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SOLUTION DOCUMENTS GUIDANCE

R0152 REVISION TO THE CONSOLIDATED METERING CODE OF PRACTICE (COMCOP)

DATE ISSUED	24/10/2024

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1 SUMMARY

Following feedback received from REC Parties as part of the Impact Assessment (IA) phase, the Code Manager has created this guidance document to help explain the structure of the solution documents provided as part of R0152 – Revision to the Consolidated Metering Code of Practice (CoMCoP).

The solution documents provided are:

- A new, draft (red-lined) Word version of CoMCoP;
- An Excel document of this red-lined CoMCoP to enable filtering;
- The generation of a new Category 3 document, “CoMCoP Supplement Guidance Document”; and
- Changes to Schedule 1 Interpretations and Definitions.

This guidance document will focus only on the new, draft (red-lined) Word version of CoMCoP and excel document of this red-lined CoMCoP.

There is no requirement to review both the Word document and the Excel sheet (unless you wish to) as they are intended to be identical. The Code Manager has provided both versions so Parties can choose to review whichever format they find easiest.

The word and Excel versions of the draft CoMCoP are intended to be identical (other than in some cases where defined terms capitalised within the Word version are not capitalised in the excel version). If there are any differences, please treat the Word version as the correct “source of truth” and flag this as part of your IA response for the Code Manager for review/correction.

2 GENERAL CHANGES

The major proposed changes to CoMCoP include:

- The creation of an ‘Auditable Party’ column, to differentiate between clauses Parties need to be aware of within their role and those clauses they will be audited against;
- The removal of ‘MI’ from the ‘Smart’ column, as feedback was received this had generated confusion between MI, AMI and EMO;
- The removal of some appendices which are examples/guidance into the new CoMCoP Supplement Guidance Document; and
- The restructuring of the document into seven new major sections:
    - Scope and Responsibilities;
    - Company Pre-requisites;
    - Equipment selection;
    - Pre-installation;
    - Installation;
    - Post-installation; and
    - Audit and Survey.

3 THE WORD DOCUMENT

The document titled “R0152 Draft CoMCoP v0.6” is the new, draft (red-lined) word version of CoMCoP.

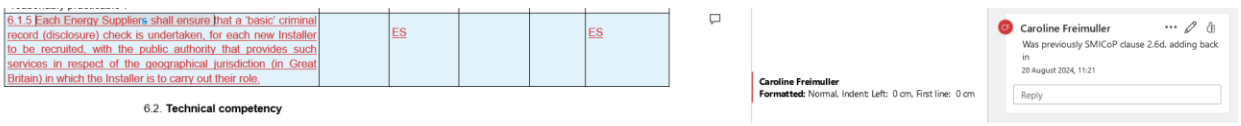
The red-lining captures any text that has been removed, added or changed, and any clauses which have been removed, added or moved to a different section of the document. The comments alongside the red-lining will often confirm the scenario.

Examples

Clause 1.1 (g) is a new clause, suggested by Legal.



Clause 6.1.5 is a new clause, with the comments confirming it was previously in SMICoP as 2.6d.

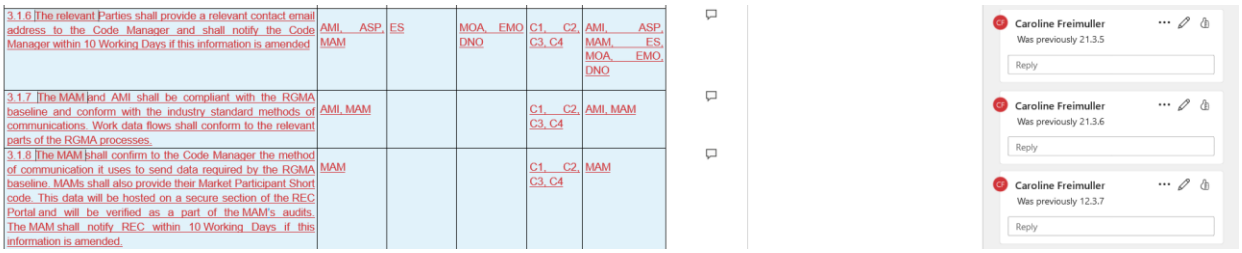


Clause 14.8.10 has been removed.

~~recommendation.~~					
~~14.8.10 The DNO shall re-seal Metering Equipment after it has removed EMO seals in order to carry out any work upon such Metering Equipment, including where it carries out post-commissioning testing.~~			~~DNO, EMO~~		
1~~7~~4.~~8~~.11 As regards the interface between the DNO			DNO, MOA,		

For clauses that have been moved, there will be comments next to the current location of the clause stating its clause number in the version of CoMCoP which is currently live, and comments next to where it has been removed, stating where it has been moved to in this draft version.

For example, clauses 3.1.6, 3.1.7 and 3.1.8 have comments next to them stating they were previously clauses 21.3.5, 21.3.6 and 21.3.7. If you were to look in the live version of CoMCoP, you would find these clauses under these numbers.



At 21.3.5, 21.3.6 and 21.3.7, you will see comments confirming they have moved to clauses 3.1.6, 3.1.7 and 3.1.8 in this draft version of CoMCoP.



4 THE EXCEL DOCUMENT

The document titled “CoMCoP review Excel sheet version with notes” is the Excel version of this red-lined CoMCoP word document. The Code Manager has created this so that Parties are able to filter if they wish to. There is a question within the impact assessment regarding whether Parties find this useful and see value in an Excel version of CoMCoP being made available on the REC portal.

The Word and Excel versions of the draft CoMCoP should be identical (other than in cases where defined terms capitalised within the Word version are not capitalised in the Excel version). If there are any differences, please treat the word version as the correct “source of truth” and flag this as part of your IA response for the Code Manager for review/correction.

The seven sections of CoMCoP proposed each have their own tab.



Each tab has column headings:

- Section – confirming the section number (e.g. section 1, 2, 3) of each clause. Can used to filter to only look at certain sections.
- Section name
- Subsection – confirming the subsection number (e.g. subsection 3.1, 3.2, 3.3) of each clause. Can used to filter to only look at certain subsections.
- Subsection name
- Clause – confirming the clause number (e.g. clause 3.1.1, 3.1.2, 3.1.3) of each clause. Can used to filter to only look at certain clauses.
- Clause Text
- Gas Involvement – will confirm AMI, ASP and/or MAM involvement.
- Smart Involvement – will confirm ES involvement.
- Electricity Involvement – will confirm DNO, MOA, EMO and/or SIP involvement.
- Work Category – will confirm category 1, 2, 3 or 4 works. See CoMCoP appendix 1 for more details.
- Auditable Party – will confirm if AMIs, ASPs, MAMs, ESs, DNOs, MOAs and/or EMOs should expect to be audited against this clause.
- Came From – confirms which of the four original codes (SMICoP, MCoP, MOCoP or ASPCoP) the clause originally came from when CoMCoP was created under REC Change R0047 – Metering Code of Practice Consolidation Review.
- Changes – provides an overview of changes that have been made to the text, to the Parties in the involvement columns or if the clause is new, removed or has been moved.
- Discussion Notes – any discussions held as part of the work group which the Code Manager felt it would be valuable for Parties to be aware of.

The numbering of clauses has not been updated in the excel version, to help Parties map the clauses to the current version of CoMCoP if they wish to do so.

For example, in the Excel sheet clause 15.7.1 states “At the time of installation, the AMI shall draw the gas Consumer’s attention to any warning notices and operation instructions for the meter.”

Secti	Section Nar	Subsecti	Subsection Nan	Clause	Clause Text	Gas Involveme	Smart Involveme	Electricity Involvemer	Work Catego	Auditable Par	Came Fron	Changes
15		15.7	Prepayment Specifics			Gas Involvement	Smart Involvement	Electricity Involvement	Work Category	Auditable Party	Came From?	Changes
15		15.7		15.7.1	15.7.1 At the time of installation, the AMI shall draw the gas Consumer's attention to any warning notices and operation instructions for the meter.	AMI			C1, C2	AMI	MCoP	

15.7.1 is the clause number this text has in the current live version of CoMCoP. Section 15 is Consumer Engagement, subsection 15.7 is Prepayment Specifics.

By navigating to Consumer Engagement, Prepayment Specifics in the draft Word version, the new clause number is available if required (in this case 8.6.1).

~~8.7~~8.6. **Prepayment Specifics**

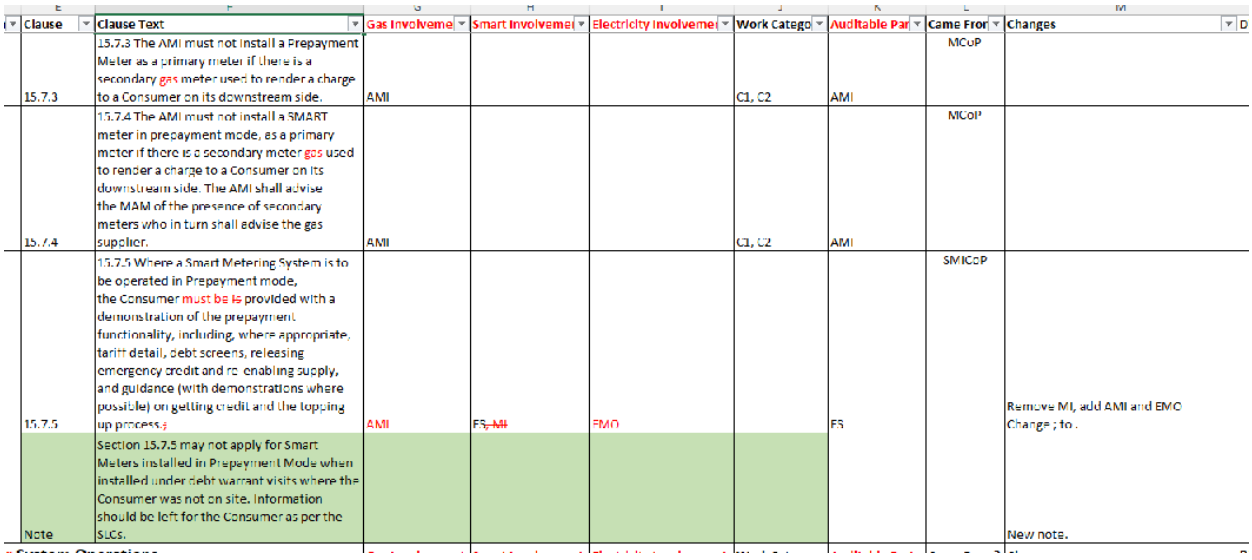
	Gas ~~Responsibilit y~~Involvement	Smart ~~Responsibilit y~~Involvement	Electricity ~~Responsibilit y~~Involvement	Work Category	Auditable Party
~~15.7~~8.6.1 At the time of installation, the AMI shall draw the gas Consumer's attention to any warning notices and operation	AMI			C1, C2	AMI

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instructions for the meter.					

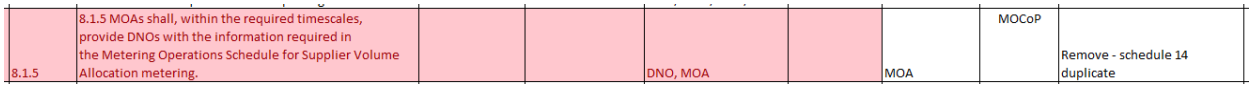
The Code Manager has manually added red-lining to the Excel document as this is not functionality available within Microsoft Excel, to show any changes to text within clauses and any changes made to the Involvement columns. In most cases, the Changes column has been populated but where it has been left blank, the red-lining still indicates changes.

For example below, clause 15.7.3 and 15.7.4 both have red-lining indicating changes to the text, even though the Changes column is blank. Clause 15.7.3 has red-lining and some summary text to the changes in the Changes column.



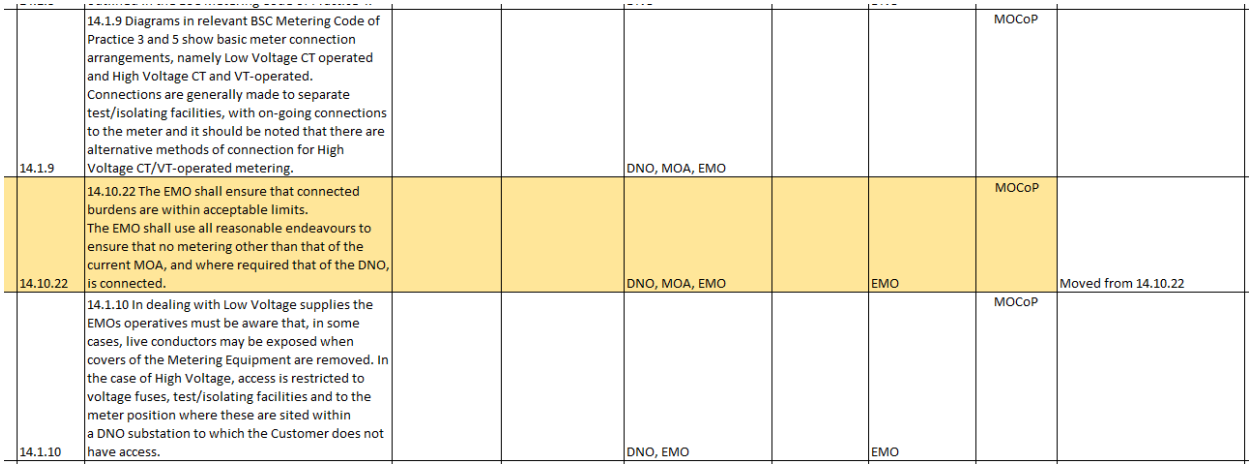
Clause	Clause Text	Gas Involveme	Smart Involveme	Electricity Involveme	Work Catego	Auditable Par	Came Fror	Changes
15.7.3	15.7.3 The AMI must not install a Prepayment Meter as a primary meter if there is a secondary gas meter used to render a charge to a Consumer on its downstream side.	AMI			C1, C2	AMI	MCoP	
15.7.4	15.7.4 The AMI must not install a SMART meter in prepayment mode, as a primary meter if there is a secondary meter gas used to render a charge to a Consumer on its downstream side. The AMI shall advise the MAM of the presence of secondary meters who in turn shall advise the gas supplier.	AMI			C1, C2	AMI	MCoP	
15.7.5	15.7.5 Where a Smart Metering System is to be operated in Prepayment mode, the Consumer must be is provided with a demonstration of the prepayment functionality, including, where appropriate, tariff detail, debt screens, releasing emergency credit and re- enabling supply, and guidance (with demonstrations where possible) on getting credit and the topping up process.;	AMI	FS, MI	EMO		FS	SMICoP	Remove MI, add AMI and EMO Change ; to .
Note	Section 15.7.5 may not apply for Smart Meters installed in Prepayment Mode when installed under debt warrant visits where the Consumer was not on site. Information should be left for the Consumer as per the SLCs.							New note.

Clauses that have been removed entirely will have confirmation in the Changes column. See clause 8.1.5 below as an example.



8.1.5	8.1.5 MOAs shall, within the required timescales, provide DNOs with the information required in the Metering Operations Schedule for Supplier Volume Allocation metering.			DNO, MOA		MOA	MOCoP	Remove - schedule 14 duplicate

Clauses that have been moved have retained their original clause number so Parties can easily see where these originated from. There will also be confirmation in the Change column – this may confirm the specific clause they moved to or may just confirm the relevant section/subsection. The example below shows clause 14.10.22, which has been moved to subsection 14.1, and shows the notes confirming where it came from in its new position and where it has been moved to against its legacy position.



14.1.9	14.1.9 Diagrams in relevant BSC Metering Code of Practice 3 and 5 show basic meter connection arrangements, namely Low Voltage CT operated and High Voltage CT and VT-operated. Connections are generally made to separate test/isolating facilities, with on-going connections to the meter and it should be noted that there are alternative methods of connection for High Voltage CT/VT-operated metering.			DNO, MOA, EMO			MOCoP	
14.10.22	14.10.22 The EMO shall ensure that connected burdens are within acceptable limits. The EMO shall use all reasonable endeavours to ensure that no metering other than that of the current MOA, and where required that of the DNO, is connected.			DNO, MOA, EMO		EMO	MOCoP	Moved from 14.10.22
14.1.10	14.1.10 In dealing with Low Voltage supplies the EMOs operatives must be aware that, in some cases, live conductors may be exposed when covers of the Metering Equipment are removed. In the case of High Voltage, access is restricted to voltage fuses, test/isolating facilities and to the meter position where these are sited within a DNO substation to which the Customer does not have access.			DNO, EMO		EMO	MOCoP	

14.10.21	14.10.21 Where electricity Metering Equipment is to be removed, the EMO and/or the DNO shall ensure that any holes left in metering panels are blanked off and any redundant wiring removed.			DNO, EMO		DNO, EMO	MOCoP	Add electricity
14.10.22	14.10.22 The EMO shall ensure that connected burdens are within acceptable limits. The EMO shall use all reasonable endeavours to ensure that no metering other than that of the current MOA, and where required that of the DNO, is connected.			DNO, MOA, EMO		EMO	MOCoP	Moved to 14.1
14.10.23	current MOA to identify and arrange removal of all redundant Metering Equipment for which the appointed MOA is responsible and return the Metering Equipment in accordance with sections Clause 22.2.11, 12 and 13. 14.10.21.			MOA		MOA	MOCoP	Add . Corrected reference.

New clauses will state they are new (or will be blank) in the Clause column as they do not have a current CoMCoP clause number, and there will be a summary in the Changes column confirming they are new and either where they have come from or why they have been introduced.

The example below in subsection 11.3 shows a new clause with confirmation this was a MCoP clause that was missed in the original consolidation.

New clause	Relevant Parties shall establish any requirements that the site occupier has for "safe working" (for example permits to work, risk assessments, method statements, authorisations, personal protective equipment etc.).	AMI, ASP, MAM		DNO, MOA, EMO, SIP		AMI, ASP, MAM, DNO, MOA, EMO	MCoP	Added from MCoP clause 7.2.17

The colour coding of clauses generally is:

- Red – removed;
- Yellow – moved (which may it's current position or new position, the Changes column will confirm); or
- Green – new.

However. this is not consistent across the document and the Code Manager advises the Changes column is always referenced for confirmation.

RETAIL ENERGY CODE

GLOSSARY

Please see below acronyms that have been used within this guidance document and generally within CoMCoP.

Acronym	Expansion
AMI	Approved Meter Installer
ASP	AMR Service Provider
EMO	Electricity Metering Operative
DNO	Distribution Network Operator
GT	Gas Transporter
MOA	Meter Operating Agent
MAM	Meter Asset Manager
MEM	Metering Equipment Manager
AMR	Automated Metering Reading
ES	Energy Supplier
SIP	Safe Isolation Provider
SMICoP	Smart Meter Installation Code of Practice (also referred to as the Smart Meter Installation Schedule, previously REC Schedule 16)
MCoP	Gas Metering Codes of Practice
MOCoP	Meter Operator Code of Practice
ASPCoP	Automated Meter Reading Service Providers Code of Practice for Gas Meters

For further assistance with acronyms, references, legislation or technical publications referenced within CoMCoP, please refer to the REC Interpretations and Definitions Schedule (Schedule 1), CoMCoP appendix 6 and CoMCoP appendix 24.