
Metering Operations

Contents

1	Introduction.....	4
2	General Obligations	5
3	Becoming a Metering Equipment Manager	11
4	Not Used	11
5	Complex Sites	11
6	Metering Asset Installation.....	12
7	Metering Asset Removal.....	29
8	Metering Asset Exchange / Reposition / Reconfigure	39
9	Switch with Concurrent Change of MEM.....	64
10	Switch with No Concurrent Change of MEM	84
11	Change of Metering Equipment Manager with Transfer of Metering Asset.....	93
12	Change of MEM with Metering Asset Exchange	102
13	Change of Meter Asset Provider	107
14	Change of Gas Act Owner	110
15	Change of Energisation Status (Electricity Only).....	110
16	Change of Feeder Status (Electricity Only)	124
17	Change of Data Collector (Electricity Only) ⁹³	128
18	Fault Resolution (Electricity Only)	128
19	Change of Measurement Class (Electricity Only).....	139
20	Proving Tests (Electricity Only).....	139
21	Safe Isolation Provider (Electricity Only).....	159
1	Appendix 1 – RGMA Responses and Exceptions.....	167
2	Appendix 2: Complex Site Supplementary Information Form	172

SCHEDULE 14

Metering Operations

Version: 4.1

Effective Date: 03 November 2023

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
2.1	31 January 2022	R0012
2.2	30 June 2022	R0019
3.0	18 July 2022	Switching SCR Modification R0041
3.1	4 November 2022	R0018, R0031, R0036
3.2	1 April 2023	R0047
4.0	30 June 2023	R0015, R0021, R0101
4.1	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 [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 [Consolidated Metering Code of Practice \(CoMCoP\)](#) defines obligations on gas and electricity [Metering Equipment Managers](#);
- (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 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 Meter 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 Meter Registration Service](#) shall secure that the same person is [Appointed](#) as [Metering Equipment Manager](#) in relation to the [Metering Point](#) registered in [Central Meter 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 Asset](#)s 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](#)

- 2.11. Each [Metering Equipment Manager](#) shall comply with all the relevant provisions within the [CoMCoP](#), 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 Asset](#)s (including if applicable associated [Communications Equipment](#)) in accordance with this [REC Schedule](#), the relevant parts of the [CoMCoP](#) and the relevant [BSC Metering Code\(s\) of Practice](#).
- 2.14. Each electricity [Metering Equipment Manager](#) shall take all reasonable steps to ensure that the [Communications Equipment](#) for each electricity [Advanced Meter](#) is active and maintained to provide continuous remote access to electricity consumption data, from no later than the start of the window during which [Electricity Suppliers](#) are obliged to migrate [Metering Points](#) with [Advanced Meters](#) to the arrangements established via MHHS Implementation (as defined in the BSC).
- 2.15. Each [Metering Equipment Manager](#) shall maintain [Meter Technical Details](#) for installed [Metering Asset](#)s 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](#).

- 2.16. 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](#).
- 2.17. 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](#).
- 2.18. 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](#).
- 2.19. Unless the [Consumer](#) is the meter owner, the [Metering Equipment Manager](#) shall provide information to the relevant [Meter Asset Provider](#):
- (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](#).
- 2.20. 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.

- 2.21. 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](#).
- 2.22. 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](#).
- 2.23. Electricity [Metering Equipment Managers](#) shall record and use [Market Domain Data](#) received in accordance with the [BSC](#).

Gas Annual Portfolio Reconciliation

- 2.24. 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.
- 2.25. 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](#).
- 2.26. 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

- 2.27. 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](#).
- 2.28. [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.
- 2.29. 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 valid² and accurate³ 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 of the situation.
- 2.30. 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.
- 2.31. 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.
- 2.32. 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.

- 2.33. 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 'unkwn' 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.
- 3.3. A [Metering Equipment Manager](#) must also be accredited as having necessary competencies to fulfil the [CoMCoP](#) 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 and Supplier of Last Resort Schedule](#).

4 [Not Used](#)

Part C – Operational Processes

5 [Complex Sites](#)

- 5.1. When the [Metering Equipment Manager](#) sends [Meter Technical Details](#) and identifies a [Complex Site](#), they shall also provide all required information for the [Half Hourly Data Collector](#) to correctly collect data from the [Metering Equipment](#) via the [Complex Site Supplementary Information Form](#) to each recipient of the [Meter Technical Details](#).
- 5.2. Where there is a change of status to one or all feeders, the [Metering Equipment Manager](#) shall send an updated [Complex Site Supplementary Information Form](#) to each recipient of the [Meter Technical Details](#).
- 5.3. In all cases, when sending a [Complex Site Supplementary Information Form](#), the [Metering Equipment Manager](#) shall also include a [Single Line Diagram](#). This can be included as part of the [Complex Site Supplementary Information Form](#) or included as a separate document.
- 5.4. The [Code Manager](#) shall publish a copy of the [Complex Site Supplementary Information Form](#) on the [REC Portal](#).

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:

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 2 WDs 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 2 WDs of 6.4.5.	Respond to pre-notification of Metering Asset Installation.	Gas Supplier	MEM	RNJOB	Email, IX, DTN
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 and MAP identity.	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 and MAP identity.	MEM	Gas Supplier ⁹	ONJOB ¹⁰	Email, IX, DTN
6.4.10	Within 48hrs of the Asset	Notification of Metering Asset	MEM	CDSP	ONJOB	Secure File

	installation.	installation and MAP identity.				Transfer Protocol
6.4.11	Within 2WDs of 6.4.9.	Respond to notification of Metering Asset installation and MAP identity.	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 MAP identity.	CDSP	MEM	RNJOB ¹¹	Secure File Transfer Protocol
6.4.14	Within 2WDs of 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 and MAP identity ¹³ .	Gas Supplier	Shipper	ONJOB	Not defined
6.4.16	Within 2WDs of 6.4.15.	Respond to notification of Metering Asset installation and MAP identity.	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 and MAP identity.	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 and MAP identity.	CDSP	Shipper	Defined in the UK Link Manual	IX

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 [CoMCoP](#).

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 Supplier](#)s 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. Where updates are identified by [MEMs](#) to [Meter Technical Details](#) or [MAP](#) Identity, then these shall be passed to the [CDSP](#) by the [MEM](#).

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](#).

Electricity [MEM](#)

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 identified¹⁵ 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](#) 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 [CoMCoP](#) 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:

Ref	When	Action	From	To	Information Required	Method
6.6.1	Within required and at least 10WD before 6.6.4 ¹⁵ .	Request Metering Asset installation, commissioning and energisation.	Electricity Supplier	MEM ¹⁶	<p>Credit Meter</p> <p>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.</p> <p>Prepayment Meter</p> <p>D0194 for key meters</p> <p>D0216 for token meters</p>	Electronic or other method, as agreed
6.6.2	If required, within 2WDs of 6.6.1. ⁵³	Request Site Technical Details.	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 5WD 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 accepted and within 5WD of 6.6.2.	Send Site Technical Details.	DNO ¹⁷	MEM	D0215 Provision of Site Technical Details	Electronic or other method, as agreed
6.6.5	On the date requested or agreed in 6.6.1.	Install HH Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice . 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 HHDC DNO	D0268 Half Hourly Meter Technical Details If site is Complex Site , send Complex Site Supplementary Information Form	Electronic or other method, as agreed

					(see Appendix 2). 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. If response is “Accepted”, proceed to 6.6.12, otherwise proceed to 6.6.11.	ERDA	MEM 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 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply. Proceed to 6.6.10.	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed
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.	<p>Send Smart Meter Configuration Details.</p> <p>The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM.</p> <p>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.</p>	Electricity Supplier	MEM	<p>D0367 Smart Meter Configuration Details.</p> <p>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM).</p>	Electronic or other method, as agreed.
6.6.14	Within 10 WD of 6.6.5.	Send Meter Technical Details .	MEM	Electricity Supplier DNO	<p>D0149 Notification of Mapping Details.</p> <p>D0150 Non Half-hourly Meter Technical Details.</p>	Electronic or other 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.	<p>Perform validation checks and send response.</p> <p>If response is “Accepted” end process, otherwise proceed to 6.6.17.</p>	ERDA	MEM 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	MEM	ERDA	D0312 Notification of Meter Information to	Electronic or other

		<p>parties, send a corrected D0312.</p> <p>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>Proceed to 6.6.15.</p>			MPAS .	method, as agreed
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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 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:

Ref	When	Action	From	To	Information Required	Method
6.7.1	At the earliest opportunity, but no later than 16 WD after energisation (If DNO energises, or 16 WD after receipt of the D0139 from MEM (if MEM	Commission Measurement Transformers in accordance with BSC Metering Code of Practice 4.	DNO		Internal Process	N/A

	energises)					
6.7.2	At the earliest opportunity but no later than 21 WD after energisation (if the DNO energises) or 21 WD after receipt of the D0139 if the MEM energises)	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 (if MEM energises) or receipt of the D0139 if the DNO energises)	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 5 WD of 6.7.3 if there has been a defect / omission that prevented commissioning ¹⁸ .	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 (if MEM energises) or receipt of the D0139 (if the DNO energises)	Resolve the defect/omission that has prevented commissioning ¹⁹ .	Electricity Supplier	DNO HHDC	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
6.7.6	When defect / omission has been resolved, but no later than 80 WD after energisation (if the MEM energises or receipt of the D0139 if DNO energises)	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
6.7.7	Within 5 WD of 6.7.3 or 6.7.6 if commissioning was completed	Send notification that commissioning has been	MEM	Electricity Supplier	D0384 Notification of Commissioning	Electronic or other

	successfully.	completed.			status ²⁰	method, as agreed.
6.7.8	Following 6.7.7.	Create internal record of MEM commissioning ²² .	MEM		Internal Process	N/A

¹⁹A 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](#).

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.

²¹ Notification of complete commissioning shall not be done if complete information has not been received from the [Distribution Network Operator](#).

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:

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 ²³ .	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 ¹⁹	Electricity Supplier	DNO 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 Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
6.8.6	Following 6.8.5.	Create internal record of MEM commissioning.	MEM		Internal Process	N/A

²³A 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:

Ref	When	Action	From	To	Information Required	Method
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6.9.1	If required.	Request Metering Asset installation, commissioning and energisation.	Electricity Supplier	MEM	<p>Credit Meter</p> <p>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters²⁴.</p> <p>Prepayment Meter</p> <p>D0194 for key meters</p> <p>D0216 for token meters</p>	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. If requested, energise Metering Asset and note initial meter register reading.	MEM			Internal Process
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	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	MEM	Electricity Supplier	D0010 Meter readings.	Electronic or other method, as agreed

	agreed with the Electricity Supplier .	the register configuration is unknown, will consist of a reading from the total cumulative register).				
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. 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 (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 required as a 'backstop').	Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
For all NHH Metering Asset						
6.9.7	Within 10 WDs of 6.9.2.	Send change of energisation status and Meter Technical Details . ²⁵	MEM	Electricity Supplier NHHDC DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed.
6.9.8	Within 10 WDs of	Send initial meter register reading (for	MEM	NHHDC	D0010 Meter Readings	Electronic or

	6.9.2.	non-Smart Metering Systems only).				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.
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. 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 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed

		apply. Proceed to 3.6.11.				
6.9.13	If required and no valid meter register reading received within 10 WD of the installation of the Metering Asset .	Request initial meter register reading.	NHHDC	MEM Electricity Supplier		Post, fax, email
6.9.14	Within 10 WDs of 6.9.11.	Send initial meter register reading.	MEM , or Electricity Supplier	NHHDC ²⁷	D0010 Meter Readings	Electronic or other method, as agreed.

²⁴ 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.

²⁵ 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.

²⁶ 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](#).

²⁷ 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](#)

- 7.5. Where a [Metering Asset](#) is removed the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
7.5.1	If required.	Request Metering Asset removal.	Consumer	Gas Supplier ²⁸	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 2 WDs 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	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 specified within the request in 7.5.4.	Carry out Metering Asset removal.	Meter Worker		Internal Process	N/A
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 ³⁰	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 ³⁰	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 notification.	MAP	MEM	RNUPD	Email, IX, DTN
7.5.15	Following 7.5.9 ³² .	Notification of Metering Asset removal ¹⁴ .	Gas Supplier	Shipper	ONJOB	Not defined

7.5.16	Within 2 <u>WDs</u> 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 6 <u>WDs</u> of the Metering Asset removal.	Notification of Metering Asset removal.	Shipper	CDSP	Defined in the UK Link Manual	IX
7.5.18	Within 2 <u>WDs</u> of 7.5.17.	Respond to notification of Metering Asset removal.	CDSP	Shipper	Defined in the UK Link Manual	IX

²⁸ 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](#).

²⁹ Where the [Gas Supplier](#) cannot be identified then the [Metering Equipment Manager](#) will send this pre-notification to the [CDSP](#).

³⁰ Where the [Gas Supplier](#) cannot be identified then the [Metering Equipment Manager](#) will send this notification to the [CDSP](#).

³¹ This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the [CoMCoP](#).

³² 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:

Ref	When	Action	From	To	Information Required	Method
7.7.1	As required.	Request Metering Asset removal.	Electricity Supplier	MEM ; or DNO	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters 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 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 DNO		Internal process	Internal Process
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. Or for Supplier-Serviced	Electronic or other method, as agreed

					<p>Metering Systems:</p> <p>D0150 Non Half-hourly Meter Technical Details.</p> <p>Location of Assets and arrangements for delivery / collection.</p>	
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	<p>Electricity Supplier,</p> <p>HHDC,</p> <p>DNO</p>	<p>D0268 Half Hourly Meter Technical Details.</p> <p>Or for Supplier-Serviced Metering Systems and to Electricity Supplier / DNO only:</p> <p>D0150 Non Half-hourly Meter Technical Details.</p> <p>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).</p>	Electronic or other method, as agreed
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.	<p>DNO (if applicable)</p> <p>MEM</p>	<p>MEM</p> <p>HHDC</p>	<p>D0139 Confirmation or Rejection of Energisation Status Change.</p> <p>For HHDC-serviced</p>	Electronic or other method, as agreed

					Metering Systems only: D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	
7.7.7	At the same time as 7.7.4.	Send the relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed
7.7.8	Immediately following 7.7.7 or 7.7.9.	Perform validation checks and send response. If response is 'Accepted', end process, otherwise proceed to 7.7.9.	ERDA	MEM 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 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 7.7.8.	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed

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:

Ref	When	Action	From	To	Information Required	Method
7.9.1	As required.	Request Metering Asset removal.	Electricity Supplier	MEM ; or DNO	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters ²⁴ . Prepayment Meter D0194 for key meters 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	MEM ; or	Electricity Supplier	P0211 Site Visit Rejection.	Electronic or other

		and restart process if required.	DNO			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 DNO		Internal process	Internal Process
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. ³³	MEM	Electricity Supplier , NHHDC , 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.	DNO (if applicable) MEM	MEM NHHDC , Electricity Supplier	D0139 Confirmation or Rejection of Energisation Status Change. 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.	MEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed / removed by the MOP to the	Electronic or other method, as agreed

					MAP.	
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. If response is 'Accepted', proceed to 7.9.11, otherwise proceed to 7.9.10.	ERDA	MEM 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 5 WDs of 7.9.9.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 7.9.9.	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed
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 Electricity		Electronic or other method, as

				Supplier		agreed
7.9.12	Within 10 WDs of 7.9.11.	Send final meter register reading.	MEM Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

³³ 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:

Ref	When	Action	From	To	Interface	Means
8.5.1	If required.	Request Metering Asset exchange.	Consumer	Gas Supplier ²⁸	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 2 WDs 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 2 WDs of 8.5.5.	Respond to pre-notification of Metering Asset exchange.	Gas Supplier	MEM	RNJOB	Email, IX, DTN
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	Notification of Metering Asset	Meter	MEM	Information	Not defined

	exchange.	exchange.	Worker		contained within ONJOB	
8.5.9	Within 48hrs of the Metering Asset exchange. ⁸	Notification of Metering Asset exchange and MAP identity for installed Metering Asset . ³⁴	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 and MAP identity for installed Metering Asset .	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 ³⁵	Email, IX, DTN
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 ³⁶ .	Notification of Metering Asset exchange and MAP identity for installed Metering Asset . ¹⁴	Gas Supplier	Shipper	ONJOB	Not defined
8.5.18	Within 2WDs of 8.5.17.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	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 and MAP identity for installed Metering Asset .	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 and MAP identity for installed Metering Asset .	CDSP	Shipper	Defined in the UK Link Manual	IX

³⁴ 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.

³⁵ 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 [CoMCoP](#).

³⁶ 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:

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 D0142 Request for Installation or Changes to	Electronic or other method, as agreed

					a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	
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 necessary ³⁷ .	Agree with HHDC to collect final HH Metered Data	MEM	HHDC	D0005 Instruction on Action	Electronic or other method, as agreed
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	Note final meter register	MEM		Internal Process	N/A

	8.6.5.	<p>reading, if available</p> <p>If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available.</p> <p>Reconfigure Metering Asset or replace and energise Metering Asset³⁸</p> <p>Note initial meter register reading.</p>				
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 register reading was not obtainable.	MEM	Electricity Supplier HHDC DNO	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed
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 HHDC	D0268 Half Hourly Meter Technical Details If site is Complex Site , send Complex Site	Electronic or other method, as agreed

				DNO	Supplementary Information Form (see Appendix 2).	
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 send response. If D0312 response is 'Accepted' proceed to 8.6.13, otherwise proceed to 8.6.12.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other 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 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. 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 ³⁹	<p>Credit Meter</p> <p>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.</p> <p>Prepayment Meter</p> <p>D0194 for key meters</p> <p>D0216 for token meters</p>	Electronic or other method, as agreed
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.	<p>Contact Electricity Supplier to retrieve final Half Hourly and cumulative readings remotely.</p> <p>Replace meter.</p> <p>Contact Electricity Supplier to retrieve initial cumulative reading remotely.</p>	MEM		Internal Process	N/A
8.6.17	On replacement.	Take final readings from meter, configure replacement	Electricity Supplier		Internal Process	N/A

		meter (as required) and take initial readings.				
8.6.18	If Time of Use registers configured remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WD of 8.6.16.	<p>Send meter configuration details.</p> <p>The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM.</p> <p>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.</p>	Electricity Supplier	MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM).	Electronic or other 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 DNO	D0150 Non Half-hourly Meter Technical Details . 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.

8.6.21	Immediately following 8.6.19 or 8.6.22.	Perform validation checks and send response D0312 . If D0312 response is “Accepted”, proceed to 8.6.23, otherwise proceed to 8.6.22.	ERDA	MEM 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 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. 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. The Electricity Supplier will	Electricity Supplier	MEM	D0367 Smart Meter Configuration Details (or alternative method, as	Electronic or other method, as agreed

		<p>ensure that only the latest version of the configuration for the day is sent to the MEM.</p> <p>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.</p>			<p>agreed bilaterally between the Electricity Supplier and MEM).</p>	
8.6.25	Within 10 WD of 8.6.19.	Send Meter Technical Details for replacement meter.	MEM	Electricity Supplier DNO	D0150 Non Half-hourly Meter Technical Details . D0149 Notification of Mapping Details.	Electronic or other method, as agreed

³⁷ The need to replace or reconfigure the [Metering Asset](#) could also be from [BSC Metering Code of Practice 4](#) requirements, Ofgem or [Consumer](#) driven.

³⁸ 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 .

³⁹ 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:

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. Replace and energise Metering Asset ³⁸ 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. Send initial meter register reading and Meter Technical Details for replacement Metering Asset .	DNO ⁴⁰	MEM	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0268 Half Hourly Meter Technical Details . If site is Complex Site , send Complex Site Supplementary Information	Electronic or other method, as agreed.

					Form (see Appendix 2).	
					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 . Send Meter Technical Details for replacement Metering Asset .	MEM	Electricity Supplier HHDC	D0268 Half Hourly Meter Technical Details . If site is Complex Site , send Complex Site Supplementary Information Form (see Appendix 2).	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. If response is “Accepted” proceed to 8.7.10, otherwise proceed to 8.7.9.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed.
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 .	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed.

		If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.7.8.				
8.7.10	In accordance with Paragraph 20.	Prove Metering Asset .	MEM	HHDC	Refer to Paragraph 20.	Electronic or other method, as agreed.

⁴⁰ 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:

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 10 WDs before 8.8.3. ¹⁵	Request Metering Asset replacement of reconfiguration.	Electricity Supplier	MEM	Credit Meter D0142 Request for Installation or Changes to a Metering System	Electronic or other method, as agreed

					Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	
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. Reconfigure Metering Asset or replace and energise Metering Asset . Note initial meter register reading.	MEM		Internal Process	N/A
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 /	Send initial meter register reading for replacement Metering Asset /new	MEM	NHHDC	D0010 Meter Readings	Electronic or other

	reconfiguration of the Metering Asset .	configuration.				method, as agreed
8.8.6	Within 10 WD of the replacement / reconfiguration of the Metering Asset .	Send Meter Technical Details for replacement Metering Asset /new configuration ²⁵ .	MEM	Electricity Supplier NHHDC DNO	D0149 Notification of Mapping Details D0150 Non Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as 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 Metering Asset .	Send the relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed
8.8.10	Immediately following 8.8.9 or 8.8.11.	Perform validation checks and send response. If D0312 response is 'Accepted'	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed

		proceed to 8.8.12, otherwise proceed to 8.8.11.				
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 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. 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 10 WDs of the replacement / reconfiguration and initial and / or final reading required.	Request initial and / or final meter register reading.	NHHDC	MEM Electricity Supplier		Post / Fax / Email
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.	Electricity Supplier		Internal process	N/A

		Reconfigure the Smart Metering System . Take initial readings for the new configuration.				
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. 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 (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 reading(s) for new configuration.	Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
8.8.17	Within 10 WD of reconfiguration.	Send Meter Technical Details for new configuration.	MEM	NHHDC Electricity Supplier DNO	D0150 Non-Half-hourly Meter Technical Details. 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 10 WDs before 8.8.20.	Send request to replace Metering Asset .	Electricity Supplier	MEM	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed

					Prepayment Meter	
					D0194 for key meters	
					D0216 for token meters	
8.8.19	If request rejected and within 5 WD of 8.8.18.	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
8.8.20	On the date and time requested in 8.8.18.	Take final reading(s) if replaced meter is not smart. If replaced meter is smart, take final reading(s) as agreed with Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely. Replace Metering Asset . 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 agreed with Electricity Supplier .	Send final/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	MEM	Electricity Supplier	D0010 Meter Readings	Electronic or other method, as agreed

		register configuration for the new meter is unknown, will consist of a reading from the total cumulative register).				
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. 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 (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 Electricity Supplier DNO	D0150 Non Half-hourly Meter Technical Details. D0149 Notification of Mapping Details.	Electronic or other method, as agreed
8.8.26	Within 10 WD of reconfiguration.	Send notification of removal of old meter.	MEM	MAP (removed)	D0303 Notification of Meter Operator, Supplier	Electronic or other

				meter)	and Metering Assets installed/removed by the MOP to the MAP .	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. If D0312 response is 'Accepted' proceed to 8.8.31, otherwise proceed to 8.8.30.	ERDA	MEM 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 involving other industry parties, send a corrected D0312 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.8.29.	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other 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.	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed
8.8.34	Immediately following 8.8.33 or 5.8.35.	Perform validation checks and send response. If D0312 response is 'Accepted' end process, otherwise proceed to 8.8.35.	ERDA	MEM 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 . If the MEM needs to involve other industry parties to resolve the issue,	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed

		then reasonable endeavours shall apply. Proceed to 8.8.34.				
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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:

Ref	When	Action	From	To	Information Required	Method
8.9.1	As required ⁴¹ .	Send request to reconfigure or replace <u>Metering Asset</u> .	<u>Electricity Supplier</u>	<u>DNO</u>	Request <u>site</u> 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.	<u>DNO</u>	<u>Electricity Supplier</u>	P0211 <u>Site</u> Visit Rejection.	Electronic or other method, as agreed.
8.9.3	On the date requested or agreed in 8.9.1 or as the <u>DNO</u> sees necessary.	Note final meter register reading, if available. Replace and energise <u>Metering Asset</u> ⁴⁰ . Note initial meter register reading.	<u>DNO</u>		Internal Process.	N/A
8.9.4	Within 10 <u>WD</u> of 8.9.3.	Send final meter register reading or notification that	<u>DNO</u> ⁴²	<u>MEM</u>	<u>D0010</u> Meter Readings or <u>D0002</u> Fault Resolution Report	Electronic or other method,

		meter register reading not obtainable. Send initial meter register reading and Meter Technical Details for replacement Metering Asset .			or Request for Decision on Further Action. D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. D0010 Meter Readings.	as agreed.
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 . Send Meter Technical Details for replacement Metering Asset .	MEM	Electricity Supplier NHHDC	D0010 Meter Readings D0149 Notification of Mapping Details. 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 meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP .	Electronic or other method, as agreed
8.9.8	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	Send the relevant meter	MEM	ERDA	D0312 Notification of Meter	Electronic or

	8.9.5.	information changes.			Information to MPAS .	other method as agreed.
8.9.10	Immediately following 8.9.9 or 8.9.11.	Perform validation checks and send response. If response is “Accepted” end process 8.9.12, otherwise proceed to 8.9.11.	ERDA	MEM 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 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.9.10.	MEM	ERDA	D0312 Notification of Meter Information to MPAS .	Electronic or other method, as agreed.

⁴¹ 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.

⁴² 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:

Ref	When	Action	From	To	Interface	Means
9.5.1	At any time.	Request new Gas Supplier .	Consumer	Gaining	Not defined	Other

				Supplier		
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 . Where the Switch Request is rejected, the process will be terminated and a new Switch Request will be required.	CSS Provider	Gaining Supplier Losing Supplier CDSP via the GRDA Other recipients as defined in the Registration Services Schedule	As defined in the Registration Services Schedule	CSS API
9.5.4	Following validated Switch Request notification	Provide details of existing MEM and Gas Act Owner . 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	Issue notification of Switch Request	CSS	Gaining	As defined in	CSS

	Switch Request has not been Withdrawn or rejected as a consequence of Objection .	being Confirmed .	Provider	Supplier Losing Shipper CDSP via the GRDA Other recipients as defined in the Registration Services Schedule	the Registration Services Schedule	API
9.5.7	Following 9.5.6, where the Switch Request has not been Withdrawn , Annulled or rejected as a consequence of Objection .	Issue notification of Switch Request being Secured	CSS Provider	Gaining Supplier Losing Supplier CDSP via the GRDA Other recipients as defined in the Registration Services Schedule	As defined in the Registration Services Schedule	CSS API
9.5.8	Following receipt of Secured Switch	Notify details of existing MEM , Gas Act Owner and Meter Reading Access	CDSP	Gaining Shipper	Defined in the UK Link	IX

	Request notification.	Instructions. This notification will include other data, as defined in the UK Link Manual.			Manual	
9.5.9	Following 9.5.8.	Receive and pass on details of existing MEM , Gas Act Owner and Meter Reading Access Instructions. 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 ⁴⁴ .	Request agent de-appointment.	Losing Supplier	Losing MEM	ONAGE including details of Gaining Supplier	Email, IX, DTN
9.5.11	Within 2 WDs 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 ⁴⁵ .	Request agent appointment.	Gaining Supplier	Gaining MEM	ONAGE including Gaining MEM	Email, IX, DTN

					details	
9.5.13 ⁴⁸	Within 2 <u>WDs</u> of 9.5.12.	Accept agent appointment.	Gaining <u>MEM</u>	<u>Gaining Supplier</u>	<u>RNAGE</u> ⁴⁷	Email, IX, <u>DTN</u>
9.5.14	Following 9.5.12.	Request transfer of information.	Gaining <u>MEM</u>	Losing <u>MEM</u>	<u>ORDET</u>	Email, IX, <u>DTN</u>
9.5.15	Within 2 <u>WDs</u> of 9.5.14.	Respond to transfer of information request.	Losing <u>MEM</u>	Gaining <u>MEM</u>	<u>RRDET</u>	Email, IX, <u>DTN</u>
9.5.16	Within 2 <u>WDs</u> 9.5.14.	Provide <u>Metering Asset</u> information.	Losing <u>MEM</u>	Gaining <u>MEM</u>	<u>ONDET</u>	Email, IX, <u>DTN</u>
9.5.17	Within 2 <u>WDs</u> of 9.5.16.	Respond to <u>Metering Asset</u> information.	Gaining <u>MEM</u>	Losing <u>MEM</u>	<u>RNDET</u>	Email, IX, <u>DTN</u>
9.5.18	After step 9.5.16, where required by commercial agreement.	Send supplementary information.	Losing <u>MEM</u>	Gaining <u>MEM</u>	As defined in the <u>CoMCoP</u>	Not defined
9.5.19	Within 2 <u>WDs</u> of 9.5.10.	Notification of <u>MEM</u> de-appointment.	Losing <u>MEM</u>	<u>MAP</u>	<u>ONUPD</u>	Email, IX, <u>DTN</u>
9.5.20	Within 2 <u>WDs</u> of 9.5.19.	Respond to <u>MEM</u> de-appointment notification.	<u>MAP</u>	Losing <u>MEM</u>	<u>RNUPD</u>	Email, IX, <u>DTN</u>
9.5.21	Within 2 <u>WDs</u> of 9.5.16.	Notification of <u>MEM</u> appointment.	Gaining <u>MEM</u>	<u>MAP</u> ⁴⁸	<u>ONUPD</u>	Email, IX, <u>DTN</u>

9.5.22	Within 2 <u>WDs</u> 9.5.21.	Respond to <u>MEM</u> appointment notification.	<u>MAP</u>	Gaining <u>MEM</u>	<u>RNUPD</u>	Email, IX, <u>DTN</u>
9.5.23	Following 9.5.16.	Notification of successful transfer of <u>Metering Asset</u> .	Gaining <u>MEM</u>	<u>Gaining Supplier</u>	<u>ONUPD</u>	Email, IX, <u>DTN</u>
9.5.24	Within 2 <u>WDs</u> of 9.5.23.	Respond to notification of successful transfer of <u>Metering Asset</u> .	<u>Gaining Supplier</u>	Gaining <u>MEM</u>	<u>RNUPD</u>	Email, IX, <u>DTN</u>
9.5.25	Following 9.5.23 ⁴⁹ .	Notification of <u>MEM</u> details.	<u>Gaining Supplier</u>	<u>Gaining Shipper</u>	<u>ONUPD</u>	Not defined
9.5.26	Within 2 <u>WDs</u> of 9.5.25.	Respond to notification of <u>MEM</u> details.	<u>Gaining Shipper</u>	<u>Gaining Supplier</u>	<u>RNUPD</u>	Not defined
9.5.27	Following 9.5.25.	Notification of <u>MEM</u> details.	<u>Gaining Shipper</u>	<u>CDSP</u>	Defined in the UK Link Manual	IX
9.5.28	Within 2 <u>WDs</u> of 9.5.27.	Respond to notification of <u>MEM</u> details.	<u>CDSP</u>	<u>Gaining Shipper</u>	Defined in the UK Link Manual	IX

⁴³ The Gaining Supplier could initiate provisional Appointment of the Metering Equipment Manager.

⁴⁴ 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.

⁴⁵ 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.

⁴⁶ 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.

⁴⁷ 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 Where [Meter Asset Provider](#)s 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 The notification from [Gaining Supplier](#) to [Gaining Shipper](#) must be provided to enable the [Gaining Shipper](#) notification to the [CDSP](#) within 2 [WD](#)s of the [MEM](#) Effective Date.

Electricity [MEM](#) (Half Hourly)

9.6. Where a [Switch](#) is initiated the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
9.6.1	If required.	Send agent appointment ⁵⁰ .	Gaining Supplier	Gaining MEM ³⁹	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 2 WD 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	Accept agent appointment.	Gaining	Gaining	D0011 Agreement of	Electronic or

	accepted and within 2WD of 9.6.1.		MEM	Supplier	Contractual Terms	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. 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
9.6.6	Within 1WD of 9.6.3 ⁵¹ .	Send notification of HHDC and current MEM . The D0302 to the HHDC is optional for Supplier Serviced Metering Asset .	Gaining Supplier	Gaining MEM HHDC	D0148 Notification of Change to Other Parties . 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 ⁵²	Gaining MEM ⁵³	D0268 Half Hourly Meter Technical Details ⁵⁴ If site is Complex Site , send Complex Site	Electronic or other method, as agreed

					Supplementary Information Form (see Appendix 2).	
9.6.9	Following 9.6.8.	Send commissioning information.	Losing MEM	Gaining MEM	D0383 Notification of Commissioning information D0384 Notification of Commissioning status ⁵⁵	Electronic or other method, as agreed
9.6.10	Within 5 WD of 9.6.8.	Send Meter Technical Details .	Gaining MEM	Gaining Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details ⁵⁴ If site is Complex Site , send Complex Site Supplementary Information Form (see Appendix 2).	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	Send Smart Metering System	Gaining Supplier	Gaining MEM	D0367 Smart Meter	Electronic or other

	1 WD of the Supply Effective From Date as applicable.	<p>configuration details.</p> <p>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.</p> <p>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.</p>			<p>Configuration Details</p> <p>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)</p>	method, as agreed
9.6.14	Within 5 WD of 9.6.7.	Send Meter Technical Details .	Losing MEM ⁵²	Gaining MEM ⁵³	<p>D0149 Notification of Mapping Details.</p> <p>D0150 Non-Half-hourly Meter Technical Details.</p> <p>Electronic</p>	Electronic or other method, as agreed
9.6.15	Within 5 WDs of 9.6.14.	Send Meter Technical Details .	Gaining MEM	<p>Gaining Supplier</p> <p>DNO</p>	<p>D0149 Notification of Mapping Details.</p> <p>D0150 Non Half-hourly Meter Technical Details.</p> <p>Electronic</p>	Electronic or other method, as agreed

⁵⁰ 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](#).

⁵¹ 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 1 [WD](#) of the receipt of the latter [D0011](#).

⁵² 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](#).

⁵³ 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.

⁵⁴ 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).

⁵⁵ [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:

Ref	When	Action	From	To	Information Required	Method
9.7.1	If required.	Send agent appointment ⁴⁹ 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 2 WD of 9.7.1.	Reject agent appointment and restart process if required. 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 Supplier	Losing MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
9.7.5	If de-appointment rejected	Reject agent de-	Losing	Losing	Not Defined	Not Defined

	and within 5 WD of 9.7.4.	appointment. Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the Consumer .	MEM	Supplier		
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 ⁵⁶ .	Send notification of NHHDC and current MEM .	Gaining Supplier	Gaining MEM NHHDC	D0148 Notification of Change to Other Parties. 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
9.7.9	Within 2 WD of 9.7.8.	Send Meter Technical Details . ^{57 58}	Losing MEM ⁵⁴	Gaining MEM ⁵³	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details ⁵⁹ D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed

For Metering Assets which do not comprise a DCC-Enrolled Smart Metering System						
9.7.10	Within 5 WD on 9.7.9	Send Meter Technical Details	Gaining MEM	Gaining Supplier / NHHDC / DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details ⁵⁹ D0313 Auxiliary Meter Technical Details ²⁶	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 Date.	Configure meter ⁶⁰ .	Gaining Supplier		Internal process	N/A
9.7.12	Within 1 WD of 9.7.11.	Send Smart Metering System configuration details.	Gaining Supplier	MEM	D0367 Smart Meter Configuration Details (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 +5 WD .	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 /	D0149 Notification of Mapping Details.	Electronic or other method, as

				NHHDC / DNO	D0150 Non Half-hourly Meter Technical Details	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:

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. (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 and within 5 WD of 9.8.4.	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
9.8.6	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 . The D0302 to the HHDC is optional for Supplier-serviced Metering Systems.	Gaining Supplier	Gaining MEM HHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	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	Send MTD	Losing MEM	Gaining MEM	D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed

	MTD (unless there is insufficient information to populate group 01A of the D0268) .					
9.8.9	Within 5 WD of 9.8.8.	Send MTD	Gaining MEM	Gaining Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed
For Supplier-serviced Metering Systems						
9.8.10	Within 5 WD 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 5 WD on 9.8.10	Send MTD	Gaining MEM	Gaining Supplier 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 (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
9.8.13	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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⁵⁶ 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.

⁵⁷ 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.

⁵⁸ The outgoing [Metering Equipment Manager](#) remains responsible for sending revised [MTDs](#) where they relate to [site](#) activity carried out after their de-appointment date.

⁵⁹ 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.

⁶⁰ 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 +5[WD](#), 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 +5[WD](#) 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:

Ref	When	Action	From	To	Information Required	Method
9.9.1	By Supply Effective From Date .	Send appointment.	Gaining	Gaining	D0155 Notification of	Electronic

			Supplier	MEM	Meter Operator or Data Collector Appointment and Terms	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. (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 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	Send notification of NHHDC and current MEM .	Gaining Supplier	Gaining MEM NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed

	receipt of the latter D0011)					
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 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 MEM	Gaining Supplier DNO	D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed
Site Technical Details						
9.9.10	If required, and at any time after the effective date of the MEM 's appointment (for RMP s 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	Send Site Technical	DNO	Gaining MEM	D0215 Provision of Site	Electronic

	5 WD of 9.9.10	Details			Technical Details	or other method, as agreed
9.9.12	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

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 [MEM](#)s.

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 Supplier](#)s 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:

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 Schedule	CSS API
10.5.3	Following Switch Request validation.	Accept Switch Request . Where the Switch Request is rejected, the process will be terminated and a new Switch Request will be required.	CSS Provider	Gaining Supplier Losing Supplier	As defined in the Registration Services Schedule	CSS API
10.5.4	Following validated Switch Request notification.	Provide details of existing MEM and Gas Act Owner . 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	Not defined
10.5.6	Following 10.5.3, where the Switch	Issue notification of a Switch Request being Confirmed .	CSS Provider	Gaining	As defined in the	CSS API

	Request has not been Withdrawn or rejected as a consequence of an Objection .			Supplier Losing Supplier CDSP via the GRDA . Other recipients as defined in the Registration Services Schedule	Registration Services Schedule	
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 Losing Supplier CDSP via the GRDA . Other recipients as defined in the Registration Services Schedule	As defined in the Registration Services Schedule	CSS API
10.5.8	Following receipt of Secured Switch notification.	Notification of MEM , Gas Act Owner and Meter Reading Access Instructions. This notification will include other data, as	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX

		defined in the UK Link Manual				
10.5.9	Following 10.5.8.	<p>Receive and pass on details of existing MEM, Gas Act Owner and Meter Reading Access Instructions.</p> <p>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.</p>	Gaining Shipper	Gaining Supplier	Not defined	Not defined
10.5.10	At any time, following 10.5.3 ⁶¹ .	Request agent de-appointment.	Losing Supplier	MEM	ONAGE including details of Gaining Supplier	Email, IX, DTN
10.5.11	Within 2 WDs of 10.5.10.	Accept agent de-appointment.	MEM	Losing Supplier	RNAGE	Email, IX, DTN
10.5.12	At any time, following 10.5.5 ⁶² .	Request agent appointment.	Gaining Supplier	MEM	ONAGE including Gaining MEM details	Email, IX, DTN
10.5.13	Within 2 WDs of 10.5.12.	Accept agent appointment.	MEM	Gaining Supplier	RNAGE	Email, IX, DTN
10.5.14	Within 2 WDs of 10.5.10 ⁶³ .	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.	Gaining Supplier	MEM	RNUPD	Email, IX, DTN
10.5.20	Following 10.5.19 ⁶⁴ .	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 MEM 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

⁶¹ 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.

⁶² 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.

⁶³ 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.

⁶⁴ 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 [MEM](#) Effective Date.

Electricity [MEM](#) (Half Hourly)

10.6. Where a [Consumer Switch](#) is initiated the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
10.6.1	As required.	Send agent appointment.	Gaining Supplier	MEM ³⁹	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 2 WD 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 2 WD 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	Electronic or other

					Contract by Supplier	method, as agreed
10.6.5	Within 1WD of receiving all applicable D0011s	Send notification of HHDC and current MEM . The D0302 to the HHDC is optional for Supplier - Serviced Metering Assets.	Gaining Supplier	MEM HHDC DNO	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
For HHDC-Serviced Metering Assets						
10.6.6	Within 1 WD 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 5 WD on 10.6.6.	Send Meter Technical Details .	MEM	Gaining Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details	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. 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	Gaining Supplier	MEM	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)	Electronic or other method, as agreed

		known. 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 DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed

Electricity [MEM](#) (Non Half Hourly)

10.7. Where a [Consumer Switch](#) is initiated the process below will be followed:

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	Reject agent appointment	MEM	Gaining	D0261 Rejection of Agent	Electronic or

	rejected and within 2WD of 10.7.1.			Supplier	Appointment including reason for rejection	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. Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the Consumer .	MEM	Losing Supplier	Not Defined	Electronic or other method as agreed
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. 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 NHHDC	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter	Electronic or other method, as agreed

				DNO	Technical Detail ⁶¹ D0313 Auxiliary Meter Technical Details ²⁷	
10.7.9	Within 1 WD 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

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:

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 ⁴⁶	Accept agent appointment.	Gaining MEM	Gas Supplier	RNAGE	Email, IX, DTN
11.6.3	Following 11.6.2 ⁶⁵	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 ⁶⁶	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 Supplier	RNUPD	Not defined
11.6.7	Following 11.6.5 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
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 2WDs 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 MEM	Gaining MEM	As defined in CoMCoP	Not defined
11.6.14	Within 2WDs of 11.6.11.	Notification of MEM appointment ⁶⁷ .	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 ⁶⁵	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
11.6.20	Following 11.6.18 and within 2WDs of the MEM 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

⁶⁵ 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.

⁶⁶ 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.

⁶⁷ 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](#).

⁶⁸ The notification from gas [Supplier](#) to gas [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the [MEM](#) Effective Date.

Electricity [MEM](#) (Half Hourly)

11.7. Where a change of [Metering Equipment Manager](#) is initiated the process below will be followed:

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 ⁶⁹	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 Asset(s)).	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. Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the Consumer .	Losing MEM	Electricity Supplier		Electronic or other method, as agreed
11.7.6	On appointment of Gaining MEM and between 5WD ⁷⁰ and 10WD of 11.7.4.	Send notification of MEM appointment / de-appointment.	Electricity Supplier	Gaining MEM HHDC	D0148 Notification of Change to Other Parties. D0302 Notification of	Electronic or other method, as agreed

		The D0302 to the HHDC is optional for Supplier Serviced Metering Asset .			Customer Details	
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 5 WD on 11.7.7.	Send Meter Technical Details .	Losing MEM ⁵²	Gaining MEM	D0268 Half Hourly Meter Technical Details ⁵⁶ If site is Complex Site , send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed
11.7.9	Following 11.7.8.	Send commissioning information.	Losing MEM	Gaining MEM	D0383 Notification of Commissioning information D0384 Notification of Commissioning status ⁵⁵	Electronic or other method, as agreed
11.7.10	Within 5 WD of 11.7.8.	Send Meter Technical Details .	Gaining MEM	Electricity Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details If site is Complex Site , send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed
11.7.11	Following 11.7.10.	Send commissioning	Gaining	Electricity	D0384 Notification of	Electronic or

		information.	MEM	Supplier	Commissioning status	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 MEM ^{52 71}	Gaining MEM	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed
11.7.14	Within 5 WDs of 11.7.13.	Send Meter Technical Details .	Gaining MEM	Electricity Supplier DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed

⁶⁹ A retrieval method of 'S' in the [D0155 Market Message](#) indicates that the [Electricity Supplier](#) will retrieve the HH Metered Data.

⁷⁰ 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 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)

16.8. Where a change of [Metering Equipment Manager](#) is initiated the process below will be followed:

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 5 WD s 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 5 WD of 11.8.4.	Reject agent de-appointment. Note that rejection of de-appointment shall only occur if the Losing MEM has a	Losing MEM	Electricity Supplier		Electronic or other method, as agreed

		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 ⁷⁰ and 10 WD of 11.8.4.	Send notification of MEM appointment / de-appointment.	Electricity Supplier	Gaining MEM NHHDC	D0148 Notification of Change to Other Parties. 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 5 WD on 11.8.8.	Send Meter Technical Details ^{58 59}	Losing MEM ⁵²	Gaining MEM	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details ^{72 59} . D0313 Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed
11.8.10	Within 5 WDs of 11.8.9.	Send Meter Technical Details .	Gaining MEM	Supplier NHHDC DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details ²⁶	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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⁷² 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:

Ref	When	Action	From	To	Interface	Means
12.5.1	If required ⁷³ .	Send agent appointment.	Gas Supplier	Gaining MEM	ONAGE ⁷⁴	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 ⁷⁵ .	Accept agent appointment.	Gaining MEM	Gas Supplier	RNAGE ⁷⁶	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 ⁷⁷	Email, IX, DTN
12.5.6	Following 12.5.4.	Request Metering Asset exchange.	Gaining MEM	Meter Worker	Information contained within ORJOB	Not defined
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 and MAP identity for installed Metering Asset ⁷⁸ .	Gaining MEM	Gas Supplier	ONJOB ⁷⁹	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
12.5.13	Within 2WDs of 12.5.11.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	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 and MAP identity for installed Metering Asset	Gas Supplier	Shipper	ONJOB	Not defined
12.5.16	Within 2WDs of 12.5.15.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Shipper	Gas Supplier	RNJOB	Not defined

12.5.17	Following 12.5.15.	Notification of Metering Asset exchange and MAP identity for installed Metering Asset .	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 and MAP identity for installed Metering Asset .	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
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 ⁸⁰ .	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.	Shipper	Gas Supplier	RNUPD	Not defined
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 ⁸¹	Email, IX, DTN
12.5.30	Within 2 WDs of 12.5.29.	Respond to notification of MAP Id.	Gaining MEM	Losing MEM	RNDET	Email, IX, DTN
12.5.31	Within 2 WDs of 12.5.29.	Notification of Metering Asset removal ⁸² .	Gaining MEM	Old MAP	ONUPD ⁸³	Email, IX, DTN
12.5.32	Within 2 WDs of 12.5.31.	Respond to Metering Asset removal notification.	Old MAP	Gaining MEM	RNUPD	Email, IX, DTN
12.5.33	Within 2 WDs of 12.5.19.	Notification of Metering Asset installation and MEM appointment.	Gaining MEM	New MAP	ONUPD	Email, IX, DTN
12.5.34	Within 2 WDs 12.5.33.	Respond to Metering Asset installation and MEM appointment notification.	New MAP	Gaining MEM	RNUPD	Email, IX, DTN

⁷³ 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.

⁷⁴ This includes the identity of the Losing [Metering Equipment Manager](#).

⁷⁵ 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.

⁷⁶ 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.

⁷⁷ 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 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 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. Where updates are identified by [MEMs](#) to [Meter Technical Details](#) or [MAP Identity](#), then these shall be passed to the [CDSP](#) by the [MEM](#).

⁸⁰ The notification from [Gas Supplier](#) to [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the [MEM](#) Effective Date.

⁸¹ 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.

⁸² 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](#).

⁸³ This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the [CoMCoP](#).

Electricity [MEM](#)

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:

Ref	When	Action	From	To	Information Required	Method
13.3.1	On receipt of a D0304 from a Meter Asset Provider . 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. 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 5 WDs of 13.3.3.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a	MEM	ERDA	D0304 Notification of Meter Asset Provider	Electronic or other method, as agreed

		corrected D0304 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. 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

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](#))

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 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) 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 HHDC	D0139 Confirmation or Rejection of Energisation Status Change ^{84 85} .	Electronic or other method, as agreed.
If DNO Energises						

15.5.5	Within 5 WD of energising a Metering Asset .	Send change of energisation status and the initial meter register reading.	DNO	MEM / Electricity Supplier	D0139 Confirmation or Rejection of Energisation Status Change ^{84 85}	Electronic or other method, as agreed.
15.5.6	Within 5 WD of 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.

⁸⁴ If 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](#).

⁸⁵ 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](#))

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 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. D0221 Notification of Failure to Install or Energise Metering System	Electronic or other method, as agreed.
					P0211 Site Visit Rejection ⁸⁶ . (Go to 12.3.1 if required)	
15.6.3	If request accepted and within 3 WD of 15.6.1 and before planned date for de-energisation.	Arrange with HHDC to collect final HH Metered Data. For Supplier-Serviced Metering Assets, the Electricity Supplier , rather than the HHDC, will collect the HH Metered Data. Steps 15.6.3 to 15.6.6 do not apply.	MEM	HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.
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 .	Telephone.

					Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM .	
15.6.6	Immediately following 15.6.5.	Note final meter register reading, if available. If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available. De-energise Metering Asset .	MEM			Internal Process.
15.6.7	Within 5 WD of changing energisation status (or within 10 WD for Supplier-Serviced Metering Assets) 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 final meter register reading, if available.	MEM	Electricity Supplier DNO HHDC	D0139 Confirmation or Rejection of Energisation Status Change ^{84 85} . D0010 Meter Readings	Electronic or other method, as agreed.

If DNO De-energises						
15.6.8	As required and at least 10 WD before 15.6.14 ⁸⁷ .	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 MEM	D0139 Confirmation or Rejection of Energisation Status Change. P0211 Site Visit Rejection ⁸⁵ (Go to 11.3.8 if required)	Electronic or other method, as agreed. 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.
15.6.11	Within 2 WD of 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	Telephone or other method, as agreed.

					confirmation to the MEM or DNO , as appropriate.	
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. 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 ⁸³ .	Electronic or other method, as agreed.
15.6.16	Within 5 WD of 15.6.15.	Send change of energisation status and, if requested, final meter register reading, if available.	MEM	HHDC	D0139 Confirmation or Rejection of Energisation Status Change. D0010 Meter Readings.	Electronic or other 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 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 , Electricity Supplier	HHDC		Electronic or other method, as agreed

⁸⁶ The use of this data flow is optional.

⁸⁷ 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)

Ref	When	Action	From	To	Interface	Means
If MEM Energises						
15.7.1	As required and at least 10 WDs ¹⁶ before 15.7.3.	Send request to energise Metering Asset .	Electricity Supplier	MEM	Credit Meter D0134 Request to Change Energisation Status. Prepayment Meter 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 of 15.7.1.	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	Send change of	MEM	Electricity Supplier /	Credit Meter	Electronic or other method,

	change energisation status.	energisation status.		DNO NHHDC	D0139 Confirmation or Rejection of Energisation Status Change ⁸⁴ . Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	as agreed.
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 / Electricity Supplier		Post / fax / email
15.7.7	Within 10 WDs of 15.7.6.	Send initial meter register reading.	MEM / 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 available from DNO .	Send change of energisation status and the initial meter register reading.	MEM	NHHDC Electricity Supplier	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

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

15.8. De-energisation (Non Half Hourly)⁹⁰

⁸⁸ 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 <u>MEM</u> De-energises						
15.8.1	As required and at least 10 <u>WD</u> ¹⁵ before 15.8.3.	Send request to de-energise <u>Metering Assets</u> .	<u>Electricity Supplier</u>	<u>MEM</u>	<u>Credit Meter</u> <u>D0134</u> Request to Change Energisation Status. <u>Prepayment Meter</u> <u>D0180</u> Request to Energy	Electronic or other method, as agreed.

					/ De-Energise / Shut Down Prepayment Meter	
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. Proceed to 15.8.1 if required.	MEM	Electricity Supplier	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change D0221 Notification of Failure to Install or Energise Metering System P0211 Site Visit Rejection ⁸⁷ Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
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 DNO	Credit Meter D0139 Confirmation or Rejection of Energisation	Electronic or other method, as agreed..

					Status Change ⁸³ . <u>Prepayment Meter</u> <u>D0179</u> Confirmation of Energisation/De-Energisation of Prepayment Meter	
15.8.5	Within 10 <u>WD</u> of attempting to change energisation status.	Send the final meter register reading, if available.	<u>MEM</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed.
15.8.6	If required and no valid meter register reading received within 10 <u>WD</u> of notification of change to energisation status.	Request final meter register reading.	<u>NHHDC</u>	<u>MEM</u> <u>Electricity Supplier</u>		Electronic or other method, as agreed.
15.8.7	Within 10 <u>WDs</u> of 15.8.6.	Send final meter register reading.	<u>MEM</u> / <u>Electricity Supplier</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed.
If <u>DNO</u> De-energises						
15.8.8	As required and at least 10 <u>WD</u> ⁸⁸ before 15.8.10.	Send request to de-energise <u>Metering Asset</u> .	<u>Electricity Supplier</u>	<u>DNO</u>	<u>Credit Meter</u> <u>D0134</u> Request to Change Energisation Status. <u>Prepayment Meter</u>	Electronic or other method, as agreed.

					D0180 Request to Energy / De-Energise / 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. Proceed to 15.8.8 if required.	DNO	Electricity Supplier MEM	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change. P0211 Site Visit Rejection ⁸⁵ Prepayment Meter 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. 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 final meter register reading, if available.	DNO	MEM	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change ⁸³ .	Electronic or other method, as agreed.

					<p><u>Prepayment Meter</u></p> <p><u>D0179</u> Confirmation of Energisation/De-Energisation of Prepayment Meter</p>	
15.8.12	Within 10 <u>WD</u> s of 15.8.11.	Send change of energisation status.	<u>MEM</u>	<p><u>NHHDC</u></p> <p><u>Electricity Supplier</u></p>	<p><u>Credit Meter</u></p> <p><u>D0139</u> Confirmation or Rejection of Energisation Status Change.</p> <p><u>Prepayment Meter</u></p> <p><u>D0179</u> Confirmation of Energisation/De-Energisation of Prepayment Meter</p>	Electronic or other method, as agreed.
15.8.13	Within 10 <u>WD</u> s of 15.8.11.	Send final meter register reading, if available ⁸⁸ .	<u>MEM</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed.
15.8.14	If required and no valid meter register reading received within 10 <u>WD</u> of notification of change to energisation status.	Request final meter register reading.	<u>NHHDC</u>	<p><u>Electricity Supplier</u> /</p> <p><u>MEM</u></p>		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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⁸⁹ 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](#))

Ref	When	Action	From	To	Interface	Means
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16.4.1	As required.	Send request to change feeder status.	Electricity Supplier	MEM ⁹⁰	<p><u>Credit Meter</u></p> <p>D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.</p> <p><u>Prepayment Meter</u></p> <p>D0194 for key meters</p> <p>D0216 for token meters</p>	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 . (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. Note meter register reading.	MEM		Internal Process	N/A
16.4.4	Within 5 WD of changing feeder status.	If requested, send meter register reading. Send Meter Technical Details .	MEM	<p>HHDC</p> <p>Electricity Supplier</p> <p>HHDC</p> <p>DNO</p>	<p>D0010 Meter Readings.</p> <p>D0268 Half Hourly Meter Technical Details.</p> <p>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).</p>	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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⁹⁰ The [DNO](#) may perform this role.

16.5. De-energise Feeder ([Half Hourly](#))

Ref	When	Action	From	To	Interface	Means
16.5.1	As required.	Send request to change feeder status.	Electricity Supplier	MEM ⁹⁵	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. (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 16.5.5.	Note meter register reading, if available. If Half Hourly Metered Data was not uploaded by the HHDC, download Half Hourly Metered Data, if available. Change feeder status.	MEM		Internal Process	N/A
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 ⁵³	Electricity Supplier DNO HHDC	D0268 Half Hourly Meter Technical Details ⁵³ If site is Complex Site , send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed.

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

⁹¹This 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:

Ref	When	Action	From	To	Information Required	Method
18.4.1	As appropriate.	Send request to investigate Metering Asset .	Any Participant ⁹²	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 / 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. If the resolution involves a site visit take a meter register reading following resolution of the fault. 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 after receipt of D0001 .	Send notification that the fault cannot be resolved within 5 WD , 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	MEM ⁹⁵	HHDC or Electricity Supplier , as appropriate.	D0005 Instruction on Action ⁹⁴ . Or equivalent communication, by other means, with	Electronic or other method, as agreed.

		on proposed next steps. Request decision on further action if appropriate.			the Supplier. Fault resolution plan (if required).	
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. 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. 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 receipt of D0001 .	Notify that the fault remains unresolved.	MEM	HHDC or Electricity Supplier	D0005 Instruction on Action. Or equivalent communication, by other means, with the Electricity Supplier .	Electronic or other method, as 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 Electricity Supplier	D0005 Instruction on Action. 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 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 Supplier ⁹⁷	Relevant Participant	As appropriate: D0002 Fault Resolution Report or Request for Decision on Further Action. Details of resolution	Electronic or other method, as agreed
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 HHDC DNO	D0268 Half Hourly Meter Technical Details If site is Complex Site , send Complex Site Supplementary Information Form	Electronic or other method, as agreed

					(see Appendix 2).	
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. If response is accepted, proceed to 18.4.16, otherwise proceed to 18.4.15.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
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 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. 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	Send Smart Metering System configuration details.	Electricity Supplier	MEM	D0367 Smart Meter Configuration Details	Electronic or other method,

	Time of Use registers following a fault.	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.			(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM).	as agreed
18.4.18	Within 10 WDs of 18.4.17.	Send Meter Technical Details .	MEM	Electricity Supplier DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details . 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. If response is accepted, end process, otherwise proceed to 18.4.21	ERDA	MEM 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 . If the MEM needs to involve other	MEM	ERDA	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed

		industry parties to resolve the issue, then reasonable endeavours should apply. Proceed to 18.4.20.				
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⁹² 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.

⁹³ The [Metering Equipment Manager](#) shall contact and liaise with the [Electricity Supplier](#) if appropriate

⁹⁴ 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.

⁹⁵ 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 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:

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. Or receive action following decision in 18.8.6.	Electricity Supplier / NHHDC	MEM	D0001 Request Metering System Investigation, or 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 ⁹⁶	Investigate Metering Asset . Attempt to resolve fault. If the resolution involves a site visit	MEM		Internal Process	

		take a meter register reading following resolution.				
18.8.4	If unable to resolve the problem within 5 WD after receipt of 18.8.2	Send request for decision on further action if appropriate.	MEM	Electricity Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as 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 Electricity Supplier ⁹⁷	D0002 Fault Resolution Report or Request for Decision on Further Action D0010 Metering Readings (in the resolution involved a site visit).	Electronic or other method, as agreed
18.8.8	Within 10 WD of resolving problem.	Send Meter Technical Details if appropriate.	MEM	Electricity	D0149 Notification of	Internal Process

				Supplier	Mapping Details	
				NHHDC or 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 NHHDC or	D0313 Auxiliary Meter Technical Details ²⁶	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	D0213 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. If response accepted proceed to 18.8.14, otherwise proceed to 18.8.13.	ERDA	MEM Electricity Supplier	D0213 Notification of Meter Information to MPAS	Electronic or other method, as agreed
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	MEM	ERDA	D0213 Notification of Meter Information to MPAS	Electronic or other method, as

		corrected D0312 . If the MEM needs to involve other parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 18.8.11.				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 Electricity Supplier		Post, fax, email
18.8.15	Within 10 WD of 18.8.14.	Send initial meter register reading.	MEM Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

⁹⁶ 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.

⁹⁷ 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 required¹⁰⁰.
- ⁹⁸ 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)

- 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 3¹⁰¹.

⁹⁹ 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 [Metering Assets](#) and

shall be carried out in any of the following circumstances:

- (a) as a result of new connection or transfers from [CMRS](#) to [ERDA](#) in accordance with BSCP68;
- (b) following a change of [HHDC](#) Appointment but only in the event that the [Meter Technical Details](#) were manually intervened¹⁰²;

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 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:

Ref	When	Action	From	To	Interface	Means
20.7.1	When instructed by the <u>Electricity Supplier</u> ,	Install or reconfigure <u>Metering Asset</u> and commission in accordance with <u>BSC Metering Code of Practice 4</u> ; record <u>Meter Technical Details</u> and note the HH Metered Data to cover a specific Settlement Period while on <u>site</u> .	<u>MEM</u>		Internal Process	
20.7.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous <u>Proving Test</u> attempt failed.	If appropriate send request for <u>Proving Test</u> (indicating which Settlement Periods to be collected) or alternatively request re-test following failure of immediately preceding <u>Proving Test</u> and provide <u>Meter Technical Details</u> .	<u>MEM</u>	<u>HHDC</u>	<u>D0005</u> Instruction on Action. <u>D0268</u> 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 <u>MEM</u> 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).	<u>HHDC</u>		Internal Process As a minimum the HHDC shall collect the data required by the <u>MEM</u> , but may also collect 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 ¹⁰¹ . If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.	HHDC	HHMOA	D0001 Request Metering System Investigation. 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. 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	

¹⁰¹ 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:

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	MEM		Internal Process	

		record Meter Technical Details while on site .				
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. 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). If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.	HHDC		Internal Process As a minimum the HHDC shall collect the data required by the MEM , but may also collect 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.	HHDC	MEM	D0001 Request Metering System Investigation. D0003 Half Hourly	Electronic or other method, as agreed.

		If unable to collect HH Metered Data for Settlement Period requested, send alternative Settlement Period HH Metered Data.			Advances.	
20.8.6	Following 20.8.5.	If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results. 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	

[Proving Test](#) Method 3

20.9. Where a [Proving Test](#) is initiated using method 3, the process below shall be followed:

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 ^{102.} ;	MEM		Internal Process	

		<p>retrieve HH Metered Data for a specific HH Settlement Period and record Meter Technical Details while on site.</p> <p>From the office, use own data retrieval system to read remotely for the same HH Settlement Period as collected during site visit.</p> <p>Compare MEM HH Metered Data from data retrieval system against that collected during site visit¹⁰³.</p> <p>If this data is correct then the MEMs data retrieval system has been</p>				
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		<p>successfully proved.</p> <p>If problems identified with readings taken from data retrieval system, investigate and rectify the problem then re-do the steps above.</p>				
20.9.2	<p>Following installation, commissioning and once HH Metered Data retrieved.</p>	<p>Send request for Proving Test, or alternatively request a re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.</p> <p>The MEM does not specify the Settlement Periods to be collected by the</p>	MEM	HHDC	<p>D0005 Instruction on Action.</p> <p>D0268 Half Hourly Meter Technical Details.</p>	<p>Electronic or other method, as agreed.</p>

		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. 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 by the	MEM		Internal Process	

		<p>HHDC.</p> <p>If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test.</p> <p>If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results.</p> <p>If data not received from HHDC, proceed to 20.9.2 to undertake a re-test or use an alternative Proving Test method.</p>				
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¹⁰² 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.

¹⁰³ 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:

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. 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 value).	HHDC		Internal Process	
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. D0003 Half Hourly Advances.	Electronic or other method, as agreed.

20.10.5	Following 20.10.4.	<p>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.</p> <p>If data received from HHDC, proceed to 20.11 to undertake a comparison and issue the results.</p> <p>If data not received from HHDC, proceed to 20.10.2 to undertake a re-test or use an alternative Proving Test method.</p>	MEM		Internal Process	
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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:

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	Send notification of successful Proving Test / re-test.	MEM	HHDC Electricity	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.

	20.12.			Supplier		
				DNO		
				BSCCo Transfer Co- Ordinator ¹⁰⁶		
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 Action	Electronic or other method, as agreed.
20.11.4	In accordance with the timescales in 20.12.	Investigate problem and take corrective action. 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. If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test . If data received from HHDC, proceed to 20.11 to undertake a	MEM		Internal Process	

		<p>comparison and issue the results.</p> <p>If data not received from HHDC, proceed to 20.9.2 to undertake a re-test or use an alternative Proving Test method.</p>				
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¹⁰⁴ If [Proving Test](#) is being carried out as part of a [CMRS](#) / [ERDA](#) 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 Site shall be proven in the same way as non Complex Site except the Metering Equipment Manager shall use the aggregated data provided by the Metering Asset for comparison, as follows:

Ref	When	Action	From	To	Interface	Means
20.15.1	Following installation / reconfiguration, commissioning and where previous <u>Complex Site</u> validation test failed.	Collect HH Metered Data ¹⁰⁵ , aggregate in accordance with <u>Complex Site</u> rules and record values.	<u>MEM</u>		Internal Process	
20.15.2	Following 20.15.1.	Send request for <u>Proving Test</u> or alternatively request re-test following failure of immediately preceding <u>Proving Test</u> and provide <u>Meter Technical Details</u> .	<u>MEM</u>	<u>HHDC</u>	<u>D0005</u> Instruction on Action. <u>D0268</u> Half Hourly <u>Meter Technical Details</u> . <u>Complex Site Supplementary Information Form</u> (see Appendix 2 and 3)	Electronic or other method, as agreed.
20.15.3	Within <u>5WD</u> of 20.15.2.	Collect HH Metered Data and aggregate in accordance with the <u>Complex Site</u> rules and send to the <u>MEM</u> .	HHDC	<u>MEM</u>	<u>D0003</u> Half Hourly Advances. Email with aggregated consumption data for the day requested in 20.15.2.	
20.15.4	Within <u>2 WD</u> of 20.15.3.	Validate metered volumes.	<u>MEM</u>		Internal Process.	
20.15.5	Within <u>2 WD</u> of 20.15.3, if	Send notification.	<u>MEM</u>	<u>HHDC</u>	<u>D0214</u> Confirmation of	Electronic or

	validation test passes.			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 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. Note: If unresolved after 5 WD the HHDC is required to raise a D0001 'Request Metering System Investigation' in accordance with BSCP502.	MEM		Internal Process	

¹⁰⁵ Data collection methods as defined in [Proving Tests](#) 1, 2, 3 and 4.

21 [Safe Isolation Provider \(Electricity Only\)](#)

21.1. This paragraph 21 applies only to [Metering Equipment Managers](#) which have been (and remain) accepted as a [Safe Isolation Provider \(SIP\)](#).

Contract with [premises](#) owner

21.2. Before a [SIP](#) undertakes any [SIP Works](#) at a premises, the [SIP](#) shall enter into a contract with an owner of the [premises](#). An owner of a [premises](#) may (without limitation) be an owner-occupier (owning the freehold or a long lease), a private landlord, a local authority or a housing association.

21.3. The [SIP](#) shall ensure that each such contract with an owner of a [premises](#) contains:

- (a) confirmation that the entity entering into the contract is an owner of the [premises](#) and has the necessary authority to consent to the [SIP Works](#);
- (b) the owner's consent to the [SIP](#) undertaking the [SIP Works](#);
- (c) confirmation that the owner has given (or will give) reasonable advance notice to the occupiers of the [premises](#) (if different from the owner), and a requirement on the owner to retain and produce on demand evidence of such notice;
- (d) confirmation that the owner has considered and provided information to the [SIP](#) regarding the issues relevant to whether the [SIP](#) should identify any [Safe Isolation Provider Additional Needs Information \(SIP ANI\)](#) for the occupiers of the premises;
- (e) confirmation that the owner has taken reasonable steps in respect of any [SIP ANI](#) identified, including by providing support to the occupiers during the [SIP Works](#) or giving sufficient advance notice of the [SIP Works](#) so as to enable the occupier to arrange for additional support; and
- (f) if any [SIP ANI](#) has been identified, confirmation that the owner has informed the occupier that the [SIP ANI](#) will be shared under this [Code](#).

Notifying the Electricity Supplier

- 21.4. The expectation is that the [SIP Works](#) at each [premises](#) will be completed in one day, so that the connection is de-energised and re-energised on the same day. If, however, the connection is not de-energised and re-energised on the same day, then the [SIP](#) shall notify the [Registered Supplier](#) (electricity). In such cases, the [SIP](#) shall send a further update once the connection has been re-energised.
- 21.5. By the end of the next [Working Day](#) following the day on which [SIP Works](#) were completed at a [premises](#), the [SIP](#) shall send the relevant [Market Message](#) to the [Registered Supplier](#) (electricity) to confirm that the [SIP Works](#) have been completed.
- 21.6. If a [Smart Meter](#) is installed at a [premises](#) at which a [SIP](#) undertakes [SIP Works](#), then the [SIP](#) shall check that the [Smart Meter](#) communications have been restored to the same condition as existed before the [SIP](#) commenced the [SIP Work](#). If the same level of communications cannot be re-established, then the [SIP](#) shall notify the occupier of the [premises](#) and also the [Registered Supplier](#) (electricity) for the [premises](#). [Notification](#) to the [Registered Supplier](#) shall be made via the relevant [Market Message](#).
- 21.7. If, while attending a [premises](#) to undertake [SIP Works](#), any [SIP ANI](#) is identified by the [SIP](#), then the [SIP](#) shall notify such [SIP ANI](#) to the [Registered Supplier](#) (electricity) for the [premises](#) (so that the supplier can further review the situation). Such notification shall be made via the [Market Message](#) required by paragraph 21.5.

21.8. The following interface table describes the processes required by Paragraphs 21.4 to 21.7 (inclusive):

Ref	When	Action	From	To	Interface	Means
21.8.1	If the connection is not de-energised and re-energised on the same day	Send notification of the same	SIP	Supplier	MM00036 (D0139) Confirmation of Change of Energisation Status	Electronic or other agreed means.
21.8.2	If paragraph 21.8.1 applied, once the connection has been re-energised	Send notification of the same	SIP	Supplier	MM00036 (D0139) Confirmation of Change of Energisation Status	Electronic or other agreed means.
21.8.3	By the end of the next Working Day following completion of the SIP Works	Send notification of the Work Completion	SIP	Supplier	(D0396) SIP Event Completed	Electronic or other agreed means.
21.8.4	If pre-existing level of smart metering communication cannot be re-established	Send notification of the same	SIP	Supplier	(D0002)	Electronic or other agreed means.
21.8.5	If SIP ANI identified	Send notification of the same	SIP	Supplier	MM00453 (D0396)	Electronic or other agreed means.

On-Site Risk Assessment

21.9. On attending a [premises](#), the [SIP](#) shall consider whether it is able to undertake the intended [SIP Works](#) by carrying out its own risk assessment to determine whether it is safe to proceed with the [SIP Works](#), and shall only proceed with the [SIP Works](#) where it is safe to do so.

Incidents of Danger, Damage or Interference to the [Metering Equipment](#)

21.10. If the [SIP](#) finds evidence of danger, damage or interference with the [Metering Equipment](#), then the [SIP](#) shall report it to the [Registered Supplier](#) (electricity) as follows:

- (a) If any [Metering Equipment](#) is identified as defective such as to present the possibility of danger:
 - (i) the [SIP](#) shall make it safe and report it immediately to the [Registered Supplier](#) by telephone, asking the [Registered Supplier](#) to attend as an emergency, within 3 hours;
 - (ii) the [Registered Supplier](#) shall report back to the [SIP](#) within 5 [Working Days](#) of the [Metering Equipment](#) fault being resolved; and
 - (iii) the [SIP Works](#) will be put on hold until such time as the [Registered Supplier](#) confirms to the [SIP](#) that the issue has been resolved.
- (b) If any parts of the [Metering Equipment](#) are hazardous (or if the [SIP](#) reasonably believes they may become hazardous), the [SIP](#) shall determine whether it can safely carry out the [SIP Works](#), or whether it should abort the [SIP Works](#); and:
 - (i) if the [SIP Works](#) are completed, then the [SIP](#) shall send the fault report to the [Registered Supplier](#) with the [SIP](#) Event Completed [Market Message](#), and the [Registered Supplier](#) does not need to notify the [SIP](#) of the fault resolution; or
 - (ii) if the [Safe Isolation Provider Works](#) are aborted, then the [Registered Supplier](#)

shall notify the [SIP](#) when the reported faults have been rectified. The [Registered Supplier](#) shall notify the [SIP](#) within 5 [Working Days](#) of the fault being rectified (but no later than 40 [Working Days](#) after the fault being reported), so that the [SIP Works](#) may be safely rescheduled.

- (c) If the [SIP](#) finds apparent evidence of deliberate tampering/interference, then the [SIP](#) shall comply with the relevant provisions of the [Unbilled Energy Code of Practice Schedule](#) and report this to the [Registered Supplier](#).

21.11. The following interface table describes the processes required by Paragraph 21.10:

Ref	When	Action	From	To	Interface	Means
21.11.1	If required as per 21.10(a).	The SIP will make the Metering Point safe and report evidence of potential danger with the Metering Equipment	SIP	Supplier	The SIP will telephone the Supplier when the SIP is on site.	Telephone
21.11.2	Within 3 hours of 21.11.1	The Registered Supplier will send their MEM to site to rectify the issue identified.	Supplier	MEM	The Registered Supplier will make the Request of their MEM by the internal method agreed between them.	Internal Processes between the Registered Supplier and their MEM
21.11.3	Within 5WD of 21.11.2	The Registered Supplier will advise the SIP that the reported issue has been remedied.	Supplier	SIP	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
21.11.4	If required as per 21.10(b)	SIP shall determine whether it can safely carry out the SIP Works , or whether it should			Internal SIP process	N/A

		about the SIP Works .				
21.11.5	Following 21.11.4, if the SIP completes the SIP Works	Notify fault with the SIP Event Completed Market Message	SIP	Supplier	D0002 Fault Resolution Report	Electronic or other method, as agreed
21.11.6	Following 21.11.5, if the SIP aborts the SIP Works – As advised in the Additional Information Field	Notify fault with and await further update	SIP	Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
21.11.7	If 21.11.6 applies, within 5 WD of resolution (and no later than 40 WD of report)	Registered Supplier will advise the SIP that the reported issue has been remedied.	Supplier	SIP	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
21.11.8	If required as per 21.10(c)	The SIP will take appropriate action to make the site safe, and report such findings to the Registered Supplier	SIP	Supplier	D0136 Report or Request for Decision on Further Action Or to the UKRPA where the identity of the Supplier is unclear	Electronic or other method, as agreed. UKRPA Website

Incidents of Danger, Damage or Interference to the [DNO Equipment](#)

21.12. The [SIP](#) shall ensure that it has access to a current version of the Guidance for Service Termination Issue Reporting document while on site (this may be a physical or electronic version) and act in accordance with it. The [SIP](#) shall make the appropriate report to the [DNO](#) as follows:

- (a) any [DNO Equipment](#) which they find to be defective such as to present the possibility of danger (category A);
- (b) any parts of the [DNO Equipment](#), [Sites](#) or situations which are or which they reasonably believe may become hazardous (category B); or
- (c) any relevant asset condition information (category C).

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 transaction¹⁰⁶ within the file i.e. there will be no ‘successfully processed’ file at this level.

¹⁰⁶ 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 rejection¹⁰⁹.

¹⁰⁷ 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 it¹⁰⁹.

¹⁰⁹ 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 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 Participant](#)s 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 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 appointment¹⁰⁹, 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.

¹⁰⁹ 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 [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.

2 Appendix 2: [Complex Site](#) Supplementary Information Form

Metering System Details
MSID/MPAN
Initial MOA
Appointed MOA
HHDC
Supplier
Distributor
Site Name
EFD
ETD
Version Number
Boundary/Embedded Indicator
Import/Export Indicator
Metering Dispensation Ref
Method of Compensation
Signature
Date of Signature
Related MSIDs/MPANs
Associated MSIDs/MPANs
Boundary/Embedded Indicator
Import/Export Indicator
Additional Comments
Complex Site Mapping Details
MSID/MPAN
Meter Serial ID
O/S Serial Number
Channel Number
Measurement Quantity ID
Main/Check
Feeder No
Feeder Status
Multiplier
Smart Meter Indicator
Mapping Reference
Complex Site Mapping Details