
Market-wide Half Hourly Settlement Transition Schedule

SCHEDULE xx

Market-wide Half Hourly Settlement Transition

Version: 0.2 Effective Date: xx

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

Change History

Version Number	Implementation Date	Reason for Change
MHHS 0.1	N/A	Draft for industry consultation
<u>MHHS 0.2</u>	<u>N/A</u>	<u>Draft for CDWG assurance review (formatting change to footnote references only)</u>

Post consultation note – based on comments received as part of the Tranche 4 Code Drafting Consultation, it has been agreed that the contents from this Schedule will be included in the impacted REC Schedules and removed at the end of MHHS Migration. This will be implemented into the REC MHHS drafting during the mop up phase.

Contents Table

<i>Paragraph</i>	<i>Heading</i>	<i>Page</i>
1	Introduction.....	4
2	Transitional Definitions.....	Error! Bookmark not defined.
3	Transitional Application of Data Access Schedule (Schedule 12)	4
4	Transitional Application of Registration Services Schedule (Schedule 23)	4
5	Transitional Application of Switching Data Management Schedule (Schedule 24)	5
6	Transitional Application of Central Switching Service Schedule (Schedule 25)	5
7	Transitional Application of RMP Lifecycle Schedule (Schedule 27)	5
8	Transitional Application of Related Metering Point Schedule (Schedule 28)	7
9	Transitional Application of Address Management Schedule (Schedule 29)	10
10	Transitional Application of Resolution of Consumer Facing Switching and Billing Issues Schedule (Schedule 30).....	13
11	Transitional Application of Electricity Enquiry Service (EES) Service Definition	14
12	Transitional Application of Electricity Retail Data Service Definition	15
13	Transitional Application of Data Specification.....	16
14	Transitional Application of Data Access Matrix.....	16
15	Transitional Application of EES API Technical Specification	16
16	Transitional Application of Metering Operations Schedule (Schedule 14)	16

1 Introduction

- 1.1 This REC Schedule applies until the MHHS Migration End Date and has been included in the Code in order to define the transitional requirements applicable from the MHHS Migration Start Date until the MHHS Migration End Date.
- 1.2 Each REC Schedule that has transitional requirements is detailed below. Only those paragraphs within the relevant REC Schedule that are impacted during the MHHS Migration Period are addressed in this REC Schedule. REC Parties should apply the transitional obligations detailed in this REC Schedule to the latest version of the relevant live REC Schedule.
- 1.3 This REC Schedule shall cease to apply on the MHHS Migration End Date (or any such later date as the REC Change Panel may direct).

2 Transitional Application of Data Access Schedule (Schedule 12)

- 2.1 Whilst this REC Schedule remains in force, the Data Access Schedule shall be amended in line with this Paragraph 2.
- 2.2 Paragraph 2.1 shall be replaced with the following: 'Each Supplier Meter Registration Agent shall provide updates relating to MHHS Metering Points to the Electricity Enquiry Service Provider, in the format specified within the Data Specification and within the timeframes described in BSCP706'.
- 2.3 Paragraph 2.1A shall be added as follows: 'Each Electricity Retail Data Agent shall provide updates relating to Non-MHHS Metering Points to the Electricity Enquiry Service Provider, in the format specified within the Data Specification upon completion of ERDS Total Daily Processing'.
- 2.4 Paragraph 2.2 shall be amended to read: 'Each electricity Metering Equipment Manager shall make data available to the relevant Supplier Meter Registration Agent as described in the Metering Operations Schedule and / or to the relevant Electricity Retail Data Agent as described in the MHHS Transition Schedule'.

3 Transitional Application of Registration Services Schedule (Schedule 23)

- 3.1 Whilst this REC Schedule remains in force, the Registration Services Schedule shall be amended in line with this Paragraph 3.
- 3.2 The reference to 'electricity RMP' in paragraph 11.2 shall be amended to 'MHHS Metering Point'.
- 3.3 Paragraph 11.2A shall be added as follows: 'In the case of a Non-MHHS Metering Points:
- (a) the Gaining Supplier is required to populate mandatory Data Items within the SMRS in accordance with the BSC; and
 - (b) the Gaining Supplier must Appoint Supplier Agents in accordance with the BSC and the Metering Operations Schedule.'
- 3.4 The words 'Not used' in paragraph 11.3 shall be replaced with the following: 'In the case of a Non-MHHS Metering Point, where the electricity Registration has a Registration Status of Confirmed:
- (a) the Gaining Supplier is required to populate mandatory Data Items within the SMRS in accordance with the BSC; and

- (b) the Gaining Supplier must Appoint Supplier Agents in accordance with the BSC and the Metering Operations Schedule, although the Gaining Supplier may choose to carry out activities within this Paragraph 11.3(b) earlier or within the Secured Active / Secure Inactive stages.'
- 3.5 The 'To' column within paragraph 13.3.3 shall be amended to include 'HHDC / NHHDC and HHDA / NHHDA' for Non-MHHS Metering Points only.
- 3.6 The 'To' column within paragraph 13.3.13 shall be amended to include 'HHDC / NHHDC and HHDA / NHHDA' for Non-MHHS Metering Points only.
- 3.7 The 'To' column within paragraph 13.4.10 shall be amended to include 'HHDC / NHHDC and HHDA / NHHDA' for Non-MHHS Metering Points only.
- 3.8 The 'To' column within paragraph 14.6.7 shall be amended to include 'HHDC / NHHDC and HHDA / NHHDA' for Non-MHHS Metering Points only.

4 Transitional Application of Switching Data Management Schedule (Schedule 24)

- 4.1 Whilst this REC Schedule remains in force, the Switching Data Management Schedule shall be amended in line with this Paragraph 4.
- 4.2 Paragraph 4.5(a) shall be amended to include 'Data Aggregator and Data Collector' following Metering Equipment Manager.
- 4.3 The 'When' column within paragraph 4.8.1 shall be amended to include 'Data Aggregator and Data Collector' following Metering Equipment Manager.

5 Transitional Application of Central Switching Service Schedule (Schedule 25)

- 5.1 Whilst this REC Schedule remains in force, the Central Switching Service Schedule shall be amended in line with this Paragraph 5.
- 5.2 Paragraph 1.2 shall be amended to include 'Data Aggregators and Data Collectors' following Meter Asset Providers.
- 5.3 The words 'Not used' in paragraph 1.4 (e) shall be amended to refer to 'Data Aggregators.'
- 5.4 The words 'Not used' in paragraph 1.4 (f) shall be amended to reference 'Data Collectors.'
- 5.5 Paragraph 2.2(c) shall be amended to include 'Data Aggregators and Data Collectors' following Meter Asset Providers.

6 Transitional Application of RMP Lifecycle Schedule (Schedule 27)

- 6.1 Whilst this REC Schedule remains in force, the RMP Lifecycle Schedule shall be amended in line with this Paragraph 6.
- 6.2 The 'Action' column within paragraph 3.1.2 shall be amended to reference 'activities in accordance with BSCP706 for MHHS Metering Points or BSCP501 for Non-MHHS Metering Points'.
- 6.3 The 'When' column within paragraph 3.1.8 shall be amended to reference 'timescales in accordance with BSCP706 for MHHS Metering Points or BSCP501 for Non-MHHS Metering Points'.

- 6.4 The 'Interface' column within paragraph 3.1.8 shall be amended to reference 'BSCP706 for MHHS Metering Points or BSCP501 for Non-MHHS Metering Points'.
- 6.5 The 'To' column within paragraph 3.1.13 shall be amended to reference 'SMRA / ERDA'.
- 6.6 Footnote 5 shall be amended to reference 'BSCP706 for MHHS Metering Points or BSCP501 for Non-MHHS Metering Points'.
- 6.7 The 'Action' column within paragraph 4.1.2 shall be amended to reference 'activities in accordance with BSCP706 for MHHS Metering Points or BSCP501 for Non-MHHS Metering Points'.
- 6.8 The 'When' column within paragraph 4.1.3 shall be amended as follows: 'For MHHS Metering Points, following 4.1.1 in accordance with BSCP706'.
- 6.9 Paragraph 4.1.3A shall be added as follows:

4.1.3A	For Non-MHHS Metering Points, following 4.1.1 and within Working Day.	Send notification of disconnection	ERDA	Electricity Supplier	D0171 Notification of Distributor Changes to Metering Point Details	DTN
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- 6.10 The 'When' column within paragraph 4.1.4A shall be amended as follows: 'For MHHS Metering Points, at the same time as 4.1.4'.
- 6.11 The 'When' column within paragraph 4.1.9 shall be amended as follows: 'For MHHS Metering Points, following receipt of Registration De-activation notification'.
- 6.12 The 'When' column within paragraph 5.2.1 shall be amended to reference 'timescales in accordance with BSCP706 for MHHS Metering Points or BSCP501 for Non-MHHS Metering Points'.

7 Transitional Application of Related Metering Point Schedule (Schedule 28)

- 7.1 Whilst this REC Schedule remains in force, the Related Metering Point Schedule shall be amended in line with this Paragraph 7.
- 7.2 Paragraph 1.1 shall be amended by deletion of the second sentence.
- 7.3 The reference to ‘Supplier Meter Registration Agent’ in paragraph 1.8 shall be amended to ‘Supplier Meter Registration Agent or Electricity Retail Data Agent’.
- 7.4 The reference to ‘Supplier Meter Registration Agent’ in paragraph 2.2 shall be amended to ‘Supplier Meter Registration Agent or Electricity Retail Data Agent’.
- 7.5 Paragraph 2.4 shall only apply to MHHS Migrated Metering Points. Paragraph 2.4A shall be added as follows:

2.4A The detailed process and timings for creating a Related Metering Point relationship where all Metering Points are Non-MHHS Metering Points are further described in the following interface table:

Ref	When	Action	From	To	Interface	Means
2.4.1A	Where the Electricity Supplier identifies that two or more Metering Points meet the criteria in Paragraph 1.2.	Assign a Related Metering Point Meter Timeswitch Code (550 – 799) to each of the Related Metering Points and update SMRS.	Electricity Supplier	SMRS	In accordance with the BSC	N/A
2.4.2A	Following 2.4.1A.	Create a Related Metering Point relationship for the Primary Related Metering Point and Secondary Related Metering Point(s).	Registered Supplier	Electricity Retail Data Agent	D0386 Manage Metering Point Relationships	DTN
2.4.3A	Following 2.4.2A.	Validate request to create a Related Metering Point relationship as set out in Paragraph 1.	Electricity Retail Data Agent		Internal Process	
2.4.4A	Following 2.4.3A if request is not valid.	Provide notification that the request has failed validation and the reasons for failure.	Electricity Retail Data Agent	Registered Supplier	D0386 Manage Metering Point Relationships	DTN

2.4.5A	Following 2.4.4A if request is valid.	Provide notification that the request has been validated.	Electricity Retail Data Agent	Registered Supplier	D0386 Manage Metering Point Relationships	DTN
2.4.6A	Following 2.4.5A.	Update the Primary Related Metering Point and Secondary Related Metering Point(s).	Electricity Retail Data Agent	CSS Provider	RMP Associations	CSS API
2.4.7A	Following 2.4.6A where the message passes synchronous validation.	Perform asynchronous validation: If valid, update RMP Record. If not valid, the CSS Provider shall resolve the error in accordance with the relevant Error Resolution Paths.	CSS Provider		Internal Process	

7.6 Paragraph 3.3 shall only apply to MHHS Migrated Metering Points. Paragraph 3.3A shall be added as follows:

3.3A The detailed process and timings for amending a Related Metering Point relationship where all Metering Points are Non-MHHS Metering Points are further described in the following interface table:

Ref	When	Action	From	To	Interface	Means
3.3.1A	Following the requirements of Paragraph 3.1 being met.	Amend the existing Related Metering Point relationship by removing each Secondary Related Metering Point no longer in the existing relationship and/or adding each Secondary Related Metering Point that is being included in the existing relationship.	Registered Supplier	Electricity Retail Data Agent	D0386 Manage Metering Point Relationships	DTN
3.3.2A	Following 3.3.1A.	Validate request to create a Related Metering Point relationship as set out in Paragraph 1.	Electricity Retail Data Agent		Internal Process	

3.3.3A	Following 3.3.2A if request is not valid.	Provide notification that the request has failed validation and the reasons for failure.	Electricity Retail Data Agent	Registered Supplier	D0386 Manage Metering Point Relationships	DTN
3.3.4A	Following 3.3.2A if request is valid.	Provide notification that the request has been validated.	Electricity Retail Data Agent	Registered Supplier	D0386 Manage Metering Point Relationships	DTN
3.3.5A	Following 3.3.4A.	Add or remove the Secondary Related Metering Point(s)	Electricity Retail Data Agent	CSS Provider	RMP Associations	CSS API
3.3.6A	Following 3.3.5A where the message passes synchronous validation.	Perform asynchronous validation: If valid, update RMP Record. If not valid, the CSS Provider shall resolve the error in accordance with the relevant Error Resolution Paths.	CSS Provider		Internal Process	

7.7 Paragraph 4.3 shall only apply to MHHS Migrated Metering Points. Paragraph 4.3A shall be added as follows:

4.3A The detailed process and timings for ending a Related Metering Point relationship where all Metering Points are Non-MHHS Metering Points are further described in the following interface table:

Ref	When	Action	From	To	Information Required	Method
4.3.1A	Where the Electricity Supplier identifies that the Primary Related Metering Point is no longer required to be a Related Metering Point.	Update that the Related Metering Point relationship has ended.	Registered Supplier	Electricity Retail Data Agent	D0386 Manage Metering Point Relationships	DTN

4.3.2A	Following 4.3.1A.	Validate request to end a Related Metering Point relationship.	Electricity Retail Data Agent		Internal Process	
4.3.3A	Following 4.3.2A if request is not valid.	Provide notification that the request has failed validation and the reasons for failure.	Electricity Retail Data Agent	Registered Supplier	D0386 Manage Metering Point Relationships	DTN
4.3.4A	Following 4.3.2A if request is valid.	Provide notification that the request has been validated.	Electricity Retail Data Agent	Registered Supplier	D0386 Manage Metering Point Relationships	DTN
4.3.5A	Following 4.3.4A.	Update the end of a Related Metering Point relationship.	Electricity Retail Data Agent	CSS Provider	RMP Associations	CSS API
4.3.6A	Following 4.3.5A where the message passes synchronous validation.	Perform asynchronous validation: If valid, update RMP Record. If not valid, the CSS Provider shall resolve the error in accordance with the relevant Error Resolution Paths.	CSS Provider		Internal Process	

8 Transitional Application of Address Management Schedule (Schedule 29)

8.1 Whilst this REC Schedule remains in force, the Address Management Schedule shall be amended in line with this Paragraph 8.

8.2 The words ‘Not used’ in paragraph 6.7 shall be replaced with the following: ‘For Non-MHHS Metering Points, Electricity Suppliers shall wait for a response from the Electricity Retail Data Agent before notifying Supplier Agents of a MPL Address update. However, if the Electricity Supplier has already notified the relevant Supplier Agents of a potential update to a MPL Address prior to receipt of the D0171 Notification of Distributor Changes to Metering Point Details Market Message, and the update is subsequently not accepted by the Distribution Network Operator, then the Electricity Supplier shall notify the relevant Supplier Agents that the MPL Address is not changing using the D0131 Metering Point Address Details Market Message.’

8.3 Paragraph 6.10 shall only apply to MHHS Migrated Metering Points. Paragraph 6.10A shall be added as follows:

6.10A The following interface table shall apply for Non-MHHS Metering Points:

Ref	When	Action	From	To	Interface	Means
6.10.1A	Where the Registered Supplier identifies a potential need for change to a MPL Address	Request update of MPL to the Distribution Network Operator.	Registered Supplier	Distribution Network Operator	D0381 Metering Point Address Update ¹	DTN
6.10.2A	Following 6.10.1A.	Validate request and in the event of unusually high volumes, agree reasonable response times with the Electricity Supplier.	Distribution Network Operator		Internal process	
6.10.3A	Following 6.10.2A and within 10 Working Days of 6.10.1A if request to change MPL rejected.	Reject the request and provide reason for rejection.	Distribution Network Operator	Registered Supplier	D0381 Metering Point Address Update	DTN
6.10.4A	Following 6.10.2A and within 10 Working Days of 6.10.1A if request to change MPL accepted.	Accept the request and update the Electricity Retail Data Agent with new MPL then update CSS in accordance with Paragraph 7.	Distribution Network Operator	Electricity Retail Data Agent	Internal Process	
6.10.5A	At the same time as 6.10.4A.	Accept the request and notify the Registered	Distribution Network Operator	Registered Supplier	D0381 Metering Point Address Update	DTN

¹ In cases where the full postcode cannot be determined, including where premises do not yet have a full postcode allocated to it, the postal Outcode shall be provided and may be utilised by the Distribution Network Operator in any updated MPL Address.

		Supplier that request to change MPL accepted.				
6.10.6A	Within 1 Working Day of 6.10.4A.	Notify Registered Supplier of the updated MPL Address.	Electricity Retail Data Agent	Registered Supplier	D0171 Notification of Distributor Changes to Metering Point Details	DTN
6.10.7A	Within 2 Working Days of receipt of the notification in 6.10.6A.	Notify the appointed Supplier Agents of a change to the MPL Address.	Registered Supplier	Appointed Supplier Agents	D0131 Metering Point Address Details	DTN

9 Transitional Application of Resolution of Consumer Facing Switching and Billing Issues Schedule (Schedule 30)

- 9.1 Whilst this REC Schedule remains in force, the Resolution of Consumer Facing Switching and Billing Issues Point Schedule shall be amended in line with this Paragraph 9.
- 9.2 The cover sheet shall be amended to reflect that where the Erroneous Switch process is applied in relation to electricity Metering Points, it is mandatory for Domestic Suppliers and only mandatory for Non-Domestic Electricity Suppliers when relating to Non-Half Hourly Metering Points.
- 9.3 The cover sheet shall be amended to reflect that where the Switch Meter Read exception process is applied in relation to electricity Metering Points, it is only mandatory for Domestic and Non-Domestic Electricity Suppliers when relating to Non-Half Hourly Metering Points.
- 9.4 The reference to 'electricity RMP' in paragraphs 7.3(c) and (d) shall be amended to 'MHHS Metering Point'.
- 9.5 Paragraph 7.3(e) and (f) shall be added as follows:
- (e) for a Non-MHHS Metering Point, where supply is measured by a meter that is not an Enrolled Smart Meter, where an actual or estimated Switch Meter Reading has not been received from the Data Collector by the Losing Supplier within 15 Working Days of its Supply Effective Through Date, or by the Gaining Supplier within 17 Working Days of its Supply Effective From Date; or
 - (f) for a Non-MHHS Metering Point, where supply is measured by an Enrolled Smart Meter where the Losing Supplier has been able to obtain a Meter Reading from the Enrolled Smart Meter but has not received a proposed Switch Meter Reading from the Gaining Supplier within 10 Working Days of the Gaining Supplier's Supply Effective From Date.
- 9.6 Paragraph 7.4 shall be amended to include 'For MHHS Metering Points' at the start of the Paragraph.
- 9.7 The reference to 'Data Service' in paragraph 8.1(c) shall be amended to 'Data Service or Data Collector, as applicable'.
- 9.8 The words 'For MHHS Metering Points' shall be added to the start of paragraph 9.6A.
- 9.9 Paragraph 9.6B shall be added as follows: 'For Non-MHHS Metering Points each Electricity Supplier shall ensure they use the active settlement registers of the meter as part of the procedure for resolving missing Switch Meter Readings under this Section C.'
- 9.10 The reference to 'electricity RMP' in paragraphs 9.9(b) shall be amended to 'MHHS Metering Point'.
- 9.11 Paragraph 9.9(c) and (d) shall be added as follows:
- (c) for a Non-MHHS Metering Point, where supply is measured by a meter that is not an Enrolled Smart Meter, the Gaining Supplier shall submit the agreed Switch Meter Reading to its Data Collector, in accordance with the BSC; or
 - (d) for a Non-MHHS Metering Point, where supply is measured by a meter that is an Enrolled Smart Meter, both the Gaining Supplier and Losing Supplier shall submit the agreed Switch Meter Reading to their respective Data Collector's in accordance with the BSC.
- 9.12 The references to 'Meter Reading Service' in paragraph 9.11.9 shall be amended to 'Meter Reading Service or Meter Reading Agent'.

9.13 The reference to 'Data Service' in paragraph 9.11.12 shall be amended to 'Data Service or Data Collector'.

10 Transitional Application of Electricity Enquiry Service (EES) Service Definition

10.1 Whilst this REC Schedule remains in force, the EES Service Definition shall be amended in line with this Paragraph **10**.

10.2 The reference to 'Supplier Meter Registration Service' in paragraph 1.1 shall be amended to 'Supplier Meter Registration Service / Electricity Retail Data Service'.

10.3 Paragraph 2.3(e) shall be added as follows: 'data relating to Non-MHHS Metering Points is provided by each Electricity Retail Data Agent (ERDA) to the EES via a synchronisation on each Working Day using a secure File Transfer Protocol (FTP) interface'.

10.4 The reference to 'SMRS' in paragraph 3.7(a) shall be amended to 'SMRA / ERDA'.

10.5 The reference to 'SMRS' in paragraph 3.8(c) shall be amended to 'SMRS / ERDS'.

10.6 Paragraph 8.6A shall be added as follows:

Processing of data from ERDAs (for Non-MHHS Metering Points)

8.6A The EES shall process data received from ERDAs in accordance with the following service levels:

(a) data shall be available via the EES by 08.00 hours on the following Working Day in relation to 100% of files if received by 23:59 the previous day; and

(b) data shall be available via the EES by 08.00 hours on the relevant Working Day in relation to 75% of files if received between 00:00 and 04:00 that day.

10.7 Paragraph 9.6A shall be added as follows: The EES shall have the capability to process a full extract or an incremental update from ERDAs relating to Non-MHHS Metering Points. Full extracts are sent when an ERDA sends its first ERDS Upload File to the EES or on agreement between the EES Provider and the ERDA if necessary. The file will contain all information for all Metering Points registered within that ERDS. Incremental updates are usually sent every Working Day via the ERDS Upload File and include every Metering Point registered within that ERDS, for which one or more data items have changed since the last ERDS Upload File was sent.

10.8 The words 'Not used' in paragraph 13.3 shall be replaced with the following: The EES shall be capable of detecting loss and duplication of ERDS Upload Files transferred from / to it and shall have facilities for rectification. This will be through raising a query to the relevant ERDA's service helpdesk.

10.9 Paragraph 13.4A shall be added as follows:

Receipt of ERDS data (for Non-MHHS Metering Points)

Data is transferred using secure FTP via an ERDS Upload File from each ERDA upon completion of its ERDS Total Daily Processing. The EES shall validate headers and footers included in the file but will not validate the data included in the file. In case of an error within the header or footer, the EES will communicate directly with the ERDA that sent the file.

10.10 The reference to 'SMRA' in paragraph 13.8 shall be amended to 'SMRA / ERDA'.

11 Transitional Application of Electricity Retail Data Service Definition

- 11.1 Whilst this REC Schedule remains in force, the Electricity Retail Data Service Definition shall be amended in line with this Paragraph 11.
- 11.2 Paragraph 1.1 shall be amended to include 'Electricity Suppliers, Distribution Network Operators (DNOs), Metering Equipment Managers (MEMs), the Electricity Enquiry Service (EES) and the Market Domain Data Agent (MDDA)' following the Green Deal Central Charging Database (GDCC).
- 11.3 Paragraphs 2.1(e), (f), (g) and (h) shall be added as follows:
- (e) DNOs;
 - (f) EES;
 - (g) MDDA; and
 - (h) Electricity Suppliers.
- 11.4 Paragraph 3.1 shall be amended to include 'Electricity Suppliers, DNOs, MEMs, the EES and the MDDA' following the GDCC.
- 11.5 The words 'Not used' in paragraph 3.3 shall be replaced with the following: 'The ERDA sends Metered Data and RMP Status data in a single Market Message combined with data held by the SMRS to the EES following ERDS Total Daily Processing.'
- 11.6 The words 'Not used' in paragraph 3.6 shall be replaced with the following: 'The MDDA sends Market Messages to the ERDA in a consistent format as described in the Data Specification. The data sent from the MDDA to the ERDS includes Market Participant Data utilised by the ERDA in order to manage Regulatory Alliances.'
- 11.7 The words 'Not used' in paragraph 3.7 shall be replaced with the following: 'Metering Equipment Managers send Market Messages to the ERDA as required within the Metering Operations Schedule, in a consistent format as described in the Data Specification.'
- 11.8 The words 'Not used' in paragraph 3.8 shall be replaced with the following: 'Electricity Suppliers send Market Messages to the ERDA as required within the Related Metering Points Schedule, in a consistent format as described in the Data Specification.'
- 11.9 Paragraph 4.3 shall be amended to include 'Electricity Suppliers and the MDDA' following the GDCC Provider.
- 11.10 Paragraphs 12.1(e), (f) and (g) shall be added as follows:
- (e) DNOs - the ERDS is a service delivered by individual DNOs, therefore there is no physical interface;
 - (f) Market Domain Data Agent - the ERDS receives electricity Market Participant Data from the MDDA via a data flow transferred via the Data Transfer Network which requires the ERDS to have a Data Transfer Network connection. The associated security requirements form part of the Data Transfer Services Agreement.;
 - (g) Electricity Suppliers - the interface with Electricity Suppliers utilises the Data Transfer Network, with security information reflected in the Data Transfer Services Agreement.

12 Transitional Application of Data Specification

- 12.1 There are no transitional requirements applicable to the Data Specification. During the MHHS Migration Period, both legacy and new MHHS processes will run in parallel. Data Items and Market Messages defined within the Data Specification, not required after the MHHS Migration End Date, will be removed from the Code at a later date, via a Change Proposal.

13 Transitional Application of Data Access Matrix

- 13.1 There are no transitional requirements applicable to the Data Access Matrix. During the MHHS Migration Period, EES Users will require access to both legacy and new MHHS Data Items. Data Items available via the Electricity Enquiry Service, not required after the MHHS Migration End Date, will be removed from the Code at a later date, via a Change Proposal.

14 Transitional Application of EES API Technical Specification

- 14.1 There are no transitional requirements applicable to the EES API Technical Specification. During the MHHS Migration Period, EES Users will require access to both legacy and new MHHS Data Items. Data Items available via the Electricity Enquiry Service, not required after the MHHS Migration End Date, will be removed EES API at a later date, via a Change Proposal.

15 Transitional Application of Metering Operations Schedule (Schedule 14)

- 15.1 Whilst this REC Schedule remains in force, the Metering Operations Schedule shall be amended in line with this Paragraph 15.
- 15.2 Paragraph 1.3 shall be amended to read: 'This REC Schedule defines requirements applicable to both gas and electricity Market Participants. Operational processes have been separated with Part C containing gas processes and Parts D and E containing electricity processes – Part D for MHHS Metering Points and Part E for Non-MHHS Metering Points. For electricity, provisions are applicable to all types of Metering Asset unless explicitly limited to Traditional Metering Assets, Smart Metering Assets or Advanced Metering Assets'.
- 15.3 Paragraph 2.14 shall be amended to replace 'Parts C and D' with 'Parts C, D and E'.
- 15.4 Paragraph 2.15 shall be amended to replace 'Parts C and D' with 'Parts C, D and E'.
- 15.5 Paragraph 2.16 shall be amended to replace 'Parts C and D' with 'Parts C, D and E'.
- 15.6 References to 'Advanced Data Services' and 'Advanced Metering Assets' in paragraph 2.20 shall be amended to 'Half Hourly Data Collector and HHDC Serviced Metering Assets, as applicable', when relating to Non MHHS Metering Points.
- 15.7 References to 'Industry Standing Data' in paragraph 2.21 shall include 'Market Domain Data received in accordance with the BSC'.
- 15.8 Paragraph 2.23 shall be amended to include the words 'For MHHS Metering Points,' at the start of the first sentence.
- 15.9 Paragraph 2.24 shall be amended to include the words 'For MHHS Metering Points,' at the start of the first sentence.
- 15.10 References to 'Advanced Data Services and / or Smart Data Service' in paragraph 2.25 shall be amended to 'Half Hourly Data Collector', when relating to Non MHHS Metering Points.
- 15.11 Paragraph 2.32 shall be amended to reference 'Electricity Retail Data Agents', following the reference to 'Meter Asset Providers'.

- 15.12 Paragraph 2.33 shall be amended to reference 'Electricity Retail Data Agents', following the reference to 'Meter Asset Providers'.
- 15.13 Part D shall only apply to MHHS Migrated Metering Points.
- 15.14 Part E shall be added setting out the processes to be applied to electricity Non MHHS Metering Points, as follows:

28 Metering Asset Installation

- 28.1. 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.
- 28.2. Removal and installation of Metering Assets as part of the same job, is classed as a Metering Asset exchange and is not covered by this process.
- 28.3. 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.
- 28.4. 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 40;
 - b) where required by its associated Electricity Supplier, set Non Half Hourly Metering Assets which incorporate a clock or teleswitch with a timing mechanism to switch at a time consistent with a valid combination of Standard Settlement Configuration and Time Pattern Regime derived from Market Domain Data with an Average Fraction of Yearly Consumption valid for the GSP Group to which the Metering Asset belongs;
 - c) where multi-register Non Half Hourly Metering Assets are installed and where required by its associated Electricity Supplier, programme those Metering Assets for which it is responsible so that the physical registers may be mapped using the Meter Technical Details supplied to its associated Data Collector onto logical registers forming a valid Standard Settlement Configuration;
 - d) when installing a NHH multi-register Metering Asset, or when attending the site to carry out work on such a Metering Asset that would require re-registration of the Metering Asset, ensure that the registers of the Metering Asset are clearly identified 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". 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”. 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;

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 28.5 to 28.8**, as applicable.

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

Ref	When	Action	From	To	Information Required	Method
28.5.1	Within required and at least 10WD before 28.5.4 ¹⁵ .	Request Metering Asset installation, commissioning and energisation ¹⁷ .	Electricity Supplier	MEM ¹⁶	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
28.5.2	Within 2WDs of 28.5.1.	Request Site Technical Details. Optional for Supplier Serviced Metering Assets.	MEM	DNO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
28.5.3	If request for Site Technical Details rejected and within 5WD of 28.5.2.	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
28.5.4	If request for Site Technical Details accepted and within 5WD of 28.5.2.	Send Site Technical Details.	DNO ¹⁷	MEM	D0215 Provision of Site Technical Details	Electronic or other method, as agreed
28.5.5	On the date requested or agreed in 28.5.1 ¹⁸ .	Install HH Metering Asset in accordance with	MEM			Internal Process

		appropriate BSC Metering Code(s) of Practice. If requested, energise Metering Asset and note initial meter register reading ¹⁹ .				
28.5.6	Following 28.5.5.	Commission Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice.	MEM			Internal Process
28.5.7	If Metering Asset cannot be installed or energised, as soon as possible and within 5 WD of 28.5.5.	Inform Electricity Supplier and restart the process at 28.5.1 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						
28.5.8	Within 5 WDs 28.5.5.	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 (see Appendix 2). D0010 Meter readings.	Electronic or other method, as agreed
28.5.9	Within 5 WD of 28.5.5.	Send the relevant meter information.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
28.5.10	Immediately following 28.5.9 or 28.5.15.	Perform validation checks and send response. If response is “Accepted”, proceed to 28.5.12, otherwise proceed to 28.5.11.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with ‘MOP Flow Response Code’	Electronic or other method, as agreed.

					populated.	
28.5.11	Within 5 WDs of 28.5.10.	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 28.5.10.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
28.5.12	In accordance with Paragraph 40.	Prove Metering Asset.	MEM	HHDC	In accordance with the BSC.	Electronic or other method, as agreed
For Supplier Serviced Metering Asset						
28.5.13	In time to allow the MEM to distribute Meter Technical Details within 10 WD of 28.5.5.	Send Smart Meter Configuration Details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM. If the Electricity Supplier is unable to configure the meter (for example, due to a communications failure), the SSC and TPR will be defaulted to a single-rate default. The TPR should be mapped to the total Import register.	Electricity Supplier	MEM	D0367 Smart Meter Configuration Details. (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM).	Electronic or other method, as agreed.
28.5.14	Within 10 WD of 28.5.5.	Send Meter Technical Details.	MEM	Electricity Supplier DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly	Electronic or other method, as agreed.

					Meter Technical Details.	
28.5.15	Within 10 WD of 28.5.5.	Send the relevant meter information.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.
28.5.16	Immediately following 28.5.15 or 28.5.17.	Perform validation checks and send response. If response is “Accepted” end process, otherwise proceed to 28.5.17.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with ‘MOP Flow Response Code’ populated.	Electronic or other method, as agreed.
28.5.17	Within 5 WDs of 28.5.16.	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 28.5.15.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

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 35.

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

¹⁹ If the Metering Asset is to be installed but not energised at this time, the energisation of the Metering Asset shall be carried out at an appropriate time in accordance with the energisation process in Paragraph 35.

28.6. 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
28.6.1	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 energises)	Commission Measurement Transformers in accordance with BSC Metering Code of Practice 4.	DNO		Internal Process	N/A
28.6.2	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
28.6.3	On the date requested or agreed in 28.6.1 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
28.6.4	Within 5WD of 28.6.3 if there has been a defect / omission that prevented commissioning ²⁰ .	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.
28.6.5	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 ²¹ .	Electricity Supplier	DNO HHDC	D0384 Notification of Commissioning status	Electronic or other method, as agreed.

28.6.6	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
28.6.7	Within 5WD of 28.6.3 or 28.6.6 if commissioning was completed successfully.	Send notification that commissioning has been completed.	MEM	Electricity Supplier	D0384 Notification of Commissioning status ²²	Electronic or other method, as agreed.
28.6.8	Following 28.6.7.	Create internal record of MEM commissioning ²³ .	MEM		Internal Process	N/A

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

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

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

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

28.7. 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
28.7.1	On the date requested or agreed in 28.7.1 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	MEM		Internal Process	N/A

		Metering Code of Practice 4.				
28.7.2	Within 5WD of 28.7.1 if there has been a defect / omission that prevented commissioning ²⁴ .	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.
28.7.3	At the earliest opportunity but no later than 65 WD after energisation.	Resolve the defect/omission that has prevented commissioning ²⁰	Electricity Supplier	DNO HHDC	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
28.7.4	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
28.7.5	Within 5WD of 28.7.1 or 28.7.4 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.
28.7.6	Following 28.7.5.	Create internal record of MEM commissioning.	MEM		Internal Process	N/A

²⁴ A defect or omission in the completion of the processes is set out in BSC Metering Code of Practice 4.

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

Ref	When	Action	From	To	Information Required	Method
28.8.1	If required.	Request Metering Asset installation, commissioning and energisation.	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 ²⁵ . -Prepayment Meter D0194 for key meters D0216 for token meters	
28.8.2	On the date requested or agreed in 28.8.1.	Install and commission NHH Metering Asset. If requested, energise Metering Asset and note initial meter register reading.	MEM			Internal Process
28.8.3	If Metering Asset cannot be installed or energised, as soon as possible and within 5 WD of 28.8.2.	Inform Electricity Supplier and restart the process at 28.8.1 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						
28.8.4	Optionally, by arrangement with the Electricity Supplier, and in timescales agreed with the Electricity Supplier.	Send initial meter register reading(s) (readings will be sent as a contingency against delays in the Electricity Supplier obtaining a remote reading and, where the register configuration is unknown, will consist of a reading from the total cumulative register).	MEM	Electricity Supplier	D0010 Meter readings.	Electronic or other method, as agreed
28.8.5	If configured remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WDs of 28.8.2.	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	Electronic or other method, as agreed

					Supplier and MEM)	
28.8.6	Within 10 WDs of 28.8.2.	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						
28.8.7	Within 10 WDs of 28.8.2.	Send change of energisation status and Meter Technical Details. ²⁶	MEM	Electricity Supplier NHHDC DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details ²⁷	Electronic or other method, as agreed.
28.8.8	Within 10 WDs of 28.8.2.	Send initial meter register reading (for non-Smart Metering Systems only).	MEM	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
28.8.9	Within 10 WDs of 28.8.2.	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.
28.8.10	Within 10 WD of 28.8.2.	Send the relevant meter information.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.
28.8.11	Immediately following 28.8.10 or 28.8.12.	Perform validation checks and send response.	ERDA	MEM	D0312 Notification of Meter Information to MPAS with 'MOP Flow	Electronic or other method, as

		If response is "Accepted" proceed to 28.8.13, otherwise proceed to 28.8.12.			Response Code' populated.	agreed.
28.8.12	Within 5 WDs of 28.8.11.	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 apply. Proceed to 28.8.11.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
28.8.13	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
28.8.14	Within 10WDs of 28.8.11.	Send initial meter register reading.	MEM, or Electricity Supplier	NHHDC ²⁸	D0010 Meter Readings	Electronic or other method, as agreed.

²⁵ 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.

²⁶ 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.

²⁷ 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.

²⁸ If more than one meter register reading is provided, the NHHDC shall process and use the first reading provided.

29 Metering Asset Removal

- 29.1. This process covers the removal of Metering Assets, including meters. The removal of electricity Metering Assets 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 30.
- 29.2. Where a meter is being removed and a new meter installed as part of the same job, it shall be classed as a Metering Asset exchange and the process in Paragraph 30 shall be followed.
- 29.3. 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.
- 29.4. Prior to the removal of an electricity Metering Asset a de-energisation shall be carried out in accordance with Paragraph 35.6. If de-energisation is carried out at the same time as the removal of the Metering Asset, the following steps of Paragraph 35.6 must also be carried out (Collection of data by the Data Collector): where Metering Equipment Manager de-energises, steps 35.6.3 to 35.6.5; and where the Distribution Network Operator de-energises (for example, as a result of an emergency), steps 35.6.11 to 35.6.13.
- 29.5. Where a Half Hourly Metering Asset is removed the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
29.5.1	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	Electronic or other method, as agreed

					D0194 for key meters D0216 for token meters	
29.5.2	If request rejected and within 2 WD of 29.5.1.	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
29.5.3	On the date requested or agreed in 29.5.1 or as the MEM / DNO sees necessary.	Remove Metering Asset and note final meter register reading.	MEM; or DNO		Internal process	Internal Process
29.5.4	Within 5 WD of removing Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected.	Liaise with DNO to recover meter if necessary.	MEM	DNO	D0268 Half Hourly Meter Technical Details ³⁴ . Or for Supplier-Serviced Metering Systems: D0150 Non Half-hourly Meter Technical Details. Location of Assets and arrangements for delivery / collection.	Electronic or other method, as agreed
29.5.5	At the same time as 29.5.4.	Send Meter Technical Details and notification that the Metering Asset has been removed.	MEM	Electricity Supplier, HHDC, DNO	D0268 Half Hourly Meter Technical Details ³⁴ . Or for Supplier-Serviced Metering Systems and to Electricity Supplier / DNO only: D0150 Non Half-hourly Meter	Electronic or other method, as agreed

					Technical Details. If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	
29.5.6	At the same time as 29.5.4.	Send final meter register reading or notification that meter register reading is not obtainable.	DNO (if applicable) MEM	MEM HHDC	D0139 Confirmation or Rejection of Energisation Status Change. For HHDC-serviced Metering Systems only: D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed
29.5.7	At the same time as 29.5.4.	Send the relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
29.5.8	Immediately following 29.5.7 or 29.5.9.	Perform validation checks and send response. If response is 'Accepted', end process, otherwise proceed to 29.5.9.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
29.5.9	Within 5WDs of 29.5.8.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

		corrected D0312. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 29.5.8.				
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³⁴ The MTD, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering System is present on site, unless the MEM does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by Metering Equipment Managers from Distribution Network Operators) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

29.6. Where a Non Half Hourly Metering Asset is removed the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
29.6.1	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 ²⁵ . Prepayment Meter D0194 for key meters	Electronic or other method, as agreed

					D0216 for token meters	
29.6.2	If request rejected and within 5 WD of 29.6.1.	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
29.6.3	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
29.6.4	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
29.6.5	At the same time as 29.6.4.	Send Meter Technical Details and notification that the Metering Asset has been removed. ³⁵	MEM	Electricity Supplier, NHHDC, DNO	D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed
29.6.6	At the same time as 29.6.4.	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
29.6.7	At the same time as 29.6.4.	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.	
29.6.8	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
29.6.9	Immediately following 29.6.8 or 29.6.10.	Perform validation checks and send response. If response is 'Accepted', proceed to 29.6.11, otherwise proceed to 29.6.10.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
29.6.10	Within 5WDs of 29.6.9.	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 29.6.9.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
29.6.11	If required and no valid meter register reading received within 10 WDs of the removal.	Request final meter register reading.	NHHDC	MEM Electricity Supplier		Electronic or other method, as agreed

29.6.12	Within 10 WDs of 29.6.11.	Send final meter register reading.	MEM Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
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³⁵ 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.

30 Metering Asset Exchange / Reconfiguration

- 30.1. 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.
- 30.2. Prior to the replacement of an electricity Metering Asset, a de-energisation shall be carried out in accordance with Paragraph 15.
- 30.3. 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.
- 30.4. Where a Half Hourly 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						
30.4.1	As required.	Request Metering Asset replacement or reconfiguration	Electricity Supplier	MEM	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal	Electronic or other method, as agreed

					of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	
30.4.2	If request rejected and within 2 WD of 30.4.1.	Reject request for Metering Asset removal.	MEM	Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
30.4.3	If request accepted and within 3 WD of 30.4.1 and before data collection date or as the MEM sees necessary ³⁹ .	Agree with HHDC to collect final HH Metered Data	MEM	HHDC	D0005 Instruction on Action	Electronic or other method, as agreed
30.4.4	On the date and time agreed on 30.4.3.	Collect final HH Metered Data	HHDC			Internal Process
30.4.5	Immediately following 30.4.4.	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
30.4.6	Immediately following 30.4.5.	Note final meter register reading, if available If final HH Metered Data was not uploaded by the HHDC, download	MEM		Internal Process	N/A

		final HH Metered Data, if available. Reconfigure Metering Asset or replace and energise Metering Asset ⁴⁰ Note initial meter register reading.				
30.4.7	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
30.4.8	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
30.4.9	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 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
30.4.10	At the same time as 30.4.7.	Send the relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
30.4.11	Immediately following 30.4.10 or 30.4.12.	Perform validation checks and	ERDA	MEM	D0312 Notification of Meter Information to MPAS with	Electronic or other

		send response. If D0312 response is 'Accepted' proceed to 30.4.13, otherwise proceed to 30.4.12.		Electricity Supplier	MOP Flow Response Code populated.	method, as agreed
30.4.12	Within 5 WDs of 30.4.11.	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 30.4.11.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
30.4.13	In accordance with Paragraph 40.	Prove Metering Asset.	MEM	HHDC	Refer to Paragraph 40.	Not Defined
For Supplier Serviced Metering Asset (when MEM replaces the meter)						
30.4.14	As required.	Request Metering Asset replacement.	Electricity Supplier	MEM ⁴¹	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter	Electronic or other method, as agreed

					D0194 for key meters D0216 for token meters	
30.4.15	If request rejected and within 5 WD of 30.4.14.	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
30.4.16	On replacement.	Contact Electricity Supplier to retrieve final Half Hourly and cumulative readings remotely. Replace meter. Contact Electricity Supplier to retrieve initial cumulative reading remotely.	MEM		Internal Process	N/A
30.4.17	On replacement.	Take final readings from meter, configure replacement meter (as required) and take initial readings.	Electricity Supplier		Internal Process	N/A
30.4.18	If Time of Use registers configured remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WD of 30.4.16.	Send meter configuration details. The Electricity Supplier will ensure that only the latest version of the configuration for the day is sent to the MEM. If the Electricity Supplier is unable to configure the meter (for example, due to a communications failure), the SSC and TPR will be	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

		defaulted to a single-rate default. The TPR shall be mapped to the total Import register.				
30.4.19	Within 10 WD of 30.4.14.	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
30.4.20	At the same time as 30.4.19.	Send the relevant meter information.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
30.4.21	Immediately following 30.4.19 or 30.4.22.	Perform validation checks and send response D0312. If D0312 response is "Accepted", proceed to 30.4.23, otherwise proceed to 30.4.22.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method as agreed.
30.4.22	Within 5 WDs of 30.4.21.	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 30.4.21.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
30.4.23	Within 10 WDs of	Send notification of removal of old	MEM	MAP of removed	D0303 Notification of Meter	Electronic or

	30.4.14.	meter.		meter	Operator, - Supplier and Metering Assets installed/removed by the MOP to the MAP	other method, as agreed
For Supplier Serviced Metering Asset (when Electricity Supplier reconfigures the meter)						
30.4.24	If Time of Use registers configured remotely.	<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 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>	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
30.4.25	Within 10 WD of 30.4.19.	Send Meter Technical Details for replacement meter.	MEM	<p>Electricity Supplier</p> <p>DNO</p>	<p>D0150 Non Half-hourly Meter Technical Details.</p> <p>D0149 Notification of Mapping Details.</p>	Electronic or other method, as agreed

³⁹ The need to replace or reconfigure the Metering Asset could also be from BSC Metering Code of Practice 4 requirements, Ofgem or Consumer driven.

⁴⁰ If replacement includes measurement transformers, commission in accordance with BSC Metering Code of Practice 4 and proceed as per Paragraph 28.

⁴¹ For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH MEM.

DNO Replaces Half Hourly Metering Asset for safety reasons

30.5. Where a Half Hourly 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
30.5.1	As required.	Send request to replace Metering Asset.	Electricity Supplier	DNO	Request site visit.	Electronic or other method, as agreed.
30.5.2	If request rejected, as soon as possible after 30.5.1.	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.
30.5.3	On the date requested or agreed in 30.5.1 or as the DNO sees necessary.	Note final meter register reading, if available. Replace and energise Metering Asset ⁴⁰ Note initial meter register reading.	DNO		Internal Process.	N/A
30.5.4	Within 5 WD of 30.5.3.	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 ⁴²	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	Electronic or other method, as agreed.

					Information Form (see Appendix 2). D0010 Meter Readings.	
30.5.5	Within 5 WD of 30.5.4.	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.
30.5.6	At the same time as 30.5.5.	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.
30.5.7	At the same time as 30.5.5.	Send the relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
30.5.8	Immediately following 30.5.7 or 30.5.9.	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.
30.5.9	Within 5 WDs of 30.5.8.	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,	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.

		then reasonable endeavours shall apply. Proceed to 30.5.8.				
30.5.10	In accordance with Paragraph 40.	Prove Metering Asset.	MEM	HHDC	Refer to Paragraph 40.	Electronic or other method, as agreed.

⁴² 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)

30.6. Where a Non Half Hourly 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						
30.6.1	As required and at least 10WDs before 30.6.3. ¹⁵	Request Metering Asset replacement of reconfiguration.	Electricity Supplier	MEM	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	Electronic or other method, as agreed

					D0216 for token meters	
30.6.2	If request rejected and within 5 WD of 30.6.1.	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
30.6.3	On the date and time requested in 30.6.1 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
30.6.4	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
30.6.5	Within 10 WD of the replacement / reconfiguration of the Metering Asset.	Send initial meter register reading for replacement Metering Asset /new configuration.	MEM	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
30.6.6	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

30.6.7	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
30.6.8	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
30.6.9	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
30.6.10	Immediately following 30.6.9 or 30.6.11.	Perform validation checks and send response. If D0312 response is 'Accepted' proceed to 30.6.12, otherwise proceed to 30.6.11.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
30.6.11	Within 5 WDs of 30.6.10.	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 shall apply. Proceed to 30.6.10.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
30.6.12	If no valid meter register reading(s) received 10WDs	Request initial and / or final meter register reading.	NHHDC	MEM		Post / Fax / Email

	of the replacement / reconfiguration and initial and / or final reading required.			Electricity Supplier		
30.6.13	Within 10 WDs of 30.6.9.	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)						
30.6.14	As required	Take final readings for the old configuration. Reconfigure the Smart Metering System. Take initial readings for the new configuration.	Electricity Supplier		Internal process	N/A
30.6.15	In time to allow the MEM to distribute Meter Technical Details within 10 WDs of 30.6.14.	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
30.6.16	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
30.6.17	Within 10 WD of reconfiguration.	Send Meter Technical Details for new configuration.	MEM	NHHDC Electricity	D0150 Non-Half-hourly Meter Technical Details. D0149 Notification of	Electronic or other method, as agreed

				Supplier	Mapping Details.	
				DNO		
When MEM installs a Smart Metering System as a replacement for either a non-smart or Smart Metering System						
30.6.18	As required and at least 10WDs before 30.6.20.	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. Prepayment Meter D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
30.6.19	If request rejected and within 5 WD of 30.6.18.	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
30.6.20	On the date and time requested in 30.6.18.	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.	MEM		Internal Process	N/A

		Replace Metering Asset. Take initial meter register reading(s) as agreed with Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely.				
30.6.21	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 register configuration for the new meter is unknown, will consist of a reading from the total cumulative register).	MEM	Electricity Supplier	D0010 Meter Readings	Electronic or other method, as agreed
30.6.22	As required.	Take final reading(s) from replaced Smart Metering System, configure replacement meter and take initial readings.	Electricity Supplier		Internal process	N/A
30.6.23	If replacement meter configured remotely and in time to allow the MEM to distribute Meter Technical Details within 10 WD of 30.6.22.	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
30.6.24	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
30.6.25	Within 10 WD of reconfiguration.	Send Meter Technical Details for new meter and notification of removal of old	MEM	NHHDC	D0150 Non Half-hourly	Electronic or other

		meter.		Electricity Supplier DNO	Meter Technical Details. D0149 Notification of Mapping Details.	method, as agreed
30.6.26	Within 10 WD of reconfiguration.	Send notification of removal of old meter.	MEM	MAP (removed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
30.6.27	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
30.6.28	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
30.6.29	Immediately following 30.6.28 or 30.6.30.	Perform validation checks and send response. If D0312 response is 'Accepted' proceed to 30.6.31, otherwise proceed to 30.6.30.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
30.6.30	Within 5 WDs of 30.6.29.	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	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

		reasonable endeavours shall apply. Proceed to 30.6.29.				
Following reconfiguration or replacement of a Smart Metering System						
30.6.31	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
30.6.32	Within 10 WDs of 30.6.31.	Send initial and / or final meter register reading.	Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
30.6.33	Within 10 WDs of 30.6.31.	Send relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
30.6.34	Immediately following 30.6.33 or 30.6.35.	Perform validation checks and send response. If D0312 response is 'Accepted' end process, otherwise proceed to 30.6.35.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
30.6.35	Within 5 WDs of 30.6.34.	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, then	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

		reasonable endeavours shall apply.				
		Proceed to 30.6.34.				

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

30.7. Where a Non Half Hourly 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
30.7.1	As required ⁴³ .	Send request to reconfigure or replace Metering Asset.	Electricity Supplier	DNO	Request site visit.	Electronic or other method, as agreed.
30.7.2	If request rejected, as soon as possible after 30.7.1.	Send notification of rejection including the reason why the request has been rejected.	DNO	Electricity Supplier	P0211 Site Visit Rejection.	Electronic or other method, as agreed.
30.7.3	On the date requested or agreed in 30.7.1 or as the DNO sees necessary.	Note final meter register reading, if available. Replace and energise Metering Asset ⁴⁰ . Note initial meter register reading.	DNO		Internal Process.	N/A
30.7.4	Within 10 WD of 30.7.3.	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	DNO ⁴⁴	MEM	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0149 Notification of Mapping Details. D0150 Non Half-hourly	Electronic or other method, as agreed.

		Asset.			Meter Technical Details. D0010 Meter Readings.	
30.7.5	Within 10 WD of 30.7.4.	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.
30.7.6	At the same time as 30.7.5.	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.
30.7.7	At the same time as 30.7.5.	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
30.7.8	At the same time as 30.7.5.	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
30.7.9	At the same time as 30.7.5.	Send the relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
30.7.10	Immediately following 30.7.9 or 30.7.11.	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.

30.7.11	Within 5 WDs of 30.7.10.	<p>Where the rejection is of a type the MEM can resolve without involving other industry 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 30.7.10.</p>	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.
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⁴³ This may be a standing arrangement between the Electricity Supplier and Distribution Network Operator and in practise, steps 30.7.1 and 30.7.2 may not occur.

⁴⁴ 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.

31 Switch with Concurrent Change of MEM

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

31.2. 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.

31.3. 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.

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

Ref	When	Action	From	To	Information Required	Method
31.4.1	If required.	Send agent appointment ⁵² .	Gaining Supplier	Gaining MEM ⁵⁵	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
31.4.2	If appointment rejected and within 2WD of 31.4.1.	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
31.4.3	If appointment accepted and within 2WD of 31.4.1.	Accept agent appointment.	Gaining MEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
31.4.4	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
31.4.5	If de-appointment rejected and within 5WD of 31.4.4.	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
31.4.6	Within 1WD of 31.4.3 ⁵³ .	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
31.4.7	With 1WD of 31.4.6.	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						
31.4.8	Within 2WD on 31.4.7.	Send Meter Technical Details.	Losing MEM ⁵⁴	Gaining MEM ⁵⁵	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
31.4.9	Following 31.4.8.	Send commissioning information.	Losing MEM	Gaining MEM	D0383 Notification of Commissioning information D0384 Notification of Commissioning status ⁵⁷	Electronic or other method, as agreed
31.4.10	Within 5 WD of 31.4.8.	Send Meter Technical Details.	Gaining MEM	Gaining Supplier HHDC DNO	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
31.4.11	Following 31.4.10.	Send commissioning information.	Gaining MEM	Gaining Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed
31.4.12	In accordance with Paragraph 40.	If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset.	Gaining MEM	HHDC	In accordance with Paragraph 40.4.	Electronic or other method, as agreed

For Supplier Serviced Metering Asset						
31.4.13	Within 1 WD of configuration or within 1 WD of the Supply Effective From Date as applicable.	<p>Send Smart Metering System 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>	Gaining Supplier	Gaining 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
31.4.14	Within 5 WD of 31.4.7.	Send Meter Technical Details.	Losing MEM ⁵⁴	Gaining MEM ⁵⁵	<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
31.4.15	Within 5 WDs of 31.4.14.	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

⁵² 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.

⁵³ Note that if there is also a concurrent change of HHDC, the Gaining Supplier shall send the D0148 once the D0011 from both the Metering Equipment Manager and the HHDC has been received and within 1WD of the receipt of the latter D0011.

⁵⁴ 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.

⁵⁵ 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'. 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.

⁵⁶ 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).

⁵⁷ 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.

31.5. Where a Switch is initiated for a Non Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
31.5.1	If required.	Send agent appointment ⁵¹ 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
31.5.2	If appointment rejected and within 2WD of 31.5.1.	Reject agent appointment and restart process if required. Proceed to 31.5.1 if required.	Gaining MEM	Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
31.5.3	If appointment accepted and within 2 WD of 31.5.1.	Accept agent appointment.	Gaining MEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
31.5.4	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
31.5.5	If de-appointment rejected and within 5WD of 31.5.4.	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
31.5.6	If de-appointment accepted and within 5 WDs of 31.5.4.	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
31.5.7	On appointment of MEM and within 1 WD of 31.5.3 ⁵⁶ .	Send notification of NHHDC	Gaining Supplier	Gaining	D0148 Notification of Change to	Electronic or other method,

		and current MEM.		MEM NHHDC	Other Parties. D0302 Notification of Customer Details	as agreed
31.5.8	Within 2 WD of 31.5.7.	Request Meter Technical Details.	Gaining MEM	Losing MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
31.5.9	Within 2 WD of 31.5.8.	Send Meter Technical Details. ^{59 60}	Losing MEM ⁵⁴	Gaining MEM ⁵⁵	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details ⁶¹ D0313 Auxiliary Meter Technical Details ²⁷	Electronic or other method, as agreed
For Metering Assets which do no comprise a DCC-Enrolled Smart Metering System						
31.5.10	Within 5WD on 31.5.9	Send Meter Technical Details	Gaining MEM	Gaining Supplier / NHHDC / DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details ⁶¹ D0313 Auxiliary Meter Technical Details ²⁷	Electronic or other method, as agreed
For Metering Assets which do comprise a DCC-Enrolled Smart Metering System						
31.5.11	As soon as possible after midnight UTC on the Supplier Effective From Date.	Configure meter ⁶² .	Gaining Supplier		Internal process	N/A
31.5.12	Within 1 WD of 31.5.11.	Send Smart Metering System configuration details.	Gaining Supplier	MEM	D0367 Smart Meter Configuration	Electronic or other method,

					Details (or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)	as agreed
31.5.13	If the Gaining Supplier has been unable to communicate with the Smart Metering System by Supplier Effective from Date +5WD.	Send notification that the process for non DCC Enrolled Smart Metering System should be followed.	Gaining Supplier	Gaining MEM	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
31.5.14	Where 31.5.13 does not apply, within 1 WD of the later of 31.5.9 and 31.5.12.	Send Meter Technical Details.	Gaining MEM	Gaining Supplier / NHHDC / DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed

Electricity MEM (No Meter)

31.6. 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
31.6.1	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
31.6.2	If appointment rejected and within 5 WD of 31.6.1.	Send notification of rejection of appointment including	Gaining MEM	Gaining Supplier	D0261 Rejection of Agent Appointment.	Electronic or other method, as

		the reason why the request has been rejected.			(Go to 9.8.1 if required)	agreed
31.6.3	If appointment accepted and within 5 WD of 31.6.1.	Send notification of acceptance of appointment.	Gaining MEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
31.6.4	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
31.6.5	If de-appointment rejected and within 5WD of 31.6.4.	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
31.6.6	Within 5 WD of 31.6.3 (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
31.6.7	Within 2 WD of 31.6.6	Request MTD	Gaining MEM	Losing MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed

For HHDC-serviced Metering Systems						
31.6.8	Within 5 WD of 31.6.7 and every time where there is a change to the MTD while that MEM is responsible for the MTD (unless there is insufficient information to populate group 01A of the D0268) .	Send MTD	Losing MEM	Gaining MEM	D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed
31.6.9	Within 5WD of 31.6.8.	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						
31.6.10	Within 5WD on 31.6.7	Send MTD	Losing MEM	Gaining MEM	D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed
31.6.11	Within 5WD on 31.6.10	Send MTD	Gaining MEM	Gaining Supplier DNO	D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed
Site Technical Details						
31.6.12	If required, and at any time after the effective date of the MEM's appointment (for RMPs first registered after 6 November 2008)	Request Site Technical Details	Gaining MEM	DNO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
31.6.13	If request accepted and within 5 WD of 31.6.12	Send Site Technical Details	DNO	Gaining MEM	D0215 Provision of Site Technical Details	Electronic or other

						method, as agreed
31.6.14	If request 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

⁵⁸ 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.

⁵⁹ 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.

⁶⁰ The outgoing Metering Equipment Manager remains responsible for sending revised MTDs where they relate to site activity carried out after their de-appointment date.

⁶¹ 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.

⁶² If the new Electricity Supplier is unable to configure the meter until after the Supplier Effective from Date but is able to do so by Supplier Effective from Date +5WD, for example due to a communications failure, the new Electricity Supplier will re-date any SSC change (and associated) readings to the Supplier Effective from Date. If the new Electricity Supplier is unable to configure the meter until after Supplier Effective from Date +5WD the new Electricity Supplier will use the change of SSC process in BSCP504 and will adopt the Losing Supplier's SSC for the intervening period.

31.7. 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
31.7.1	By Supply Effective From Date.	Send appointment.	Gaining	Gaining	D0155 Notification of Meter	Electronic or

			Supplier	MEM	Operator or Data Collector Appointment and Terms	other method, as agreed
31.7.2	If appointment rejected and within 2 WD of 31.7.1.	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
31.7.3	If appointment accepted and within 2 WD of 31.7.1.	Send notification of acceptance of appointment.	Gaining MEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
31.7.4	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
31.7.5	If de-appointment rejected and within 5 WD of 31.7.4.	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
31.7.6	On appointment of MEM and within 1 WD of 31.7.3 (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 receipt of the latter D0011)	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
31.7.7	Within 1 WD of 31.7.6	Request MTD	Gaining MEM	Losing MEM	D0170 Request for Metering System Related	Electronic or other

					Details	method, as agreed
31.7.8	Within 2 WD of 31.7.7 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
31.7.9	Within 1 WD of 31.7.8.	Send MTD	Gaining MEM	Gaining Supplier DNO	D0150 Non Half-hourly Meter Technical Details	Electronic or other method, as agreed
Site Technical Details						
31.7.10	If required, and at any time after the effective date of the MEM's appointment (for RMPs first registered after 6 November 2008)	Request Site Technical Details	Gaining MEM	DNO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
31.7.11	If requested accepted and within 5 WD of 31.7.10	Send Site Technical Details	DNO	Gaining MEM	D0215 Provision of Site Technical Details	Electronic or other method, as agreed
31.7.12	If requested rejected and within 5 WD of 31.7.10	Send Rejection Response	DNO	Gaining MEM	D0382 Rejection Response for Request to LDSO for Site Technical Details	Electronic or other method, as agreed

32 Switch with No Concurrent Change of MEM

- 32.1. This process covers the transfer of metering details where a Switch occurs, and the Gaining Supplier Appoints the existing MEM.
- 32.2. The Switch process is set out in the Registration Services Schedule. Some (but not necessarily all) of these processes have been included in the interface tables to highlight the interactions between the Switch process and the Appointment of MEMs.
- 32.3. 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.
- 32.4. Where a Switch is initiated for a Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
32.4.1	As required.	Send agent appointment.	Gaining Supplier	MEM ⁴¹	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
32.4.2	If appointment rejected and within 2WD of 32.4.1.	Reject agent appointment and restart process.	MEM	Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
32.4.3	If appointment accepted and within 2WD of 32.4.1.	Accept agent appointment.	MEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
32.4.4	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
32.4.5	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	D0148 Notification of Change to Other Parties.	Electronic or other method, as agreed

				DNO	D0302 Notification of Customer Details	
For HHDC-Serviced Metering Assets						
32.4.6	Within 1WD on 32.4.5.	Request Meter Technical Details	Gaining Supplier	MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
32.4.7	Within 5WD on 32.4.6.	Send Meter Technical Details.	MEM	Gaining Supplier HHDC DNO	D0268 Half Hourly Meter Technical Details ³⁴	Electronic or other method, as agreed
For Supplier – Serviced Metering Assets						
32.4.8	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 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.	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
32.4.9	Within 5 WDs of 32.4.8.	Send Meter Technical Details.	MEM	Gaining Supplier DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly	Electronic or other method, as agreed

					Meter Technical Details.	
					Electronic	

32.5. Where a Switch is initiated for a Non Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
32.5.1	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
32.5.2	If appointment rejected and within 2WD of 32.5.1.	Reject agent appointment	MEM	Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
32.5.3	If appointment accepted and within 2WD of 32.5.1.	Accept agent appointment.	MEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
32.5.4	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
32.5.5	If de-appointment accepted and within 5 WDs of 32.5.4.	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
32.5.6	If de-appointment rejected and within 5 WDs of 32.5.4.	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
32.5.7	On appointment of	Send notification of NHHDC and	Gaining	MEM /	D0148 Notification of Change to Other	Electronic or

	MEM and within 1 WD of 32.5.3 ⁵⁸	current MEM.	Supplier	NHHDC	Parties. D0302 Notification of Customer Details.	other method, as agreed
32.5.8	Within 1WD of 32.5.7.	Send Meter Technical Details.	MEM	Gaining Supplier NHHDC DNO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Detail61 D0313 Auxiliary Meter Technical Details27	Electronic or other method, as agreed
32.5.9	Within 1WD of 32.5.7.	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

33 Change of Metering Equipment Manager with Transfer of Metering Asset

- 33.1. 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.
- 33.2. 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 **33**.
- 33.3. 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.
- 33.4. Where a change of Metering Equipment Manager is initiated for a Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
33.4.1	As required.	Send agent appointment.	Electricity Supplier	Gaining MEM ⁴¹	D0155 Notification of Meter Operator or Data Collector Appointment and Terms ⁷¹	Electronic or other method, as agreed
33.4.2	If appointment rejected and within 5WD of 33.4.1 (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
33.4.3	If appointment accepted and within 5WD of 33.4.1 (or within 10WD for Supplier Serviced Metering Assets).	Accept agent appointment.	Gaining MEM	Electricity Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
33.4.4	Within 5WDs of 33.4.3.	Send agent de-appointment.	Electricity Supplier	Losing MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
33.4.5	If de-appointment rejected and within 5WD of 33.4.4.	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
33.4.6	On appointment of Gaining MEM and between 5WD ⁷² and 10WD of 33.4.4.	Send notification of MEM appointment / de-appointment. The D0302 to the HHDC is optional for Supplier Serviced Metering Asset.	Electricity Supplier	Gaining MEM HHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed
33.4.7	With 2 WD of 33.4.6.	Instruct Losing MEM to send	Electricity	Losing	D0170 Request for Metering	Electronic or

		Meter Technical Details to Gaining MEM.	Supplier	MEM	System Related Details	other method, as agreed
For HHDC Serviced Metering Assets						
33.4.8	Within 5WD on 33.4.7.	Send Meter Technical Details.	Losing MEM ⁵⁴	Gaining MEM ⁵⁵	D0268 Half Hourly Meter Technical Details ⁵⁶ If site is Complex Site, send Complex Site Supplementary Information Form.	Electronic or other method, as agreed
33.4.9	Following 33.4.8.	Send commissioning information.	Losing MEM	Gaining MEM	D0383 Notification of Commissioning information D0384 Notification of Commissioning status ⁵⁷	Electronic or other method, as agreed
33.4.10	Within 5 WD of 33.4.8.	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.	Electronic or other method, as agreed
33.4.11	Following 33.4.10.	Send commissioning information.	Gaining MEM	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed
33.4.12	In accordance with the timescales in the Paragraph 40.	If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset.	Gaining MEM	HHDC	In accordance with Paragraph 40.	Electronic or other method, as agreed
For Supplier Serviced Metering Assets						

33.4.13	Within 5 WDs of 33.4.7.	Send Meter Technical Details.	Losing MEM ^{54 73}	Gaining MEM ⁵⁵	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed
33.4.14	Within 5 WDs of 33.4.13.	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

⁷¹ A retrieval method of 'S' in the D0155 Market Message indicates that the Electricity Supplier will retrieve the HH Metered Data.

⁷² This step could be completed in less than 5 WD if the Electricity Supplier knows a de-appointment is not going to be rejected.

⁷³ 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)

33.5. Where a change of Metering Equipment Manager is initiated for a Non Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
33.5.1	As required.	Send agent appointment.	Electricity Supplier	Gaining MEM	D0155 Notification of Meter Operator or Data Collector Appointment and	Electronic or other method,

					Terms	as agreed
33.5.2	If appointment rejected and within 10 WD of 33.5.1.	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
33.5.3	If appointment accepted and within 10 WD of 33.5.1.	Accept agent appointment.	Gaining MEM	Electricity Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
33.5.4	Within 5WDs of 33.5.3.	Send agent de-appointment.	Electricity Supplier	Losing MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
33.5.5	If de-appointment rejected and within 5WD of 33.5.4.	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
33.5.6	If de-appointment accepted and within 5WDs of 33.5.4.	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
33.5.7	Between 5 WD ⁷² and 10 WD of 33.5.4.	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
33.5.8	With 2 WD of 33.5.7.	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
33.5.9	Within 5WD on 33.5.8.	Send Meter Technical Details ^{58 59}	Losing MEM ⁵⁴	Gaining MEM ⁵⁵	D0149 Notification of Mapping	Electronic or other method,

					Details. D0150 Non Half-hourly Meter Technical Details ^{74 61} . D0313 Auxiliary Meter Technical Details ²⁷	as agreed
33.5.10	Within 5 WDs of 33.5.9.	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 ²⁷	Electronic or other method, as agreed
33.5.11	Within 5 WDs of 33.5.9.	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

⁷⁴ 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.

34 Change of Meter Asset Provider

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

Ref	When	Action	From	To	Information Required	Method
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34.1.1	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
34.1.2	On receipt of data.	Perform validation checks. If valid, proceed to 34.1.5.	ERDA		Internal process	N/A
34.1.3	Upon unsuccessful validation.	Send notification of invalid MAP data.	ERDA	MEM	D0304 Notification of Meter Asset Provider	Electronic or other method, as agreed
34.1.4	Within 5WDs of 13.3.3.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0304. If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 34.1.2.	MEM	ERDA	D0304 Notification of Meter Asset Provider	Electronic or other method, as agreed
34.1.5	Upon successful validation.	Update database.	ERDA		Internal process.	N/A
34.1.6	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

35 Change of Energisation Status (Electricity Only)

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

- 35.2. The Metering Equipment Manager shall only energise a Metering Asset if requested to do so by its associated Electricity Supplier.
- 35.3. 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.
- 35.4. A remotely disabled Smart Metering System or Advanced Meter should be treated as energised for the purposes of this Paragraph 35.

35.5. Energisation (Half Hourly)

Ref	When	Action	From	To	Interface	Means
If MEM Energises						
35.5.1	As required	Send request to energise Metering Asset.	Electricity Supplier	MEM	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
35.5.2	If request rejected and within 2 WD of 35.5.1 (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.
35.5.3	On the date requested or agreed in 35.5.1.	Energise Metering Asset and note initial meter register reading.	MEM			Internal Process.
35.5.4	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 ^{85 86} .	Electronic or other method, as agreed.
If DNO Energises						
35.5.5	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 ^{86 87}	Electronic or other method, as agreed.
35.5.6	Within 5 WD of 35.5.5 (or 10 WD for Supplier-Serviced	Send change of energisation status and, if requested, the initial meter	MEM	HHDC	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

	Metering Assets).	register reading.				
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⁸⁶ 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.

⁸⁷ 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.

35.6. De-energisation (Half Hourly)

Ref	When	Action	From	To	Interface	Means
If MEM De-energises						
35.6.1	As required and at least 10 WD before 35.6.6 ¹⁶ .	Send request to de-energise Metering Asset.	Electricity Supplier	MEM	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
35.6.2	If request rejected and within 2 WD of 35.6.1 (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 P0211 Site Visit Rejection ⁸⁸ . (Go to 35.6.1 if required)	Electronic or other method, as agreed.
35.6.3	If request accepted and within	Arrange with HHDC to	MEM	HHDC	D0005 Instruction on Action.	Electronic or

	3 WD of 35.6.1 and before planned date for de- energisation.	collect final HH Metered Data. For Supplier-Serviced Metering Assets, the Electricity Supplier, rather than the HHDC, will collect the HH Metered Data. Steps 35.6.3 to 35.6.6 do not apply.				other method, as agreed.
35.6.4	On date and time agreed in 35.6.3.	Collect final HH Metered Data.	HHDC			Internal Process.
35.6.5	Immediately following 35.6.4.	Confirm final HH Metered Data collection.	HHDC	MEM	The MEM will telephone the HHDC when it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM.	Telephone.
35.6.6	Immediately following 35.6.5.	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.
35.6.7	Within 5 WD of changing energisation status (or within 10 WD for Supplier-Serviced	Send change of energisation status and final meter register reading, if available.	MEM	Electricity Supplier	D0139 Confirmation or Rejection of Energisation Status Change ⁸⁶ ⁸⁷ .	Electronic or other method, as agreed.

	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.			DNO HHDC	D0010 Meter Readings	
If DNO De-energises						
35.6.8	As required and at least 10 WD before 35.6.14 ⁸⁹ .	Send request to de-energise Metering Asset.	Electricity Supplier	DNO	D0134 Request to Change Energisation Status.	Electronic or other method, as agreed.
35.6.9	If request rejected and within 2 WD of 35.6.8.	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 ⁸⁷ (Go to 11.3.8 if required)	Electronic or other method, as agreed. Manual
35.6.10	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.
35.6.11	Within 2 WD of 35.6.10 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.
35.6.12	On date and time agreed in 35.6.10.	Collect final HH Metered Data.	HHDC			Internal Process.
35.6.13	Immediately following 35.6.12.	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	Telephone or other method, as agreed.

					the data, the HHDC will provide confirmation to the MEM or DNO, as appropriate.	
35.6.14	On the date requested or agreed in 35.6.8; 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.
35.6.15	Within 5 WD of 35.6.14.	Send change of energisation status and final meter register reading, if available.	DNO	Electricity Supplier / MEM	D0139 Confirmation or Rejection of Energisation Status Change ⁸⁵ .	Electronic or other method, as agreed.
35.6.16	Within 5 WD of 35.6.15.	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.
35.6.17	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
35.6.18	Within 10 WD of 35.6.17.	Send final meter register reading.	MEM, Electricity Supplier	HHDC		Electronic or other method, as agreed

⁸⁸ The use of this data flow is optional.

⁸⁹ 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.

35.7. Energisation (Non Half Hourly)

Ref	When	Action	From	To	Interface	Means
If MEM Energises						
35.7.1	As required and at least 10WDs ¹⁶ before 35.7.3.	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.
35.7.2	If request rejected and within 5 WD of 35.7.1.	Send notification of rejection including the reason why the request has been rejected.	MEM	Electricity Supplier	P0211 Site Visit Rejection. (Go to 35.7.1 if required)	Electronic or other method, as agreed.
35.7.3	On the date requested or agreed in 35.7.1.	Energise Metering Asset and note initial meter register reading.	MEM			Internal Process.
35.7.4	Within 10 WD of attempting to change energisation status.	Send change of energisation status.	MEM	Electricity Supplier / DNO NHHDC	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change ⁹⁰ . Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment	Electronic or other method, as agreed.

					Meter	
35.7.5	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.
35.7.6	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
35.7.7	Within 10 WDs of 35.7.6.	Send initial meter register reading.	MEM / Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
If DNO Energises						
35.7.8	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. Prepayment Meter D0179 Confirmation of Energisation/De- Energisation of Prepayment Meter	Electronic or other method, as agreed.
35.7.9	Within 10 WD of receiving change of energisation status and meter register reading, if available from DNO.	Send the initial meter register reading.	MEM	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.

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

35.8. De-energisation (Non Half Hourly)

Ref	When	Action	From	To	Interface	Means
If MEM De-energises						
35.8.1	As required and at least 10 WD15 before 35.8.3.	Send request to de-energise Metering Assets.	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.
35.8.2	If request rejected and within 5 WD of 35.8.1.	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	Electronic or other method, as agreed.

					Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	
35.8.3	On date requested or agreed in 35.8.1.	Note final meter register reading, if available, and de-energise Metering Asset.	MEM		Internal Process	N/A
35.8.4	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 Status Change ⁸⁵ . Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed..
35.8.5	Within 10 WD of attempting to change energisation status.	Send the final meter register reading, if available.	MEM	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
35.8.6	If required and no valid meter register reading received within 10 WD of notification of change to energisation status.	Request final meter register reading.	NHHDC	MEM Electricity Supplier		Electronic or other method, as agreed.

35.8.7	Within 10 WDs of 35.8.6.	Send final meter register reading.	MEM / Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
If DNO De-energises						
35.8.8	As required and at least 10 WD ⁸⁸ before 35.8.10.	Send request to de- energise Metering Asset.	Electricity Supplier	DNO	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.
35.8.9	If request rejected and within 5 WD of 35.8.8.	Send notification of rejection including the reason why the request has been rejected. Proceed to 35.8.8 if required.	DNO	Electricity Supplier MEM	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change. P0211 Site Visit Rejection ⁸⁷ Prepayment Meter D0179 Confirmation of Energisation/De- Energisation of Prepayment Meter	Electronic or other method, as agreed.

35.8.10	On the date requested or agreed in 35.8.8, 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
35.8.11	Within 5 WDs of 35.8.10.	Send change of energisation status and final meter register reading, if available.	DNO	MEM	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change ⁸⁵ . Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
35.8.12	Within 10 WDs of 35.8.11.	Send change of energisation status.	MEM	NHHDC Electricity Supplier	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change. Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment	Electronic or other method, as agreed.

					Meter	
35.8.13	Within 10 WDs of 35.8.11.	Send final meter register reading, if available ⁹¹ .	MEM	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.
35.8.14	If required and no valid meter register reading received within 10 WD of notification of change to energisation status.	Request final meter register reading.	NHHDC	Electricity Supplier / MEM		Post / Fax / Email
35.8.15	Within 10 WD of 35.8.14.	Send final meter register reading.	MEM / Electricity Supplier	NHHDC	D0010 Meter Readings.	Electronic or other method, as agreed.

⁹¹ 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.

36 Change of Feeder Status (Electricity Only)

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

36.2. 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.

36.3. 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.

36.4. Energise Feeder (Half Hourly)

Ref	When	Action	From	To	Interface	Means
36.4.1	As required.	Send request to change feeder status.	Electricity Supplier	MEM ⁹²	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.
36.4.2	If request rejected and within 2 WD of 36.4.1.	Send notification of rejection including the reason why the request has been rejected.	MEM	Electricity Supplier	P0211 Site Visit Rejection. (Go to 36.4.1 if required)	Electronic or other method, as agreed.
36.4.3	On the date requested or agreed in 36.4.1 or as the MEM sees necessary.	Change feeder status. Note meter register reading.	MEM		Internal Process	N/A
36.4.4	Within 5 WD of changing feeder status.	If requested, send meter register reading. Send Meter Technical Details.	MEM	HHDC Electricity Supplier HHDC DNO	D0010 Meter Readings. 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.
36.4.5	In accordance with Paragraph 40.	Prove Metering Asset if feeder has been energised	MEM	HHDC	Refer to Paragraph 40.	Electronic or other method,

		for the first time.				as agreed.
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⁹² The DNO may perform this role.

36.5. De-energise Feeder (Half Hourly)

Ref	When	Action	From	To	Interface	Means
36.5.1	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.
36.5.2	If request rejected and within 2 WD of 36.5.1.	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.
36.5.3	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.
36.5.4	On date and time agreed in 36.5.3.	Collect Half Hourly Metered Data.	HHDC		Internal Process	N/A
36.5.5	Immediately following 36.5.4.	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
36.5.6	Immediately following 36.5.5.	Note meter register reading,	MEM		Internal Process	N/A

		<p>if available.</p> <p>If Half Hourly Metered Data was not uploaded by the HHDC, download Half Hourly Metered Data, if available.</p> <p>Change feeder status.</p>				
36.5.7	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.
36.5.8	Within 5 WD of changing feeder status.	Send Meter Technical Details.	MEM ⁵⁵	Electricity Supplier DNO HHDC	D0268 Half Hourly Meter Technical Details ⁵⁷ If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed.

37 Change of Data Collector (Electricity Only)

- 37.1. 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.
- 37.2. This process shall also apply to a concurrent Switch and change of HHDC. In this circumstance, the Electricity Supplier referred to is the Gaining Supplier.

38 Fault Resolution (Electricity Only)

- 38.1. 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.
- 38.2. 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.
- 38.3. 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

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

Ref	When	Action	From	To	Information Required	Method
38.4.1	As appropriate.	Send request to investigate Metering Asset.	Any Participant ⁹⁴	Electricity MEM	Details of fault.	Electronic or other method, as agreed
38.4.2	Within 2 WD of 38.4.1 or as	Send request to investigate Metering Asset.	Electricity	MEM	D0001 Request Metering System	Electronic or other

	required.		Supplier / HHDC		Investigation.	method, as agreed
38.4.3	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 38.3.10.	MEM		Internal Process	
38.4.4	If fault remains unresolved 5 WD after receipt of D0001.	Send notification that the fault cannot be resolved within 5WD, and send a corresponding fault resolution plan (if required) detailing the actions that need to be taken to resolve the fault and the proposed timescales or update on proposed next steps. Request decision on further action if appropriate.	MEM ⁹⁵	HHDC or Electricity Supplier, as appropriate.	D0005 Instruction on Action ⁹⁶ . Or equivalent communication, by other means, with the Supplier. Fault resolution plan (if required).	Electronic or other method, as agreed.
38.4.5	As soon as possible after 38.4.4, 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

38.4.6	Following 38.4.4 or 38.4.5, if appropriate.	Attempt to resolve fault. If fault resolved within 15 WD of receipt of D0001 go to 38.4 10.	MEM		Internal process	
38.4.7	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
38.4.8	As soon as possible following 38.4.7.	Progress resolution of outstanding fault.	MEM		As appropriate: D0005 Instruction on Action or Fault resolution plan	Internal Process
38.4.9	If and when appropriate following 38.4.8.	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
38.4.10	Within 5WD of resolving fault.	Send fault resolution report and undertake any steps in the process in Paragraph 38 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
38.4.11	If appropriate, within 5 WD of 38.4.10.	Report resolution of fault.	Electricity Supplier ⁹⁷	Relevant Participant	As appropriate: D0002 Fault Resolution Report or Request for Decision	Electronic or other method, as agreed

					on Further Action.	
					Details of resolution	
For HHDC Serviced Metering Assets						
38.4.12	If appropriate, at the same time as 38.4.10.	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 (see Appendix 2).	Electronic or other method, as agreed
38.4.13	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
38.4.14	Immediately, following 38.4.13 or 38.4.15.	Perform validation checks and send response. If response is accepted, proceed to 38.4.16, otherwise proceed to 38.4.15.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
38.4.15	Within 5 WD of 38.4.14.	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 38.4.13.	MEM	ERDA	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed

38.4.16	In accordance with the timescales in Paragraph 40.	If Meter Technical Details manually intervened or there has been a key field change, prove Metering Asset.	MEM	HHDC	In accordance with Paragraph 40.	Electronic or other method, as agreed
For Supplier Serviced Metering Assets						
38.4.17	If Electricity Supplier reconfigures the Time of Use registers following a fault.	Send Smart Metering System configuration details. 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.	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
38.4.18	Within 10 WDs of 38.4.17.	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
38.4.19	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
38.4.20	Immediately following 38.4.19 or 38.4.21.	Perform validation checks and send response. If response is accepted, end process, otherwise proceed to 38.4.21	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed

38.4.21	Within 5 WDs of 38.4.20.	<p>When the rejection is of a type the MEM can resolve without involving industry parties, send a corrected D0312.</p> <p>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply.</p> <p>Proceed to 38.4.20.</p>	MEM	ERDA	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
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⁹⁴ 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.

⁹⁵ The Metering Equipment Manager shall contact and liaise with the Electricity Supplier if appropriate

⁹⁶ 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.

⁹⁷ 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

38.5. 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.

38.6. 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.

38.7. 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.

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

Ref	When	Action	From	To	Information Required	Method
38.8.1	As appropriate.	Send request to investigate Metering Asset.	Any Participant	Electricity Supplier		Electronic or other method, as agreed
38.8.2	Within 2 WD of 38.8.1 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 38.8.6.	Electricity Supplier / NHHDC	MEM	D0001 Request Metering System Investigation, or D0005 Instruction on Action	Electronic or other method, as agreed
38.8.3	Within 5 WD of receipt 38.8.2 or as the MEM sees necessary ⁹⁸	Investigate Metering Asset. Attempt to resolve fault. If the resolution involves a site visit take a meter register reading following resolution.	MEM		Internal Process	
38.8.4	If unable to resolve the problem within 5 WD after receipt of 38.8.2	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.
38.8.5	As soon as possible after 38.8.4.	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	
38.8.6	Immediately following 38.8.5.	Send decision on further action.	Electricity Supplier	MEM	D0005 Instruction on Action.	Electronic or other method, as agreed
38.8.7	Within 5 WD of resolving problem.	Send resolution of problem report.	MEM	NHHDC or Electricity Supplier ⁹⁹	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
38.8.8	Within 10WD of resolving problem.	Send Meter Technical Details if appropriate.	MEM	Electricity Supplier NHHDC or DNO	D0149 Notification of Mapping Details D0150 Non Half-hourly Meter Technical Details	Internal Process
38.8.9	At the same time as 38.8.8.	Send Meter Technical Details if appropriate.	MEM	Electricity Supplier NHHDC or	D0313 Auxiliary Meter Technical Details ²⁷	Electronic or other method, as agreed
38.8.10	At the same time as 38.8.8.	Notify MAP of corrections if required.	MEM	MAP	D0303 Notification of Meter Operators, Supplier	Electronic or other

					and Metering Assets installed / removed by the MOP to the MAP	method, as agreed
38.8.11	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
38.8.12	Immediately following 38.8.11	Perform validation checks and send response. If response accepted proceed to 38.8.14, otherwise proceed to 38.8.13.	ERDA	MEM Electricity Supplier	D0213 Notification of Meter Information to MPAS	Electronic or other method, as agreed
38.8.13	Within 5WDs of 38.8.12.	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 parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 38.8.11.	MEM	ERDA	D0213 Notification of Meter Information to MPAS	Electronic or other method, as agreed
38.8.14	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
38.8.15	Within 10 WD of 38.8.14.	Send initial meter register reading.	MEM Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

⁹⁸ 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.

⁹⁹ 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.

39 Change of Measurement Class (Electricity Only)

- 39.1. 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.
- 39.2. The Electricity Supplier should make all agents aware of the planned change of Measurement Class in advance of the formal Appointment and de- appointment processes. This is to ensure that the Appointment and de-appointment dates align with the date of the site visit, where such a visit is required. 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.
- 39.3. 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.
- 39.4. 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.

40 Proving Tests (Electricity Only)

- 40.1. 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 40.
- 40.2. 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 35.
 - (a) outstation Id;
 - (b) Meter Id (serial number);
 - (c) outstation number of channels;
 - (d) Measurement Quantity Id;
 - (e) Meter multiplier;
 - (f) pulse multiplier;
 - (g) CT and / or VT Ratios; and
 - (h) access to Metering Asset at password level 3 (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).

40.3. 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.

40.4. 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 intervened. '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 40.1);
- (h) where there has been a key field change (refer to Paragraph 40.1) 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.

40.5. 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.

- 40.6. 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

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

Ref	When	Action	From	To	Interface	Means
40.7.1	When instructed by the Electricity Supplier,	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4; record Meter Technical Details and note the HH Metered Data to cover a specific Settlement Period while on site.	MEM		Internal Process	
40.7.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed.	If appropriate send request for Proving Test (indicating which Settlement Periods to be collected) or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details.	MEM	HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
40.7.3	Following 40.7.2.	Read meter for the same HH Settlement Period as requested by the MEM using either a hand-held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero value).	HHDC		Internal Process As a minimum the HHDC shall collect the data required by the MEM, but may also collect and send more data than requested.	
40.7.4	Following 40.7.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested ¹⁰³ .	HHDC	HHMOA	D0001 Request Metering System Investigation.	Electronic or other method, as agreed.

		If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.			D0003 Half Hourly Advances.	
40.7.5	Following 40.7.4.	If data received from HHDC, proceed to 40.11 to undertake a comparison and issue the results. If data not received from HHDC, proceed to 40.7.2 to undertake a re-test or use an alternative Proving Test method.	MEM		Internal Process	

¹⁰³ The HHDC shall use all reasonable endeavours to collect the data for the Settlement Period requested.

Proving Test Method 2

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

Ref	When	Action	From	To	Interface	Means
40.8.1	When instructed by the Electricity Supplier.	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4; and record Meter Technical Details while on site.	MEM		Internal Process	
40.8.2	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.
40.8.3	Following 40.8.2.	Visit site a second time and note HH Metered Data to cover a specific Settlement Period.	MEM		Internal Process	

40.8.4	Following 40.7.3.	<p>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).</p> <p>If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.</p>	HHDC		<p>Internal Process</p> <p>As a minimum the HHDC shall collect the data required by the MEM, but may also collect</p> <p>and send more data than requested.</p>	
40.8.5	Following 40.8.4.	<p>Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested.</p> <p>If unable to collect HH Metered Data for Settlement Period requested, send alternative Settlement Period HH Metered Data.</p>	HHDC	MEM	<p>D0001 Request Metering System Investigation.</p> <p>D0003 Half Hourly Advances.</p>	Electronic or other method, as agreed.
40.8.6	Following 40.8.5.	<p>If data received from HHDC, proceed to 40.11 to undertake a comparison and issue the results.</p> <p>If data not received from HHDC, proceed to 40.8.2 to undertake a re-test or use an alternative Proving Test method.</p>	MEM		Internal Process	

Proving Test Method 3

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

Ref	When	Action	From	To	Interface	Means
40.9.1	When instructed by the Electricity Supplier.	<p>Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4¹⁰⁴; 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</p>	MEM		Internal Process	

		<p>collected during site visit¹⁰⁵.</p> <p>If this data is correct then the MEMs data retrieval system has been 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>				
40.9.2	Following installation, commissioning and once HH Metered Data retrieved.	<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</p>	MEM	HHDC	<p>D0005 Instruction on Action.</p> <p>D0268 Half Hourly Meter Technical Details.</p>	Electronic or other method, as agreed.

		Settlement Periods to be collected by the HHDC.				
40.9.3	Following 40.9.2.	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	
40.9.4	Following 40.9.3.	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.
40.9.5	Following 40.9.4.	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	MEM		Internal Process	

		<p>data from the data retrieval system, resolve problem, then complete Proving Test.</p> <p>If data received from HHDC, proceed to 40.11 to undertake a comparison and issue the results.</p> <p>If data not received from HHDC, proceed to 40.9.2 to undertake a re-test or use an alternative Proving Test method.</p>				
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¹⁰⁴ 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.

¹⁰⁵ If this data is correct then the Metering Equipment Manager's data retrieval system has been successfully proved.

Proving Test Method 4

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

Ref	When	Action	From	To	Interface	Means
40.10.1	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	
40.10.2	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.
40.10.3	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	
40.10.4	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.
40.10.5	Following 20.10.4.	Using either the manufacturer's software or software which has a relevant protocol approval in accordance with BSCP601 to read meter constants, pulse multipliers, serial numbers etc, the read meter pulses or engineering	MEM		Internal Process	

		<p>data for same HH Settlement Period as provided by HHDC to calculate HH reading.</p> <p>If data received from HHDC, proceed to 40.11 to undertake a comparison and issue the results.</p> <p>If data not received from HHDC, proceed to 40.10.2 to undertake a re-test or use an alternative Proving Test method.</p>				
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Issuing Results of Proving Test (all Methods)

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

Ref	When	Action	From	To	Interface	Means
40.11.1	Following receipt of data from the HHDC.	Compare MEM HH Metered Data with HHDC Metering Data for the same Settlement Period.	MEM	Internal Process		
40.11.2	In accordance with the timescales in 40.12.	Send notification of successful Proving Test / re-test.	MEM	HHDC Electricity Supplier DNO BSCCo Transfer Co-Ordinator106	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.
40.11.3	In accordance with the timescales in 2	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.

	40.12.					
40.11.4	In accordance with the timescales in 40.12.	Investigate problem and take corrective action. Proceed to the appropriate method to re-do the Proving Test.	MEM		Internal Process	
40.11.5	Following 40.11.4	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 40.11 to undertake a comparison and issue the results. If data not received from HHDC, proceed to 40.9.2 to undertake a re-test or use an alternative Proving Test method.	MEM		Internal Process	

Proving Test Timescales

40.12. 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.

40.13. 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.

40.14. 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

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

Ref	When	Action	From	To	Interface	Means
40.15.1	Following installation / reconfiguration, commissioning and where previous Complex Site validation test failed.	Collect HH Metered Data ¹⁰⁷ , aggregate in accordance with Complex Site rules and record values.	MEM		Internal Process	
40.15.2	Following 40.15.1.	Send request for Proving Test or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter	MEM	HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter	Electronic or other method, as agreed.

		Technical Details.			Technical Details. Complex Site Supplementary Information Form (see Appendix 2 and 3)	
40.15.3	Within 5WD of 40.15.2.	Collect HH Metered Data and aggregate in accordance with the Complex Site rules and send to the MEM.	HHDC	MEM	D0003 Half Hourly Advances. Email with aggregated consumption data for the day requested in 20.15.2.	
40.15.4	Within 2 WD of 40.15.3.	Validate metered volumes.	MEM		Internal Process.	
40.15.5	Within 2 WD of 40.15.3, if validation test passes.	Send notification.	MEM	HHDC Electricity Supplier	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.
40.15.6	Within 2 WD of 40.15.3, 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.
40.15.7	Within 5 WD of 40.15.6.	Investigate discrepancy with HHDC and resolve. Note: If unresolved after 5WD the HHDC is required to raise a D0001 'Request Metering System Investigation' in accordance with BSCP502.	MEM		Internal Process	

¹⁰⁷ Data collection methods as defined in Proving Tests 1, 2, 3 and 4.

41 Safe Isolation Provider (Electricity Only)

41.1. 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

41.2. 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.

41.3. 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

41.4. 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.

41.5. 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.

41.6. 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.

- 41.7. 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 41.5.

41.8. The following interface table describes the processes required by Paragraphs 41.4 to 41.7 (inclusive):

Ref	When	Action	From	To	Interface	Means
41.8.1	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.
41.8.2	If paragraph 41.8.1 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.
41.8.3	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.
41.8.4	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.
41.8.5	If SIP ANI identified	Send notification of the same	SIP	Supplier	MM00453 (D0396)	Electronic or other agreed means.

On-Site Risk Assessment

41.9. 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

41.10. 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.

41.11. The following interface table describes the processes required by Paragraph 41.10:

Ref	When	Action	From	To	Interface	Means
41.11.1	If required as per 41.10(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
41.11.2	Within 3 hours of 41.11.1	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
41.11.3	Within 5WD of 41.11.2	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
41.11.4	If required as per 41.10(b)	SIP shall determine whether it can safely carry out the SIP Works, or whether it should abort the SIP Works.			Internal SIP process	N/A
41.11.5	Following 41.11.4, 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
41.11.6	Following 41.11.5, if the SIP aborts the SIP Works – As advised in the Additional	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

	Information Field					
41.11.7	If 41.11.6 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
41.11.8	If required as per 41.10(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

41.12. 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).