Provider of the meter replacement in accordance with the relevant process in the Operational Code.

**Step c: Replacement meter installed**
Scottish Water will replace the meter in accordance with the relevant process in the Operational Code.

**Step d: Update data to CMA: [T004.0, T017.0]**
Within 2 Business Days of the meter replacement, Scottish Water will provide the CMA with the new meter details, using Data Transaction T004.0 (Notify Meter Details). Scottish Water will also include within this transaction, the meter location and data logger flags to indicate the presence or absence of data loggers at a meter. The meter location should be notified in the form of OSGB X, Y co-ordinates in an all numeric format. **Meter location position should relate to the Preferred Locations set out in the Scottish Water Meter Code of Practice should also include the Meter Location Code.** Data loggers can be either Scottish Water data loggers or non-Scottish Water data loggers. Both data logger types can be present at a meter at the same time.

**Within 1 Business Day of receiving the T004.0 (Notify Meter Details), the CMA will validate the transaction, including a check that the GISX and GISY co-ordinates provided are not clearly outwith the boundaries of Scotland before processing the transaction in the Central Systems. In the event that this is not the case, or that another aspect of validation fails, the CMA will issue a T009.1 (Error Notification) to Scottish Water.**

Scottish Water will then issue the CMA with Data Transaction T017.0 (Notify Swap Meter), which includes details of the End and Opening Meter Reads. Failure to include a SPID in the T017.0 transaction when swapping a market meter will result in the transaction being rejected and an error code of DE: Old and New Meters incompatible for meter swap will be returned.

Scottish Water should note that the T017.0 must be sent after the T004.0, otherwise the new meter will not be recognised in the Central Systems and will result in a Data Transaction T009.1 (Error Notification) being issued to Scottish Water.

**Step e: Update Central Systems and notify Licensed Provider(s) [T004.1, T017.1]**
The End Read will be subject to the validation requirements set out in CSD 0203 (Meter Read Submission: Validation). The CMA will then update the Central Systems, and notify the
Licensed Provider(s) of the new meter information using the Data Transaction T004.1 (Notify Meter Details) and the End Read and Opening Read using Data Transaction T017.1 (Notify Swap Meter).
5. Addition of Meter to an Existing Supply Point

5.1 Process Description

This section applies when a meter is added to an existing Supply Point under Process 8 of the Operational Code. For the avoidance of doubt it does not apply when a Pseudo Meter is added to an existing Supply Point or Pseudo Water Services Supply Point pursuant to the application of Re-assessed Charges, which is considered in Section 7.

5.1.1 Description of the Process Diagram Steps

This description should be read in conjunction with the Process Diagram in Section 5.2 and the Interface and Timetable Requirements in Section 5.3. The 'step' and 'decision' references appear to the bottom left of each step or decision symbol in the Process Diagram.

Step a: Scottish Water installs meter

This step represents the point at which a meter is installed at an existing Supply Point in accordance with Process 8 of the Operational Code.

Step b: Update SPID Data to CMA: [T004.0, T005.0, T009.1, (T033.0), (T016.0)]

Within 2 Business Days of the installation, Scottish Water will provide the CMA with the new meter details, using Data Transaction T004.0 (Notify Meter Details). Scottish Water will also include within this transaction, the meter location and data logger flags to indicate the presence or absence of data loggers at a meter. The meter location should be notified in the form of OSGB X, Y co-ordinates in an all numeric format. **Meter location should also include the Meter Location Code; position should relate to the Preferred Locations set out in the Scottish Water Meter Code of Practice.** Data loggers can be either Scottish Water data loggers or non-Scottish Water data loggers. Both data logger types can be present at a meter at the same time.

Within 1 Business Day of receiving the T004.0 (Notify Meter Details), the CMA will validate the transaction, including a check that the GISX and GISH co-ordinates provided are not clearly outwith the boundaries of Scotland before processing the transaction in the Central Systems. In the event that this is not the case, or that another aspect of validation fails, the CMA will issue a T009.1 (Error Notification) to Scottish Water.
Scottish Water will also provide the CMA with an Initial Read for that meter using Data Transaction T005.0 (Meter Read) within 2 BD of the installation of the meter, in accordance with CSD 0202 (Meter Read Submission: Process). Scottish Water should note that the T005.0 must be sent after the T004.0, otherwise the new meter will not be recognised in the
Scottish Water updates certain meter details [T013.0]

Scottish Water is able to update certain meter data on an ad hoc basis, using Data Transaction T013.0 (Update Meter Data).

Within 2 Business Days of becoming aware of a change in data logger status Scottish Water shall also notify the presence or removal of data loggers at a meter using Data Transactions T013.0 (Update Meter Data). A data logger is either a Scottish Water data logger or non-Scottish Water data logger. Both data logger types can be present at a meter at the same time.

Within 2 Business Days of becoming aware of a change in meter location OSGB X, Y co-ordinates, Scottish Water shall also notify the change to the meter location using Data Transactions T013.0 (Update Meter Data),

In the case of a Trade Effluent Services, the sequence and timing of updates to the CMA are set out in CSD 0206 (Trade Effluent Processes).

CMA updates Central Systems

Within 1 Business Day of receiving the T013.0 (Update Meter Data) the CMA will check that the data is consistent before processing the update in the Central Systems. In the event that the data is not consistent, the CMA will issue a T009.1 (Error Notification) to Scottish Water.

CMA notifies Licensed Provider [T013.1]

Within 1 Business Day of accepting the T013.0 the CMA will notify the Licensed Provider of any changes made, using Data Transaction T013.1 (Update Meter Details),

Licensed Provider or Scottish Water Updates Meter X / Y Location Notes and/or Preferred Meter Position data [T013.2]

Within 5 Business Days of becoming aware of a change in meter location OSGB X, Y co-ordinates or Meter Position, the Licensed Provider (in respect of market meters) or Scottish Water (in respect of non-market meters) shall also notify the change to the meter location using Data Transaction T013.2 (Update Meter Data).

CMA Updates Central Systems

Within 1 Business Day of receiving the T013.2 (Update Meter Location) the CMA will validate that the GISXZ Location Notes and the Meter Location Code and GISY co-ordinates provided are not clearly outwith the boundaries of Scotland, before processing the update in the Central Systems. In the event that validation fails this is not the case, the CMA will issue a T009.1 (Error Notification) to Scottish Water for submissions made by Scottish Water, or a
Correcting inaccurate consumption from a Faulty/Damaged Meter

Where a faulty meter is identified following a meter fault investigation arising under Process 10 of the Operational Code, or where Scottish Water become aware of a damaged meter, Scottish Water will confirm this to the Licensed Provider(s) and the CMA. The period and extent of the under or over recording from the faulty or damaged meter will be determined by the CMA and Scottish Water shall provide information from their investigation on request of the CMA.