

Operational Code Change Proposal - Process 9 Meter Accuracy Test

Proposed text to replace existing Process 9

This text amends the proposal submitted to the Technical Panel at the meeting on 18 June. In summary, the amendment adds KPIs for the production of a quotation and the acceptance of that quotation. These changes affect Steps 2 and 4. The previously proposed text suggested a KPI for carrying out the survey. This has been replaced by a 15 business day KPI for carrying out the survey and providing the quotation. It is proposed that should the quotation not be accepted within 30 Business Days the quotation would lapse and the Licensed Provider would be liable for the cost of the survey.

Metering

Process 9 - Meter accuracy test

Purpose and scope of Process 9: -

Testing the accuracy of an installed meter is the responsibility of Scottish Water. This Process sets out the operational arrangements which apply where a Licensed Provider requests or Scottish Water is instructed by the Central Market Agency to conduct a meter accuracy test.

Process:-

Step 1

Either:-

- (i) the Licensed Provider makes a request to Scottish Water to carry out a meter accuracy test by submitting a meter request form (Form F) as set out in the Appendix to this Code. The Licensed Provider's request will detail the following:
 - the Non-Household Customer's Supply Point ID and Meter Reference Number;
 - the Licensed Provider's reasons for their request; and
 - details of any recent events that have affected consumption; or
- (ii) Scottish Water (following instruction by the Central Market Agency and when in receipt of relevant information provided by the Central Market Agency) will notify the Licensed Provider that it intends to carry out a meter accuracy test.

Step 2

Tests requested by a Licensed Provider

On receiving a request from a Licensed Provider to carry out a test, Scottish Water will undertake a survey to establish the work required in carrying out the test. Scottish Water will provide the Licensed Provider with a quotation for the cost of carrying out the test within 15 Business Days of receiving the request. In accordance with the Wholesale Charges Scheme, the Licensed Provider will only be liable for the quoted cost should the meter prove to be accurate.

Tests requested by the Central Market Agency

On receiving a request from the Central Market Agency to carry out a meter accuracy test, Scottish Water will, within 10 Business Days of receiving the request, carry out a survey to establish the work required in carrying out the test.

Step 3

Scottish Water may visit the non-household customer's premises by prior arrangement with the Licensed Provider to enable it to establish the work required in carrying out the test and to enable it to prepare a cost quotation.

Step 4

Tests requested by a Licensed Provider

If the Licensed Provider accepts the quotation, Scottish Water will visit the Non-Household Customer's Premises and, where required, remove the meter to allow the meter accuracy test to be carried out at an approved laboratory.

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Version 4**

Such a site visit will take place within 22 Business Days of the acceptance of the quotation other than where there are exceptional circumstances beyond Scottish Water's control such as road or street works or where requested by the Licensed Provider. Such activities will be carried out at a date and time agreed with the Licensed Provider.

If the Licensed Provider decides not to progress with the test, Scottish Water will invoice the Licensed Provider for the cost of the survey in accordance with the Wholesale Charges Scheme. If the quotation is not accepted within 30 Business Days, the quotation will lapse, and Scottish Water will invoice the Licensed Provider for the cost of the survey in accordance with the Wholesale Charges Scheme.

Tests requested by the Central Market Agency

Scottish Water will visit the Non-Household Customer's Premises and, where required, remove the meter to allow the meter accuracy test to be carried out at an approved laboratory. Such a site visit will take place within 22 Business Days of the completion of the survey in Step 3 other than where there are exceptional circumstances beyond Scottish Water's control such as road or street works or where requested by the Licensed Provider. Such activities will be carried out at a date and time agreed with the Licensed Provider.

Step 5

Within 2 Business Days of removing a meter for testing, Scottish Water will notify the Central Market Agency of the meter removal details for the removed meter and installation details for the replacement meter in accordance with the Market Code

Step 6

Scottish Water will complete the test and notify the Licensed Provider and the Central Market Agency of the results within 20 Business Days of the removal of the meter in Step 5.

Step 7

Only where the Licensed Provider has requested the meter accuracy test, Scottish Water may invoice the Licensed Provider in accordance with the Wholesale Charges Scheme for the costs of the test if the meter is found to be accurate.