2 | At the earliest opportunity but no later than 5 WD of 6.7.1 | Send commissioning information for the Measurement Transformers. | DNO | MEM | D0383 Notification of Commissioning information. | Electronic or other method, as agreed |
| 6.7.3 | On the date requested or agreed in 6.6.1 but no later than 32 WD after energisation. | Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4. | MEM | | Internal Process | N/A |
| 6.7.4 | Within 5WD of 6.7.3 if there has been a defect / omission that prevented commissioning[18][9]. | Send notification that there is a defect/omission that has prevented commissioning. | MEM | Electricity Supplier | D0384 Notification of Commissioning status | Electronic or other method, as agreed. |
| 6.7.5 | At the earliest opportunity but no later than 65 WD after energisation. | Resolve the defect/omission that has prevented commissioning[19][20]. | Electricity Supplier | DNO<br>HHDC | D0384 Notification of Commissioning status | Electronic or other method, as agreed. |
| 6.7.6 | When defect / omission has been resolved, but no | Commission Metering Asset in accordance with appropriate BSC | | | Internal Process | N/A |

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| | later than 80 WD after energisation. | Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4. | MEM | | | |
| 6.7.7 | Within 5WD of 6.7.3 or 6.7.6 if commissioning was completed successfully. | Send notification that commissioning has been completed. | MEM | Electricity Supplier | D0384 Notification of Commissioning status[201] | Electronic or other method, as agreed. |
| 6.7.8 | Following 6.7.7. | Create internal record of MEM commissioning[22]. | MEM | | Internal Process | N/A |

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~~20~~ 19 A defect or omission in the completion of the processes is set out in CoP4 and will also include that the D0383 Notification of Commissioning information flow has not been received from the Distribution Network Operator.

~~21~~ 20 It shall be the responsibility of the Electricity Supplier to ensure that all Metering Asset is appropriately commissioned. If the Electricity Supplier believes that there is a risk to settlement it shall, in accordance with Section L3.6 of the BSC, consult with the relevant Distribution Network Operator and agree the appropriate steps to be taken to minimise the risks to settlement.

~~22~~ 21 Notification of complete commissioning shall not be done if complete information has not been received from the Distribution Network Operator.

~~23~~ 22 This will be used for the change of MEM process and the passing of complete Commissioning information.

6.8. Where the Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the measurement transformers are not owned by the Distribution Network Owner the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 6.8.1 | On the date requested or agreed in 6.6.1 but no later than 32 WD after energisation. | Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4. | MEM | | Internal Process | N/A |
| 6.8.2 | Within 5WD of 6.8.1 if there has been a defect / omission that prevented commissioning[2][3][4]. | Send notification that there is a defect/omission that has prevented commissioning. | MEM | Electricity Supplier | D0384 Notification of Commissioning status | Electronic or other method, as agreed. |
| 6.8.3 | At the earliest opportunity but no later than 65 WD after energisation. | Resolve the defect/omission that has prevented commissioning[2][0][19] | Electricity Supplier | DNO<br>HHDC | D0384 Notification of Commissioning status | Electronic or other method, as agreed. |
| 6.8.4 | When defect / omission has been resolved, but no later than 80 WD after energisation. | Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4. | MEM | | Internal Process | N/A |
| 6.8.5 | Within 5WD of 6.8.1 or 6.8.4 if commissioning was completed successfully. | Send notification that commissioning has been completed. | MEM | Electricity | D0384 Notification of Commissioning status | Electronic or other method, as agreed. |

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| | | | | Supplier | | |
| 6.8.6 | Following 6.8.5. | Create internal record of MEM commissioning. | MEM | | Internal Process | N/A |

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[243]A defect or omission in the completion of the processes is set out in BSC Metering Code of Practice 4.

6.9. Where a Non Half Hourly electricity Metering Asset is installed the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 6.9.1 | If required. | Request Metering Asset installation, commissioning and energisation. | Electricity Supplier | MEM | **Credit Meter**<br><br>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters[2~~45~~].<br><br>**Prepayment Meter**<br><br>D0194 for key meters<br><br>D0216 for token meters | Electronic or other method, as agreed |
| 6.9.2 | On the date requested or agreed in 6.9.1. | Install and commission NHH Metering Asset.<br><br>If requested, energise Metering Asset and note initial meter register | MEM | | | Internal Process |

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| | | reading. | | | | |
| 6.9.3 | If Metering Asset cannot be installed or energised, as soon as possible and within 5 WD of 6.9.2. | Inform Electricity Supplier and restart the process at 6.9.1 if required. | MEM | Electricity Supplier | D0221 Notification of Failure to Install or Energise Metering System. | Electronic or other method, as agreed |
| For Smart Metering Assets only | | | | | | |
| 6.9.4 | Optionally, by arrangement with the Electricity Supplier, and in timescales agreed with the Electricity Supplier. | Send initial meter register reading(s) (readings will be sent as a contingency against delays in the Electricity Supplier obtaining a remote reading and, where the register configuration is unknown, will consist of a reading from the total cumulative register). | MEM | Electricity Supplier | D0010 Meter readings. | Electronic or other method, as agreed |
| 6.9.5 | If configured remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WDs of 6.9.2. | Send Smart Metering System configuration details.<br><br>The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent. | Electricity Supplier | MEM | D0367 Smart Meter Configuration Details<br><br>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM) | Electronic or other method, as agreed |
| 6.9.6 | Within 10 WDs of 6.9.2. | Send initial meter register reading(s) (as remotely collected by the Electricity Supplier unless any readings provided by the MEM are | Electricity Supplier | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed. |

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| | | required as a 'backstop'). | | | | |
| For all NHH Metering Asset | | | | | | |
| 6.9.7 | Within 10 WDs of 6.9.2. | Send change of energisation status and Meter Technical Details.[256] | MEM | Electricity Supplier<br><br>NHHDC<br><br>DNO | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details.<br><br>D0313 Auxiliary Meter Technical Details[267] | Electronic or other method, as agreed. |
| 6.9.8 | Within 10 WDs of 6.9.2. | Send initial meter register reading (for non-Smart Metering Systems only). | MEM | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed. |
| 6.9.9 | Within 10 WDs of 6.9.2. | Send notification of Metering Asset installation. | MEM | MAP | D0303 Notification of Meter Operator, Supplier and Metering Assets installed / removed by the MOP to the MAP. | Electronic or other method, as agreed. |

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|---|---|---|---|---|---|---|
| 6.9.10 | Within 10 WD of 6.9.2. | Send the relevant meter information. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed. |
| 6.9.11 | Immediately following 6.9.10 or 6.9.12. | Perform validation checks and send response.<br><br>If response is “Accepted” proceed to 6.9.13, otherwise proceed to 6.9.12. | ERDA | MEM | D0312 Notification of Meter Information to MPAS with ‘MOP Flow Response Code’ populated. | Electronic or other method, as agreed. |
| 6.9.12 | Within 5 WDs of 6.9.11. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply.<br><br>Proceed to 3.6.11. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |
| 6.9.13 | If required and no valid meter register | Request initial meter register reading. | | | | Post, fax, email |

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|---|---|---|---|---|---|---|
| | reading received within 10 WD of the installation of the Metering Asset. | | NHHDC | MEM<br><br>Electricity Supplier | | |
| 6.9.14 | Within 10WDs of 6.9.11. | Send initial meter register reading. | MEM, or<br><br>Electricity Supplier | NHHDC[287] | D0010 Meter Readings | Electronic or other method, as agreed. |

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245 If the Metering Points is for Export purposes, the 'Additional Information' field should state this, and therefore a physical site visit may not be required.

256 Whenever installing new, replacement or re-configured meters or carrying out work requiring re-registration of the Metering Asset, the MEM shall ensure that the meter registers are clearly labelled and that the Data Item J0010 'Meter Register Id' in all relevant Market Messages (e.g. D0149 & D0150) accurately reflects the identifiers of the meter registers themselves.

276 The MEM must send a D0313 in all cases where the MEM sends a D0150 and where the meter type is either NCAMR, RCAMR or RCAMY, except where there are no meters at the Metering Point and/or all meters have been removed, in which case only the D0150 is sent. The MEM must send a D0149 / D0150 in all cases where the MEM sends a D0313.

278 If more than one meter register reading is provided, the NHHDC shall process and use the first reading provided.

## 7 Metering Asset Removal

7.1. This process covers the removal of Metering Assets, including meters. For gas Metering Assets, work carried out by the Gas Transporter, rather than a meter worker is outside scope, thus the removal of a service pipe is not considered in this process.

7.2. A meter which is being disconnected and connected as part of the same job is classed as a Metering Asset exchange and is not covered by this process.

7.3. If the Metering Asset cannot be removed at the appointed time, the Metering Equipment Manager / Distribution Network Operator shall liaise with the Energy Supplier to agree a way forward.

7.4. The removal of electricity Metering Asset includes the removal of all meters assigned to that Metering Asset. Where only some of the meters are to be removed, a reconfiguration process shall be followed in accordance with Paragraph 8.

**Gas MEM**

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7.5. Where a Metering Asset is removed the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 7.5.1 | If required. | Request Metering Asset removal. | Consumer | Gas Supplier[28~~9~~] | Unlikely to be electronic | Not defined |
| 7.5.2 | Following 7.5.1. | Request Metering Asset removal. | Gas Supplier | MEM | ORJOB | Email, IX, DTN |
| 7.5.3 | Within 2WDs of 7.5.2. | Respond to Metering Asset removal request. | MEM | Gas Supplier | RRJOB | Email, IX, DTN |
| 7.5.4 | Following 7.5.2. | Request Metering Asset removal. | MEM | Meter Worker | Information contained within ORJOB | Not defined |
| 7.5.5 | 48hrs prior to Metering Asset removal[5]. | Pre-notification of Metering Asset removal. | MEM | Gas Supplier[29~~30~~] | ONJOB[6] | Email, IX, DTN |
| 7.5.6 | Within 2WDs of 7.5.5. | Respond to pre-notification of Metering Asset removal. | Gas Supplier | MEM | RNJOB | Email, IX, DTN |
| 7.5.7 | At the time and date | Carry out Metering Asset | | | Internal Process | N/A |

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|---|---|---|---|---|---|---|
| | specified within the request in 7.5.4. | removal. | Meter Worker | | | |
| 7.5.8 | Following Metering Asset removal. | Notification of Metering Asset removal. | Meter Worker | MEM | Information contained within ONJOB | Not defined |
| 7.5.9 | Within 48hrs of the Metering Asset removal[8]. | Notification of Metering Asset removal. | MEM | Gas Supplier[3130] | ONJOB[10] | Email, IX, DTN |
| 7.5.10 | Within 48hrs of the Metering Asset removal. | Notification of Metering Asset removal. | MEM | CDSP | ONJOB | Secure File Transfer Protocol |
| 7.5.11 | Within 2WDs of 7.5.9. | Respond to notification of Metering Asset removal. | Gas Supplier | MEM | RNJOB | Email, IX, DTN |
| 7.5.12 | Within 2WDs of 7.5.7. | Notification of Metering Asset removal. | MEM | MAP | ONUPD[301] | Email, IX, DTN |
| 7.5.13 | Within 2WDs of 7.5.10 | Respond to notification of Metering Asset removal. | CDSP | MEM | RNJOB[12] | Secure File Transfer Protocol |
| 7.5.14 | Within 2WDs 7.5.11. | Respond to Metering Asset removal | | | RNUPD | Email, IX, DTN |

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|---|---|---|---|---|---|---|
| | | notification. | MAP | MEM | | |
| 7.5.15 | Following 7.5.9[33][32]. | Notification of Metering Asset removal[14]. | Gas Supplier | Shipper | ONJOB | Not defined |
| 7.5.16 | Within 2WDs of 7.5.15. | Respond to notification of Metering Asset removal. | Shipper | Gas Supplier | RNJOB | Not defined |
| 7.5.17 | Following 7.5.15 and within 6WDs of the Metering Asset removal. | Notification of Metering Asset removal. | Shipper | CDSP | Defined in the UK Link Manual | IX |
| 7.5.18 | Within 2WDs of 7.5.17. | Respond to notification of Metering Asset removal. | CDSP | Shipper | Defined in the UK Link Manual | IX |

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2~~8~~9 Where the Consumer has a direct commercial relationship with the Metering Equipment Manager, the Consumer may send a request directly to the Metering Equipment Manager.

2~~9~~30 Where the Gas Supplier cannot be identified then the Metering Equipment Manager will send this pre-notification to the CDSP.

3~~0~~1 Where the Gas Supplier cannot be identified then the Metering Equipment Manager will send this notification to the CDSP.

3~~1~~2 This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the gas Metering CoP.

3~~2~~2 The notification from Gas Supplier to Shipper must be provided to enable the Gaining Shipper notification to the CDSP within 6WDs of the Metering Asset removal.

**Electricity MEM (Half Hourly)**

7.6. Prior to the removal of an electricity Metering Asset a de-energisation shall be carried out in accordance with Paragraph 15.6. If de-energisation is carried out at the same time as the removal of the Metering Asset, the following steps of Paragraph 15.6 must also be carried out (Collection of data by the Data Collector): where Metering Equipment Manager de-energises, steps 15.6.3 to 15.6.5; and where the Distribution Network Operator de-energises (for example, as a result of an emergency), steps 15.6.11 to 15.6.13.

7.7. Where a Metering Asset is removed the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 7.7.1 | As required. | Request Metering Asset removal. | Electricity Supplier | MEM; or<br><br>DNO | **Credit Meter**<br><br>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.<br><br>**Prepayment Meter**<br><br>D0194 for key meters<br><br>D0216 for token meters | Electronic or other method, as agreed |
| 7.7.2 | If request rejected and within 2 WD of 7.7.1. | Reject request for Metering Asset removal and restart process if required. | MEM; or<br><br>DNO | Electricity Supplier | P0211 Site Visit Rejection. | Electronic or other method, as agreed |
| 7.7.3 | On the date requested or agreed in 7.7.1 or as the MEM / DNO sees necessary. | Remove Metering Asset and note final meter register reading. | MEM; or<br><br>DNO | | Internal process | Internal Process |

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| | | | | | | |
|---|---|---|---|---|---|---|
| 7.7.4 | Within 5 WD of removing Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected. | Liaise with DNO to recover meter if necessary. | MEM | DNO | D0268 Half Hourly Meter Technical Details[34].<br><br>Or for Supplier-Serviced Metering Systems:<br><br>D0150 Non Half-hourly Meter Technical Details.<br><br>Location of Assets and arrangements for delivery / collection. | Electronic or other method, as agreed |
| 7.7.5 | At the same time as 7.7.4. | Send Meter Technical Details and notification that the Metering Asset has been removed. | MEM | Electricity Supplier,<br><br>HHDC,<br><br>DNO | D0268 Half Hourly Meter Technical Details[34].<br><br>Or for Supplier-Serviced Metering Systems and to Electricity Supplier / DNO | Electronic or other method, as agreed |

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|---|---|---|---|---|---|---|
| | | | | | only:<br><br>D0150 Non Half-hourly Meter Technical Details.<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | |
| 7.7.6 | At the same time as 7.7.4. | Send final meter register reading or notification that meter register reading is not obtainable. | DNO (if applicable)<br><br>MEM | MEM<br><br>HHDC | D0139 Confirmation or Rejection of Energisation Status Change.<br><br>For HHDC-serviced Metering Systems only:<br><br>D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. | Electronic or other method, as agreed |
| 7.7.7 | At the same time as 7.7.4. | Send the relevant meter | | | D0312 Notification of Meter | Electronic or |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | information changes. | MEM | ERDA | Information to MPAS. | other method, as agreed |
| 7.7.8 | Immediately following 7.7.7 or 7.7.9. | Perform validation checks and send response.<br><br>If response is 'Accepted', end process, otherwise proceed to 7.7.9. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated. | Electronic or other method, as agreed |
| 7.7.9 | Within 5WDs of 7.7.8. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 7.7.8. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |

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[34] The MTD, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering System is present on site, unless the MEM does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by Metering Equipment Managers from Distribution Network Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

**Electricity MEM (Non Half Hourly)**

7.8. Prior to the removal of an electricity Metering Asset a de-energisation shall be carried out in accordance with Paragraph 15.8. If de-energisation is carried out at the same time as the removal of the Metering Asset, only the flows referenced in Paragraph 7.9 need to be sent.

7.9. Where a Metering Asset is removed the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 7.9.1 | As required. | Request Metering Asset removal. | Electricity Supplier | MEM; or<br><br>DNO | **Credit Meter**<br><br>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters[245].<br><br>**Prepayment Meter**<br><br>D0194 for key meters<br><br>D0216 for token meters | Electronic or other method, as agreed |
| 7.9.2 | If request rejected and within 5 WD of 7.9.1. | Reject request for Metering Asset removal and restart process if required. | MEM; or<br><br>DNO | Electricity Supplier | P0211 Site Visit Rejection. | Electronic or other method, as agreed |
| 7.9.3 | On the date requested or agreed in 7.9.1 or as the MEM sees necessary. | Remove Metering Asset and note final meter register reading | MEM; or<br><br>DNO | | Internal process | Internal Process |

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| | | | | | | |
|---|---|---|---|---|---|---|
| 7.9.4 | Within 10 WD of removing Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected. | Liaise with DNO to recover meter if necessary. | MEM | DNO | Location of Assets and arrangements for delivery / collection. | Electronic or other method, as agreed |
| 7.9.5 | At the same time as 7.9.4. | Send Meter Technical Details and notification that the Metering Asset has been removed.[35] | MEM | Electricity Supplier,<br><br>NHHDC,<br><br>DNO | D0150 Non Half-hourly Meter Technical Details. | Electronic or other method, as agreed |
| 7.9.6 | At the same time as 7.9.4. | Send final meter register reading or notification that meter register reading is not obtainable[34]. | DNO (if applicable)<br><br>MEM | MEM<br><br>NHHDC,<br><br>Electricity Supplier | D0139 Confirmation or Rejection of Energisation Status Change.<br><br>D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. | Electronic or other method, as agreed |
| 7.9.7 | At the same time as 7.9.4. | Send notification of Metering Asset removal. | | | D0303 Notification of Meter Operator, Supplier | Electronic or other |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | | MEM | MAP | and Metering Assets installed / removed by the MOP to the MAP. | method, as agreed |
| 7.9.8 | Within 10 WDs of removing the Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected. | Send the relevant meter information changes. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |
| 7.9.9 | Immediately following 7.9.8 or 7.9.10. | Perform validation checks and send response.<br><br>If response is 'Accepted', proceed to 7.9.11, otherwise proceed to 7.9.10. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated. | Electronic or other method, as agreed |
| 7.9.10 | Within 5WDs of 7.9.9. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |

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|---|---|---|---|---|---|---|
| | | Proceed to 7.9.9. | | | | |
| 7.9.11 | If required and no valid meter register reading received within 10 WDs of the removal. | Request final meter register reading. | NHHDC | MEM<br><br>Electricity Supplier | | Electronic or other method, as agreed |
| 7.9.12 | Within 10 WDs of 7.9.11. | Send final meter register reading. | MEM<br><br>Electricity Supplier | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed |

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[335] Where the Metering Asset has been removed by the Distribution Network Operator, the Distribution Network Operator shall provide the notification and final meter register reading to the Metering Equipment Manager, and the Metering Equipment Manager shall provide this information to the Electricity Supplier and the NHHDC.

## 8 Metering Asset Exchange / Reposition / Reconfigure

8.1. This process covers scenarios where the same Metering Equipment Manager installs and removes the Metering Asset and there is no associated change of Metering Equipment Manager. Metering Asset exchange due to a change of Metering Equipment Manager is covered elsewhere.

8.2. The process to reposition a gas Metering Asset should be interpreted to be a disconnection and subsequent reconnection of Metering Asset, triggering a flow of information under the Connection and Disconnection Regulations. Where the details of the installation are already known (i.e. it's the same meter going back in) it is sufficient to send only the information which is not already known or has changed as a result of the repositioning.

8.3. Prior to the replacement of an electricity Metering Asset, a de-energisation shall be carried out in accordance with Paragraph 15.

8.4. If the Metering Asset cannot be exchanged, reconfigured or replaced at the appointed time, the Metering Equipment Manager shall liaise with the Energy Supplier to agree the way forward.

**Gas MEM**

8.5. Where a Metering Asset is exchanged or repositioned the process below will be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 8.5.1 | If required. | Request Metering Asset exchange. | Consumer | Gas Supplier[298] | Unlikely to be electronic | Not defined |
| 8.5.2 | Following 8.5.1. | Request Metering Asset exchange. | Gas Supplier | MEM | ORJOB | Email, IX, DTN |
| 8.5.3 | Within 2WDs of 8.5.2. | Respond to Metering Asset exchange request. | MEM | Gas Supplier | RRJOB | Email, IX, DTN |
| 8.5.4 | Following 8.5.2. | Request Metering Asset exchange. | MEM | Meter Worker | Information contained within ORJOB | Not defined |
| 8.5.5 | 48hrs prior to Metering Asset exchange.[5] | Pre-notification of Metering Asset exchange. | MEM | Gas Supplier | ONJOB[6] | Email, IX, DTN |
| 8.5.6 | Within 2WDs of 8.5.5. | Respond to pre-notification of Metering Asset exchange. | Gas | MEM | RNJOB | Email, IX, DTN |

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| | | | Supplier | | | |
| 8.5.7 | At the time and date specified within the request in 8.5.4. | Carry out Metering Asset exchange. | Meter Worker | | Internal Process | N/A |
| 8.5.8 | Following Metering Asset exchange. | Notification of Metering Asset exchange. | Meter Worker | MEM | Information contained within ONJOB | Not defined |
| 8.5.9 | Within 48hrs of the Metering Asset exchange.[8] | Notification of Metering Asset exchange.[364] | MEM | Gas Supplier[9] | ONJOB[10] | Email, IX, DTN |
| 8.5.10 | Within 48hrs of the Metering Asset exchange. | Notification of Metering Asset exchange and MAP identity for installed Metering Asset. | MEM | CDSP | ONJOB | Secure File Transfer Protocol |
| 8.5.11 | Within 2WDs of 8.5.9. | Respond to notification of Metering Asset exchange. | Gas Supplier | MEM | RNJOB[12] | Email, IX, DTN |
| 8.5.12 | Within 2WDs of 8.5.10. | Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset. | CDSP | MEM | RNJOB | Secure File Transfer Protocol |
| 8.5.13 | Within 2WDs of 8.5.7. | Notification of Metering Asset removal. | MEM | Old MAP | ONUPD[357] | Email, IX, DTN |

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| 8.5.14 | Within 2WDs of 8.5.13. | Respond to Metering Asset removal notification. | Old MAP | MEM | RNUPD | Email, IX, DTN |
| 8.5.15 | Within 2WDs of 8.5.7. | Notification of Metering Asset installation. | MEM | New MAP | ONUPD | Email, IX, DTN |
| 8.5.16 | Within 2WDs of 8.5.15. | Respond to Metering Asset installation notification. | New MAP | MEM | RNUPD | Email, IX, DTN |
| 8.5.17 | Following 8.5.9[386]. | Notification of Metering Asset exchange.[14] | Gas Supplier | Shipper | ONJOB | Not defined |
| 8.5.18 | Within 2WDs of 8.5.17. | Respond to notification of Metering Asset exchange. | Shipper | Gas Supplier | RNJOB | Not defined |
| 8.5.19 | Following 8.5.17 and within 6WDs of the Metering Asset exchange. | Notification of Metering Asset exchange. | Shipper | CDSP | Defined in the UK Link Manual | IX |
| 8.5.20 | Within 2WDs of 8.5.19. | Respond to notification of Metering Asset exchange. | CDSP | Shipper | Defined in the UK Link Manual | IX |

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3~~46~~ Where, as part of the removal of Metering Assets at the metering installation, a meter has been disconnected and then re-connected, the Gas Supplier must be notified of whether the meter worker was an Approved Meter Installer.

3~~57~~ Where the Metering Asset has been removed and not re installed then this should include the address where the meter is available for collection. Meter returns procedures are detailed within the MAMCoP.

3~~68~~ The notification from Gas Supplier to Shipper must be provided to enable the Gaining Shipper notification to the CDSP within 6WDs of the Metering Asset exchange.

**Electricity MEM (Half Hourly)**

8.6. Where a Metering Asset is reconfigured or replaced the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| For HHDC Serviced Metering Asset | | | | | | |
| 8.6.1 | As required. | Request Metering Asset replacement of reconfiguration | Electricity Supplier | MEM | **Credit Meter**<br><br>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.<br><br>**Prepayment Meter**<br><br>D0194 for key meters<br><br>D0216 for token meters | Electronic or other method, as agreed |
| 8.6.2 | If request rejected and within 2 WD of 8.6.1. | Reject request for Metering Asset removal. | MEM | Electricity Supplier | P0211 Site Visit Rejection including reason for rejection | Electronic or other method, as agreed |
| 8.6.3 | If request accepted and within 3 WD of 8.6.1 and before data collection date or as the MEM sees | Agree with HHDC to collect final HH Metered Data | MEM | HHDC | D0005 Instruction on Action | Electronic or other method, as agreed |

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| | necessary[379]. | | | | | |
| 8.6.4 | On the date and time agreed on 8.6.3. | Collect final HH Metered Data | HHDC | | | Internal Process |
| 8.6.5 | Immediately following 8.6.4. | Confirm final HH Metered Data | HHDC | MEM | The MEM will telephone the HHDC when the MEM is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM | Telephone |
| 8.6.6 | Immediately following 8.6.5. | Note final meter register reading, if available<br><br>If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available.<br><br>Reconfigure Metering Asset or replace and energise Metering Asset[3840]<br><br>Note initial meter register reading. | MEM | | Internal Process | N/A |
| 8.6.7 | Within 5 WD of the replacement / reconfiguration of the Metering Asset. | Send final meter register reading for replaced / reconfigured Metering Asset or notification that the meter | MEM | Electricity Supplier | D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. | Electronic or other method, as agreed |

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| | | register reading was not obtainable. | | HHDC<br><br>DNO | | |
| 8.6.8 | Within 5 WD of the replacement / reconfiguration of the Metering Asset. | Send initial meter register reading for replacement Metering Asset /new configuration. | MEM | HHDC | D0010 Meter Readings | Electronic or other method, as agreed |
| 8.6.9 | Within 5 WD of the replacement / reconfiguration of the Metering Asset. | Send Meter Technical Details for replacement Metering Asset /new configuration. | MEM | Electricity Supplier<br><br>HHDC<br><br>DNO | D0268 Half Hourly Meter Technical Details<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | Electronic or other method, as agreed |
| 8.6.10 | At the same time as 8.6.7. | Send the relevant meter information changes. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |
| 8.6.11 | Immediately following 8.4.10 or 8.6.12. | Perform validation checks and | | | D0312 Notification of Meter Information to MPAS with | Electronic or other |

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| | | send response.<br><br>If D0312 response is 'Accepted' proceed to 8.6.13, otherwise proceed to 8.6.12. | ERDA | MEM<br><br>Electricity Supplier | MOP Flow Response Code populated. | method, as agreed |
| 8.6.12 | Within 5 WDs of 8.6.11. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 8.6.11. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |
| 8.6.13 | In accordance with Paragraph 20. | Prove Metering Asset. | MEM | HHDC | Refer to Paragraph 20. | Not Defined |
| For Supplier Serviced Metering Asset (when MEM replaces the meter) | | | | | | |
| 8.6.14 | As required. | Request Metering Asset replacement. | Electricity Supplier | MEM[3941] | **Credit Meter**<br><br>D0142 Request for Installation or Changes to a Metering System Functionality or the | Electronic or other method, as agreed |

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| | | | | | Removal of all Meters.<br><br>**Prepayment Meter**<br><br>D0194 for key meters<br><br>D0216 for token meters | |
| 8.6.15 | If request rejected and within 5 WD of 8.6.14. | Reject request for Metering Asset replacement and restart process if required. | MEM | Electricity Supplier | P0211 Site Visit Rejection including reason for rejection | Electronic or other method, as agreed |
| 8.6.16 | On replacement. | Contact Electricity Supplier to retrieve final Half Hourly and cumulative readings remotely.<br><br>Replace meter.<br><br>Contact Electricity Supplier to retrieve initial cumulative reading remotely. | MEM | | Internal Process | N/A |
| 8.6.17 | On replacement. | Take final readings from meter, configure replacement meter (as required) and take initial readings. | Electricity Supplier | | Internal Process | N/A |
| 8.6.18 | If Time of Use registers configured | Send meter configuration | Electricity | | D0367 Smart Meter | Electronic or other |

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| | remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WD of 8.6.16. | details.<br><br>The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM.<br><br>If the Electricity Supplier is unable to configure the meter (for example, due to a communications failure), the SSC and TPR will be defaulted to a single-rate default. The TPR shall be mapped to the total Import register. | Supplier | MEM | Configuration Details<br><br>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM). | method, as agreed |
| 8.6.19 | Within 10 WD of 8.6.14. | Send Meter Technical Details for replacement meter and notify removal of old meter. | MEM | Electricity Supplier<br><br>DNO | D0150 Non Half-hourly Meter Technical Details.<br><br>D0149 Notification of Mapping Details. | Electronic or other method, as agreed |
| 8.6.20 | At the same time as 8.6.19. | Send the relevant meter information. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method as agreed. |

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| 8.6.21 | Immediately following 8.6.19 or 8.6.22. | Perform validation checks and send response D0312.<br><br>If D0312 response is "Accepted", proceed to 8.6.23, otherwise proceed to 8.6.22. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated. | Electronic or other method as agreed. |
| 8.6.22 | Within 5 WDs of 8.6.21. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 8.6.21. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method as agreed. |
| 8.6.23 | Within 10 WDs of 8.6.14. | Send notification of removal of old meter. | MEM | MAP of removed meter | D0303 Notification of Meter Operator, - Supplier and Metering Assets installed/removed by the MOP to the MAP | Electronic or other method, as agreed |
| For Supplier Serviced Metering Asset (when Electricity Supplier reconfigures the meter) | | | | | | |
| 8.6.24 | If Time of Use registers configured remotely. | Send meter configuration details. | Electricity | | D0367 Smart Meter Configuration Details | Electronic or other method, as |

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| | | The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM.<br><br>If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), the Electricity Supplier will notify a single rate Standard Settlement Configuration. | Supplier | MEM | (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM). | agreed |
| 8.6.25 | Within 10 WD of 8.6.19. | Send Meter Technical Details for replacement meter. | MEM | Electricity Supplier<br><br>DNO | D0150 Non Half-hourly Meter Technical Details.<br><br>D0149 Notification of Mapping Details. | Electronic or other method, as agreed |

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397 The need to replace or reconfigure the Metering Asset could also be from BSC Metering Code of Practice 4 requirements, Ofgem or Consumer driven.

3840 If replacement includes measurement transformers, commission in accordance with BSC Metering Code of Practice 4 and proceed as per Paragraph 6.7 or 6.8 .

3941 For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH MEM.

**DNO Replaces Half Hourly Metering Asset for safety reasons**

8.7. Where a Metering Asset is reconfigured or replaced by the Distribution Network Operator, the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 8.7.1 | As required. | Send request to replace Metering Asset. | Electricity Supplier | DNO | Request site visit. | Electronic or other method, as agreed. |
| 8.7.2 | If request rejected, as soon as possible after 8.7.1. | Send notification of rejection including the reason why the request has been rejected. | DNO | Electricity Supplier | P0211 Site Visit Rejection. (Go to 5.6.1 if required) | Electronic or other method, as agreed. |
| 8.7.3 | On the date requested or agreed in 8.7.1 or as the DNO sees necessary. | Note final meter register reading, if available.<br><br>Replace and energise Metering Asset[38~~40~~]<br><br>Note initial meter register reading. | DNO | | Internal Process. | N/A |
| 8.7.4 | Within 5 WD of 8.7.3. | Send final meter register reading or notification that meter register reading not obtainable.<br><br>Send initial meter register reading and Meter Technical | DNO[42~~0~~] | MEM | D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.<br><br>D0268 Half Hourly Meter Technical Details.<br><br>If site is Complex Site, send | Electronic or other method, as agreed. |

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| | | Details for replacement Metering Asset. | | | Complex Site Supplementary Information Form (see Appendix 2 and 3).<br><br>D0010 Meter Readings. | |
| 8.7.5 | Within 5 WD of 8.7.4. | Send final meter register reading or notification that meter register reading not obtainable. | MEM | HHDC | D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. | Electronic or other method, as agreed. |
| 8.7.6 | At the same time as 8.7.5. | Send initial meter register reading for replacement Metering Asset.<br><br>Send Meter Technical Details for replacement Metering Asset. | MEM | Electricity Supplier<br><br>HHDC | D0268 Half Hourly Meter Technical Details.<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | Electronic or other method, as agreed. |
| 8.7.7 | At the same time as 8.7.5. | Send the relevant meter information changes. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method as agreed. |
| 8.7.8 | Immediately following 8.7.7 or 8.7.9. | Perform validation checks and send response. | ERDA | MEM<br><br>Electricity | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed. |

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| | | If response is “Accepted” proceed to 8.7.10, otherwise proceed to 8.7.9. | | Supplier | | |
| 8.7.9 | Within 5 WDs of 8.7.8. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 8.7.8. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed. |
| 8.7.10 | In accordance with Paragraph 20. | Prove Metering Asset. | MEM | HHDC | Refer to Paragraph 20. | Electronic or other method, as agreed. |

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[420] Since the DNO is operating as part of an Urgent Metering Service, he shall interface with the MEM who shall be responsible for notifying the Electricity Supplier and the HHDC of the action taken.

**Electricity MEM (Non Half Hourly)**

8.8. Where a Metering Asset is reconfigured or replaced the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| For all Non Half Hourly meters other than Smart Metering System (and or Smart Metering Systems locally configured by the MEM, other than as part of a meter replacement | | | | | | |
| 8.8.1 | As required and at least 10WDs before 8.8.3.[15] | Request Metering Asset replacement of reconfiguration. | Electricity Supplier | MEM | **Credit Meter**<br><br>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.<br><br>**Prepayment Meter**<br><br>D0194 for key meters<br><br>D0216 for token meters | Electronic or other method, as agreed |
| 8.8.2 | If request rejected and within 5 WD of 8.8.1. | Reject request for Metering Asset removal and restart process if required. | MEM | Electricity Supplier | P0211 Site Visit Rejection including reason for rejection | Electronic or other method, as agreed |
| 8.8.3 | On the date and time requested in 8.8.1 or as the MEM sees necessary[38]. | Note final meter register reading, if available. | MEM | | Internal Process | N/A |

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| | | Reconfigure Metering Asset or replace and energise Metering Asset.<br><br>Note initial meter register reading. | | | | |
| 8.8.4 | Within 10 WD of the replacement / reconfiguration of the Metering Asset. | Send final meter register reading for replaced / reconfigured Metering Asset or notification that the meter register reading was not obtainable. | MEM | NHHDC | • D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action | Electronic or other method, as agreed |
| 8.8.5 | Within 10 WD of the replacement / reconfiguration of the Metering Asset. | Send initial meter register reading for replacement Metering Asset /new configuration. | MEM | NHHDC | • D0010 Meter Readings | Electronic or other method, as agreed |
| 8.8.6 | Within 10 WD of the replacement / reconfiguration of the | Send Meter Technical Details for replacement Metering Asset | MEM | Electricity | D0149 Notification of | Electronic or other method, as |

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| | Metering Asset. | /new configuration[25]. | | Supplier<br><br>NHHDC<br><br>DNO | Mapping Details<br><br>D0150 Non Half Hourly Meter Technical Details.<br><br>D0313 Auxiliary Meter Technical Details[26] | agreed |
| 8.8.7 | Within 10 WD of the replacement / reconfiguration of the Metering Asset. | Send notification of removal of old meter. | MEM | MAP (removed meter) | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |
| 8.8.8 | Within 10 WD of the replacement / reconfiguration of the Metering Asset. | Send notification of installation of new meter. | MEM | MAP (installed meter) | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |
| 8.8.9 | Within 10 WD of the replacement / reconfiguration of the | Send the relevant meter information changes. | | | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as |

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| | Metering Asset. | | MEM | ERDA | | agreed |
| 8.8.10 | Immediately following 8.8.9 or 8.8.11. | Perform validation checks and send response.<br><br>If D0312 response is 'Accepted' proceed to 8.8.12, otherwise proceed to 8.8.11. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |
| 8.8.11 | Within 5 WDs of 8.8.10. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 8.8.10. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |
| 8.8.12 | If no valid meter register reading(s) received 10WDs of the replacement / | Request initial and / or final meter register reading. | NHHDC | MEM | | Post / Fax / Email |

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| | reconfiguration and initial and / or final reading required. | | | Electricity Supplier | | |
| 8.8.13 | Within 10 WDs of 8.8.9. | Send initial and / or final meter register reading. | MEM / Electricity Supplier | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed |
| When Electricity Supplier configures a Smart Metering System (other than as part of a meter installation of meter replacement) | | | | | | |
| 8.8.14 | As required | Take final readings for the old configuration.<br><br>Reconfigure the Smart Metering System. Take initial readings for the new configuration. | Electricity Supplier | | Internal process | N/A |
| 8.8.15 | In time to allow the MEM to distribute Meter Technical Details within 10 WDs of 8.8.14. | Send Smart Metering System configuration details.<br><br>The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM. | Electricity Supplier | MEM | D0367 Smart Meter Configuration Details<br><br>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM). | Electronic or other method, as agreed |
| 8.8.16 | Within 10 WD of reconfiguration. | Send final reading(s) for old configuration and initial | Electricity | | D0010 Meter Readings | Electronic or other |

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| | | reading(s) for new configuration. | Supplier | NHHDC | | method, as agreed |
| 8.8.17 | Within 10 WD of reconfiguration. | Send Meter Technical Details for new configuration. | MEM | NHHDC<br><br>Electricity Supplier<br><br>DNO | D0150 Non-Half-hourly Meter Technical Details.<br><br>D0149 Notification of Mapping Details. | Electronic or other method, as agreed |
| When MEM installs a Smart Metering System as a replacement for either a non-smart or Smart Metering System | | | | | | |
| 8.8.18 | As required and at least 10WDs before 8.8.20. | Send request to replace Metering Asset. | Electricity Supplier | MEM | **Credit Meter**<br><br>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.<br><br>**Prepayment Meter**<br><br>D0194 for key meters<br><br>D0216 for token meters | Electronic or other method, as agreed |
| 8.8.19 | If request rejected and within 5 WD of 8.8.18. | Reject request for Metering Asset replacement and restart | | Electricity | P0211 Site Visit Rejection including reason for | Electronic or other |

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| | | process if required. | MEM | Supplier | rejection | method, as agreed |
| 8.8.20 | On the date and time requested in 8.8.18. | Take final reading(s) if replaced meter is not smart.<br><br>If replaced meter is smart, take final reading(s) as agreed with Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely.<br><br>Replace Metering Asset.<br><br>Take initial meter register reading(s) as agreed with Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely. | MEM | | Internal Process | N/A |
| 8.8.21 | Optionally, by arrangement with Electricity Supplier, and in timescales | Send final/initial meter register reading(s) (readings will be sent as a contingency against delays in the Electricity Supplier | MEM | Electricity | D0010 Meter Readings | Electronic or other method, as agreed |

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| | agreed with Electricity Supplier. | obtaining a remote reading and, where the register configuration for the new meter is unknown, will consist of a reading from the total cumulative register). | | Supplier | | |
| 8.8.22 | As required. | Take final reading(s) from replaced Smart Metering System, configure replacement meter and take initial readings. | Electricity Supplier | | Internal process | N/A |
| 8.8.23 | If replacement meter configured remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WD of 8.8.22. | Send Smart Metering System configuration details.<br><br>The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM. | Electricity Supplier | MEM | D0367 Smart Meter Configuration Details<br><br>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM) | Electronic or other method, as agreed |
| 8.8.24 | Within 10 WD of reconfiguration. | Send final and initial meter register reading(s) (as remotely collected by the Electricity Supplier unless any readings provided by the MEM are required as a 'backstop'). | Electricity Supplier | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed |
| 8.8.25 | Within 10 WD of reconfiguration. | Send Meter Technical Details for new meter and notification of removal of old meter. | MEM | NHHDC<br><br>Electricity | D0150 Non Half-hourly Meter Technical Details. | Electronic or other method, as agreed |

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| | | | | Supplier<br><br>DNO | D0149 Notification of Mapping Details. | |
| 8.8.26 | Within 10 WD of reconfiguration. | Send notification of removal of old meter. | MEM | MAP (removed meter) | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |
| 8.8.27 | Within 10 WD of reconfiguration. | Send notification of installation of new meter. | MEM | MAP (installed meter) | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |
| 8.8.28 | Within 10 WD of reconfiguration. | Send relevant meter information changes. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |
| 8.8.29 | Immediately following 8.8.28 or 8.8.30. | Perform validation checks and send response.<br><br>If D0312 response is 'Accepted' proceed to 8.8.31, otherwise proceed to 8.8.30. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated. | Electronic or other method, as agreed |
| 8.8.30 | Within 5 WDs of 8.8.29. | Where the rejection is of a type the MEM can resolve without | | | D0312 Notification of Meter Information to MPAS. | Electronic or other |

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| | | involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 8.8.29. | MEM | ERDA | | method, as agreed |
| Following reconfiguration or replacement of a Smart Metering System | | | | | | |
| 8.8.31 | If no valid meter register reading(s) received 10 WD of the replacement / reconfiguration and initial and / or final reading required. | Request initial and / or final readings. | NHHDC | Electricity Supplier | | Post / Fax / Email |
| 8.8.32 | Within 10 WDs of 8.8.31. | Send initial and / or final meter register reading. | Electricity Supplier | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed |
| 8.8.33 | Within 10 WDs of 8.8.31. | Send relevant meter information changes. | | | D0312 Notification of Meter Information to MPAS. | Electronic or other |

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| | | | MEM | ERDA | | method, as agreed |
| 8.8.34 | Immediately following 8.8.33 or 5.8.35. | Perform validation checks and send response.<br><br>If D0312 response is 'Accepted' end process, otherwise proceed to 8.8.35. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated. | Electronic or other method, as agreed |
| 8.8.35 | Within 5 WDs of 8.8.34. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 8.8.34. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed |

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## DNO Replaces Non Half Hourly Metering Asset for safety reasons / urgent metering services

8.9. Where a Metering Asset is reconfigured or replaced by the Distribution Network Operator, the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 8.9.1 | As required[413]. | Send request to reconfigure or replace Metering Asset. | Electricity Supplier | DNO | Request site visit. | Electronic or other method, as agreed. |
| 8.9.2 | If request rejected, as soon as possible after 8.9.1. | Send notification of rejection including the reason why the request has been rejected. | DNO | Electricity Supplier | P0211 Site Visit Rejection. | Electronic or other method, as agreed. |
| 8.9.3 | On the date requested or agreed in 8.9.1 or as the DNO sees necessary. | Note final meter register reading, if available.<br><br>Replace and energise Metering Asset[40].<br><br>Note initial meter register reading. | DNO | | Internal Process. | N/A |
| 8.9.4 | Within 10 WD of 8.9.3. | Send final meter register reading or notification that meter register reading not obtainable. | DNO[424] | MEM | D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. | Electronic or other method, as agreed. |

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| | | Send initial meter register reading and Meter Technical Details for replacement Metering Asset. | | | D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details.<br><br>D0010 Meter Readings. | |
| 8.9.5 | Within 10 WD of 8.9.4. | Send final meter register reading or notification that meter register reading not obtainable. | MEM | NHHDC | D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. | Electronic or other method, as agreed. |
| 8.9.6 | At the same time as 8.9.5. | Send initial meter register reading for replacement Metering Asset.<br><br>Send Meter Technical Details for replacement Metering Asset. | MEM | Electricity Supplier<br><br>NHHDC | D0010 Meter Readings<br><br>D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details. | Electronic or other method, as agreed. |
| 8.9.7 | At the same time as 8.9.5. | Send notification of removal of old meter. | MEM | MAP (removed | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |

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| | | | | meter) | | |
| 8.9.8 | At the same time as 8.9.5. | Send notification of installation of new meter | MEM | MAP (installed meter) | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |
| 8.9.9 | At the same time as 8.9.5. | Send the relevant meter information changes. | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method as agreed. |
| 8.9.10 | Immediately following 8.9.9 or 8.9.11. | Perform validation checks and send response.<br><br>If response is “Accepted” end process 8.9.12, otherwise proceed to 8.9.11. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed. |
| 8.9.11 | Within 5 WDs of 8.9.10. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to | MEM | ERDA | D0312 Notification of Meter Information to MPAS. | Electronic or other method, as agreed. |

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| | | involve other industry parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 8.9.10. | | | | |

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[431] This may be a standing arrangement between the Electricity Supplier and Distribution Network Operator and in practise, steps 8.9.1 and 8.9.2 may not occur.

[424] Since the Distribution Network Operator is operating as part of an urgent metering service, he shall interface with the Metering Equipment Manager who shall be responsible for notifying the Energy Supplier and the NHHDC of the action taken.

## 9 Switch with Concurrent Change of MEM

9.1. This process covers a change in Metering Equipment Manager which occurs at the same time as a Switch.

9.2. The Switch process is set out in the Registration Services Schedule. Some (but not necessarily all) of the switching processes have been included in the interface tables to highlight the interactions between the Switch process, the Appointment of Metering Equipment Managers and the provision of meter details.

9.3. Prior to the Consumer deciding to contract with a new Gas Supplier, the Consumer may request a bespoke quotation which requires the Gas Supplier to determine transportation, metering and supply costs. The process followed by the CDSP for the provision of transportation details for this purpose is defined in the UNC, and therefore not repeated here. It is assumed that the Gas Supplier has agreement on transportation and metering costs before the process in Paragraph 9.4 is initiated.

9.4. Wherever possible, Energy Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.

### Gas MEM

9.5. Where a Switch is initiated the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 9.5.1 | At any time. | Request new Gas Supplier. | Consumer | Gaining Supplier | Not defined | Other |
| 9.5.2 | Following 9.5.1. | Submit Switch Request. | Gaining Supplier | CSS Provider | As defined in the Registration Services Schedule | CSS API |
| 9.5.3 | Following Switch Request validation. | Accept Switch Request.<br><br>Where the Switch Request is rejected, the process will be terminated and a new Switch Request will be required. | CSS Provider | Gaining Supplier<br><br>Losing Supplier<br><br>CDSP via the GRDA<br><br>Other recipients as defined in the Registration Services Schedule | As defined in the Registration Services Schedule | CSS API |

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| 9.5.4 | Following validated Switch Request notification | Provide details of existing MEM and Gas Act Owner.<br><br>This notification will include other data, as defined in the UK Link Manual. | CDSP | Gaining Shipper | Defined in the UK Link Manual | IX |
| 9.5.5 | Following 9.5.4. | Receive and pass on details of existing MEM and Gas Act Owner. | Gaining Shipper | Gaining Supplier | Not defined | Other |
| 9.5.6 | Following 9.5.3, where the Switch Request has not been Withdrawn or rejected as a consequence of Objection. | Issue notification of Switch Request being Confirmed. | CSS Provider | Gaining Supplier<br><br>Losing Supplier<br><br>CDSP via the GRDA<br><br>Other recipients as defined in the Registration Services Schedule | As defined in the Registration Services Schedule | CSS API |
| 9.5.7 | Following 9.5.6, where the Switch Request has not been Withdrawn or | Issue Notification of Switch Request being Secured. | CSS Provider | Gaining Supplier<br><br>Losing Supplier | As defined in the Registration Services | CSS API |

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| | rejected as a consequence of Objection. | | | CDSP via the GRDA<br><br>Other recipients as defined in the Registration Services Schedule | Schedule | |
| 9.5.8 | Following receipt pf Secured Switch Request notification. | Notify details of existing MEM, Gas Act Owner and Meter Reading Access Instructions.<br><br>This notification will include other data, as defined in the UK Link Manual. | CDSP | Gaining Shipper | Defined in the UK Link Manual | IX |
| 9.5.9 | Following 9.5.8. | Receive and pass on details of existing MEM, Gas Act Owner and Meter Reading Access Instructions.<br><br>Where the Losing Supplier is the Gas Act Owner, the Gaining Supplier takes on the Gas Act Ownership of the meter and is responsible for appointing the MEM. Where the Consumer is the Gas Act Owner, the Consumer continues to be the Gas Act Owner regardless of the Switch and remains responsible for the appointment of the MEM. | Gaining Shipper | Gaining Supplier[45] | Not defined | Not defined |
| 9.5.10 | At any time following 9.5.3[464]. | Request agent de-appointment. | | | ONAGE including | Email, IX, DTN |

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|---|---|---|---|---|---|---|
| | | | Losing Supplier | Losing MEM | details of Gaining Supplier | |
| 9.5.11 | Within 2WDs of 9.5.10. | Accept agent de-appointment. | Losing MEM | Losing Supplier | RNAGE | Email, IX, DTN |
| 9.5.12 | At any time, following 9.5.5[475]. | Request agent appointment. | Gaining Supplier | Gaining MEM | ONAGE including Gaining MEM details | Email, IX, DTN |
| 9.5.13[48] | Within 2WDs of 9.5.12. | Accept agent appointment. | Gaining MEM | Gaining Supplier | RNAGE[479] | Email, IX, DTN |
| 9.5.14 | Following 9.5.12. | Request transfer of information. | Gaining MEM | Losing MEM | ORDET | Email, IX, DTN |
| 9.5.15 | Within 2WDs of 9.5.14. | Respond to transfer of information request. | Losing MEM | Gaining MEM | RRDET | Email, IX, DTN |
| 9.5.16 | Within 2WDs 9.5.14. | Provide Metering Asset information. | Losing | Gaining MEM | ONDET | Email, IX, DTN |

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| | | | MEM | | | |
| 9.5.17 | Within 2WDs of 9.5.16. | Respond to Metering Asset information. | Gaining MEM | Losing MEM | RNDET | Email, IX, DTN |
| 9.5.18 | After step 9.5.16, where required by commercial agreement. | Send supplementary information. | Losing MEM | Gaining MEM | As defined in MAMCoP | Not defined |
| 9.5.19 | Within 2WDs of 9.5.10. | Notification of MEM de-appointment. | Losing MEM | MAP | ONUPD | Email, IX, DTN |
| 9.5.20 | Within 2WDs of 9.5.19. | Respond to MEM de-appointment notification. | MAP | Losing MEM | RNUPD | Email, IX, DTN |
| 9.5.21 | Within 2WDs of 9.5.16. | Notification of MEM appointment. | Gaining MEM | MAP~~4850~~ | ONUPD | Email, IX, DTN |
| 9.5.22 | Within 2WDs 9.5.21. | Respond to MEM appointment notification. | MAP | Gaining MEM | RNUPD | Email, IX, DTN |
| 9.5.23 | Following 9.5.16. | Notification of successful transfer of Metering Asset. | Gaining | Gaining | ONUPD | Email, IX, DTN |

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|---|---|---|---|---|---|---|
| | | | MEM | Supplier | | |
| 9.5.24 | Within 2WDs of 9.5.23. | Respond to notification of successful transfer of Metering Asset. | Gaining Supplier | Gaining MEM | RNUPD | Email, IX, DTN |
| 9.5.25 | Following 9.5.23~~4951~~. | Notification of MEM details. | Gaining Supplier | Gaining Shipper | ONUPD | Not defined |
| 9.5.26 | Within 2WDs of 9.5.25. | Respond to notification of MEM details. | Gaining Shipper | Gaining Supplier | RNUPD | Not defined |
| 9.5.27 | Following 9.5.25. | Notification of MEM details. | Gaining Shipper | CDSP | Defined in the UK Link Manual | IX |
| 9.5.28 | Within 2WDs of 9.5.27. | Respond to notification of MEM details. | CDSP | Gaining Shipper | Defined in the UK Link Manual | IX |

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463 The Gaining Supplier could initiate provisional Appointment of the Metering Equipment Manager.

446 In the event that the Switch does not take place, a further ONAGE will be sent to cancel the MEM de-appointment, even if the original de-appointment request has not become effective.

457 In the event that the Switch does not take place, a further ONAGE will be sent to cancel the MEM Appointment, even if the original Appointment request has not become effective.

468 Where commercial arrangements are not in place to enable transfer to the Gaining MEM without a meter exchange, the 'Change of MEM with Asset Exchange' process shall be followed as set out in section 9 below.

479 It is possible the Gaining MEM will not accept the Appointment until after details have been transferred, in which case an ONUPD will be sent negating the need for RNAGE.

48~~50~~ Where Meter Asset Providers do not have a contract in place with a Gaining Metering Equipment Manager it will first be necessary for the Meter Asset Provider and Metering Equipment Manager to agree terms for use of the Metering Asset.

49~~51~~ The notification from Gaining Supplier to Gaining Shipper must be provided to enable the Gaining Shipper notification to the CDSP within 2 WDs of the MAM Effective Date.

**Electricity MEM (Half Hourly)**

9.6. Where a Switch is initiated the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 9.6.1 | If required. | Send agent appointment[502]. | Gaining Supplier | Gaining MEM[3941] | D0155 Notification of Meter Operator or Data Collector Appointment and Terms | Electronic or other method, as agreed |
| 9.6.2 | If appointment rejected and within 2WD of 9.6.1. | Reject agent appointment and restart process if required. | Gaining MEM | Gaining Supplier | D0261 Rejection of Agent Appointment including reason for rejection | Electronic or other method, as agreed |
| 9.6.3 | If appointment accepted and within 2WD of 9.6.1. | Accept agent appointment. | Gaining MEM | Gaining Supplier | D0011 Agreement of Contractual Terms | Electronic or other method, as agreed |
| 9.6.4 | By Gaining Supplier Effective From Date. | Send agent de-appointment. | Losing Supplier | Losing MEM | D0151 Termination of Appointment or Contract by Supplier | Electronic or other method, as agreed |
| 9.6.5 | If de-appointment rejected and within 5WD of 9.6.4. | Reject agent de-appointment.<br><br>Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the Consumer. | Losing MEM | Losing Supplier | Not defined | Not defined |

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| 9.6.6 | Within 1WD of 9.6.3[531]. | Send notification of HHDC and current MEM.<br><br>The D0302 to the HHDC is optional for Supplier Serviced Metering Asset. | Gaining Supplier | Gaining MEM<br><br>HHDC | D0148 Notification of Change to Other Parties.<br><br>D0302 Notification of Customer Details | Electronic or other method, as agreed |
| 9.6.7 | With 1WD of 9.6.6. | Request Meter Technical Details. | Gaining MEM | Losing MEM | D0170 Request for Metering System Related Details | Electronic or other method, as agreed |
| For HHDC Serviced Metering Assets | | | | | | |
| 9.6.8 | Within 2WD on 9.6.7. | Send Meter Technical Details. | Losing MEM[524] | Gaining MEM[535] | D0268 Half Hourly Meter Technical Details[546]<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | Electronic or other method, as agreed |
| 9.6.9 | Following 9.6.8. | Send commissioning information. | Losing MEM | Gaining MEM | D0383 Notification of Commissioning information | Electronic or other method, as agreed |

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|---|---|---|---|---|---|---|
| | | | | | D0384 Notification of Commissioning status[557] | |
| 9.6.10 | Within 5 WD of 9.6.8. | Send Meter Technical Details. | Gaining MEM | Gaining Supplier<br><br>HHDC<br><br>DNO | D0268 Half Hourly Meter Technical Details[546]<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | Electronic or other method, as agreed |
| 9.6.11 | Following 9.6.10. | Send commissioning information. | Gaining MEM | Gaining Supplier | D0384 Notification of Commissioning status | Electronic or other method, as agreed |
| 9.6.12 | In accordance with Paragraph 20. | If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset. | Gaining MEM | HHDC | In accordance with Paragraph 20.4. | Electronic or other method, as agreed |
| For Supplier Serviced Metering Asset | | | | | | |
| 9.6.13 | Within 1 WD of configuration or within 1 WD of the Supply Effective From Date as | Send Smart Metering System configuration details. | Gaining Supplier | Gaining MEM | D0367 Smart Meter Configuration Details | Electronic or other method, as agreed |

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| | applicable. | If unable to re-configure the Time of Use registers, or no re-configuration required, the Electricity Supplier will notify the existing configuration details, where known.<br><br>If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), or the Electricity Supplier is unable to determine the current configuration, the Electricity Supplier will notify a single rate SSC. | | | (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM) | |
| 9.6.14 | Within 5 WD of 9.6.7. | Send Meter Technical Details. | Losing MEM[524] | Gaining MEM[535] | D0149 Notification of Mapping Details.<br><br>D0150 Non-Half-hourly Meter Technical Details.<br><br>Electronic | Electronic or other method, as agreed |
| 9.6.15 | Within 5 WDs of 9.6.14. | Send Meter Technical Details. | Gaining MEM | Gaining Supplier | D0149 Notification of Mapping Details. | Electronic or other method, as agreed |

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| | | | | DNO | D0150 Non Half-hourly Meter Technical Details.<br><br>Electronic | |

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502 Where a Switch does not take place, the Gaining Supplier shall cancel the Metering Equipment Manager Appointment by sending a D0151 Termination of Appointment or Contract by Supplier. If a Metering Equipment Manager acted as the Metering Equipment Manager for the previous Electricity Supplier for the relevant Metering Point, the Metering Equipment Manager should treat the notification of cancellation, where 'Termination Reason' = 'LC', as a reinstatement of its Appointment with the previous Electricity Supplier, unless a D0151 has been received from the previous Electricity Supplier.

513 Note that if there is also a concurrent change of HHDC, the Gaining Supplier shall send the D0148 once the D0011 from both the Metering Equipment Manager and the HHDC has been received and within 1WD of the receipt of the latter D0011.

524 Where the current Metering Equipment Manager has been instructed to send Meter Technical Details to a new Metering Equipment Manager, and there is a change to Meter Technical Details , the current Metering Equipment Manager shall send the revised Meter Technical Details to the new Metering Equipment Manager until such a time as the current Metering Equipment Manager is no longer responsible for the Meter Technical Details.

535 If required, and at any time after the effective date of the Metering Equipment Manager-'s Appointment (and only for Metering Points first registered after 6 November 2008), the Metering Equipment Manager may request Site Technical Details by sending a D0170 'Request for Metering System Related Details' if Measurement Transformer Ratios and Class details have not been received or need to be confirmed. The Distribution Network Operator shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details' either by electronic means or by another method, as agreed with the Metering Equipment Manager. The Metering Equipment Manager shall determine any appropriate course of action within 2 WD of receiving this information.

546 The Meter Technical Details, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering Asset is present on site, unless the Metering Equipment Manager does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by Metering Equipment Manager from Distribution Networks Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

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[557] D0384 Notification of Commissioning Status is to be sent when a defect or omission exists that has prevented completion of commissioning prior to the change of Metering Equipment Manager. The Gaining Metering Equipment Manager must resolve the defect or omission as soon as possible following receipt of D0384.

**Electricity MEM (Non Half Hourly)**

9.7. Where a Switch is initiated the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 9.7.1 | If required. | Send agent appointment[49~~51~~]<br><br>The Electricity Supplier will notify the Gaining MEM if the Metering Asset has a DCC-Enrolled Smart Metering System. | Gaining Supplier | Gaining MEM[41] | D0155 Notification of Meter Operator or Data Collector Appointment and Terms | Electronic or other method, as agreed |
| 9.7.2 | If appointment rejected and within 2WD of 9.7.1. | Reject agent appointment and restart process if required.<br><br>Proceed to 9.7.1 if required. | Gaining MEM | Gaining Supplier | D0261 Rejection of Agent Appointment including reason for rejection | Electronic or other method, as agreed |
| 9.7.3 | If appointment accepted and within 2 WD of 9.7.1. | Accept agent appointment. | Gaining MEM | Gaining Supplier | D0011 Agreement of Contractual Terms | Electronic or other method, as agreed |
| 9.7.4 | By Gaining Supplier Effective From Date. | Send agent de-appointment. | Losing | Losing | D0151 Termination of Appointment or Contract by Supplier | Electronic or other method, as |

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|---|---|---|---|---|---|---|
| | | | Supplier | MEM | | agreed |
| 9.7.5 | If de-appointment rejected and within 5WD of 9.7.4. | Reject agent de-appointment.<br><br>Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the Consumer. | Losing MEM | Losing Supplier | Not Defined | Not Defined |
| 9.7.6 | If de-appointment accepted and within 5 WDs of 9.7.4. | Send notification of de-appointment. | Losing MEM | MAP | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |
| 9.7.7 | On appointment of MEM and within 1 WD of 9.7.3 [5~~68~~]. | Send notification of NHHDC and current MEM. | Gaining Supplier | Gaining MEM<br><br>NHHDC | D0148 Notification of Change to Other Parties.<br><br>D0302 Notification of Customer Details | Electronic or other method, as agreed |
| 9.7.8 | Within 2 WD of 9.7.7. | Request Meter Technical Details. | Gaining MEM | Losing MEM | D0170 Request for Metering System Related Details | Electronic or other method, as agreed |

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|---|---|---|---|---|---|---|
| 9.7.9 | Within 2 WD of 9.7.8. | Send Meter Technical Details.[597 5860] | LosingMEM[546] | Gaining MEM[535] | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details[5961]<br><br>D0313 Auxiliary Meter Technical Details[267] | Electronic or other method, as agreed |
| For Metering Assets which do no comprise a DCC-Enrolled Smart Metering System | | | | | | |
| 9.7.10 | Within 5WD on 9.7.9 | Send Meter Technical Details | Gaining MEM | Gaining Supplier / NHHDC / DNO | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details[5961]<br><br>D0313 Auxiliary Meter Technical Details[267] | Electronic or other method, as agreed |
| For Metering Assets which do comprise a DCC-Enrolled Smart Metering System | | | | | | |
| 9.7.11 | As soon as possible after midnight UTC on the Supplier Effective From | Configure meter[620]. | Gaining | | Internal process | N/A |

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|---|---|---|---|---|---|---|
| | Date. | | Supplier | | | |
| 9.7.12 | Within 1 WD of 9.7.11. | Send Smart Metering System configuration details. | Gaining Supplier | MEM | D0367 Smart Meter Configuration Details<br><br>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM) | Electronic or other method, as agreed |
| 9.7.13 | If the Gaining Supplier has been unable to communicate with the Smart Metering System by Supplier Effective from Date +5WD. | Send notification that the process for non DCC Enrolled Smart Metering System should be followed. | Gaining Supplier | Gaining MEM | D0170 Request for Metering System Related Details. | Electronic or other method, as agreed |
| 9.7.14 | Where 9.7.13 does not apply, within 1 WD of the later of 9.7.9 and 9.7.12. | Send Meter Technical Details. | Gaining MEM | Gaining Supplier<br>/<br>NHHDC<br>/<br>DNO | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details | Electronic or other method, as agreed |

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## Electricity MEM (No Meter)

9.8. Where a Switch is initiated on a Half Hourly Metering Point the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 9.8.1 | By Supply Effective From Date. | Send appointment. | Gaining Supplier | Gaining MEM (For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH MEM) | D0155 Notification of Meter Operator or Data Collector Appointment and Terms | Electronic or other method, as agreed |
| 9.8.2 | If appointment rejected and within 5 WD of 9.8.1. | Send notification of rejection of appointment including the reason why the request has been rejected. | Gaining MEM | Gaining Supplier | D0261 Rejection of Agent Appointment.<br><br>(Go to 9.8.1 if required) | Electronic or other method, as agreed |
| 9.8.3 | If appointment accepted and within 5 WD of 9.8.1. | Send notification of acceptance of appointment. | Gaining MEM | Gaining Supplier | D0011 Agreement of Contractual Terms | Electronic or other method, as agreed |
| 9.8.4 | Within 5 WDs of notification from MPAS or by last date of Electricity Supplier appointment. | Send notification of termination of appointment. | Losing Supplier | Losing MEM | D0151 Termination of Appointment or Contract by Supplier | Electronic or other method, as agreed |
| 9.8.5 | If de-appointment rejected | Send notification of | | | Note that rejection of de- | Electronic |

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|---|---|---|---|---|---|---|
| | and within 5WD of 9.8.4. | rejection of de-appointment | Losing MEM | Losing Supplier | appointment shall only occur if the current MEM has a contract with the customer | or other method, as agreed |
| 9.8.6 | Within 5 WD of 9.8.3 (if there is also a concurrent Change of HHDC, once the D0011 from both the MEM and the HHDC has been received and within 5 WD of the receipt of the latter D0011) | Send notification of HHDC and current MEM.<br>The D0302 to the HHDC is optional for Supplier-serviced Metering Systems.<br>. | Gaining Supplier | Gaining MEM<br><br>HHDC | D0148 Notification of Change to Other Parties.<br><br>D0302 Notification of Customer Details.<br><br>. | Electronic or other method, as agreed |
| 9.8.7 | Within 2 WD of 9.8.6 | Request MTD | Gaining MEM | Losing MEM | D0170 Request for Metering System Related Details | Electronic or other method, as agreed |
| For HHDC-serviced Metering Systems | | | | | | |
| 9.8.8 | Within 5 WD of 9.8.7 and every time where there is a change to the MTD while that MEM is responsible for the MTD (unless there is insufficient information to populate group 01A of the D0268) . | Send MTD | Losing MEM | Gaining MEM | D0268 Half Hourly Meter Technical Details. | Electronic or other method, as agreed |

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| | | | | | | |
|---|---|---|---|---|---|---|
| 9.8.9 | Within 5WD of 9.8.8. | Send MTD | Gaining MEM | Gaining Supplier<br><br>HHDC<br><br>DNO | D0268 Half Hourly Meter Technical Details. | Electronic or other method, as agreed |
| For Supplier-serviced Metering Systems | | | | | | |
| 9.8.10 | Within 5WD on 9.8.7 | Send MTD | Losing MEM | Gaining MEM | D0150 Non Half-hourly Meter Technical Details | Electronic or other method, as agreed |
| 9.8.11 | Within 5WD on 9.8.10 | Send MTD | Gaining MEM | Gaining Supplier<br><br>DNO | D0150 Non Half-hourly Meter Technical Details | Electronic or other method, as agreed |
| Site Technical Details | | | | | | |
| 9.8.12 | If required, and at any time after the effective date of the MEM's appointment | Request Site Technical Details | Gaining | DNO | D0170 Request for Metering System Related Details. | Electronic or other method, as |

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|---|---|---|---|---|---|---|
| | (for RMPs first registered after 6 November 2008)[53] | | MEM | | | agreed |
| 9.8.13 | If requested accepted and within 5 WD of 9.8.12 | Send Site Technical Details | DNO | Gaining MEM | D0215 Provision of Site Technical Details | Electronic or other method, as agreed |
| 9.8.14 | If requested rejected and within 5 WD of 9.8.12 | Send Rejection Response | DNO | Gaining MEM | D0382 Rejection Response for Request to LDSO for Site Technical Details | Electronic or other method, as agreed |

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5~~68~~ Note that if there is also a concurrent change of NHHDC and / or NHHDA, and the Gaining Supplier waits for all D0011 flows before sending a D0148, the Gaining Supplier shall send the D0148 within 1 WD of receipt of all applicable D0011 flows.

5~~79~~ The current NHH MEM will send the Meter Technical Details on receipt of a D0170 data flow, irrespective of whether a D0151 'Termination of Appointment or Contract by Supplier' Market Message has been received from the Electricity Supplier. Where no D0151 data flow has been received, the de-appointment date can be derived from the 'Date Action Required By' (J0028) Data Item on the D0170 data flow.

5~~860~~ The outgoing Metering Equipment Manager remains responsible for sending revised MTDs where they relate to site activity carried out after their de-appointment date.

5~~961~~ The Metering Equipment Manager will send the D0150 Non Half-hourly Meter Technical Details to the relevant parties in all cases, even when no meter is present.

6~~02~~ If the new Electricity Supplier is unable to configure the meter until after the Supplier Effective from Date but is able to do so by Supplier Effective from Date +5WD, for example due to a communications failure, the new Electricity Supplier will re-date any SSC change (and associated) readings to the Supplier Effective from Date. If the new Electricity Supplier is unable to configure the meter until after Supplier Effective from Date +5WD, the new Electricity Supplier will use the change of SSC process in BSCP504 and will adopt the Losing Supplier's SSC for the intervening period.

9.9. Where a Switch is initiated on a Non-Half Hourly Metering Point the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 9.9.1 | By Supply Effective From Date. | Send appointment. | Gaining Supplier | Gaining MEM | D0155 Notification of Meter Operator or Data Collector Appointment and Terms | Electronic or other method, as agreed |
| 9.9.2 | If appointment rejected and within 2 WD of 9.9.1. | Send notification of rejection of appointment including the reason why the request has been rejected. | Gaining MEM | Gaining Supplier | D0261 Rejection of Agent Appointment.<br><br>(Go to 9.9.1 if required) | Electronic or other method, as agreed |
| 9.9.3 | If appointment accepted and within 2 WD of 9.9.1. | Send notification of acceptance of appointment. | Gaining MEM | Gaining Supplier | D0011 Agreement of Contractual Terms | Electronic or other method, as agreed |
| 9.9.4 | Within 5 WDs of notification from MPAS or by last date of Electricity Supplier appointment. | Send notification of termination of appointment. | Losing Supplier | Losing MEM | D0151 Termination of Appointment or Contract by Supplier | Electronic or other method, as agreed |
| 9.9.5 | If de-appointment rejected and within 5 WD of 9.9.4. | Send notification of rejection of de-appointment | Losing MEM | Losing Supplier | Note that rejection of de-appointment shall only occur if the current MEM has a contract with the customer | Electronic or other method, as agreed |
| 9.9.6 | On appointment of MEM and within 1 WD of 9.9.3 (if there | Send notification of NHHDC and current | Gaining | | D0148 Notification of Change to Other | Electronic or other |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | is also a concurrent Change of NHHDC and/or NHHDA, once the D0011 from both the MEM and the NHHDC has been received and within 1 WD of the receipt of the latter D0011) | MEM. . | Supplier | Gaining MEM<br><br>NHHDC | Parties.<br><br>D0302 Notification of Customer Details.<br><br>. | method, as agreed |
| 9.9.7 | Within 1 WD of 9.9.6 | Request MTD | Gaining MEM | Losing MEM | D0170 Request for Metering System Related Details | Electronic or other method, as agreed |
| 9.9.8 | Within 2 WD of 9.9.7 and every time where there is a change to the MTD while that MEM is responsible for the MTD | Send MTD<br><br>Where no D0151 has been received, the MEM will still send the D0150 and the de-appointment date can be derived from the 'Date Action Required By' (J0028) data item on the D0170. | Losing MEM | Gaining MEM | D0150 Non Half-hourly Meter Technical Details | Electronic or other method, as agreed |
| 9.9.9 | Within 1 WD of 9.9.8. | Send MTD | Gaining | Gaining | D0150 Non Half-hourly Meter Technical Details | Electronic or other method, as |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | | MEM | Supplier<br><br>DNO | | agreed |
| Site Technical Details | | | | | | |
| 9.9.10 | If required, and at any time after the effective date of the MEM's appointment (for RMPs first registered after 6 November 2008)[53] | Request Site Technical Details | Gaining MEM | DNO | D0170 Request for Metering System Related Details. | Electronic or other method, as agreed |
| 9.9.11 | If requested accepted and within 5 WD of 9.9.10 | Send Site Technical Details | DNO | Gaining MEM | D0215 Provision of Site Technical Details | Electronic or other method, as agreed |
| 9.~~9~~8.1~~2~~4 | If requested rejected and within 5 WD of 9.9.10 | Send Rejection Response | DNO | Gaining MEM | D0382 Rejection Response for Request to LDSO for Site Technical Details | Electronic or other method, as agreed |

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## 10 Switch with No Concurrent Change of MEM

10.1. This process covers the transfer of metering details where a Switch occurs, and the Gaining Supplier Appoints the existing MEM.

10.2. The Switch process is set out in the Registration Services Schedule. Some (but not necessarily all) of these processes have been included in the interface tables to highlight the interactions between the Switch process and the Appointment of MEMs.

10.3. Prior to the Consumer deciding to contract with a new Gas Supplier, the Consumer may request a bespoke quotation which requires the Gas Supplier to determine transportation, metering and supply costs. The process followed by the CDSP for the provision of transportation details for this purpose is defined in the UNC, and therefore not repeated here. It is assumed that the Gas Supplier has agreement on transportation and metering costs before the process in Paragraph 10.5 is initiated.

10.4. Wherever possible, Energy Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.

### Gas MEM

10.5. Where a Consumer Switch is initiated the process below will be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 10.5.1 | At any time. | Request new Gas Supplier. | Consumer | Gaining Supplier | Not defined | Other |
| 10.5.2 | Following 10.5.1. | Submit Switch Request. | Gaining Supplier | CSS Provider | As defined in the Registration Services Schedules | CSS API |
| 10.5.3 | Following Switch Request validation. | Accept Switch Request.<br><br>Where the Switch Request is rejected, the process will be terminated and a new Switch Request will be required. | CSS Provider | Gaining Supplier<br><br>Losing Supplier | As defined in the Registration Services Schedules | CSS API |
| 10.5.4 | Following validated Switch Request notification. | Provide details of existing MEM and Gas Act Owner.<br><br>This notification will include other data, as defined in the UK Link Manual. | CDSP | Gaining Shipper | Defined in the UK Link Manual | IX |
| 10.5.5 | Following 10.5.4. | Receive and pass on details of the existing MEM and Gas Act Owner. | Gaining Shipper | Gaining Supplier | Not defined | Other |

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|---|---|---|---|---|---|---|
| 10.5.6 | Following 10.5.3, where the Switch Request has not been Withdrawn or rejected as a consequence of an Objection. | Issue notification of a Switch Request being Confirmed. | CSS Provider | • Gaining Supplier<br>• Losing Supplier<br>• CDSP via the GRDA.<br>Other recipients as defined in the Registration Services Schedule | as defined in the Registration Services Schedule | CSS API |
| 10.5.7 | Following 10.5.6, where the Switch Request has not been Withdrawn, Annulled or rejected as a consequence of an Objection. | Issue notification of a Switch Request being Secured. | • CSS Provider | • Gaining Supplier<br>• Losing Supplier<br>• CDSP via the GRDA<br>• Other recipients as defined in the Registration Services Schedule | As defined in the Registration Services Schedule | CSS API |

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| | | | | | | |
|---|---|---|---|---|---|---|
| 10.5.8 | Following receipt of the Secured Switch notification. | Notification of MEM, Gas Act Owner and Meter Reading Access Instructions.<br><br>This notification will include other data, as defined in the UK Link Manual. | CDSP | Gaining Shipper | Defined in the UK Link Manual | IX |
| 10.5.9 | Following 10.5.8. | Receive and pass on details of existing MEM, Gas Act Owner and Meter Reading Access Instructions.<br><br>Where the Losing Supplier is the Gas Act Owner, the Gaining Supplier takes on the Gas Act Ownership of the meter and is responsible for appointing the MEM. Where the Consumer is the Gas Act Owner, the Consumer continues to be the Gas Act Owner regardless of the Consumer Switch and remains responsible for the appointment of the MEM. | Gaining Shipper | Gaining Supplier | Not defined | Other |
| 10.5.10 | At any time, following 10.5.3[613]. | Request agent de-appointment. | Losing Supplier | MEM | ONAGE including details of Gaining Supplier | Email, IX, DTN |
| 10.5.11 | Within 2WDs of 10.5.10. | Accept agent de-appointment. | | | RNAGE | Email, IX, |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | | MEM | Losing Supplier | | DTN |
| 10.5.12 | At any time, following 10.5.5[624]. | Request agent appointment. | Gaining Supplier | MEM | ONAGE including Gaining MEM details | Email, IX, DTN |
| 10.5.13 | Within 2WDs of 10.5.12. | Accept agent appointment. | MEM | Gaining Supplier | RNAGE | Email, IX, DTN |
| 10.5.14 | Within 2WDs of 10.5.10[635]. | Notification of MEM de-appointment. | MEM | MAP | ONUPD | Email, IX, DTN |
| 10.5.15 | Within 2WDs of 10.5.14. | Respond to MEM De-appointment notification. | MAP | MEM | RNUPD | Email, IX, DTN |
| 10.5.16 | Within 2WDs of 10.5.12. | Notification of MEM appointment. | MEM | MAP | ONUPD | Email, IX, DTN |
| 10.5.17 | Within 2WDs 10.5.16. | Respond to MEM appointment notification. | MAP | MEM | RNUPD | Email, IX, DTN |
| 10.5.18 | Following 10.5.13. | Notification of metering details. | MEM | Gaining Supplier | ONUPD | Email, IX, DTN |
| 10.5.19 | Within 2WDs of 10.5.18. | Respond to notification of metering details. | | | RNUPD | Email, IX, |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | | Gaining Supplier | MEM | | DTN |
| 10.5.20 | Following 10.5.19[646]. | Notification of MEM details. | Gaining Supplier | Gaining Shipper | ONUPD | Not defined |
| 10.5.21 | Within 2WDs of 10.5.20. | Respond to notification of MEM details. | • Gaining Shipper | • Gaining Supplier | RNUPD | Not defined |
| 10.5.22 | Following 10.5.20 and within 2WDs of the MAM Effective Date. | Notification of MEM details. | Gaining Shipper | CDSP | Defined in the UK Link Manual | IX |
| 10.5.23 | Within 2WDs of 10.5.22. | Respond to notification of MEM details. | CDSP | Gaining Shipper | Defined in the UK Link Manual | IX |

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613 In the event that the Switch does not take place, a further ONAGE will be sent to cancel the MEM de-appointment, even if the original de-appointment request has not become effective.

642 In the event that the Switch does not take place, a further ONAGE will be sent to cancel the MEM Appointment, even if the original Appointment request has not become effective.

653 The Metering Equipment Manager will send two ONUPDs to the Meter Asset Provider. The notification of de-appointment will include the Losing Supplier details and the notification of Appointment will include the Gaining Supplier details.

664 The notification from Gaining Supplier to Gaining Shipper must be provided to enable the Gaining Shipper notification to the CDSP within 2 WDs of the MAM Effective Date.

**Electricity MEM (Half Hourly)**

10.6. Where a Consumer Switch is initiated the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 10.6.1 | As required. | Send agent appointment. | Gaining Supplier | MEM[3941] | D0155 Notification of Meter Operator or Data Collector Appointment and Terms | Electronic or other method, as agreed |
| 10.6.2 | If appointment rejected and within 2WD of 10.6.1. | Reject agent appointment and restart process. | MEM | Gaining Supplier | D0261 Rejection of Agent Appointment including reason for rejection | Electronic or other method, as agreed |
| 10.6.3 | If appointment accepted and within 2WD of 10.6.1. | Accept agent appointment. | MEM | Gaining Supplier | D0011 Agreement of Contractual Terms | Electronic or other method, as agreed |
| 10.6.4 | By Gaining Supplier Effective From Date. | Send agent de-appointment. | Losing Supplier | MEM | D0151 Termination of Appointment or Contract by Supplier | Electronic or other method, as agreed |
| 10.6.5 | Within 1WD of receiving all applicable D0011s. | Send notification of HHDC and current MEM.<br><br>The D0302 to the HHDC is optional for Supplier - Serviced Metering Assets. | Gaining Supplier | MEM<br><br>HHDC | D0148 Notification of Change to Other Parties.<br><br>D0302 Notification of | Electronic or other method, as agreed |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | DNO | Customer Details | |
| For HHDC-Serviced Metering Assets | | | | | | |
| 10.6.6 | Within 1WD on 10.6.5. | Request Meter Technical Details | Gaining Supplier | MEM | D0170 Request for Metering System Related Details | Electronic or other method, as agreed |
| 10.6.7 | Within 5WD on 10.6.6. | Send Meter Technical Details. | MEM | Gaining Supplier<br><br>HHDC<br><br>DNO | D0268 Half Hourly Meter Technical Details[34] | Electronic or other method, as agreed |
| For Supplier – Serviced Metering Assets | | | | | | |
| 10.6.8 | Within 1 WD of configuration or within 1 WD of Supply Effective from Date as applicable. | Send Smart Metering System configuration details.<br><br>If unable to re-configure the Time of Use registers, or no re-configuration required, the Electricity Supplier will notify the existing configuration details, where known. | Gaining Supplier | MEM | D0367 Smart Meter Configuration Details<br><br>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM) | Electronic or other method, as agreed |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), or the Electricity Supplier is unable to determine the current configuration, the Electricity Supplier will notify a single rate SSC. | | | | |
| 10.6.9 | Within 5 WDs of 10.6.8. | Send Meter Technical Details. | MEM | Gaining Supplier<br><br>DNO | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details.<br><br>Electronic | Electronic or other method, as agreed |

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**Electricity MEM (Non Half Hourly)**

10.7. Where a Consumer Switch is initiated the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 10.7.1 | As required. | Send agent appointment. | Gaining Supplier | MEM | D0155 Notification of Meter Operator or Data Collector Appointment and Terms | Electronic or other method, as agreed |
| 10.7.2 | If appointment rejected and within 2WD of 10.7.1. | Reject agent appointment | MEM | Gaining Supplier | D0261 Rejection of Agent Appointment including reason for rejection | Electronic or other method, as agreed |
| 10.7.3 | If appointment accepted and within 2WD of 10.7.1. | Accept agent appointment. | MEM | Gaining Supplier | D0011 Agreement of Contractual Terms | Electronic or other method, as agreed |
| 10.7.4 | By Gaining Supplier Effective From Date. | Send agent de-appointment. | Losing Supplier | MEM | D0151 Termination of Appointment or Contract by Supplier | Electronic or other method, as agreed |
| 10.7.5 | If de-appointment accepted and within 5 WDs of 10.7.4. | Send notification of de-appointment. | MEM | MAP | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |
| 10.7.6 | If de-appointment rejected and within 5 WDs of 10.7.4. | Reject agent de-appointment. | MEM | Losing Supplier | Not Defined | Electronic or other method as agreed |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the Consumer. | | | | |
| 10.7.7 | On appointment of MEM and within 1 WD of 10.7.3[58] | Send notification of NHHDC and current MEM. | Gaining Supplier | MEM / NHHDC | D0148 Notification of Change to Other Parties.<br><br>D0302 Notification of Customer Details. | Electronic or other method, as agreed |
| 10.7.8 | Within 1WD of 10.7.7. | Send Meter Technical Details. | MEM | Gaining Supplier<br><br>NHHDC<br><br>DNO | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Detail[61]<br><br>D0313 Auxiliary Meter Technical Details[27] | Electronic or other method, as agreed |

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| | | | | | | |
|---|---|---|---|---|---|---|
| 10.7.9 | Within 1WD of 10.7.7. | Send notification of Energy Supplier and MEM appointment. | MEM | MAP | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |

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## 11 Change of Metering Equipment Manager with Transfer of Metering Asset

11.1. This process covers the scenario where Metering Assets are transferred from the Losing Metering Equipment Manager to the Gaining Metering Equipment Manager as part of the change of Metering Equipment Manager process.

11.2. As the process depicted is completed on an RMP by RMP basis, this process is fit for a low-volume change of Metering Equipment Manager. Bulk changes of Metering Equipment Manager will be dealt with on a case-by-case basis. For electricity bulk changes, the Energy Supplier shall submit a bulk change of agent application to the BSC Panel in accordance with BSCP513. Once the bulk change of agent application has been approved by the BSC Panel, the change of Metering Equipment Manager shall progress in accordance with this Paragraph 11.

11.3. Appropriate contractual arrangements must be put in place for the Appointment of the Gaining Metering Equipment Manager before de-appointing the Losing Metering Equipment Manager.

### Gas MEM

11.4. For gas Metering Equipment Manager Appointments, once the Gaining Metering Equipment Manager has accepted its Appointment, the Gas Supplier will de-appoint the Losing Metering Equipment Manager and provide the identity of the Gaining Metering Equipment Manager and the date on which the responsibility is to transfer to the Gaining Metering Equipment Manager. The Losing Metering Equipment Manager will transfer Metering Asset information as an unsolicited ONDET Market Message. This contrasts with the Switch process detailed in Paragraph 9, where the transfer of information is triggered by the Gaining Metering Equipment Manager contacting the Losing Metering Equipment Manager using an ORDET Market Message.

11.5. This process assumes the Gas Supplier will be the Gas Act Owner and there is no Switch.

11.6. Where a change of Metering Equipment Manager is initiated the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 11.6.1 | If required. | Send agent appointment. | Gas Supplier | Gaining MEM | ONAGE including details of Losing MEM | Email, IX, DTN |
| 11.6.2 | Provided commercial arrangements are in place between the Gaining MEM and the Meter Asset Provider[4~~68~~] | Accept agent appointment. | Gaining MEM | Gas Supplier | RNAGE | Email, IX, DTN |
| 11.6.3 | Following 11.6.2[6~~57~~] | Send agent de-appointment. | Gas Supplier | Losing MEM | ONAGE including details of Gaining MEM | Email, IX, DTN |
| 11.6.4 | Within 2WDs of 11.6.3. | Accept agent de-appointment. | Losing MEM | Gas Supplier | RNAGE | Email, IX, DTN |
| 11.6.5 | Following 11.6.2[6~~68~~] | Notification of agent appointment. | Gas Supplier | Shipper | ONUPD | Not defined |
| 11.6.6 | Within 2WDs of 11.6.5. | Respond to notification of agent appointment. | Shipper | Gas | RNUPD | Not defined |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Supplier | | |
| 11.6.7 | Following 11.6.5 and within 2WDs of the MAM Effective Date. | Receive and pass on notification of agent appointment. | Shipper | CDSP | Defined in the UK Link Manual | IX |
| 11.6.8 | Within 2WDs of 11.6.7. | Respond to agent appointment notification. | CDSP | Shipper | Defined in the UK Link Manual | IX |
| 11.6.9 | Within 2WDs of 11.6.3. | Notification of MEM de-appointment. | Losing MEM | MAP | ONUPD including details of the Gaining MEM | Email, IX, DTN |
| 11.6.10 | Within 2WDs of 11.6.9. | Respond to MEM de-appointment notification. | MAP | Losing MEM | RNUPD | Email, IX, DTN |
| 11.6.11 | Within 2 WDs of 11.6.3. | Provide Metering Asset information. | Losing MEM | Gaining MEM | ONDET | Email, IX, DTN |
| 11.6.12 | Within 2WDs of 11.6.11. | Respond to Metering Asset information. | Gaining MEM | Losing MEM | RNDET | Email, IX, DTN |
| 11.6.13 | After step 11.6.11, where required by commercial agreement. | Send supplementary information. | Losing | Gaining | As defined in MAMCoP | Not defined |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | | MEM | MEM | | |
| 11.6.14 | Within 2WDs of 11.6.11. | Notification of MEM appointment[679]. | Gaining MEM | MAP | ONUPD including details of the Gas Supplier | Email, IX, DTN |
| 11.6.15 | Within 2WDs 11.6.14. | Respond to MEM appointment notification. | MAP | Gaining MEM | RNUPD | Email, IX, DTN |
| 11.6.16 | Following 11.6.11 | Notification of successful transfer of Metering Asset. | Gaining MEM | Gas Supplier | ONUPD | Email, IX, DTN |
| 11.6.17 | Within 2WDs of 11.6.16 | Respond to notification of successful transfer of Metering Asset. | Gas Supplier | Gaining MEM | RNUPD | Email, IX, DTN |
| 11.6.18 | Within 2WDs of 11.6.16[6870] | Notification of MEM details. | Gas Supplier | Shipper | ONUPD | Not defined |
| 11.6.19 | Within 2WDs of 11.6.18 | Respond to notification of MEM details. | Shipper | Gas Supplier | RNUPD | Not defined |

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| | | | | | | |
|---|---|---|---|---|---|---|
| 11.6.20 | Following 11.6.18 and within 2WDs of the MAM Effective Date | Notification of MEM details. | Shipper | CDSP | Defined in the UK Link Manual | IX |
| 11.6.21 | Within 2WDs of 11.6.20 | Respond to notification of MEM details. | CDSP | Shipper | Defined in the UK Link Manual | IX |

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657 It is the Gas Supplier's responsibility to ensure that the existing MEM is de-appointed in time for the transfer of responsibility and metering details to be transferred by the Gaining MEM's Appointment date.

668 The notification from Gas Supplier to the Shipper must be provided to enable the Shipper notification to the CDSP within 2 WDs of the MAM Effective Date.

679 The MAP ID shall be contained within the ONDET Data Flow from the Losing Metering Equipment Manager to the Gaining Metering Equipment Manager which will enable the Gaining Metering Equipment Manager to send notification to the Meter Asset Provider.

6870 The notification from Gas Supplier to Shipper must be provided to enable the Shipper notification to the CDSP within 2 WDs of the MAM Effective Date.

**Electricity MEM (Half Hourly)**

11.7. Where a change of Metering Equipment Manager is initiated the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 11.7.1 | As required. | Send agent appointment. | Electricity Supplier | Gaining MEM[41] | D0155 Notification of Meter Operator or Data Collector Appointment and Terms[6971] | Electronic or other method, as agreed |
| 11.7.2 | If appointment rejected and within 5WD of 11.7.1 (or within 10WD for Supplier Serviced Metering Asset) | Reject agent appointment and restart process if required. | Gaining MEM | Electricity Supplier | D0261 Rejection of Agent Appointment including reason for rejection | Electronic or other method, as agreed |
| 11.7.3 | If appointment accepted and within 5WD of 11.7.1 (or within 10WD for Supplier Serviced Metering Assets). | Accept agent appointment. | Gaining MEM | Electricity Supplier | D0011 Agreement of Contractual Terms | Electronic or other method, as agreed |
| 11.7.4 | Within 5WDs of 11.7.3. | Send agent de-appointment. | Electricity Supplier | Losing MEM | D0151 Termination of Appointment or Contract by Supplier | Electronic or other method, as agreed |
| 11.7.5 | If de-appointment rejected and within 5WD of 11.7.4. | Reject agent de-appointment.<br><br>Note that rejection of de-appointment shall only | Losing MEM | Electricity Supplier | | Electronic or other method, as agreed |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | occur if the Losing MEM has a contract with the Consumer. | | | | |
| 11.7.6 | On appointment of Gaining MEM and between 5WD[7][20] and 10WD of 11.7.4. | Send notification of MEM appointment / de-appointment.<br><br>The D0302 to the HHDC is optional for Supplier Serviced Metering Asset. | Electricity Supplier | Gaining MEM<br><br>HHDC | D0148 Notification of Change to Other Parties.<br><br>D0302 Notification of Customer Details | Electronic or other method, as agreed |
| 11.7.7 | With 2 WD of 11.7.6. | Instruct Losing MEM to send Meter Technical Details to Gaining MEM. | Electricity Supplier | Losing MEM | D0170 Request for Metering System Related Details | Electronic or other method, as agreed |
| For HHDC Serviced Metering Assets | | | | | | |
| 11.7.8 | Within 5WD on 11.7.7. | Send Meter Technical Details. | Losing MEM[5][24] | Gaining MEM[55] | D0268 Half Hourly Meter Technical Details[56]<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | Electronic or other method, as agreed |
| 11.7.9 | Following 11.7.8. | Send commissioning | | | D0383 Notification of | Electronic or |

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|---|---|---|---|---|---|---|
| | | information. | Losing MEM | Gaining MEM | Commissioning information<br><br>D0384 Notification of Commissioning status[5~~7~~] | other method, as agreed |
| 11.7.10 | Within 5 WD of 11.7.8. | Send Meter Technical Details. | Gaining MEM | Electricity Supplier<br><br>HHDC<br><br>DNO | D0268 Half Hourly Meter Technical Details<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | Electronic or other method, as agreed |
| 11.7.11 | Following 11.7.10. | Send commissioning information. | Gaining MEM | Electricity Supplier | D0384 Notification of Commissioning status | Electronic or other method, as agreed |
| 11.7.12 | In accordance with the timescales in the Paragraph 20. | If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset. | Gaining MEM | HHDC | In accordance with Paragraph 20. | Electronic or other method, as agreed |
| For Supplier Serviced Metering Assets | | | | | | |
| 11.7.13 | Within 5 WDs of 11.7.7. | Send Meter Technical Details. | Losing | Gaining | D0149 Notification of | Electronic or other |

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|---|---|---|---|---|---|---|
| | | | MEM[542 731] | MEM[55] | Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details.<br><br>Electronic | method, as agreed |
| 11.7.14 | Within 5 WDs of 11.7.13. | Send Meter Technical Details. | Gaining MEM | Electricity Supplier<br><br>DNO | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details.<br><br>Electronic | Electronic or other method, as agreed |

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[69]~~71~~ A retrieval method of ‘S’ in the D0155 Market Message indicates that the Electricity Supplier will retrieve the HH Metered Data.

[70]~~2~~ This step could be completed in less than 5 WD if the Electricity Supplier knows a de-appointment is not going to be rejected.

[71]~~3~~ The abbreviation MOA is used for Supplier-Serviced Metering Assets, where the Metering Equipment Manager is fulfilling its functions in respect of a HH Metering Asset. The abbreviation HHMOA is used for those activities that apply to both HHDC-Serviced and Supplier-Serviced Metering Assets.

**Electricity MEM (Non Half Hourly)**

11.8. Where a change of Metering Equipment Manager is initiated the process below will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 11.8.1 | As required. | Send agent appointment. | Electricity Supplier | Gaining MEM | D0155 Notification of Meter Operator or Data Collector Appointment and Terms | Electronic or other method, as agreed |
| 11.8.2 | If appointment rejected and within 10 WD of 11.8.1. | Reject agent appointment and restart process if required. | Gaining MEM | Electricity Supplier | D0261 Rejection of Agent Appointment including reason for rejection | Electronic or other method, as agreed |
| 11.8.3 | If appointment accepted and within 10 WD of 11.8.1. | Accept agent appointment. | Gaining MEM | Electricity Supplier | D0011 Agreement of Contractual Terms | Electronic or other method, as agreed |
| 11.8.4 | Within 5WDs of 11.8.3. | Send agent de-appointment. | Electricity Supplier | Losing MEM | D0151 Termination of Appointment or Contract by Supplier | Electronic or other method, as agreed |
| 11.8.5 | If de-appointment rejected and within 5WD of 11.8.4. | Reject agent de-appointment.<br><br>Note that rejection of de-appointment shall only occur if the Losing MEM | Losing MEM | Electricity Supplier | | Electronic or other method, as agreed |

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| | | has a contract with the Consumer. | | | | |
| 11.8.6 | If de-appointment accepted and within 5 WDs of 11.8.4. | Send notification of de-appointment. | Losing MEM | MAP | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/ removed by the MOP to the MAP. | Electronic or other method, as agreed |
| 11.8.7 | Between 5 WD[702] and 10 WD of 11.8.4. | Send notification of MEM appointment / de-appointment. | Electricity Supplier | Gaining MEM<br><br>NHHDC | D0148 Notification of Change to Other Parties.<br><br>D0302 Notification of Customer Details | Electronic or other method, as agreed |
| 11.8.8 | With 2 WD of 11.8.7. | Instruct Losing MEM to send Meter Technical Details to Gaining MEM. | Electricity Supplier | Losing MEM | D0170 Request for Metering System Related Details | Electronic or other method, as agreed |
| 11.8.9 | Within 5WD on 11.8.8. | Send Meter Technical Details[58] [59] | Losing MEM[524] | Gaining MEM[55] | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details[762] [5961]. | Electronic or other method, as agreed |

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|---|---|---|---|---|---|---|
| | | | | | D0313 Auxiliary Meter Technical Details[267] | |
| 11.8.10 | Within 5 WDs of 11.8.9. | Send Meter Technical Details. | Gaining MEM | Supplier<br><br>NHHDC<br><br>DNO | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details.<br><br>D0313 Auxiliary Meter Technical Details[267] | Electronic or other method, as agreed |
| 11.8.11 | Within 5 WDs of 11.8.9. | Send notification of appointment. | Gaining MEM | MAP | D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP. | Electronic or other method, as agreed |

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[76][62] If Metering Technical Details are not received within 12 WD of new Metering Equipment Manager Appointment, Gaining Metering Equipment Manager to request the Losing Metering Equipment Manager to send MTDs using the D0170 Request for Metering System Related Details and report this to the Electricity Supplier.

## 12 Change of MEM with Metering Asset Exchange

12.1. This process covers the scenario where Metering Asset is exchanged as a result of a new Metering Equipment Manager Appointment.

12.2. As the process depicted is completed on an RMP by RMP basis, this process is fit for a low-volume change of Metering Equipment Manager. Bulk changes of Metering Equipment Manager will be dealt with on a case-by-case basis. For electricity bulk changes, the Electricity Supplier shall submit a bulk change of agent application to the BSC Panel in accordance with BSCP513. Once the bulk change of agent application has been approved by the BSC Panel the change of Metering Equipment Manager shall progress in accordance with this Schedule.

12.3. For gas Metering Equipment Manager Appointments, once the Gaining Metering Equipment Manager has accepted its Appointment, the Gas Supplier will de-appoint the Losing Metering Equipment Manager and pass the identity of the Gaining Metering Equipment Manager and the date on which the responsibility is to transfer to the Gaining Metering Equipment Manager. The Losing Metering Equipment Manager will transfer MAP Id within an unsolicited ONDET flow. Other Meter Technical Details are not required. This contrasts with Switch, where the transfer of information is triggered by the Gaining Metering Equipment Manager contacting the Losing Metering Equipment Manager using an ORDET flow.

12.4. This process assumes the Gas Supplier will be the Gas Act Owner and there is no Switch.

### Gas MEM

12.5. Where a change of Metering Equipment Manager is initiated the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 12.5.1 | If required[735]. | Send agent appointment. | Gas Supplier | Gaining MEM | ONAGE[746] | Email, IX, DTN |
| 12.5.2 | Where commercial arrangements are not in place and the Gaining MEM requires a meter exchange before accepting the appointment[757]. | Accept agent appointment. | Gaining MEM | Gas Supplier | RNAGE[768] | Email, IX, DTN |
| 12.5.3 | Following 12.5.2. | Agree Metering Asset exchange. | Gaining MEM | Gas Supplier | Discussion on why appointment was rejected | Not defined |
| 12.5.4 | Following agreement to exchange meter before MEM appointment. | Request Metering Asset exchange. | Gas Supplier | Gaining MEM | ORJOB | Email, IX, DTN |
| 12.5.5 | Within 2WDs of 12.5.4. | Respond to Metering Asset exchange request. | Gaining MEM | Gas Supplier | RRJOB[779] | Email, IX, DTN |
| 12.5.6 | Following 12.5.4. | Request Metering Asset exchange. | Gaining | Meter | Information contained within ORJOB | Not defined |

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|---|---|---|---|---|---|---|
| | | | MEM | Worker | | |
| 12.5.7 | 48hrs prior to Metering Asset exchange[5]. | Pre-notification of Metering Asset exchange. | Gaining MEM | Gas Supplier | ONJOB[6] | Email, IX, DTN |
| 12.5.8 | Within 2WDs of 12.5.7. | Respond to pre-notification of Metering Asset exchange. | Gas Supplier | Gaining MEM | RNJOB | Email, IX, DTN |
| 12.5.9 | At the time and date specified within the request in 12.5.6. | Carry out Metering Asset exchange. | Meter Worker | | Internal Process | N/A |
| 12.5.10 | Following Metering Asset exchange. | Notification of Metering Asset exchange. | Meter Worker | Gaining MEM | Information contained within ONJOB | Not defined |
| 12.5.11 | Within 48hrs of the Metering Asset exchange[8] | Notification of Metering Asset exchange[7~~8~~0]. | Gaining MEM | Gas Supplier | ONJOB[7~~8~~1] | Email, IX, DTN |
| 12.5.12 | Within 48hrs of the Metering Asset exchange. | Notification of Metering Asset exchange and MAP identity of installed Metering Asset. | MEM | CDSP | ONJOB | Secure File Transfer Protocol |

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|---|---|---|---|---|---|---|
| 12.5.13 | Within 2WDs of 12.5.11. | Respond to notification of Metering Asset exchange. | Gas Supplier | Gaining MEM | RNJOB | Email, IX, DTN |
| 12.5.14 | Within 2WDs of 12.5.12. | Respond to notification of Metering Asset exchange and MAP identity of installed Metering Asset. | CDSP | MEM | RNJOB[11] | Secure File Transfer Protocol |
| 12.5.15 | Following 12.5.11. | Notification of Metering Asset exchange. | Gas Supplier | Shipper | ONJOB | Not defined |
| 12.5.16 | Within 2WDs of 12.5.15. | Respond to notification of Metering Asset exchange. | Shipper | Gas Supplier | RNJOB | Not defined |
| 12.5.17 | Following 12.5.15. | Notification of Metering Asset exchange. | Shipper | CDSP | Defined in the UK Link Manual | IX |
| 12.5.18 | Within 2WDs of 12.5.17. | Respond to notification of Metering Asset exchange. | CDSP | Shipper | Defined in the UK Link Manual | IX |
| 12.5.19 | Following 12.5.11. | Send agent appointment. | Gas Supplier | Gaining MEM | ONAGE | Email, IX, DTN |

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|---|---|---|---|---|---|---|
| 12.5.20 | Within 2WDs of 12.5.19. | Accept agent appointment. | Gaining MEM | Gas Supplier | RNAGE | Email, IX, DTN |
| 12.5.21 | Following 12.5.20. | Send agent de-appointment. | Gas Supplier | Losing MEM | ONAGE | Email, IX, DTN |
| 12.5.22 | Within 2WDs of 12.5.21. | Accept agent de-appointment. | Losing MEM | Gas Supplier | RNAGE | Email, IX, DTN |
| 12.5.23 | Within 2WDs of 12.5.21. | Notification of MEM de-appointment. | Losing MEM | Old MAP | ONUPD | Email, IX, DTN |
| 12.5.24 | Within 2WDs of 12.5.23. | Respond to MEM de-appointment notification. | Old MAP | Losing MEM | RNUPD | Email, IX, DTN |
| 12.5.25 | Following 12.5.20[8~~20~~]. | Notification of agent appointment. | Gas Supplier | Shipper | ONUPD | Not defined |
| 12.5.26 | Within 2WDs of 12.5.25. | Respond to notification of agent appointment. | | Gas | RNUPD | Not defined |

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|---|---|---|---|---|---|---|
| | | | Shipper | Supplier | | |
| 12.5.27 | Following 12.5.25 and within 2WDs of the MEM Effective Date. | Receive and pass on notification of agent appointment. | Shipper | CDSP | Defined in the UK Link Manual | IX |
| 12.5.28 | Within 2WDs of 12.5.27. | Respond to agent appointment notification. | CDSP | Shipper | Defined in the UK Link Manual | IX |
| 12.5.29 | Within 2 WDs of 12.5.21. | Notification of MAP Id. | Losing MEM | Gaining MEM | ONDET[813] | Email, IX, DTN |
| 12.5.30 | Within 2WDs of 12.5.29. | Respond to notification of MAP Id. | Gaining MEM | Losing MEM | RNDET | Email, IX, DTN |
| 12.5.31 | Within 2WDs of 12.5.29. | Notification of Metering Asset removal[842]. | Gaining MEM | Old MAP | ONUPD[835] | Email, IX, DTN |
| 12.5.32 | Within 2WDs of 12.5.31. | Respond to Metering Asset removal notification. | Old MAP | Gaining MEM | RNUPD | Email, IX, DTN |
| 12.5.33 | Within 2WDs of 12.5.19. | Notification of Metering Asset installation and MEM | Gaining | New | ONUPD | Email, IX, DTN |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | appointment. | MEM | MAP | | |
| 12.5.34 | Within 2WDs 12.5.33. | Respond to Metering Asset installation and MEM appointment notification. | New MAP | Gaining MEM | RNUPD | Email, IX, DTN |

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[735] If the Gas Supplier is aware that the Gaining Metering Equipment Manager will need to carry out a meter exchange prior to Appointment, then it shall miss steps 12.5.1 to 12.5.3 and proceed directly to step 12.5.4.

[746] This includes the identity of the Losing Metering Equipment Manager.

[757] Where commercial arrangements are in place to enable transfer of the Metering Asset, then the Gaining Metering Equipment Manager may accept the agent appointment and follow the process in Paragraph 11.

[768] Where possible. the Gaining MEM shall flag within the RNAGE that they are rejecting the Appointment because a meter exchange is required, as they do not have commercial arrangements in place to transfer the Asset.

[779] The Gaining Metering Equipment Manager will make a commercial decision whether to accept the job prior to formal Appointment. Where the Gaining Metering Equipment Manager rejects the job then the RRJOB will state this and the process will end.

[78][80] Where, as part of the removal of Metering Assets at the metering installation, a meter has been disconnected and then re-connected, the Energy Supplier must be notified of whether the meter worker was an AMI.

[79][81] Changes to Metering Asset ownership, names, addresses and access instructions which are determined on site, are considered to be generic data inconsistency exceptions and will be passed on separate ONUPD records.

[802] The notification from Gas Supplier to Shipper must be provided to enable the Shipper notification to the CDSP within 2 WDs of the MAM Effective Date.

[813] As the meter has not been transferred the ONDET is only required to inform the Gaining Metering Equipment Manager of the MAP ID for the removed meter.

[824] The MAP ID shall be contained within the ONDET from the Losing Metering Equipment Manager to the Gaining Metering Equipment Manager which will enable the Gaining Metering Equipment Manager to send notification to the Meter Asset Provider.

[835] This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the gas Metering CoP.

**Electricity MEM**

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12.6. The electricity process is not currently documented.

## 13 Change of Meter Asset Provider

13.1. This process covers provision of updates to central systems where the Meter Asset Provider is amended.

### Gas MEM

13.2. The gas process is not currently documented.

### Electricity MEM

13.3. Where a change of Meter Asset Provider is progressed, the following process will be followed:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 13.3.1 | On receipt of a D0304 from a Meter Asset Provider.<br><br>As soon as possible and in any event within 5 WD of the effective date of the change. | Provide notification of change of MAP. | MEM | ERDA | D0304 Notification of Meter Asset Provider | Electronic or other method, as agreed |
| 13.3.2 | On receipt of data. | Perform validation checks.<br><br>If valid, proceed to 13.3.5. | ERDA | | Internal process | N/A |
| 13.3.3 | Upon unsuccessful validation. | Send notification of invalid MAP data. | ERDA | MEM | D0304 Notification of Meter Asset Provider | Electronic or other method, as agreed |
| 13.3.4 | Within 5WDs of 13.3.3. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0304.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall | MEM | ERDA | D0304 Notification of Meter Asset Provider | Electronic or other method, as agreed |

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|---|---|---|---|---|---|---|
| | | apply.<br><br>Proceed to 13.3.2. | | | | |
| 13.3.5 | Upon successful validation. | Update database. | ERDA | | Internal process. | N/A |
| 13.3.6 | Immediately following 13.3.5. | Send notification of MAP data acceptance. | ERDA | MEM | D0304 Notification of Meter Asset Provider | Electronic or other method, as agreed |

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## 14 Change of Gas Act Owner

14.1. The process to change a Gas Act Owner is defined within the Gas Act as the passing of ownership of duties to maintain the meter from one class of person to another, where a class of person is either a Gas Transporter, Gas Supplier or Consumer.

14.2. Where a Gas Supplier becomes aware of a change in the Gas Act Owner of the meter, it must inform the CDSP via the Shipper. Where the Gas Transporter becomes aware of such a change, it must inform the Gas Supplier, again via the Shipper.

14.3. The change of Gas Act Owner, where it is a coincident with a Switch, change of MEM, install and/or exchange activities are covered within the associated processes within this REC Schedule.

## 15 Change of Energisation Status (Electricity Only)

15.1. This process covers communications relating to the energisation of de-energisation of a HH Metering Asset.

15.2. The Metering Equipment Manager shall only energise a Metering Asset if requested to do so by its associated Electricity Supplier.

15.3. The Metering Equipment Manager shall, as soon as reasonably practicable, inform its associated Electricity Supplier, the associated Data Collector and the Distribution Network Operator of any change in the energisation status of any Metering Asset for which the Metering Equipment Manager has been Appointed.

15.4. A remotely disabled Smart Metering System or Advanced Meter should be treated as energised for the purposes of this Paragraph 15.

15.5. Energisation (Half Hourly)

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| If MEM Energises | | | | | | |
| 15.5.1 | As required | Send request to energise Metering Asset. | Electricity Supplier | MEM | D0134 Request to Change Energisation Status. | Electronic or other method, as agreed. |
| 15.5.2 | If request rejected and within 2 WD of<br><br>15.5.1 (or 5 WD for Supplier-Serviced Metering Assets). | Send notification of rejection including the reason why the request has been rejected. | MEM | Electricity Supplier | P0211 Site Visit Rejection. (Go to 12.2.1 if required) | Electronic or other method, as agreed. |
| 15.5.3 | On the date requested or agreed in 15.5.1. | Energise Metering Asset and note initial meter register reading. | MEM | | | Internal Process. |
| 15.5.4 | Within 5 WD of attempting to change energisation status (or within 10 WD for Supplier-Serviced Metering Assets)<br><br>Or following the MEM becoming aware of a discrepancy between the energisation status on site and that held by the Electricity Supplier / HHDC. | Send change of energisation status and the initial meter register reading. | MEM | Electricity Supplier / DNO<br><br>HHDC | D0139 Confirmation or Rejection of Energisation Status Change[845 856]. | Electronic or other method, as agreed. |
| If DNO Energises | | | | | | |

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|---|---|---|---|---|---|---|
| 15.5.5 | Within 5 WD of energising a Metering Asset. | Send change of energisation status and the initial meter register reading. | DNO | MEM /<br><br>Electricity Supplier | D0139 Confirmation or Rejection of Energisation Status Change[8~~46~~ 8~~57~~] | Electronic or other method, as agreed. |
| 15.5.6 | Within 5 WD of<br><br>15.5.5 (or 10 WD for Supplier-Serviced Metering Assets). | Send change of energisation status and, if requested, the initial meter register reading. | MEM | HHDC | D0139 Confirmation or Rejection of Energisation Status Change. | Electronic or other method, as agreed. |

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864If there is a failure to change the energisation status, the D0139 shall be sent only to the Electricity Supplier. If energisation status is changed but a meter register reading cannot be taken, the D0139 shall be sent to all of the above recipients and a D0002 'Fault Resolution Report or Request for Decision on Further Action' shall be sent to the HHDC.

857 If the date of the change of energisation status is unknown, a date can be instructed or agreed by the Electricity Supplier for inclusion in the D0139 flow. All other fields in this D0139 must be completed as normal. Such a D0139 flow shall not be sent unless the date for inclusion has been agreed by the Electricity Supplier. For guidance: The Electricity Supplier shall consider all available information (e.g. D0235 'Half hourly Aggregation Exception Report' flows, HHDC/MEM information) when determining the date that shall be recorded for the change in energisation status; communication regarding the instruction of a date shall be by email or another method, as agreed; an audit trail shall be retained.

### 15.6. De-energisation (Half Hourly)

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| If MEM De-energises | | | | | | |
| 15.6.1 | As required and at least 10 WD before 15.6.6[16]. | Send request to de-energise Metering Asset. | Electricity Supplier | MEM | D0134 Request to Change Energisation Status. | Electronic or other method, as agreed. |
| 15.6.2 | If request rejected and within 2 WD of<br><br>15.6.1 (or 5 WD for Supplier-Serviced Metering Assets). | Send notification of rejection including the reason why the request has been rejected. | MEM | Electricity Supplier | D0139 Confirmation or Rejection of Energisation Status Change.<br><br>D0221 Notification of Failure to Install or Energise Metering System | Electronic or other method, as agreed. |
| | | | | | P0211 Site Visit Rejection[868]. (Go to 12.3.1 if required) | |
| 15.6.3 | If request accepted and within 3 WD of<br><br>15.6.1 and before planned date for de-energisation. | Arrange with HHDC to collect final HH Metered Data.<br><br>For Supplier-Serviced Metering Assets, the Electricity Supplier, rather than the HHDC, will collect the HH Metered Data. Steps | MEM | HHDC | D0005 Instruction on Action. | Electronic or other method, as agreed. |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | 15.6.3 to 15.6.6 do not apply. | | | | |
| 15.6.4 | On date and time agreed in 15.6.3. | Collect final HH Metered Data. | HHDC | | | Internal Process. |
| 15.6.5 | Immediately following 15.6.4. | Confirm final HH Metered Data collection. | HHDC | MEM | The MEM will telephone the HHDC when it is on site.<br><br>Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM. | Telephone. |
| 15.6.6 | Immediately following 15.6.5. | Note final meter register reading, if available.<br><br>If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available.<br><br>De-energise Metering Asset. | MEM | | | Internal Process. |
| 15.6.7 | Within 5 WD of changing energisation status (or within 10 WD for | Send change of energisation status and final meter register | MEM | Electricity | D0139 Confirmation or Rejection of Energisation | Electronic or other method, as |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | Supplier-Serviced Metering Assets)<br><br>Or<br><br>Following the MEM becoming aware of a discrepancy between the energisation status on site and that held by the Electricity Supplier/HHDC. | reading, if available. | | Supplier<br><br>DNO<br><br>HHDC | Status Change[864] [857].<br><br>D0010 Meter Readings | agreed. |
| If DNO De-energises | | | | | | |
| 15.6.8 | As required and at least 10 WD before 15.6.14[879]. | Send request to de-energise Metering Asset. | Electricity Supplier | DNO | D0134 Request to Change Energisation Status. | Electronic or other method, as agreed. |
| 15.6.9 | If request rejected and within 2 WD of 15.6.8. | Send notification of rejection including the reason why the request has been rejected. | DNO | Electricity Supplier<br><br>MEM | D0139 Confirmation or Rejection of Energisation Status Change.<br><br>P0211 Site Visit Rejection[857](Go to 11.3.8 if required) | Electronic or other method, as agreed.<br><br>Manual |
| 15.6.10 | If request accepted and within 2 WD of request to de- energise Metering Asset. | Agree date and time for de-energisation. | DNO | MEM | De-energisation details. | Telephone or other method, as agreed. |

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| | | | | | | |
|---|---|---|---|---|---|---|
| 15.6.11 | Within 2 WD of<br><br>15.6.10 and before planned date for de-energisation. | Arrange with HHDC to collect final HH Metered Data. | MEM | HHDC | D0005 Instruction on Action. | Electronic or other method, as agreed. |
| 15.6.12 | On date and time agreed in 15.6.10. | Collect final HH Metered Data. | HHDC | | | Internal Process. |
| 15.6.13 | Immediately following 15.6.12. | Confirm final HH Metered Data collection. | HHDC | DNO (or MEM if appropriate) | The DNO or MEM will telephone the HHDC when it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM or DNO, as appropriate. | Telephone or other method, as agreed. |
| 15.6.14 | On the date requested or agreed in 15.6.8; or as required (for example, as a result of an emergency). | Note final meter register reading, if available.<br><br>de-energise Metering Asset. | DNO | | | Internal Process. |
| 15.6.15 | Within 5 WD of 15.6.14. | Send change of energisation status and final meter register reading, if available. | DNO | Electricity Supplier / MEM | D0139 Confirmation or Rejection of Energisation Status Change[853]. | Electronic or other method, as agreed. |
| 15.6.16 | Within 5 WD of 15.6.15. | Send change of energisation status and, | | | D0139 Confirmation or Rejection of Energisation | Electronic or other |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | if requested, final meter register reading, if available. | MEM | HHDC | Status Change.<br><br>D0010 Meter Readings. | method, as agreed. |
| 15.6.17 | If required and no valid meter register reading received within 10 WDs of notification of change to energisation status. | Request final meter register reading | HHDC | MEM<br><br>Electricity Supplier | D0010 Meter Readings | Electronic or other method, as agreed |
| 15.6.18 | Within 10 WD of 15.6.17. | Send final meter register reading. | MEM,<br><br>Electricity Supplier | HHDC | | Electronic or other method, as agreed |

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[868] The use of this data flow is optional.

[879] This step could be completed in shorter timescales where the Electricity Supplier and Metering Equipment Manager/Distribution Network Operator, as applicable, have reached mutual agreement.

### 15.7. Energisation (Non Half Hourly)

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| If MEM Energises | | | | | | |
| 15.7.1 | As required and at least 10WDs[16] before 15.7.3. | Send request to energise Metering Asset. | Electricity Supplier | MEM | **Credit Meter**<br><br>D0134 Request to Change Energisation Status.<br><br>**Prepayment Meter**<br><br>D0180 Request to Energy / De-Energise / Shut Down Prepayment Meter | Electronic or other method, as agreed. |
| 15.7.2 | If request rejected and within 5 WD of15.7.1. | Send notification of rejection including the reason why the request has been rejected. | MEM | Electricity Supplier | P0211 Site Visit Rejection. (Go to 12.4.1 if required) | Electronic or other method, as agreed. |
| 15.7.3 | On the date requested or agreed in 15.7.1. | Energise Metering Asset and note initial meter register reading. | MEM | | | Internal Process. |
| 15.7.4 | Within 10 WD of attempting to change energisation status. | Send change of energisation status. | MEM | Electricity Supplier / | **Credit Meter**<br><br>D0139 Confirmation or Rejection of Energisation | Electronic or other method, as agreed. |

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| | | | | DNO<br><br>NHHDC | Status Change[846].<br><br>**Prepayment Meter**<br><br>D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter | |
| 15.7.5 | Within 10 WD of attempting to change energisation status. | Send associated meter register readings. | MEM | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed. |
| 15.7.6 | If required and no valid meter register reading received within 10 WD of notification of change to energisation status | Request initial meter register reading. | NHHDC | MEM /<br><br>Electricity Supplier | | Post / fax / email |
| 15.7.7 | Within 10 WDs of 15.7.6. | Send initial meter register reading. | MEM /<br><br>Electricity Supplier | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed. |
| If DNO Energises | | | | | | |
| 15.7.8 | Within 10 WD of receiving change of energisation status and meter register reading, if | Send change of energisation status and the initial meter | | | **Credit Meter**<br><br>D0139 Confirmation or | Electronic or other method, as agreed. |

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| | available from DNO. | register reading. | MEM | NHHDC<br><br>Electricity Supplier | Rejection of Energisation Status Change.<br><br>**Prepayment Meter**<br><br>D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter | |
| 15.7.9 | Within 10 WD of receiving change of energisation status and meter register reading, if available from DNO. | Send the initial meter register reading. | MEM | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed. |

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15.8. De-energisation (Non Half Hourly)[90]

[88][90] A remotely disabled Smart Meter or Advanced Meter shall be treated as energised for the purposes of this paragraph.

| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| If MEM De-energises | | | | | | |
| 15.8.1 | As required and at least 10 WD[15] before 15.8.3. | Send request to de-energise Metering Assets. | Electricity Supplier | MEM | **Credit Meter**<br><br>D0134 Request to Change Energisation Status.<br><br>**Prepayment Meter**<br><br>D0180 Request to Energy / De-Energise / Shut Down Prepayment Meter | Electronic or other method, as agreed. |
| 15.8.2 | If request rejected and within 5 WD of 15.8.1. | Send notification of rejection including the reason why the request has been rejected.<br><br>Proceed to 15.8.1 if required. | MEM | Electricity Supplier | **Credit Meter**<br><br>D0139 Confirmation or Rejection of Energisation Status Change<br><br>D0221 Notification of Failure to Install or Energise Metering System<br><br>P0211 Site Visit | Electronic or other method, as agreed. |

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| | | | | | Rejection[87]<br><br>**Prepayment Meter**<br><br>D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter | |
| 15.8.3 | On date requested or agreed in 15.8.1. | Note final meter register reading, if available, and de-energise Metering Asset. | MEM | | Internal Process | N/A |
| 15.8.4 | Within 10 WD of attempting to change energisation status. | Send change of energisation status. | MEM | Electricity Supplier<br><br>DNO | **Credit Meter**<br><br>D0139 Confirmation or Rejection of Energisation Status Change[835].<br><br>**Prepayment Meter**<br><br>D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter | Electronic or other method, as greed.. |

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| 15.8.5 | Within 10 WD of attempting to change energisation status. | Send the final meter register reading, if available. | MEM | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed. |
| 15.8.6 | If required and no valid meter register reading received within 10 WD of notification of change to energisation status. | Request final meter register reading. | NHHDC | MEM<br><br>Electricity Supplier | | Electronic or other method, as agreed. |
| 15.8.7 | Within 10 WDs of 15.8.6. | Send final meter register reading. | MEM /<br><br>Electricity Supplier | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed. |
| If DNO De-energises | | | | | | |
| 15.8.8 | As required and at least 10 WD[88] before 15.8.10. | Send request to de-energise Metering Asset. | Electricity Supplier | DNO | **Credit Meter**<br><br>D0134 Request to Change Energisation Status.<br><br>**Prepayment Meter**<br><br>D0180 Request to Energy / De-Energise / | Electronic or other method, as agreed. |

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|---|---|---|---|---|---|---|
| | | | | | Shut Down Prepayment Meter | |
| 15.8.9 | If request rejected and within 5 WD of 15.8.8. | Send notification of rejection including the reason why the request has been rejected.<br><br>Proceed to 15.8.8 if required. | DNO | Electricity Supplier<br><br>MEM | **Credit Meter**<br><br>D0139 Confirmation or Rejection of Energisation Status Change.<br><br>P0211 Site Visit Rejection[857]<br><br>**Prepayment Meter**<br><br>D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter | Electronic or other method, as agreed. |
| 15.8.10 | On the date requested or agreed in 15.8.8, or as required (for example, as a result of an emergency). | Note final meter register reading, if available.<br><br>De-energise the Metering Asset. | DNO | | Internal Process | N/A |
| 15.8.11 | Within 5 WDs of 15.8.10. | Send change of energisation status and | | | **Credit Meter** | Electronic or other method, |

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|---|---|---|---|---|---|---|
| | | final meter register reading, if available. | DNO | MEM | D0139 Confirmation or Rejection of Energisation Status Change[853].<br><br>**Prepayment Meter**<br><br>D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter | as agreed. |
| 15.8.12 | Within 10 WDs of 15.8.11. | Send change of energisation status. | MEM | NHHDC<br><br>Electricity Supplier | **Credit Meter**<br><br>D0139 Confirmation or Rejection of Energisation Status Change.<br><br>**Prepayment Meter**<br><br>D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter | Electronic or other method, as agreed. |
| 15.8.13 | Within 10 WDs of 15.8.11. | Send final meter register reading, if available[8890]. | MEM | NHHDC | D0010 Meter Readings | Electronic or other method, |

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|---|---|---|---|---|---|---|
| | | | | | | as agreed. |
| 15.8.14 | If required and no valid meter register reading received within 10 WD of notification of change to energisation status. | Request final meter register reading. | NHHDC | Electricity Supplier / MEM | | Post / Fax / Email |
| 15.8.15 | Within 10 WD of 15.8.14. | Send final meter register reading. | MEM / Electricity Supplier | NHHDC | D0010 Meter Readings. | Electronic or other method, as agreed. |

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8991 If Distribution Network Operator has not provided the final meter register reading, the Metering Equipment Manager can retrieve this from the meter when it retrieves the meter. If the Distribution Network Operator removed the meter, the Metering Equipment Manager must ensure that it has the final meter register reading and provided this to the NHHDC before disposing of or re-using the meter.

## 16 Change of Feeder Status (Electricity Only)

16.1. This process covers communications relating to the energisation of de-energisation of a feeder.

16.2. In the event that a summation current transformer is being utilised to aggregate two or more feeders onto one Meter Id (Serial No), then the feeder status shall be populated as 'Active' if any one of the feeders is energised.

16.3. This process shall only be used for multi feeder sites. Where a single feeder is to be energised or de-energised, the processes in Paragraph 15 shall be used.

16.4. Energise Feeder (Half Hourly)

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 16.4.1 | As required. | Send request to change feeder status. | Electricity Supplier | MEM[902] | **Credit Meter**<br><br>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.<br><br>**Prepayment Meter**<br><br>D0194 for key meters<br><br>D0216 for token meters | Electronic or other method, as agreed. |
| 16.4.2 | If request rejected and within 2 WD of 16.4.1. | Send notification of rejection including the reason why the request has been rejected. | MEM | Electricity Supplier | P0211 Site Visit Rejection.<br><br>(Go to 13.3.1 if required) | Electronic or other method, as agreed. |
| 16.4.3 | On the date requested or agreed in 16.4.1 or as the MEM sees necessary. | Change feeder status.<br><br>Note meter register reading. | MEM | | Internal Process | N/A |

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|---|---|---|---|---|---|---|
| 16.4.4 | Within 5 WD of changing feeder status. | If requested, send meter register reading.<br><br>Send Meter Technical Details. | MEM | HHDC<br><br>Electricity Supplier<br><br>HHDC<br><br>DNO | D0010 Meter Readings.<br><br>D0268 Half Hourly Meter Technical Details.<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | Electronic or other method, as agreed. |
| 16.4.5 | In accordance with Paragraph 20. | Prove Metering Asset if feeder has been energised for the first time. | MEM | HHDC | Refer to Paragraph 20. | Electronic or other method, as agreed. |

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[902] The DNO may perform this role.

16.5. De-energise Feeder (Half Hourly)

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 16.5.1 | As required. | Send request to change feeder status. | Electricity Supplier | MEM[91] | D0142 Request for Installation or Change to a Metering System Functionality or the Removal of All Meters. | Electronic or other method, as agreed. |
| 16.5.2 | If request rejected and within 2 WD of 16.5.1. | Send notification of rejection including the reason why the request has been rejected. | MEM | Electricity Supplier | P0211 Site Visit Rejection.<br><br>(Go to 13.4. 1 if required) | Electronic or other method, as agreed. |
| 16.5.3 | If request accepted and within 3 WD of request and before data collection date or as the MEM sees necessary. | Arrange with HHDC to collect HH Metered Data. | MEM | HHDC. | D0005 Instruction on Action. | Electronic or other method, as agreed. |
| 16.5.4 | On date and time agreed in 16.5.3. | Collect Half Hourly Metered Data. | HHDC | | Internal Process | N/A |
| 16.5.5 | Immediately following 16.5.4. | Confirm Half Hourly Metered Data collection. | HHDC | MEM | The MEM will telephone the HHDC when the MEM is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM. | Telephone |
| 16.5.6 | Immediately following | Note meter register | MEM | | Internal Process | N/A |

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| | 16.5.5. | reading, if available.<br><br>If Half Hourly Metered Data was not uploaded by the HHDC, download Half Hourly Metered Data, if available.<br><br>Change feeder status. | | | | |
| 16.5.7 | Within 5 WD of changing feeder status. | If requested, send meter register reading or notification that meter register reading not obtainable. | MEM | HHDC | D0010 Meter Readings | Electronic or other method, as agreed. |
| 16.5.8 | Within 5 WD of changing feeder status. | Send Meter Technical Details. | MEM[535] | Electricity Supplier<br><br>DNO<br><br>HHDC | D0268 Half Hourly Meter Technical Details[5355]<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | Electronic or other method, as agreed. |

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## 17 Change of Data Collector (Electricity Only)[93]

[931] This process shall also apply to a concurrent Switch and change of HHDC. In this circumstance, the Electricity Supplier referred to is the Gaining Supplier.

17.1. The process for change of Data Collector is set out within the BSC. Where a change of Data Collector occurs, the Appointed MEM will receive details of the new Data Collector from the Electricity Supplier and will provide Meter Technical Details to the new Data Collector in accordance with the BSCP502.

## 18 Fault Resolution (Electricity Only)

18.1. Upon the Metering Equipment Manager being notified by any person or discovering that any Metering Asset for which the Metering Equipment Manager is responsible is potentially recording incorrect data, the Metering Equipment Manager shall investigate and rectify the problem and notify its associated Electricity Supplier and its Appointed Data Collector of the nature of the fault and the date and time at which it was rectified.

18.2. The Metering Equipment Manager shall report Metering Asset faults to its associated Electricity Supplier and its Appointed Data Collector and advise the Appointed Data Collector as to the period covered by the fault and, for half hourly meters, as to how to estimate half hourly consumption correctly.

18.3. The Metering Equipment Manager shall separately identify Metering Asset faults affecting data quality and those not affecting data quality and shall record the date on which each fault was reported and the date on which each fault was cleared. For this purpose, a fault affecting data quality shall be treated as cleared when the relevant Metering Asset once again records in compliance with the relevant BSC Code of Practice.

**Half Hourly**

18.4. The process for HH Metering Assets is as follows:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 18.4.1 | As appropriate. | Send request to investigate Metering Asset. | Any Participant[924] | Electricity MEM | Details of fault. | Electronic or other method, as agreed |
| 18.4.2 | Within 2 WD of 18.4.1 or as required. | Send request to investigate Metering Asset. | Electricity Supplier /<br><br>HHDC | MEM | D0001 Request Metering System Investigation. | Electronic or other method, as agreed |
| 18.4.3 | Within 5 WD of receipt of D0001. | Investigate Metering Asset. Attempt to resolve fault.<br><br>If the resolution involves a site visit take a meter register reading following resolution of the fault.<br><br>If fault resolved within 5 WD of receipt of D0001 go to 18.3.10. | MEM | | Internal Process | |
| 18.4.4 | If fault remains unresolved 5 WD | Send notification that the fault cannot be resolved within 5WD, | | HHDC or | D0005 Instruction on | Electronic or other |

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| | after receipt of D0001. | and send a corresponding fault resolution plan (if required) detailing the actions that need to be taken to resolve the fault and the proposed timescales or update on proposed next steps. Request decision on further action if appropriate. | MEM[95] | Electricity Supplier, as appropriate. | Action[946].<br><br>Or equivalent communication, by other means, with the Supplier.<br><br>Fault resolution plan (if required). | method, as agreed. |
| 18.4.5 | As soon as possible after 18.4.4, if appropriate | Send decision on further action. | HHDC or Electricity Supplier as appropriate. | MEM | D0005 Instruction on Action.<br><br>Or equivalent communication, by other means, with the Electricity Supplier. | Electronic or other method, as agreed |
| 18.4.6 | Following 18.4.4 or 18.4.5, if appropriate. | Attempt to resolve fault.<br><br>If fault resolved within 15 WD of receipt of D0001 go to 18.3 10. | MEM | | Internal process | |
| 18.4.7 | If fault remains unresolved within 15 WD of | Notify that the fault remains unresolved. | | | D0005 Instruction on Action. | Electronic or other method, as |

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| | receipt of D0001. | | MEM | HHDC or<br><br>Electricity Supplier | Or equivalent communication, by other means, with the Electricity Supplier. | agreed |
| 18.4.8 | As soon as possible following 18.4.7. | Progress resolution of outstanding fault. | MEM | | As appropriate: D0005 Instruction on Action or Fault resolution plan | Internal Process |
| 18.4.9 | If and when appropriate following 18.4.8. | Consult and / or update HHDC, or Electricity Supplier as appropriate, regarding investigation on regular basis (as agreed) until fault resolved. | MEM | HHDC or<br><br>Electricity Supplier | D0005 Instruction on Action.<br><br>Or equivalent communication, by other means, with the Electricity Supplier. | Electronic or other method, as agreed |
| 18.4.10 | Within 5WD of resolving fault. | Send fault resolution report and undertake any steps in the process in Paragraph 18 which may be appropriate. | MEM | HHDC or<br><br>Electricity Supplier | D0002 Fault Resolution Report or Request for Decision on Further Action. | Electronic or other method, as agreed |
| 18.4.11 | If appropriate, within 5 WD of 18.4.10. | Report resolution of fault. | Electricity | Relevant | As appropriate:<br><br>D0002 Fault Resolution Report or Request for | Electronic or other method, as agreed |

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| | | | Supplier[97] | Participant | Decision on Further Action.<br><br>Details of resolution | |
| For HHDC Serviced Metering Assets | | | | | | |
| 18.4.12 | If appropriate, at the same time as 18.4.10. | Send Meter Technical Details, if changed or corrected. | MEM | Electricity Supplier<br><br>HHDC<br><br>DNO | D0268 Half Hourly Meter Technical Details<br><br>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2 and 3). | Electronic or other method, as agreed |
| 18.4.13 | If appropriate, within 10 WD of resolving fault. | Send relevant Metering Asset information changes | MEM | ERDA | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed |
| 18.4.14 | Immediately, following 18.4.13 or 18.4.15. | Perform validation checks and send response.<br><br>If response is accepted, proceed to 18.4.16, otherwise proceed to 18.4.15. | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed |

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| 18.4.15 | Within 5 WD of 18.4.14. | Where the rejection is of a type the MEM can resolve, send a corrected D0312.<br><br>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 18.4.13. | MEM | ERDA | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed |
| 18.4.16 | In accordance with the timescales in Paragraph 20. | If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset. | MEM | HHDC | In accordance with Paragraph 20. | Electronic or other method, as agreed |
| For Supplier Serviced Metering Assets | | | | | | |
| 18.4.17 | If Electricity Supplier reconfigures the Time of Use registers following a fault. | Send Smart Metering System configuration details.<br><br>If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), the Electricity Supplier will notify a single rate | Electricity Supplier | MEM | D0367 Smart Meter Configuration Details<br><br>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM). | Electronic or other method, as agreed |

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| | | Standard Settlement Configuration. | | | | |
| 18.4.18 | Within 10 WDs of 18.4.17. | Send Meter Technical Details. | MEM | Electricity Supplier<br><br>DNO | D0149 Notification of Mapping Details.<br><br>D0150 Non Half-hourly Meter Technical Details.<br><br>Electronic | Electronic or other method, as agreed |
| 18.4.19 | If appropriate, within 10 WD of resolving fault. | Send the relevant Metering Asset information changes. | MEM | ERDA | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed |
| 18.4.20 | Immediately following 18.4.19 or 18.4.21. | Perform validation checks and send response.<br><br>If response is accepted, end process, otherwise proceed to 18.4.21 | ERDA | MEM<br><br>Electricity Supplier | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed |
| 18.4.21 | Within 5 WDs of 18.4.20. | When the rejection is of a type the MEM can resolve without involving industry parties, send a corrected D0312. | MEM | ERDA | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed |

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| | | If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply.<br><br>Proceed to 18.4.20. | | | | |

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924 Any participant other than the HHDC wishing to request that the MEM carries out a Metering System investigation shall do so via the Electricity Supplier. The D0001 'Request Metering System Investigation' can be used to notify the Electricity Supplier of the fault if appropriate.

935 The Metering Equipment Manager shall contact and liaise with the Electricity Supplier if appropriate

946 The D0005 'Instruction on Action' shall always be sent containing the high level points so that an audit trail can be maintained. For complex cases where the D0005 is not sufficient, or where requested by the HHDC, further details can be given in the fault resolution plan. In these instances the sending of the fault resolution plan shall be referred to in the D0005. Any other correspondence between the Electricity Supplier, Metering Equipment Manager and HHDC which is required to resolve the fault shall be sent in a format and by a method agreed by those participants involved.

957 Where the Metering Asset investigation was requested by a participant other than the HHDC, the Electricity Supplier shall send the relevant participant the fault resolution report within 5 WD of receiving the D0002 'Fault Resolution Report or Request for Decision on Further Action'. The Electricity Supplier shall use the D0002 for this notification where the participant initially notified the Electricity Supplier of the inconsistency via the D0001 'Request Metering System Investigation'.

**Non Half Hourly**

18.5. Where a new installation of a meter intending to be remotely read occurs but the communications are not operating initially, the Meter Type should be set to 'N', and the D0149/D0150 sent. When the communications are installed and operational on the Metering Asset, the Meter Type should be changed to RCAMR, RCAMY, or NCAMR, and the D0149/D0150 and D0313 sent.

18.6. Where an existing installation of a meter of type RCAMR, RCAMY, or NCAMR suffers a communications failure then if the failure is transient, the meter type remains unchanged and the problem resolved through the fault resolution process.

18.7. Where it is determined that communications have failed and they will not be replaced, or have been completely removed, then the Meter Type should be changed to N and the D0149/D0150 (without D0313) should be sent. The change of

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Meter Type and absence of D0313 will alert the recipient of the change of meter reading capability of that Metering Asset.

18.8. The process for Non Half Hourly Metering Assets is as follows:

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| Ref | When | Action | From | To | Information Required | Method |
|---|---|---|---|---|---|---|
| 18.8.1 | As appropriate. | Send request to investigate Metering Asset. | Any Participant | Electricity Supplier | | Electronic or other method, as agreed |
| 18.8.2 | Within 2 WD of 18.8.1 or as the Electricity Supplier or NHHDC sees necessary. | Receive notification of inconsistencies, invalid data, faulty metering, invalid Meter Technical Details, or request to investigate suspect metering.<br><br>Or receive action following decision in 18.8.6. | Electricity Supplier /<br><br>NHHDC | MEM | D0001 Request Metering System Investigation, or<br><br>D0005 Instruction on Action | Electronic or other method, as agreed |
| 18.8.3 | Within 5 WD of receipt 18.8.2 or as the MEM sees necessary[968] | Investigate Metering Asset. Attempt to resolve fault.<br><br>If the resolution involves a site visit take a meter register reading following resolution. | MEM | | Internal Process | |
| 18.8.4 | If unable to resolve the problem within 5 WD after receipt | Send request for decision on further action if appropriate. | MEM | Electricity | D0002 Fault Resolution Report or Request for Decision on Further | Electronic or other method, as |

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| | of 18.8.2 | | | Supplier | Action | agreed. |
| 18.8.5 | As soon as possible after 18.8.4. | Determine appropriate further action or trigger another relevant process, for example, de-energise a Metering Asset, removal of a Metering Asset or reconfigure or replace Metering Asset (No Change of Measurement Class). | Electricity Supplier | | Internal Process | |
| 18.8.6 | Immediately following 18.8.5. | Send decision on further action. | Electricity Supplier | MEM | D0005 Instruction on Action. | Electronic or other method, as agreed |
| 18.8.7 | Within 5 WD of resolving problem. | Send resolution of problem report. | MEM | NHHDC or<br><br>Electricity Supplier[979] | D0002 Fault Resolution Report or Request for Decision on Further Action<br><br>D0010 Metering Readings (in the resolution involved a site visit). | Electronic or other method, as agreed |
| 18.8.8 | Within 10WD of resolving problem. | Send Meter Technical Details if appropriate. | MEM | Electricity | D0149 Notification of Mapping Details | Internal Process |

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| | | | | Supplier<br><br>NHHDC or<br><br>DNO | D0150 Non Half-hourly Meter Technical Details | |
| 18.8.9 | At the same time as 18.8.8. | Send Meter Technical Details if appropriate. | MEM | Electricity Supplier<br><br>NHHDC or | D0313 Auxiliary Meter Technical Details[267] | Electronic or other method, as agreed |
| 18.8.10 | At the same time as 18.8.8. | Notify MAP of corrections if required. | MEM | MAP | D0303 Notification of Meter Operators, Supplier and Metering Assets installed / removed by the MOP to the MAP | Electronic or other method, as agreed |
| 18.8.11 | If appropriate, within 10WD of resolving problem. | Send the relevant meter information changes. | MEM | ERDA | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed |
| 18.8.12 | Immediately following 18.8.11 | Perform validation checks and send response. | ERDA | MEM<br><br>Electricity | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | If response accepted proceed to 18.8.14, otherwise proceed to 18.8.13. | | Supplier | | |
| 18.8.13 | Within 5WDs of 18.8.12. | Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312.<br><br>If the MEM needs to involve other parties to resolve the issue, then reasonable endeavours shall apply.<br><br>Proceed to 18.8.11. | MEM | ERDA | D0312 Notification of Meter Information to MPAS | Electronic or other method, as agreed |
| 18.8.14 | If required and no valid initial meter register reading received 5WDs after problem rectified. | Request initial meter register reading. | NHHDC | MEM<br><br>Electricity Supplier | | Post, fax, email |
| 18.8.15 | Within 10 WD of 18.8.14. | Send initial meter register reading. | MEM<br><br>Electricity | NHHDC | D0010 Meter Readings | Electronic or other method, as agreed |

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| | | | | | | |
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| | | | Supplier | | | |

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[968]Where the MEM has a contract with the Consumer, this must be taken into account when determining whether it is appropriate for the MEM to investigate inconsistencies.

[979] Where the Metering System investigation was requested by another Participant via the Electricity Supplier, the Electricity Supplier shall send the relevant Participant the resolution of problem report.

## 19 Change of Measurement Class (Electricity Only)

19.1. The process for change of Measurement Class comprises of Appointment and de-appointment of the relevant Metering Equipment Managers, alongside installation or re-configuration of a Metering Asset with Half Hourly or Non Half Hourly functionality as applicable.

19.2. The Electricity Supplier should make all agents aware of the planned change of Measurement Class in advance of the formal Appointment and de- appointment processes. This is to ensure that the Appointment and de-appointment dates align with the date of the site visit, where such a visit is required[100].

[98100] The actual Appointment and de-appointment interactions between the Electricity Supplier and Metering Equipment Manager can be concluded after the Change of Measurement Class, provided they are backdated to align with the relevant dates.

19.3. The Electricity Supplier will Appoint the Gaining Metering Equipment Manager with effect from the planned date of the change of Measurement Class. The Electricity Supplier will send a further Appointment flow after the change of Measurement Class with the actual Appointment date, where different.

19.4. After acceptance of the Gaining Metering Equipment Manager Appointment the Electricity Supplier will de-appoint the Losing Metering Equipment Manager. To avoid having to send a second notification if the change of Measurement Class doesn't take place on the planned date, the Electricity Supplier may delay a formal notification until the change of Measurement Class date is firm or the change of Measurement Class has taken place.

## 20 Proving Tests (Electricity Only)

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20.1. Other than Metering Assets where Half Hourly data is sourced by the Electricity Supplier from a meter compliant with the Smart Metering Equipment Technical Specifications (SMETS), the Metering Equipment Manager shall carry out a Proving Test / re-test for each instance of Half Hourly Metering Asset, that it is responsible for, in accordance with and in the circumstances described in this Paragraph 20.

20.2. A Proving Test is required where any, or all of the following key fields are changed whilst a Metering Asset is energised. A Proving Test shall be initiated as soon as that Metering Asset becomes energised and completed in the timescales set out Paragraph 15.5.

a) outstation Id;

b) Meter Id (serial number);

c) outstation number of channels;

d) Measurement Quantity Id;

e) Meter multiplier;

f) pulse multiplier;

g) CT and / or VT Ratios; and

h) access to Metering Asset at password level 3[101].

~~99~~[101] Where access to the Metering Asset at password level 3 has changed only the schedule for automated data transfer, a Proving Test will not be required.

20.3. A Proving Test is required where:

a) the Metering Asset is for a Complex Site ; or

b) the Metering Asset has a separate outstation; or

c) the Metering Asset has an integral outstation which can have a pulse multiple other than 1, as identified in the compliance and protocol approval list.

20.4. A Proving Test shall be carried out on both main and check Meterings Assets

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and shall be carried out in any of the following circumstances:

a) as a result of new connection or transfers from CMRS to ERDS in accordance with BSCP68;

b) following a change of HHDC Appointment but only in the event that the Meter Technical Details were manually intervened[102];

[102] 'Manually intervened (with regard to Proving Tests)' means that Meter Technical Details have been entered, re- entered or changed in a software system manually i.e. the data has not been automatically entered into systems via receipt of a Market Message.

c) following a change of Metering Equipment Manager Appointment but only in the event that the Meter Technical Details were manually intervened;

d) following a concurrent Switch and change of HHDC but only in the event that the Meter Technical Details were manually intervened;

e) when a Metering Asset is reconfigured / replaced;

f) following a change of Measurement Class from NHH to HH;

g) when there is a key field change (refer to Paragraph 20.1);

h) where there has been a key field change (refer to Paragraph 20.1) whilst a site has been de-energised and the Metering Asset becomes energised;

i) whenever a shared Metering Asset arrangement is carried out in accordance with the BSC;

j) where a feeder is energised for the first time; or

k) where a Complex Site is created, modified or removed, or where one of the above changes impacts on a Metering Asset which is part of a Complex Site.

20.5. The Metering Equipment Manager shall decide from methods 1 to 4 which method of Proving Test is appropriate in conjunction with the HHDC. A Complex Site shall always be proved using the Complex Site Validation Test.

20.6. Complex Sites shall be proven in the same way as non Complex Sites except the Metering Equipment Manager shall use the aggregated data provided by the Metering Asset for comparison. If the standard Proving Test fails, the Metering

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Equipment Manager and HHDC shall consider whether the site shall be classified as a Complex Site.

## Proving Test Method 1

20.7. Where a Proving Test is initiated using method 1, the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 20.7.1 | When instructed by the Electricity Supplier, | Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4; record Meter Technical Details and note the HH Metered Data to cover a specific Settlement Period while on site. | MEM | | Internal Process | |
| 20.7.2 | Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed. | If appropriate send request for Proving Test (indicating which Settlement Periods to be collected) or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details. | MEM | HHDC | D0005 Instruction on Action.<br><br>D0268 Half Hourly Meter Technical Details. | Electronic or other method, as agreed. |
| 20.7.3 | Following 20.7.2. | Read meter for the same HH Settlement Period as requested by the MEM using either a hand-held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero value). | HHDC | | Internal Process<br><br>As a minimum the HHDC shall collect the data required by the MEM, but may also collect | |

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| | | | | | and send more data than requested. | |
| 20.7.4 | Following 20.7.3. | Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested[10~~13~~].<br><br>If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data. | HHDC | HHMOA | D0001 Request Metering System Investigation.<br><br>D0003 Half Hourly Advances. | Electronic or other method, as agreed. |
| 20.7.5 | Following 20.7.4. | If data received from HHDC, proceed to 19.11 to undertake a comparison and issue the results.<br><br>If data not received from HHDC, proceed to 19.7.2 to undertake a re-test or use an alternative Proving Test method. | MEM | | Internal Process | |

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10~~13~~ The HHDC shall use all reasonable endeavours to collect the data for the Settlement Period requested.

**Proving Test Method 2**

20.8. Where a Proving Test is initiated using method 2, the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 20.8.1 | When instructed by the Electricity Supplier. | Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4; and record Meter Technical Details while on site. | MEM | | Internal Process | |
| 20.8.2 | Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed. | Agree date and time for Proving Test with HHDC, or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details | MEM | HHDC | D0005 Instruction on Action.<br><br>D0268 Half Hourly Meter Technical Details. | Electronic or other method, as agreed. |
| 20.8.3 | Following 20.8.2. | Visit site a second time and note HH Metered Data to cover a specific Settlement Period. | MEM | | Internal Process | |
| 20.8.4 | Following 20.7.3. | Read meter for the same HH Settlement Period as agreed with the MEM using either a hand-held unit or via remote interrogation as appropriate (ensuring that data for the Settlement Period collected does not contain a zero value). | HHDC | | Internal Process<br><br>As a minimum the HHDC shall collect the data required by the MEM, but may | |

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| | | If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data. | | | also collect<br><br>and send more data than requested. | |
| 20.8.5 | Following 20.8.4. | Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested.<br><br>If unable to collect HH Metered Data for Settlement Period requested, send alternative Settlement Period HH Metered Data. | HHDC | MEM | D0001 Request Metering System Investigation.<br><br>D0003 Half Hourly Advances. | Electronic or other method, as agreed. |
| 20.8.6 | Following 20.8.5. | If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results.<br><br>If data not received from HHDC, proceed to 20.8.2 to undertake a re-test or use an alternative Proving Test method. | MEM | | Internal Process | |

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## Proving Test Method 3

20.9. Where a Proving Test is initiated using method 3, the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 20.9.1 | When instructed by the Electricity Supplier. | Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4[1042]; retrieve HH Metered Data for a specific HH Settlement Period and record Meter Technical Details while on site.<br><br>From the office, use own data retrieval system to read remotely for the same HH Settlement Period as collected during site visit.<br><br>Compare MEM HH Metered Data from data retrieval system against that collected | MEM | | Internal Process | |

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| | | during site visit[1035]. <br><br> If this data is correct then the MEMs data retrieval system has been successfully proved. <br><br> If problems identified with readings taken from data retrieval system, investigate and rectify the problem then re-do the steps above. | | | | |
| 20.9.2 | Following installation, commissioning and once HH Metered Data retrieved. | Send request for Proving Test, or alternatively request a re-test following failure of immediately preceding Proving Test and provide Meter Technical Details. <br><br> The MEM does not specify the Settlement Periods to be collected by the | MEM | HHDC | D0005 https://emar.energycodes.co.uk/rm/resources/TX_Cpw3QwP6EeycfNymoP8LZwInstruction on Action. <br><br> D0268 Half Hourly Meter Technical Details. | Electronic or other method, as agreed. |

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| | | HHDC. | | | | |
| 20.9.3 | Following 20.9.2. | Read meter for Settlement Period of own choosing using either a hand-held unit or via remote interrogation as appropriate (ensuring that data for the Settlement Period collected does not contain a zero value). | HHDC | | Internal Process | |
| 20.9.4 | Following 20.9.3. | Send raw HH Metered Data or notification that Metered Data cannot be collected. | HHDC | MEM | D0001 Request Metering System Investigation.<br><br>D0003 Half Hourly Advances. | Electronic or other method, as agreed. |
| 20.9.5 | Following 20.9.4. | Use own data retrieval system to collect HH Metered Data for the same HH Settlement Period as provided | MEM | | Internal Process | |

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| | | by the HHDC.<br><br>If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test.<br><br>If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results.<br><br>If data not received from HHDC, proceed to 20.9.2 to undertake a re-test or use an alternative Proving Test method. | | | | |

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1024 The commissioning may be carried out when the HH Metering System is installed but may be deferred if load is not available at that time.

1035 If this data is correct then the Metering Equipment Manager's data retrieval system has been successfully proved.

**Proving Test Method 4**

20.10. Where a Proving Test is initiated using method 4, the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 20.10.1 | When instructed by the Electricity Supplier. | Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4; retrieve HH Metered Data to cover a specific Settlement Period and note Meter Technical Details while on site. | MEM | | Internal Process | |
| 20.10.2 | Following installation / reconfiguration, commissioning and once HH Metered Data retrieved. | Send request for Proving Test or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details. | MEM | HHDC | D0005 Instruction on Action.<br><br>D0268 Half Hourly Meter Technical Details. | Electronic or other method, as agreed. |
| 20.10.3 | Following 20.10.2. | Read Meter for HH Settlement Period of own choosing using either a hand-held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero | HHDC | | Internal Process | |

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| | | value). | | | | |
| 20.10.4 | Following 20.10.3. | Send raw HH Metered Data or notification that Metered Data cannot be collected. | HHDC | HHMOA | D0001 Request Metering System Investigation.<br><br>D0003 Half Hourly Advances. | Electronic or other method, as agreed. |
| 20.10.5 | Following 20.10.4. | Using either the manufacturer's software or software which has a relevant protocol approval in accordance with BSCP601 to read meter constants, pulse multipliers, serial numbers etc, the read meter pulses or engineering data for same HH Settlement Period as provided by HHDC to calculate HH reading.<br><br>If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results. | MEM | | Internal Process | |

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|---|---|---|---|---|---|---|
| | | If data not received from HHDC, proceed to 20.10.2 to undertake a re-test or use an alternative Proving Test method. | | | | |

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## Issuing Results of Proving Test (all Methods)

20.11. Following completion of a Proving Test, the process below shall be followed:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 20.11.1 | Following receipt of data from the HHDC. | Compare MEM HH Metered Data with HHDC Metering Data for the same Settlement Period. | MEM | Internal Process | | |
| 20.11.2 | In accordance with the timescales in 20.12. | Send notification of successful Proving Test / re-test. | MEM | HHDC<br><br>Electricity Supplier<br><br>DNO<br><br>BSCCo Transfer Co-Ordinator[106] | D0214 Confirmation of Proving Test | Electronic or other method, as agreed. |
| 20.11.3 | In accordance with the timescales in 20.12. | Send notification that Proving Test / re-test failed. | MEM | HHDC | D0002 Fault Resolution Report or Request for Decision on Further | Electronic or other method, as agreed. |

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| | | | | | Action | |
| 20.11.4 | In accordance with the timescales in 20.12. | Investigate problem and take corrective action.<br><br>Proceed to the appropriate method to re-do the Proving Test. | MEM | | Internal Process | |
| 20.11.5 | Following 20.11.4 | Use own data retrieval system to collect HH Metered Data for the same HH Settlement Period as provided by the HHDC.<br><br>If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test.<br><br>If data received from HHDC, proceed to 20.11 to undertake a | MEM | | Internal Process | |

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| | | | | | | |
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| | | comparison and issue the results.<br><br>If data not received from HHDC, proceed to 20.9.2 to undertake a re-test or use an alternative Proving Test method. | | | | |

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~~10~~46 If Proving Test is being carried out as part of a CMRS / ERDS transfer in accordance with BSCP68.

## Proving Test Timescales

20.12. The timescale for carrying out the Proving Test shall vary depending on the BSC Metering Code(s) of Practice to which the Metering Asset is assigned. It is not necessary that all the steps of the relevant processes are carried out on the same day; the requirement is that the Proving Test in its entirety is completed by the timescale specified below and subject to the exceptions listed below. The maximum timescale between the initiation of a Proving Test and the successful completion of the Proving Test by the Metering Equipment Manager sending the D0214 Confirmation of Proving Tests to the HHDC is listed below for each BSC Metering Code(s) of Practice.

20.13. Where the Proving Test has failed, the Metering Equipment Manager shall initiate a re-test and the Metering Equipment Manager and HHDC shall ensure wherever possible that the timescale is the same as for the original Proving Test.

20.14. In the event that timescales are exceeded and the Proving Test is not completed, the process shall proceed to completion and an audit trail will be maintained by the Metering Equipment Manager and HHDC in order to explain the delay.

| BSC Metering Code(s) of Practice | WDs to Complete Proving Test | WDs to Complete Re-Test | Total |
|---|---|---|---|
| One | 5 | 5 | 10 |
| Two | 5 | 5 | 10 |
| Three | 10 | 10 | 20 |
| Five | 15 | 15 | 30 |
| Ten | 15 | 15 | 30 |

## Complex Site Validation Test

20.15. Complex Sites shall be proven in the same way as non Complex Sites except the Metering Equipment Manager shall use the aggregated data provided by the Metering Asset for comparison, as follows:

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| Ref | When | Action | From | To | Interface | Means |
|---|---|---|---|---|---|---|
| 20.15.1 | Following installation / reconfiguration, commissioning and where previous Complex Site validation test failed. | Collect HH Metered Data[1057], aggregate in accordance with Complex Complex Site rules and record values. | MEM | | Internal Process | |
| 20.15.2 | Following 20.15.1. | Send request for Proving Test or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details. | MEM | HHDC | D0005 Instruction on Action.<br><br>D0268 Half Hourly Meter Technical Details.<br><br>Complex Site Supplementary Information Form<br>(see Appendix 2 and 3) | Electronic or other method, as agreed. |
| 20.15.3 | Within 5WD of 20.15.2. | Collect HH Metered Data and aggregate in accordance with the Complex Site rules and send to the MEM. | HHDC | MEM | D0003 Half Hourly Advances.<br><br>Email with aggregated consumption data for the day requested in 20.15.2. | |
| 20.15.4 | Within 2 WD of 20.15.3. | Validate metered volumes. | MEM | | Internal Process. | |
| 20.15.5 | Within 2 WD of 20.15.3, if | Send notification. | | | D0214 Confirmation of | Electronic or |

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| | validation test passes. | | MEM | HHDC<br><br>Electricity Supplier | Proving Test | other method, as agreed. |
| 20.15.6 | Within 2 WD of 20.15.3, if validation test fails. | Send notification. | MEM | HHDC<br><br>Electricity Supplier | D0002 Fault Resolution Report or Request for Decision on Further Action | Electronic or other method, as agreed. |
| 20.15.7 | Within 5 WD of 20.15.6. | Investigate discrepancy with HHDC and resolve.<br><br>Note: If unresolved after 5WD the HHDC is required to raise a D0001 'Request Metering System Investigation' in accordance with BSCP502. | MEM | | Internal Process | |

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[1057] Data collection methods as defined in Proving Tests 1, 2, 3 and 4.

# 1 Appendix 1 – RGMA Responses and Exceptions

Introduction

1.1 This Appendix 1 provides details of the standard responses for all RGMA Market Messages and defines the types of exception and the associated response.

Responses

1.2 The responses to a file are as follows:

a) Delivery receipts will be sent for all files sent by a transfer mechanism and is commonly referred to as an 'acknowledgement' or 'handshake', often there is little validation over the file header and file corruption.

b) The file will then be validated and this will result in either a file rejection or a response for each transaction[1068] within the file i.e. there will be no 'successfully processed' file at this level.

[1068] The exception to this is if a Market Participant uses the optional number of errors limit, over which they will reject the file – if this is in operation there will have been prior agreement between both the sending and receiving Market Participants.

The file will have basic validation carried out e.g. there is a header, there are the correct number of records and transactions. If these file level exceptions occur the whole file will be rejected and no further processing will take place. There are commercial variances in that some transfer mechanisms will carry this out, in others the application or gateways will carry this out.

If there are no file exceptions, then processing will continue. There will not be a 'file successful' at this stage.

It is intended that every file or transaction (job request, job notification) will have an explicit response, either an acceptance or rejection[1079].

[1079] An exception to this is ONAGE where it is a request for an Appointment - the response data flow (RNAGE) is optional, based on commercial agreements.

c) Where transaction rejections occur, the originator is notified by a specific response transaction, with reference to the data sent and one or more appropriate response reasons, i.e. the erroneous transaction or file is not returned in its entirety. Wherever possible the record with the error will be returned as the erroneous record and any number of reasons associated to it[1091010].

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[10910] It is for the systems to determine how far the error processing goes. It is preferable to deal with all errors in one go, however this has to be balanced against a single error which could cause the whole data group to be out (e.g. displace value) where erroring every Data Item in the data group would not provide any added value.

d) There may be a number of response reason codes, but once an exception has been found for a transaction at a particular level, processing at a lower level will not be continued i.e.;

if there is a transaction rejection, the records and Data Items will not be processed.

if there is a record rejection, the Data Items will not be processed.

1.3 The recipient will return the following responses to the originator:

1. The success of the file transmission.

2. If 1) is successful, but there are technical errors at the file level, then the file is rejected and the originator is notified with reasons.

3. Optional processing: If 2) is successful, but the number of technical errors (at any level) exceeds the limit agreed between the parties, then the whole file is rejected and the originator notified with reasons.

4. Provided 3) does not apply, then the originator is notified of the success of each valid transaction, and of the failure (with reasons) of each transaction rejected on technical and/or functional grounds. Such rejection(s) may have been at transaction, record or Data Item level.

## Exceptions

1.4 Exceptions are categorised as follows:

a) Market Message level exceptions;

b) Transaction level exceptions;

c) Collection level exceptions; and

d) Data Item level exceptions.

## File Level Exceptions

1.5 Validation - File level validation can be carried out by inspecting the file header, trailer

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and examining the basic structure of the file for technical exceptions e.g. invalid file type.

1.6 Response Transaction Format - When the recipient of a file rejects it as a whole, the response file that is sent to the originator follows the naming convention determined by the Transfer Mechanism Service Provider. Information on the rejected file is referenced in the response transaction, with a record identifier of REJFL and associated reason(s).

1.7 The standard allows for Market Participants to identify a situation where a transaction error may result in a rejected file e.g. where a number of transactions had been unsuccessfully processed and it was found that the records were out of sequence (and therefore the file considered potentially corrupt), before any transactions had been successfully processed. In this case the file rejection may include the transaction outcome and associated records in error (with the reasons). Not all Market Participants may want to use this option.

1.8 Where the file level checks are valid, only transaction (technical and/or functional) responses will be returned.

## Transaction Level Exceptions

1.9 Validation - Inspecting the transaction header records will enable basic transaction validation to take place, but subsequent records within the transaction will also need to be validated to ensure that they are applicable for the transaction type e.g. missing record.

1.10 Response Transaction Format - At the transaction level an acceptance or rejection response will be provided for each transaction received. A rejection will be sent in the event that a transaction, record or data error is discovered within the transaction, making it unusable.

1.11 There will be one response transaction per returned response file, which would relate to a number of transactions from different files with transaction, record or data level exceptions e.g. a response file could have job notification responses from job notifications which were sent on different files, and they could have both job notification responses and job update responses. There are commercial variances due to different processing options and sophistication of gateway processes e.g. some Market Participants only send back one type of response transaction in any one file e.g. they will all either be job notification responses or job update responses. Further some Market Participants may process all records in a file first and then send back one response file with a response for each of the transactions in that file i.e. 1:1 request/notification to response file. Others will adopt the many transaction types as this minimises the number of files sent (and thus ensures limits on the number of files sent over a period are not exceeded) and the recipients may use file splitting of files on receipt, anyway. Some Market Participants also return responses when processed, so that a transaction where they wish to manually intervene before returning the response, does not hold up the responses to the other transactions, and further gateway matching may be at a

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transaction, rather than a number of records in file basis.

1.12 The response transaction would not have any file information in it as the subsequent records could be from a combination of files, and information in error is referenced in the response transaction. The record identifier will be RESPN.

1.13 If a transaction is successfully processed then the transaction outcome (outcome code) would indicate it had been successfully processed, otherwise it would indicate that the transaction had not been accepted.

1.14 Where there are transaction exceptions, there may be a number of reasons indicating what, if any transaction exceptions were identified. It may also have from one, to a number, of erroneous records associated to it.

1.15 Thus a response file consists of:

a) A file header record at the start of the file and a trailer record at the end of the file.

b) A 'Response Transaction' record which will either be a record identifier or 'REJFL' where the response file is a notification that a file has been rejected, or 'RESPN' with a series of transaction responses.

c) Where it is a file level response (REJFL) the related response codes etc. would be sent in the response record(s) following the 'Response Transaction'.

d) Where there were no file exceptions and this is a file of transaction responses (RESPN), each transaction will have a transaction outcome record providing a reference to the record it is a response to, and whether it was successfully processed or not.

e) Where the outcome was unsuccessful it will have the original record where the error(s) were detected, followed by one or more reason records identifying the Data Item and reason for the error. The exception to this is where the reason is at the transaction level e.g. there is a data group missing - the reason' records will then be hung directly off the transaction outcome without any erroneous record (a missing one does not exist).

f) Where the request is for a job, and the Metering Equipment Manager accepts the job request but they have arranged the appointment[10~~11~~], they could return the appointment information in the appointment record. Commercial variance: This option has not been implemented where the Suppliers make the appointments with the Consumers. An alternative is for an additional ONJOB/RRJOB (where the ONJOB transaction status is 'Scheduled') instead of using the appointment record.

[10~~11~~] e.g. where an Energy Supplier has a contract that the MEM arranges a visit at a suitable time for the consumer but also on a date/time which is cost effective for the

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MEM, and the Energy Supplier does not wish/have direct access to the MEM's scheduling system.

Record Level Exceptions

1.16 Validation - Given the interdependency of record formats to transaction types, it is necessary to carry out record validation within the context of the transaction in which it occurs. For example, a record format may be valid for an asset reposition request, but invalid for an Asset exchange request.

1.17 Optionality of the Data Items within the record format may be dependent on its context within a record e.g. record identifier invalid. The recipient of the exception is likely to need to refer back to the transaction they originally sent. This is expected to be the process for any unsuccessful response as even a record level exception could be misinterpreted if taken out of the context of the whole transaction.

1.18 Response Transaction Format – In the event that a record level exception is discovered, then the whole transaction is rejected.

Data Item Level Exceptions

1.19 Validation - Data Item validation includes the following functional exceptions:

a) Value checks e.g. against standing data.

b) Consistency with existing data that the Market Participant already holds e.g. the RMP is not one of theirs.

c) Inter-data dependency:

- Logical e.g. read date is not consistent with install date.
- Commercial e.g. the appointment is not within the service level agreements
- Functional rules e.g. a postcode is not in the area the MEM is contracted to work in.

1.20 Response Transaction Format – In the event that a Data Item level exception is discovered, then the whole transaction is rejected.

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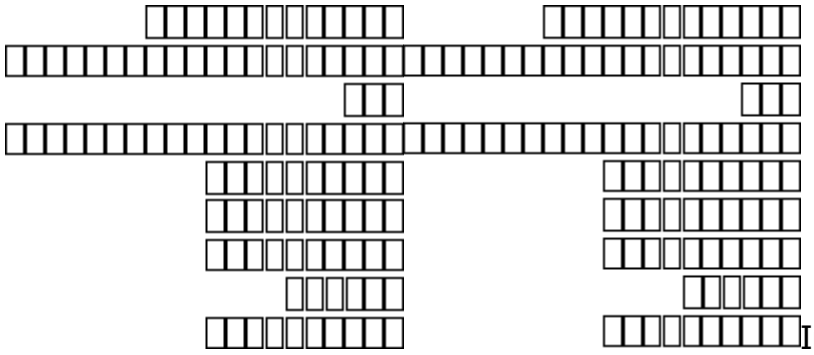
## 2 Appendix 2: Complex Site Supplementary Information Form A

| From MEM | | Metering System Arrangement |
|---|---|---|
| To HHDC | | Description |
| Metering System ID | | |
| Site Name | | |
| Aggregation Rule | | |

## 3 Appendix 3: Complex Site Supplementary Information Form B

| From MEM | | Metering System Arrangement Description |
|---|---|---|
| To HHDC<br><br>MPAN | | |
| Site Name | | |
| Feeder Name | | |
| | | |

Main




| Ref: | **kWh** |
|---|---|

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| |
|---|
| MSID<br>Outstation ID Channel Number Comms Address Meter ID<br>Pulse Multiplier<br>Meter Register Constant CT Ratio<br>VT Ratio |

| Ref: | **kWh** |
|---|---|
| MSID<br>Outstation ID Channel Number Comms Address Meter ID<br>Pulse Multiplier<br>Meter Register Constant CT Ratio<br>VT Ratio | |

| Ref: | **kWh** |
|---|---|
| MSID<br>Outstation ID Channel Number Comms Address Meter ID<br>Pulse Multiplier<br>Meter Register Constant CT Ratio<br>VT Ratio | |

| **Signature**: | **Date**: |
|---|---|
| **Name**: | |

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