

# WP196 – Capacity Market Metering Technical Assurance

Public

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## Change Amendment Record

Version	Date	Description
1.0	9 October 2015	Go Live version
2.0	12 February 2018	Amendment to Metering Recovery Payment processes. Site Audit Compliance and Non-Compliance templates updated.
3.0	20 July 2018	Updates for Rule changes in sections 2.2, 3.2, 6.2 (Appendix 2) and 6.6 (Appendix 6). Site audit notice changed to one month; where a Metering Statement is required changed to submitted 10 WD before date of audit.
4.0	4 September 2019	Update references and links in document
5.0	16 September 2020	Housekeeping changes throughout document
6.0	1 September 2021	Section 3.3 references updated for Retail Energy Code and housekeeping changes throughout document
7.0	20 December 2022	Housekeeping changes throughout document
8.0	6 June 2024	Annual Review
9.0	15 September 2025	Updates to reflect new EMRS visual identity and annual review
10.0	31 March 2026	Annual Review and updates to reflect Metering Statement guidance enhancements

## 1. Introduction

The Capacity Market (CM) is subject to a Metering Technical Assurance process. The Electricity Settlements Company (ESC) has outsourced the Metering Technical Assurance process to a Management Services Provider (MSP). The MSP will appoint a suitably qualified agent to check compliance to the technical specifications and perform onsite testing. This working practice is also relevant to that nominated representative of the MSP, the Metering Agent (MA).

The Metering Technical Assurance Audit is a Site Audit that is either a targeted audit as directed by ESC or is randomly selected from the Capacity Market Units (CMU) that were subject to a Metering Test or in a particular risk category. Where a CMU that is subject to a targeted audit has not undergone a Metering Test a Metering Statement will have to be submitted for the CMU.

If, following an audit, a Metering Test Certificate is invalidated at a Demand Side Response (DSR) CMU the DSR Test Certificate will also be invalidated as both certificates are linked.

### 1.1 Scope and Purpose of the Working Practice

This document has been written by EMR Settlement Ltd (EMRS) on behalf of the ESC for the CM. It covers procedures for the MSP and MA roles. The MSP role is being fulfilled by EMRS.

This document is aimed at all Capacity Providers participating in the CM that requires a Site Audit to be carried out on their metering installation. This working practice specifies the information required by the MSP to conduct the Site Audit and the timescales for its completion.

The purpose of the Site Audit is to determine that a Capacity Provider has an Approved Metering Solution installed. A Capacity Provider will be notified by EMRS if they have been selected for a Site Audit.

### 1.2 Main Users and Responsibilities

Table 1: Main Users and Responsibilities.

Role	Responsibilities
Capacity Provider	They will provide the required information to carry out the Site Audit and arrange site access for an onsite test and the attendance of any required third party.
Electricity Settlements Company (ESC)	The Electricity Settlements Company (“Settlement Body”) is responsible for managing the Capacity Market Metering Assurance process. ESC has contracted the Management Services Provider to deliver the Metering Assurance
EMR Settlements Ltd (EMRS)	To act on instructions from the Electricity Settlements Company regarding repayments of Capacity Payments
Management Services Provider (MSP)	Service Provider who will perform the management of the Metering Assurance Process on behalf of the Electricity Settlements Company (ESC). They will appoint the Metering Agent, select sites for audit and issue compliance notices
Metering Agent (MA)	Service Provider who will perform the onsite testing and analysis of technical specifications and test results on behalf of the Management Services Provider

### 1.3 Associated Documents

This working practice should be read in conjunction with the following documents:

Document
Electricity Capacity Regulations 2014 <sup>1</sup> and all subsequent amendments
Capacity Market Rules 2014 <sup>2</sup> and all subsequent amendments
BSCP27 - Technical Assurance of Half Hourly Metering Systems for Settlement Purposes <sup>3</sup>
WP197 - Capacity Market Metering Test <sup>4</sup>
WP133 - EMR Metering Disputes Resolution Procedure
G20 - Capacity Market Metering Statement <sup>5</sup>
G23 - EMR Metering Systems Site Testing Selection Process <sup>6</sup>

<sup>1</sup> <http://www.legislation.gov.uk/uksi/2014/2043/contents/made>

<sup>2</sup> <https://www.gov.uk/government/publications/capacity-market-rules>

<sup>3</sup> <https://www.elexon.co.uk/csd/bscp27-technical-assurance-of-half-hourly-metering-systems-for-settlement-purposes/>

<sup>4</sup> <https://www.emrsettlement.co.uk/publications/working-practices/>

<sup>5</sup> <https://www.emrsettlement.co.uk/publications/guidance/>

## 2. Methodology

### 2.1 Metering Technical Assurance

The Metering Technical Assurance process requires the MSP to carry out Site Audits. This process provides the required assurance that the Metered Volumes submitted to the Settlement Agent (EMRS) are suitably accurate. An audit will either be conducted in the Delivery Year or it can be a targeted audit where:

- A non-compliance is suspected by the ESC;
- A change to a Capacity Provider’s metering configuration has occurred;
- A CMU submits meter data directly to EMRS; or
- An onsite check has not been conducted by the MA to confirm the metering configuration used by the Capacity Provider.

For each Delivery Year the ESC will determine the percentage of CMUs that will be randomly selected based on the following risk category that they fall into:

- Central Meter Registration Service (CMRS) sites;
- Supplier Meter Registration Service (SMRS) sites;
- CMUs using a Bespoke metering solution;
- CMUs using a Balancing Services metering solution; and
- CMUs using self-submission for data submission.

For non-Settlement Metering Systems and data submission methods each Capacity Provider using these methods will have at least one Site Audit.

### 2.2 Metering Technical Assurance Audit Timescales

The time allowed for each step in the process is set out in the Interface and Timetable section of this document. A summary of MSP/MA tasks and response times is provided in Table 2 below.

Table 2: Metering Agent/MSP Role Timescales.

Reference	Task	MSP	MA	Timescales
2.2.1	Receive notification from ESC that a CMU requires a Site Audit	Y		At any time
2.2.2	Request Metering Statement, where no Metering Test has been carried out	Y		Within 2 Working Days of 2.2.1
2.2.3	Receive the Metering Statement from the Capacity Provider and pass to the MA	Y		Within 2 Working Days of receiving information from the Capacity Provider
2.2.4	Carry out a Desk Based Metering Test on submitted Metering Statement and identify issues that can be resolved during Site Audit		Y	Prior to date of Site Audit
2.2.5	Arrange date for Site Audit and carry out the Site Audit; Site Audit can only be completed once metered volumes have been received		Y	At any time

Reference	Task	MSP	MA	Timescales
2.2.6	Submit the Site Audit Results to the MSP		Y	Within 2 Working Days of completing 2.2.5
2.2.7	Issue Compliance or Non-Compliance Notice	Y		Within 2 Workings days of receipt in 2.2.6

## 2.3 Notifications

The MSP will inform the MA of a site which requires a Site Audit and the Metering Configuration Solution used. This notification will include whether the CMU has previously had a Metering Test and contact details for the Capacity Provider.

Where a CMU has not previously undergone a Metering Test (and therefore a Metering Statement has not previously been submitted to EMRS), the MSP will contact the Capacity Provider and request that they submit the applicable information as per the Metering Statement in Schedule 6 of the Capacity Market (Amendment) Rules<sup>6</sup>. This request will be made using the notification template in Appendix 2.

The MSP will send the Metering Statement to the MA.

The MA will contact the Capacity Provider and request access to the site to perform the audit and propose a date for the test. This request will be made using the notification template in Appendix 3.

The Capacity Provider is responsible for arranging the appropriate Central Volume Allocation (CVA) Meter Operator<sup>7</sup> or Supplier Volume Allocation (SVA)<sup>8</sup> Retail Energy Code<sup>9</sup> Metering Equipment Manager (as applicable), Licensed Distribution System Operators (LDSO), Transmission Company and suitably authorised site personnel to allow access to the Meters and Measurement Transformers for each Metering System making up the Component in the CMU.

Following completion of the audit (the audit is only completed once the metered volumes for the day of the audit have been received by the MA) the MA will inform MSP of the result. MSP will issue either a compliance or non-compliance notification to the Capacity Provider and ESC.

If the audit has identified a non-compliance which is deemed to be affecting the quality of data for Settlement purposes (equivalent to BSCP27 Category 1 non-compliance) it will be reported to Balancing and Settlement Code Company (BSCCo) by the MSP.

## 2.4 Site Audit Process

The Site Audit Process for a CMU Component that has been subject to a Metering Test is shown in Figure 1.

*Figure 1: Site Audit Process – where a Metering Test has been completed.*

The Site Audit Process for a CMU Component that has not been subject to a Metering Test is shown in Figure 2.

<sup>6</sup> <https://www.gov.uk/government/publications/capacity-market-rules>

<sup>7</sup> If the Metering System is registered in CMRS

<sup>8</sup> If the Metering System is registered in SMRS

<sup>9</sup> <https://recportal.co.uk/web/quest/rec-wiki-final/-/wiki/50864/REC+Schedule+14+%E2%80%93+Metering+Operations>

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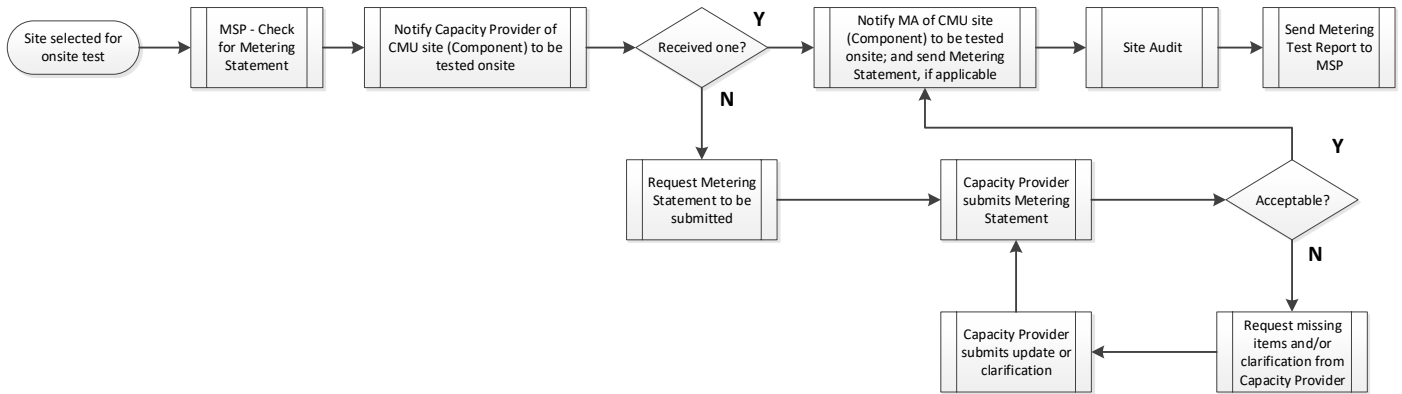


Figure 2: Site Audit Process – where a Metering Test has not been completed.

## 2.5 Metering Statement

It is the responsibility of the Capacity Provider to provide all the Metering Statement Information required for the Site Audit, where one has not been previously submitted as part of a Metering Test.

The information required to be submitted to the MSP to complete the Metering Test is contained in Schedule 6 of the Capacity Market (Amendment) Rules<sup>10</sup>.

Where a Metering Statement has not been submitted previously as part of a Metering Test request then the MSP will request the information needed to conduct the Site Audit.

Appendix 6 has the required information for the Metering Statement. Guidance on completing the Metering Statement<sup>11</sup>, including common issues and sample statements, can be found on the EMRS website in guidance document G20 – Capacity Market Metering Statement..

Every item in Schedule 6 is not necessarily applicable to the Metering Configuration Solution.

The following Tables give guidance on what is required for a Metering Configuration Solution:

- Settlement Metering (CVA or SVA Metering System) – Table 3
- Bespoke Solution Metering System – Table 4 and
- Balancing Services Metering System –Table 5.

Table 3: BSC Metering Configuration Solution.

BSC Metering Configuration Solution		
Always Required	Not Always Required	Condition
(a), (b), (c), (e), (f), (g), (h), (i), (j), (l), (m), (n), (r)	(k)	Only if they have been submitted as part of an approved and current metering dispensation
	(o)	Only if the Meters have been compensated for the losses associated with the Measurement Transformer Errors or Power Transformer Losses; in the case of the latter only if they have been submitted as part of an approved and current metering dispensation
	(p)	Only if they have been applied as part of an approved and current metering dispensation

<sup>10</sup> <https://www.gov.uk/government/publications/capacity-market-rules>

<sup>11</sup> <https://www.emrsettlement.co.uk/publications/guidance/>

BSC Metering Configuration Solution		
	(q)	Only if applied by Private Network operator

Table 4: Bespoke Metering Configuration Solution.

Bespoke Metering Configuration Solution		
Always Required	Not Always Required	Condition
(a), (b), (c), (e), (f), (g), (h), (i), (j), (l), (m), (n), (r)	(o)	Only if the Meters have been compensated for the losses associated with the Measurement Transformer Errors

Table 5: Balancing Services Metering Configuration Solution.

Balancing Services Metering Configuration Solution		
Always Required	Not Always Required	Condition
(a), (b), (d), (e), (f), (g), (i), (j), (l), (m), (n), (r)	(h)	Only in FCDM unless National Energy System Operator (NESO) agree to it not being required

All single line diagrams must show the location of the Metering System. All CMU components should be shown on the diagram. A basic example is illustrated in Figure 3 in Appendix 1. It is not necessary for single line diagrams to include any protection, control and instrumentation equipment but if it does then the Metering Equipment must be clearly distinguishable.

An electrical schematic diagram can be submitted in addition to the single line diagram. The location of the CTs and VTs should be at the Meter Point for the CMU as defined in the Capacity Market Rules which is in a position to measure either the net Metered Volume of the CMU, or in the case of a DSR CMU the import or export to/from that DSR CMU. It would be expected to see the ratio, accuracy class and rated burden of the Measurement Transformers on an electrical schematic diagram. If any of the Measurement Transformers are multi-ratio the ratio used for the metering should be highlighted.

An example of an Electrical Schematic Diagram is shown in Figure 4 in Appendix 1.

## 2.6 Site Audit

The Site Audit is a check that the Metering System is accurate and is compliant with the relevant governing documents and the Capacity Market Rules.

The relevant governing documents are:

- BSC Metering sites are required to meet the standards in the BSC<sup>12</sup> Section L and for SVA the Retail Energy Code<sup>13</sup> Metering Operations Schedule and the applicable Code of Practice (CoP)<sup>14</sup>, depending on the capacity of the circuit (or demand in the case of CoP 5). The obligations for calibration, testing and commissioning are in CoP 4. The applicable CoP is the one relevant at the time of first registration in Settlement. Any departure from these requirements must be subject to a relevant Metering Dispensation and will be taken into account.
- Bespoke Solution sites are required to meet the standards in the Bespoke Technical Requirements (Schedule 7) of the Capacity Market (Amendment) Rules<sup>15</sup>

<sup>12</sup> <https://www.elexon.co.uk/the-bsc/bsc-section-l-metering/>

<sup>13</sup> <https://recportal.co.uk/web/guest/rec-wiki-final/-/wiki/50864/REC+Schedule+14+%E2%80%93+Metering+Operations>

<sup>14</sup> <https://www.elexon.co.uk/bsc-related-documents/related-documents/codes-of-practice/>

<sup>15</sup> <https://www.gov.uk/government/publications/capacity-market-rules>

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- DSR CMUs that have been part of Short Term Operating Reserve (STOR), Frequency Control by Demand Management (FCDM) and Firm Frequency Response (FFR) and have entered using a Balancing Services Metering Configuration Solution are required to meet the metering standards set by National Energy System Operator for Balancing Services. Namely:
  - STOR - Despatch Procedure version 1.3;
  - FCDM – Bilateral agreement between the Generator and System Operator; and
  - FFR - Framework agreement or bilateral agreement between the Generator and System Operator.

The Site Audit will check the Metering Statement (where one has had to be submitted for the Site Audit) to confirm that:

- Nothing is currently adversely affecting the quality of data (Metered Volumes) for EMR Settlement purposes;
- The Metering Statement has been fully completed;
- Metering Equipment accuracy classes are correct;
- Metering Equipment is installed at the Meter Point as specified in the Capacity Market Rules;
- The assessment of overall accuracy is within the allowed limits;
- For non-BSC metered volume submission; the CSV file submitted is of the correct format and can be loaded into the EMR Settlement System;
- The Metering System (i.e. Meters and Measurement Transformers) has been commissioned;
- There is no mismatch in details submitted by the Capacity Provider and held by the data collector; and
- There is no mismatch in details submitted by the Capacity Provider in different sections of the Metering Statement.

The Metering Agent will determine whether any missing items in the Metering Statement can be resolved during the visit. The final Site Audit report will detail any unresolved areas.

In addition to the checks set out above the Site Audit will also confirm the following at the time of the visit:

- That the information provided in the Metering Statement is consistent with the equipment and its configuration on site;
- Verify the correct operation of the Metering System by an independent measuring system (if possible);
- Verify that the Metering System is recording the correct amount of energy; and
- Metered volumes recorded by the meter at the time of the visit match those downloaded by the data collector and/or submitted to EMRS for the same period(s).

Where the Capacity Provider is submitting a CSV file with Metered Volumes this has to be submitted to EMRS following the Site Audit.

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## 2.7 Reporting

The reporting of Site Audit results will be completed using the Capacity Market Testing Report (template in Appendix 7). There will be a separate report for each CMU Component making up the CMU.

The report includes site details, an assessment of the overall accuracy, Site Audit result and an area to record non-compliances/observations.

Site Audits will be passed to the MSP who in turn will inform the Capacity Provider and the ESC. If the audit result is satisfactory then a notice of compliance will be issued to the Capacity Provider otherwise a notice of non-compliance will be issued to the Capacity Provider and the nature of the breach of the metering obligations will be detailed. This can result in the invalidation of the Metering Test Certificate and, if applicable, the Capacity Providers DSR Test Certificate.

The Capacity Provider has the option of accepting the decision and submitting a rectification plan to resolve the non-compliance or it may appeal the decision.

The MSP will send the Capacity Provider a notice of compliance using the template in Appendix 4, Metering Audit Compliance Notice. If the audit has highlighted a non-compliance the MSP will send a report detailing this non-compliance to the Capacity Provider and the ESC using the template in Appendix 5.

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## 2.8 Queries and Appeals

The results of the Site Audit may be queried by the Capacity Provider if the Capacity Provider requires clarification on any aspect of the audits findings. Queries raised by the Capacity Provider will be to the ESC or the MSP.

If a Capacity Provider disagrees with an audit finding then it may appeal to the ESC.

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This will be raised by the Capacity Provider and submitted to ESC. The Disputes process is managed by ESC in accordance with the Capacity Market Rules (13.5.12)

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### 2.9 Resolving Non-Compliances

The Capacity Provider is responsible for resolving any non-compliance(s) identified by the Site Audit.

The Capacity Provider would submit a rectification plan to ESC/MSP and MA.

The MA would review the rectification plan and confirm if it will resolve the outstanding non-compliance(s). If the Capacity Provider completes the rectification plan and sends confirmation to ESC/MSP then the MSP can instruct the MA to perform another Metering Test (if applicable).

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### 2.10 Meter Recovery Payment Notice

Non-compliances identified during the Site Audit process are likely to result in the Capacity Provider being issued with a Meter Recovery Payment Notice by EMRS, acting on behalf of the ESC. The relevant circumstances that will trigger a recovery payment are:

- Failure to notify a change to the metering configuration;
- Errors with the submission of data;
- Faulty Metering Equipment; and
- Submission of incorrect information.

Repayments are based on Regulation 43 and it is dependent on which Rule on the Repayment of Capacity Payments is relevant:

Rule 13A.8.2    Regulation 43(C) (4) (a)            Repayable Period MP1

Rule 13A.8.3    Regulation 43(C) (4) (b)            Repayable Period MP2

Rule 13A.8.4    Regulation 43(C) (4) (c)            Repayable Period MP3

All of the above are subject to Rule 13A.8.5.

### 3. Interface and Timetable Information

#### 3.1 Site Selection, Information Request and Desk Based Audit

The process for selecting sites for a post Metering Test Site Audit or Targeted Audit, requesting information required to do the audit and analysing the submitted information.

Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.1.1	Rule 13.5.1 & 13.5.2 & 8.3.3 (e)	Following a Metering Test Certificate Deadline or Appeal deadline or as required before the start of Delivery Year	<p>Agree with ESC the methodology and percentages to be used to select CMUs for Site Audit.</p> <p>Using Site Testing Volumes and Selection Process in guidance G23 determine the sites to have a Site Audit as part of the EMR Metering Assurance Framework</p>	MSP	ESC	<p>CMU IDs (that completed a Metering Test)</p> <p>Metering Configuration Solution</p>	<p>Email</p> <p>Internal Process</p>
3.1.2	Rule 13.5.1	Ad-hoc as required by ESC	Send notification of a CMU that is to be subject to a Targeted Site Audit	ESC	MSP	<p>CMU IDs</p> <p>Contact details for Capacity Provider</p>	Email
3.1.3	Rule 13.5.2	Following 3.1.1 or 3.1.2, as applicable, and within 20 WD	For CMUs selected for a Site Audit check to see if a Metering Test has been done and check Metering Statement is available	MSP		CMU IDs	Internal Process

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.1.4	Rule 13.5.3 (a), (d) & (e)	Following 3.1.3 and within 2 WD	<p>Notify the Capacity Provider that a CMU has been selected for a Site Audit and if applicable:</p> <p>Where identified in 3.1.3 that the MSP has no Metering Statement request that the Capacity Provider submits one</p>	MSP	Capacity Provider	<p>Notice of Site Audit (Appendix 2)</p> <p>CMU IDs</p> <p>Request for Metering Statement (if applicable)</p>	Email
3.1.5	Rule 13.5.2	Following 3.1.4 and within 2 WD	Notify MA of sites selected for audit	MSP	MA	CMU ID and site contact details (name, address, phone number and email address)	Email
3.1.6	Rule 13.5.3 (e)	Following 3.1.5	<p>Where a Metering Statement is available continue to 3.2.1; OR</p> <p>Where a Metering Statement is required continue to 3.1.7</p>	MSP		Metering Statement	Internal Process
3.1.7	Rule 13.5.6	Following 3.1.4 and at least 10 WD prior to the date of the Site Audit agreed in 3.2.2 or 3.2.11 as applicable	Submit the Metering Statement for the CMU requested in 3.1.4 (or 3.1.8)	Capacity Provider	MSP	Metering Statement	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.1.8	Rule 13.5.6	Following receipt of Metering Statement in 3.1.7 and within 2 WD; OR  If deadline in 3.1.7 has passed and within 5 WD	Acknowledge receipt of Metering Statement and send to the Metering Agent  Continue to 3.1.14; OR	MSP	Capacity Provider	CMU IDs	Email
			Send a reminder to the Capacity Provider to submit a Metering Statement  Continue to 3.1.7; OR	MSP	MA	Metering Statement	Email
			If no Metering Statement has been received after a reminder escalate to ESC  Continue to 3.1.9	MSP	ESC	CMU IDs  Contact details	Email
3.1.9	Rule 13.5	Following 3.1.8 and within 5 WD	Notify Capacity Provider to participate in the Site Audit process and submit required information to MSP	ESC	Capacity Provider	CMU ID	Email
3.1.10	Rule 13.5	Following 3.1.9 and within 2 WD	Notification that they will participate in Site Audit process, continue to 3.1.12	Capacity Provider	ESC	CMU ID	Email
			If no notification received ESC to take action, continue to 3.1.11	ESC		CMU ID	Internal Process

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.1.11	Rule 13.5 & 13.5.9 (b)	Following 3.1.10	If ESC get Capacity Provider to participate in the Site Audit continue to 3.1.12; or	ESC	MSP	CMU ID	Email
			Notify Delivery Body of non-compliance	ESC	Delivery Body	CMU ID Notice of non-compliance (example of non-compliance notice in Appendix 5)	Email
			<b>END PROCESS</b>				
3.1.12	Rule 13.5	Following 3.1.10 or 3.1.11, as applicable and within 2 WD	Notification that Capacity Provider will participate in Site Audit process	ESC	MSP	CMU ID	Email
3.1.13	Rule 13.5	Following 3.1.12 and within 1 WD	Notification that Capacity Provider will participate in Site Audit process, continue to 3.1.4	MSP	MA	CMU ID and site contact details (name, address, phone number and email address)	Email
3.1.14	Rule 13.5.6	Following receipt of information in 3.1.8 and prior to the date of the Site Audit	Complete a desk based Metering Test, as per Working Practice WP197 – Metering Test  Complete pre-Site Audit Capacity Market Testing Report  Continue to 3.2.1	MA		Metering Statement  Capacity Market Testing Report (Appendix 7)	Internal Process

3.2 Access Arrangements and Site Audit

The process for arranging access to the site and conducting the audit.

Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.2.1	Rule 13.5.4 (a) & (b)	Following 3.1.6 or 3.1.14, as applicable  Acknowledge receipt of request from MSP within 5 WD	Notify the Capacity Provider that a Site Audit will take place.  There must be at least 1-month notice of site visit.	MA	Capacity Provider	Detail what access is required and propose a date for the audit (example of Metering Audit Site Access Notice in Appendix 3)	Email
			Acknowledge receipt of request for Site Audit	MA	MSP	Email from MSP	Email
3.2.2	Rule 13.5.5	Following notification in 3.2.1 and within 5 WD	Notify the MA that they accept the date or suggest another date:  If the Capacity Provider agrees to the date of the Metering Audit continue to 3.2.12; or  If the Capacity Provider does not agree to the date of the Metering Audit continue to 3.2.11  If no acceptance has been received after 5 WDs send a reminder, continue to 3.2.3	Capacity Provider	MA	Acknowledge receipt of the notification  Any changes since Metering Statement provided must be notified  Confirm if date suitable	Email
				MA	Capacity Provider	Detail what access is required and propose a date for the audit (example of Metering Audit Site Access Notice in Appendix 3)	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.2.3		Following 3.2.2 and for non-compliance notification, if applicable, within 2 WD following deadline in 3.2.2	If notification submitted continue to 3.2.2; or  If no notification submitted notify MSP of non-compliance, continue to 3.2.4	MA	MSP	CMU ID	Email
3.2.4	Rule 13.5.5 (a) & (b)	Following 3.2.4 and within 2 WD	Notify Capacity Provider to participate in the Site Audit process and agree a date with MA	MSP	Capacity Provider	CMU ID  Contact details	Email
3.2.5	Rule 13.5.5 (a) & (b)	Following 3.2.4 and within 5 WD	Confirm that a Site Audit will be arranged.  Continue to 3.2.10; <b>OR</b>  If no confirmation received by the deadline, escalate to ESC within 2 WD of the deadline.  Continue to 3.2.6	Capacity Provider  MSP	MSP  ESC	CMU ID  CMU ID  Contact details	Email  Email
3.2.6	Rule 13.5	Following 3.2.5 and within 2 WD	Notify Capacity Provider to participate in the Site Audit process and agree onsite test date with MA	ESC	Capacity Provider	CMU ID;	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.2.7	Rule 13.5	Following 3.2.6 and within 2 WD	Notification that they will participate in Site Audit process, continue to 3.2.9; or	Capacity Provider	ESC	CMU ID	Email
			If no notification received ESC to take action, continue to 3.2.8	ESC		CMU ID	Internal Process
3.2.8	Rule 13.5 & 13.5.9 (b)	Following 3.2.7	If ESC gets Capacity Provider to participate in Metering Technical Assurance continue to 3.2.9; or	ESC	MSP	CMU ID	Email
			Notify Delivery Body of non-compliance	ESC	Delivery Body	CMU ID	Email
			<b>END PROCESS</b>				
3.2.9	Rule 13.5	Following 3.2.7 or 3.2.8, as applicable and within 2 WD	Notification that Capacity Provider will participate in Metering Technical Assurance process	ESC	MSP	CMU ID	Email
3.2.10	Rule 13.5	Following 3.2.9 and within 1 WD	Notification that Capacity Provider will participate in Site Audit process, continue to 3.2.11	MSP	MA	CMU ID and site contact details (name, address, phone number and email address)	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.2.11	Rule 13.5.6 (b)	Within 3 WDs of receipt of notification of 3.2.2, 3.2.10 or 3.2.15 as applicable	MA and Capacity Provider to arrange a mutually acceptable date for the Metering Audit.	Both Parties (MA & Capacity Provider)	Both Parties (MA & Capacity Provider)	Notification of acceptance of date.	Email
			The date shall be, where reasonably practicable, within 1 month of the original date. Continue to 3.2.12				
			Where no date can be agreed escalate to MSP continue to 3.2.4	MSP	Capacity Provider	CMU ID  Contact details	Email
3.2.12		On the date arranged in 3.2.2 or 3.2.11, as applicable	Perform the Site Audit	MA		Metering Statement  Site contact and access information	Internal Process
3.2.13		Following 3.2.12	If access was granted and the test completed continue to 3.2.16; or  If access was not granted or test not completed continue to 3.2.14	MA		CMU ID	Internal Process
3.2.14		Following 3.2.13 and within 2 WD	Notification of no access or non-completion of tests	MA	MSP	CMU ID	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.2.15	Rule 13.5.5 (b)	Following 3.2.14	Arrange a date for another Site Audit  Continue to 3.2.11	MA	Capacity Provider	CMU ID  Contact details	Email
3.2.16	Rule 13.5.9	Following 3.2.12 and within 2 WD	Submit initial report for Site Audit – if already confirmed data in BSC with data collector submit final report  If MA already has Metered Volume data continue to 3.2.20; or  If MA does not have Metered Volume data continue to 3.2.17	MA	MSP	Metering Audit Results Report (Appendix 7)	Email
3.2.17		Following 3.2.16 and same day as initial report submitted	Request Metered Volume data	MA	MSP	CMU ID	Email
3.2.18		Following 3.2.17 and when Metered Volume data becomes available	Send Metered Volume data for day of Site Audit	MSP	MA	CMU ID CSV file; <b>OR</b> BMU data; <b>OR</b> MPAN data, As applicable	Email
3.2.19	Rule 13.5.9	Following 3.2.18 and within 2 WD	Submit final Site Audit report  Continue to 3.2.20	MA	MSP	Metering Audit Results Report (Appendix 7)	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.2.20	Rule 13.5.9	Same WD as 3.2.16 or 3.2.19, as applicable	<p>If the Site Audit has been passed continue to 3.2.25</p> <p>If the Site Audit has been failed continue to 3.2.21</p>	MSP			Internal Process
3.2.21	Rule 13.5.8 (b)	Following 3.2.20 and within 5 WD of Metered Volumes being received by MA in completion in 3.2.16 or 3.2.18, as applicable	Notify the Capacity Provider that the Metering Audit has been failed; Send Site Audit Results Report from MSP detailing the areas of non-compliance	MSP	Capacity Provider	<p>Notification that the Metering Technical Assurance has been failed</p> <p>Site Audit non-compliance template (Appendix 5)</p> <p>Metering Test Results Report (Appendix 7)</p>	
3.2.22	Rule 13.5.8 (b)	Same WD as 3.2.21	Submit a report on the Site Audit Results; Detailing the areas of non-compliance	MSP	ESC	Metering Test Results Report (Appendix 7)	Email
3.2.23		Same WD as 3.2.21	If the non-compliance is deemed to be currently affecting the quality of data for Settlement purposes notify BSCCo of SVA or CVA Metering System	MSP	BSCCo	<p>CMU ID with corresponding MPAN/MSID relating to the applicable SVA or CVA Metering System;</p> <p>Nature of the non-compliance.</p>	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.2.24	Rule 13.5.14	Same WD as 3.2.21	Notify the Delivery Body of the outcome of any Metering Audit carried out.  Continue to 3.3	MSP	Delivery Body	Notification that the Metering Technical Assurance has been failed  Metering Test Results Report (Appendix 7)	Email
3.2.25	Rule 13.5.8 (a)	Following 3.2.20 and within 5 WD of Metered Volumes being received by MA in completion in 3.2.16 or 3.2.18, as applicable	Issue a Notice of compliance to the Capacity Provider	MSP	Capacity Provider	Issue Metering Audit Compliance Notice (example of Metering Site Audit Compliance Notice in Appendix 4)	Email
3.2.26	Rule 13.5.8 (a)	Same WD as 3.2.25	Notification that the Metering Technical Assurance has been passed	MSP	ESC	Notification that the Metering Audit has been passed  Metering Audit Compliance Notice	Email
3.2.27	Rule 13.5.14	Same WD as 3.2.25	Notify the Delivery Body of the outcome of the Metering Audit  <b>END PROCESS</b>	MSP	Delivery Body	Notification that the Metering Audit has been passed  Metering Audit Compliance Notice	Email

3.3 Notice of Non-Compliance

Following a Site Audit the Capacity Provider has been issued with a notice of non-compliance. This process details what options the Capacity Provider has to respond to this notice.

Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.3.1	Rule 13.5.10	Following receipt of the Non-Compliance Notice and within 5 WD	<p>Respond to the non-compliance notice that either:</p> <p>Accepts that there has been a breach continue to 3.3.2; <b>OR</b></p> <p>If the Capacity Provider does not accept the decision continue to EMR Metering Disputes Resolution Procedure working practice WP133</p> <p>Following decision of Expert in disputes process:</p> <p>If non-compliance upheld continue to 3.3.2; <b>OR</b></p> <p>If non-compliance ruled invalid issue a notice of compliance to the Capacity Provider</p>	Capacity Provider	MSP	<p>Response to the Non-Compliance Notice.</p> <p>Declare whether accepted or not</p>	Email
				MSP	Capacity Provider	Issue Metering Audit Compliance Notice (example of Metering Site Audit Compliance in Appendix 4)	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.3.2		Following receipt in 3.3.1	Notify ESC and EMRS that a Metering Recovery Payment Notice is to be issued	MSP	ESC  EMRS	CMU ID  Nature of fault: 1) Failure to notify a change to the Metering Configuration; 2) Faulty Metering Equipment; 3) Errors with the submission of data; or 4) Submission of incorrect information	Email
3.3.3	Rule 13.5.12 & 13A.6.1	Following 3.3.2 and within 5 WDs	Issue Metering Recovery Payment Notice	EMRS	Capacity Provider	Metering Recovery Payment Notice	Email
3.3.4	Rule 13A.6.1, 13A.2, 13A.3, 13A.4 & 13A.5	Same WD as 3.3.3	If breach of Rule 8.3.3(f) or Rule 14.5.7 was due to:  Failure to notify a change to the Metering Configuration continue to 3.4;  Faulty Metering Equipment continue to 3.5;  Errors with the submission of data continue to 3.6; or  Submission of incorrect information continues to 3.7				

### 3.4 Failure to notify a change to the Metering Configuration

The process to follow if the non-compliance comes from the MA discovering, during a site audit, that there has been a change to the Metering Configuration.

Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.4.1	Rule 13A.2.2	Within 5 WD of receipt of the Metering Recovery Payment Notice	Confirm whether a Metering Configuration change has occurred; and if so  Provide the date of the change and evidence to prove the date	Capacity Provider	EMRS	Metering Configuration confirmation; and  Detail of change;	Email
3.4.2	Rule 13A.2.3	Following 3.4.1	If Capacity Provider complies with 3.4.1 but EMRS determines that Rule 8.3.3(f)(ii) has been breached continue to 3.4.7; <b>OR</b>  If Capacity Provider fails to comply with 3.4.1 continue to 3.4.3				
3.4.3	Rule 13A.2.4 (c)	Following 3.4.2	For a DSR CMU only, notify the Delivery Body that the Metering Test Certificate has been invalidated and a new DSR Test is required	EMRS	Delivery Body	CMU ID	Email



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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.4.7	Rule 13A.2.7 (c)	Following 3.4.2	For a DSR CMU only, notify the Delivery Body that the Metering Test Certificate has been invalidated and a new DSR Test is required	EMRS	Delivery Body	CMU ID	Email
3.4.8	Rule 13A.2.7 (b) & 13A.8.2	Same WD as 3.4.7	Notify the Capacity Provider that the Metering Test Certificate has been invalidated and Capacity Provider must repay Capacity Payments it has received in accordance with Rule 13A.8.2	EMRS	Capacity Provider	CMU ID Repayment details	Email
3.4.9		Same WD as 3.4.8	Notify ESC of Repayment details	EMRS	ESC	CMU ID Repayment details	Email
3.4.10	Rule 13A.2.8	Same WD as 3.4.8	Notify Capacity Provider if it requires to undertake a new Metering Test  Continue to Capacity Market Metering Test working practice WP197 <sup>17</sup>  <b>END PROCESS</b>	EMRS	Capacity Provider  MSP	CMU ID	Email

<sup>17</sup> <https://www.emrsettlement.co.uk/publications/working-practices/>

### 3.5 Faulty Metering Equipment

The process to follow if the non-compliance comes from the MA discovering, during a site audit, that there is a fault with the Metering Equipment.

Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.5.1	Rule 13A.4.3	Within 5 WD of receipt of the Metering Recovery Payment Notice	Provide details of the fault; Date occurred and nature; and either: Correct the fault; or Submit a rectification plan	Capacity Provider	EMRS	Detail of fault;  Rectification Plan, if applicable	Email
3.5.2	Rule 13A.4.3 (b)	Following 3.5.1 or 3.5.7, as applicable and within 1 WD	Send rectification plan to MSP, if applicable	EMRS	MSP	Rectification Plan	Email
3.5.3	Rule 13A.4.3 (b)	Following 3.5.2 and within 1 WD	Send rectification plan to MA to review, if applicable	MSP	MA	Rectification Plan	Email
3.5.4	Rule 13A.4.3 (b)	Following 3.5.3 and within 2 WD	Evaluate Rectification Plan:  If acceptable continue to 3.5.8  If not acceptable continue to 3.5.5	MA		Rectification Plan	Internal Process
3.5.5	Rule 13A.4.3 (b)	Same WD as 3.5.4	Notify MSP of areas of the Rectification Plan that will not resolve the non-compliance	MA	MSP	Details of problem with Rectification Plan	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.5.6	Rule 13A.4.3 (b)	Following 3.5.5 and within 1 WD	Notification of areas of the Rectification Plan that will not resolve the non-compliance	MSP	Capacity Provider  EMRS	Details of problem with Rectification Plan	Email
3.5.7	Rule 13A.4.3 (b)	Following 3.5.6 and within 5 WD	Submit a revised rectification plan to correct the Metering Audit failure. Continue to 3.5.2	Capacity Provider	EMRS	Rectification Plan	Email
3.5.8	Rule 13A.4.4	Following 3.5.4	If Capacity Provider complies with 3.5.1 but EMRS determines that Rule 8.3.3(f)(v) has been breached continue to 3.5.15; or  If Capacity Provider fails to comply with 3.5.1 continue to 3.5.9				
3.5.9	Rule 13A.4.5 (d)	Following 3.5.8	For a DSR CMU only, notify the Delivery Body that the Metering Test Certificate has been invalidated and a new DSR Test is required	EMRS	Delivery Body	CMU ID	Email
3.5.10	Rule 13A.4.5 (b) & 13A.8.4	Same WD as 3.5.9	Notify the Capacity Provider that the Metering Test Certificate has been invalidated and Capacity Provider must repay Capacity Payments it has received in accordance with Rule 13A.8.4	EMRS	Capacity Provider	CMU ID  Repayment details	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.5.11		Following 3.5.10	Notify ESC of Repayment details	EMRS	ESC	CMU ID Repayment details	Email
3.5.12	Rule 13A.4.5 (c) (i)	Following 3.5.8 and by deadline for correcting the fault as specified in the rectification plan	If a rectification plan had been submitted undertake the repairs to the Metering Equipment in accordance with that plan	Capacity Provider		Rectification Plan	Internal Process
3.5.13	Rule 13A.4.5 (c) (ii)	Following completion of plan in 3.5.12 and within 5 WD	Notify EMRS that the rectification plan has been completed	Capacity Provider	EMRS	CMU ID; Date of completion	Email
3.5.14	Rule 13A.4.6	Following 3.5.13	Notify Capacity Provider if it requires to undertake a new Metering Test  Continue to Capacity Market Metering Test working practice WP197 <sup>18</sup>  <b>END PROCESS</b>	EMRS	Capacity Provider  MSP	CMU ID	Email
3.5.15	Rule 13A.4.8 (c)	Following 3.5.8	For a DSR CMU only, notify the Delivery Body that the Metering Test Certificate has been invalidated and a new DSR Test is required	EMRS	Delivery Body	CMU ID	Email

<sup>18</sup> <https://www.emrsettlement.co.uk/publications/working-practices/>

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.5.16	Rule 13A.4.8 (b)	Same WD as 3.5.15	Notify the Capacity Provider that the Metering Test Certificate has been invalidated	EMRS	Capacity Provider	CMU ID	Email
3.5.17	Rule 13A.4.8 (b) (13A.4.3 (a) & (b))	Same WD as 3.5.16	If the fault is rectified within 5 days of receipt of Metering Recovery Payment Notice continue to 3.5.18; <b>OR</b>  If a rectification plan was submitted to correct the fault continue to 3.5.20				
3.5.18	Rule 13A.4.8 (b) (i) & 13A.8.2	Following 3.5.16	Capacity Provider must repay Capacity Payments it has received in accordance with Rule 13A.8.2	EMRS	Capacity Provider	CMU ID  Repayment details	Email
3.5.19		Same WD as 3.5.18	Notify ESC of Repayment details  Continue to 3.5.24	EMRS	ESC	CMU ID  Repayment details	Email
3.5.20	Rule 13A.4.8 (b) (ii) (aa)	Following 3.5.17 and by deadline for correcting the fault as specified in the rectification plan	Undertake the repairs to the Metering Equipment in accordance with that plan	Capacity Provider		Rectification Plan	Internal Process
3.5.21	Rule 13A.4.8 (b) (ii) (bb)	Following completion of plan in 3.5.20 and within 5 WD	Notify EMRS that the rectification plan has been completed	Capacity Provider	EMRS	CMU ID;  Date of completion	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.5.22	Rule 13A.4.8 (b) (ii) (cc) & 13A.8.3	Following 3.5.21	Capacity Provider must repay Capacity Payments it has received in accordance with Rule 13A.8.3	EMRS	Capacity Provider	CMU ID  Repayment details	Email
3.5.23		Same WD as 3.5.22	Notify ESC of Repayment details  Continue to 3.5.24	EMRS	ESC	CMU ID Repayment details	Email
3.5.24	Rule 13A.4.9	Following 3.5.18 or 3.5.22, as applicable	Notify Capacity Provider if it requires to undertake a new Metering Test  Continue to Capacity Market Metering Test working practice WP197 <sup>19</sup>  <b>END PROCESS</b>	EMRS	Capacity Provider  MSP	CMU ID	Email

<sup>19</sup> <https://www.emrsettlement.co.uk/publications/working-practices/>

**3.6 Errors with the submission of data**

The process to follow if the non-compliance comes from the MA discovering, during a site audit, where there is an error with the submission of data.

Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.6.1	Rule 13A.3.2	Within 5 WD of receipt of the Metering Recovery Payment Notice	Provide details of the fault that caused the error in data submission; Date occurred; and either:  Correct the fault; or Submit a rectification plan	Capacity Provider	EMRS	Detail of fault;  Rectification Plan, if applicable	Email
3.6.2	Rule 13A.3.2 (b)	Following 3.6.1 or 3.6.7, as applicable, and within 1 WD	Send rectification plan to MSP, if applicable	EMRS	MSP	Rectification Plan	Email
3.6.3	Rule 13A.3.2 (b)	Following 3.6.2 and within 1 WD	Send rectification plan to MA to review, if applicable	MSP	MA	Rectification Plan	Email
3.6.4	Rule 13A.3.2 (b)	Following 3.6.3 and within 2 WD	Evaluate Rectification Plan:  If acceptable continue to 3.6.8  If not acceptable continue to 3.6.5	MA		Rectification Plan	Internal Process
3.6.5	Rule 13A.3.2 (b)	Same WD as 3.6.4	Notify MSP of areas of the Rectification Plan that will not resolve the non-compliance	MA	MSP	Details of problem with Rectification Plan	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.6.6	Rule 13A.3.2 (b)	Following 3.6.5 and within 1 WD	Notification of areas of the Rectification Plan that will not resolve the non-compliance	MSP	Capacity Provider  EMRS	Details of problem with Rectification Plan	Email
3.6.7	Rule 13A.3.2 (b)	Following 3.6.6 and within 5 WD	Submit a revised rectification plan to correct the Metering Audit failure. Continue to 3.6.2	Capacity Provider	EMRS	Rectification Plan	Email
3.6.8	Rule 13A.3.3	Following 3.6.7	If Capacity Provider complies with 3.6.1 but EMRS determines that Rule 14.5.7 has been breached continue to 3.6.15; or  If Capacity Provider fails to comply with 3.6.1 continue to 3.6.9				
3.6.9	Rule 13A.3.4 (d)	Following 3.6.8	For a DSR CMU only, notify the Delivery Body that the Metering Test Certificate has been invalidated and a new DSR Test is required	EMRS	Delivery Body	CMU ID	Email
3.6.10	Rule 13A.3.4 (b) and 13A.8.4	Same WD as 3.6.9	Notify the Capacity Provider that the Metering Test Certificate has been invalidated and Capacity Provider must repay Capacity Payments it has received in accordance with Rule 13A.8.4	EMRS	Capacity Provider	CMU ID  Repayment details	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.6.11		Same WD as 3.6.10	Notify ESC of Repayment details	EMRS	ESC	CMU ID Repayment details	Email
3.6.12	Rule 13A.3.4 (c) (i)	Following 3.6.8 and by deadline for correcting the fault as specified in the rectification plan	If a rectification plan had been submitted undertake the repairs to the Metering Equipment in accordance with that plan	Capacity Provider		Rectification Plan	Internal Process
3.6.13	Rule 13A.3.4 (c) (ii)	Following completion of plan in 3.6.12 and within 5 WD	Notify EMRS that the rectification plan has been completed	Capacity Provider	EMRS	CMU ID Date of completion	Email
3.6.14	Rule 13A.3.5	Following 3.6.13	Notify Capacity Provider if it requires to undertake a new Metering Test  Continue to Capacity Market Metering Test working practice WP197 <sup>20</sup>  <b>END PROCESS</b>	EMRS	Capacity Provider  MSP	CMU ID	Email
3.6.15	Rule 13A.3.7 (c)	Following 3.6.8	For a DSR CMU only, notify the Delivery Body that the Metering Test Certificate has been invalidated and a new DSR Test is required	EMRS	Delivery Body	CMU ID	Email

<sup>20</sup> <https://www.emrsettlement.co.uk/publications/working-practices/>

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.6.16	Rule 13A.3.7 (b)	Same WD as 3.6.15	Notify the Capacity Provider that the Metering Test Certificate has been invalidated.	EMRS	Capacity Provider	CMU ID	Email
3.6.17	Rule 13A.3.7 (13A.3.2 (a) & (b))	Same WD as 3.6.16	If the fault is rectified within 5 days of receipt of Metering Recovery Payment Notice continue to 3.6.18; <b>OR</b>  If a rectification plan was submitted to correct the fault continue to 3.6.20				
3.6.18	Rule 13A.3.7 (b) (i) and 13A.8.2	Following 3.6.17	Capacity Provider must repay Capacity Payments it has received in accordance with Rule 13A.8.2	EMRS	Capacity Provider	CMU ID  Repayment details	Email
3.6.19		Same WD as 3.6.18	Notify ESC of Repayment details  Continue to 3.6.24	EMRS	ESC	CMU ID  Repayment details	Email
3.6.20	Rule 13A.4.7 (b) (ii) (aa)	Following 3.6.17 and by deadline for correcting the fault as specified in the rectification plan	Undertake the repairs to the Metering Equipment in accordance with that plan	Capacity Provider		Rectification Plan	Internal Process

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.6.21	Rule 13A.3.7 (b) (ii) (bb)	Following completion of 3.6.20 and within 5 WD	Notify EMRS that the rectification plan has been completed	Capacity Provider	EMRS	CMU ID  Date of completion	Email
3.6.22	Rule 13A.3.7 (b) (ii) (cc) and 13A.8.3	Following 3.6.21	Capacity Provider must repay Capacity Payments it has received in accordance with Rule 13A.8.3	EMRS	Capacity Provider	CMU ID  Repayment details	Email
3.6.23		Same WD as 3.6.22	Notify ESC of Repayment details  Continue to 3.6.24	EMRS	ESC	CMU ID  Repayment details	Email
3.6.24	Rule 13A.3.8	Following 3.6.20	Notify Capacity Provider if it requires to undertake a new Metering Test  Continue to Capacity Market Metering Test working practice WP197 <sup>21</sup>  <b>END PROCESS</b>	EMRS	Capacity Provider  MSP	CMU ID	Email

<sup>21</sup> <https://www.emrsettlement.co.uk/publications/working-practices/>

**3.7 Submission of incorrect information**

The process to follow if the non-compliance comes from the MA discovering, during a Site Audit, where incorrect information has been submitted. Where the information submitted is the line diagram and the Metering Statement. During the Site Audit the MA has discovered the information submitted is incorrect.

Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.7.1	Rule 13A.5.2	Within 5 WD of receipt of the Metering Recovery Payment Notice	Provide the date that the incorrect information was submitted and explain why the Line Diagram and/or Metering Statement submitted differs from the Metering System onsite	Capacity Provider	EMRS	Date of submission; and  Explanation	Email
3.7.2	Rule 13A.5.3	Following 3.7.1	If Capacity Provider complies with 3.7.1 but EMRS determines that Rule 8.3.3(f)(i) has been breached continue to 3.7.7; or  If Capacity Provider fails to comply with 3.7.1 continue to 3.7.3				
3.7.3	Rule 13A.5.4 (c)	Following 3.7.2	For a DSR CMU only, notify the Delivery Body that the Metering Test Certificate has been invalidated and a new DSR Test is required	EMRS	Delivery Body	CMU ID	Email

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.7.4	Rule 13A.5.4 (b) and 13A.8.4	Same WD as 3.7.3	Notify the Capacity Provider that the Metering Test Certificate has been invalidated and Capacity Provider must repay Capacity Payments it has received in accordance with Rule 13A.8.4	EMRS	Capacity Provider	CMU ID Repayment details	Email
3.7.5		Following 3.7.4	Notify ESC of Repayment details	EMRS	ESC	CMU ID Repayment details	Email
3.7.6	Rule 13A.5.5	Following 3.7.4	Notify Capacity Provider if it requires to undertake a new Metering Test  Continue to Capacity Market Metering Test working practice WP19722  <b>END PROCESS</b>	EMRS	Capacity Provider  MSP	CMU ID	Email
3.7.7	Rule 13A.5.7 (c)	Following 3.7.2	For a DSR CMU only, notify the Delivery Body that the Metering Test Certificate has been invalidated and a new DSR Test is required	EMRS	Delivery Body	CMU ID	Email

<sup>22</sup> <https://www.emrsettlement.co.uk/publications/working-practices/>

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Ref	Rule or Regulation	When	Action	From	To	Input Information Required	Method
3.7.8	Rule 13A.5.7 (b) and 13A.8.2	Same WD as 3.7.7	Notify the Capacity Provider that the Metering Test Certificate has been invalidated and Capacity Provider must repay Capacity Payments it has received in accordance with Rule 13A.8.2	EMRS	Capacity Provider	CMU ID Repayment details	Email
3.7.9		Following 3.7.8	Notify ESC of Repayment details	EMRS	ESC	CMU ID Repayment details	Email
3.7.10	Rule 13A.5.8	Following 3.7.8	Notify Capacity Provider if it requires to undertake a new Metering Test  Continue to Capacity Market Metering Test working practice WP19723  <b>END PROCESS</b>	EMRS	Capacity Provider  MSP	CMU ID	Email

<sup>23</sup> <https://www.emrsettlement.co.uk/publications/working-practices/>

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## 4. Contact Information

For all queries please contact:

Contact Organisation	Contact
Settlement Services Provider (EMR Settlement Ltd)	Telephone: 020 7380 4333 Email: <a href="mailto:contact@emrsettlement.co.uk">contact@emrsettlement.co.uk</a>
Electricity Settlements Company (ESC)	Telephone: 0208 187 9308 Email: <a href="mailto:info@electricitysettlementscompany.uk">info@electricitysettlementscompany.uk</a>

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## 5. Acronyms and Definitions

A list of acronyms and definitions can be found in the glossary on the EMRS website<sup>24</sup>.

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<sup>24</sup> <https://www.emrsettlement.co.uk/glossary/>

## 6. Appendices

### 6.1 Appendix 1 – Single Line Diagram Example

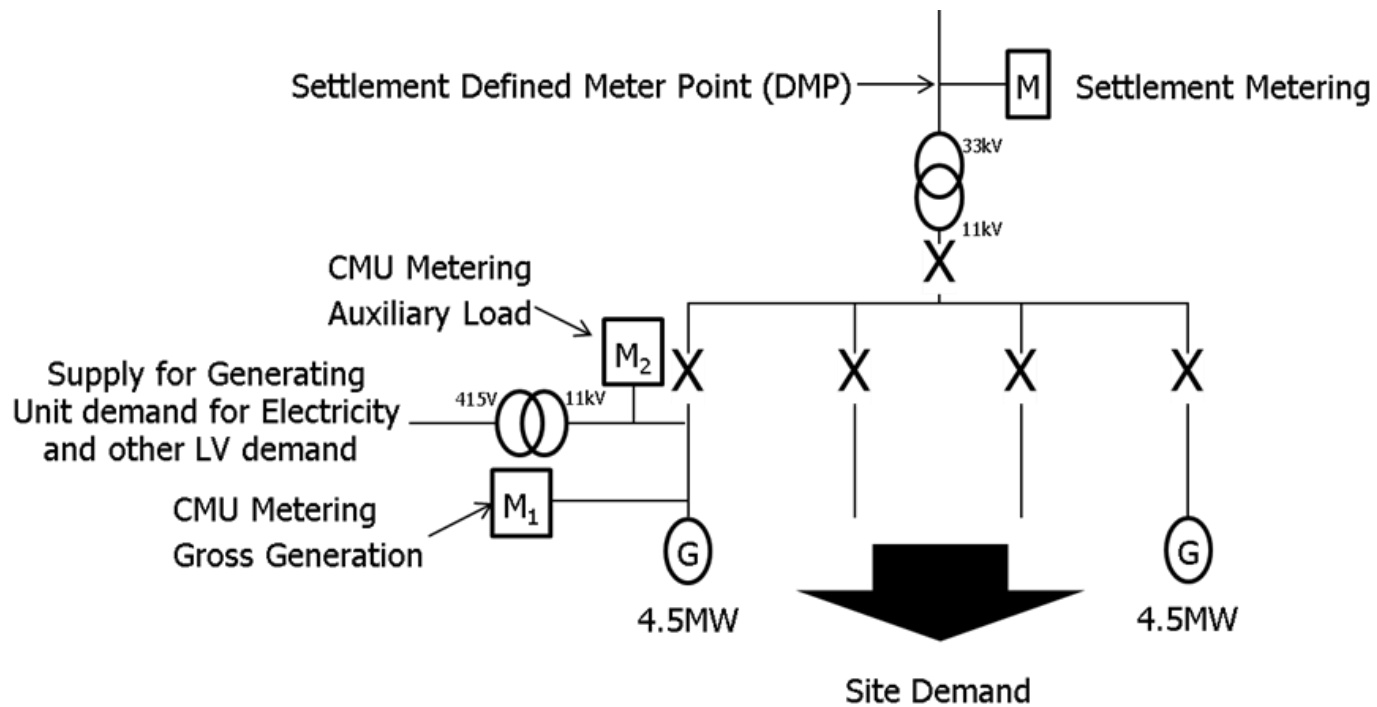


Figure 3: Example of Single Line Diagram (Bespoke Metering Configuration Solution).

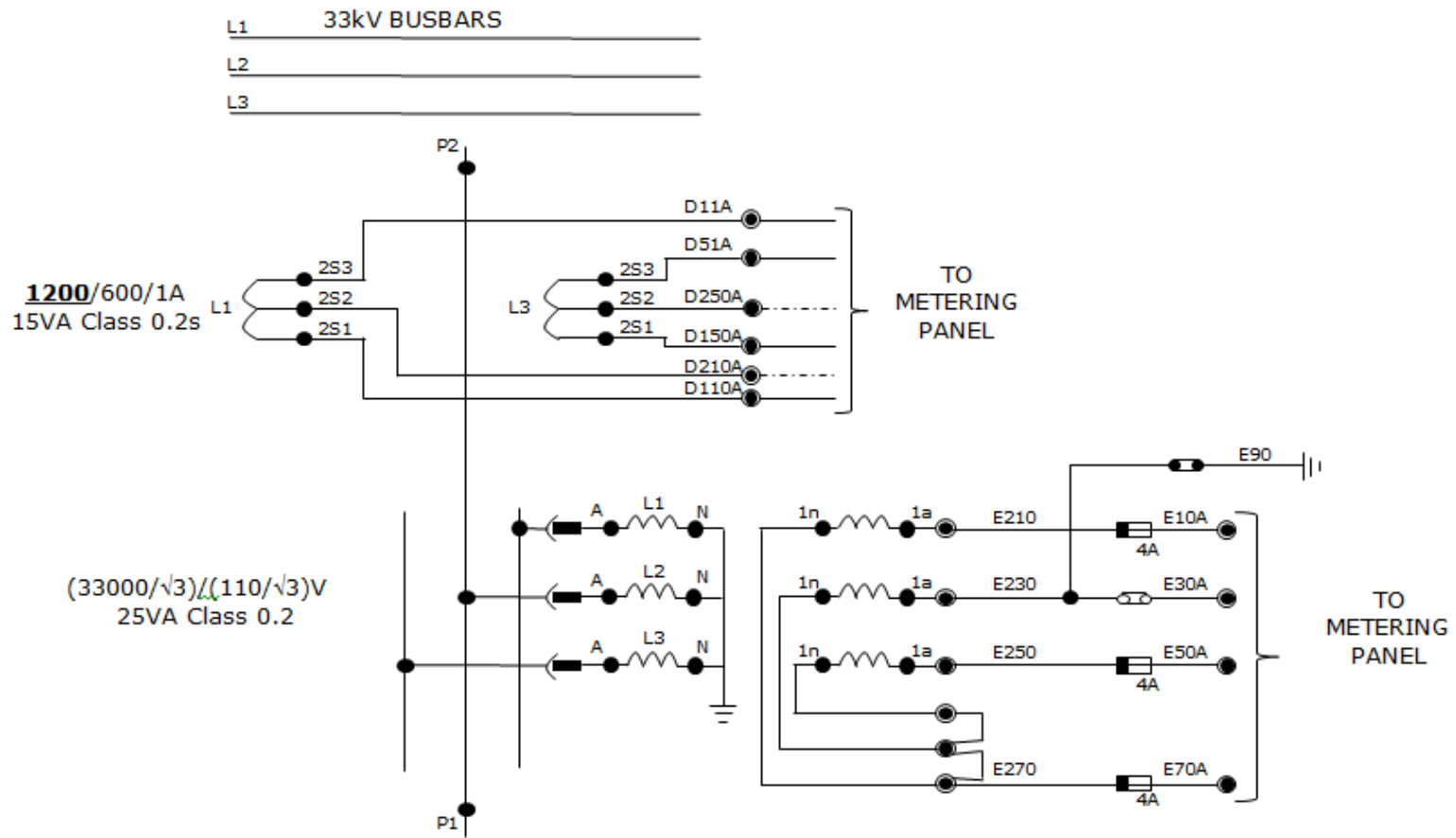


Figure 4: Example of an Electrical Schematic Diagram.

## 6.2 Appendix 2 – Metering Site Audit Notice

Dear **[Capacity provider]**

As part of the Capacity Market Metering Assurance process the metering for CMU ID **[Insert CMU ID/Component ID]** requires to be checked as part of a Site Audit.

The following Components have been selected for a Site Audit:

**[Insert CMU ID/Component ID]**      **[Insert CMU Component Name]**

[The following Components are required to submit a Metering Statement (as per Schedule 6 of the Capacity Market Rules) for the Site Audit:]

**[Insert CMU ID/Component ID]**      **[Insert CMU Component Name]**

[The Metering Statement should be submitted 10 working days prior to the agreed date for the Site Audit.]

A representative of the Metering Agent will be in touch to arrange access. They will require access to the metering and the measurement transformers (if safe to do so). The individual who will give them access to the site should have an understanding of the metering system and its configuration to allow testing and interrogation of the meter. Where the CMU Component is normally de-energised it will have to run for a 30 minute period plus time to allow a download of the meter by the data collector (additional time is only required if the meters are de-energised when the CMU Component is not generating).

Kind regards,

**[Name]**

**[Signature]**

**6.3 Appendix 3 – Metering Site Audit Access Notice**

To: [●] (the “Capacity Provider”)

[CMU ID: [●]]

From: [●] (the “Metering Agent”)

[Address]

Dated: [●]

**CAPACITY MARKET – METERING SITE AUDIT ACCESS NOTICE**

Dear Sirs,

As per Rule 13.5 of the Capacity Market Rules the **[CMU ID: [●]]** is required to undergo a Metering Audit. The Electricity Settlements Company (Settlement Body) has requested that **[Metering Agent]** carry out the Site Audit on their behalf.

This notice is a request for site access to perform the Site Audit on **[Date]**. The **[Capacity Provider]** shall arrange access to the site metering equipment; this includes the Meters, communications equipment, Current Transformers, Voltage Transformers for each CMU Component.

The representative of the **[Metering Agent]** to conduct the Site Audit will be **[Name]**.

If this date is not suitable the **[Capacity Provider]** shall respond to this notice proposing a date within twenty working days of the original requested date for access.

Yours faithfully,

.....

For and on behalf of

the Metering Agent

## 6.4 Appendix 4 – Site Audit Compliance Notice



[Recipient name and address]

[DD Month YYYY]

Dear Capacity Provider,

### Capacity Market – Metering Site Audit Compliance Notice

We, EMR Settlement Ltd ("EMRS"), the Settlement Service Provider for Electricity Settlements Company Ltd ("ESC"), are writing on behalf of ESC, to confirm that CMU ID [Insert CMU ID/Component ID] has undergone a Site Audit<sup>a</sup>.

This notice<sup>b</sup> is confirmation that following the Site Audit conducted by the Metering Agent on CMU ID [Insert CMU ID/Component ID] the metering configuration and/or meter data complies with the metering requirements<sup>c</sup> in the Capacity Market Rules.

[Insert observations if applicable]

If you have any queries regarding this notice please email [contact@emrsettlement.co.uk](mailto:contact@emrsettlement.co.uk) or call us on 020 7380 4333.

Kind regards,

EMR Metering Team  
EMR Settlement Limited

This notice is issued in accordance with the Capacity Market Rules 2014, as amended:

- a. Site Audit, Rule 13.5
- b. Site Audit, issue a notice of compliance, Rule 13.5.8(a)
- c. See in particular, Metering, Rule 8.3.3(f) and/or Capacity Providers: data provision, Rule 14.5.7

For copies of our working practices, guidance documents and defined terms, go to: <https://www.emrsettlement.co.uk>

## 6.5 Appendix 5 – Metering Site Audit Non-Compliance Notice



[Recipient name and address]

[DD Month YYYY]

Dear Capacity Provider,

### Capacity Market – Metering Site Audit Non-Compliance Notice

We, EMR Settlement Ltd (“EMRS”), the Settlement Service Provider for Electricity Settlements Company Ltd (“ESC”), are writing on behalf of ESC, to confirm that CMU ID [Insert CMU ID/Component ID] has undergone a Site Audit<sup>d</sup>.

This notice<sup>b</sup> is confirmation that following the Site Audit conducted by the Metering Agent on CMU ID [Insert CMU ID/Component ID] the metering configuration and/or meter data does not comply with all the metering requirements<sup>c</sup> in the Capacity Market Rules.

[Insert details of non-compliance]

[Insert observations if applicable]

You must within 5 Working Days of receipt of this notice, notify EMRS specifying whether or not you accept the decision in relation to the Site Audit<sup>d</sup>:

- If you accept<sup>e</sup> the decision you must respond to the applicable Metering Recovery Payment Notice; or
- If you don't accept<sup>f</sup> the decision you must set out the reasons why you believe that the non-compliance notice should not have been issued together with supporting information from an independent metering specialist.

If you have any queries regarding this notice please email [contact@emrsettlement.co.uk](mailto:contact@emrsettlement.co.uk) or call us on 020 7380 4333.

Kind regards,

EMR Metering Team  
EMR Settlement Limited

This notice is issued in accordance with the Capacity Market Rules 2014, as amended:

- Site Audit, Rule 13.5
- Site Audit, issue a notice of non-compliance, Rules 13.5.8(b)
- See in particular, Metering, Rule 8.3.3(f) and/or Capacity Providers: data provision, Rule 14.5.7
- Site Audit, Rules 13.5.10
- Site Audit, Rule 13.5.11
- Site Audit, Rule 13.5.12(a)

For copies of our working practices, guidance documents and defined terms, go to: <https://www.emrsettlement.co.uk>

## 6.6 Appendix 6 – Metering Statement Required Information

### SCHEDULE 6: METERING STATEMENT

A Capacity Provider must provide a detailed description for each CMU component which must include, as applicable, the following information:

- a) **Single Line Diagram** – to determine that the Metering System is at the Meter Point and to measure the Metered Volume of the CMU. The single line diagram must show all CMU components and all connections to the Total System, as applicable.
- b) **CMU Site details** (to include the following):
  - i CMU ID;
  - ii Circuit name (if applicable);
  - iii Confirmation that the CMU is either a Generating CMU or a Demand Side Response CMU;
  - iv Type of site;
  - v Site address;
  - vi Site contact details; and
  - vii Arrangements for Site Audit
  - viii Type of Metering Configuration Solution used and the relevant Balancing Services Agreement (where this is Balancing Services)

The rated output of any Generating Unit (kW or MW) or the rated capacity of the circuit (kVA or MVA), as applicable.

- c) **Metering Technical details** (to include the following):
  - i MPANs or MSID(s) and BMU IDs where applicable that are part of the CMU;
  - ii Meter serial numbers;
  - iii Outstation ID;
  - iv number of channels;
  - v measurement quantity ID;
  - vi Meter and pulse multipliers;
  - vii Current and voltage transformer ratios applied;
  - viii Communications numbers and confirm method for remote communication;
  - ix Metering dispensations for the site (if applicable);
  - x Complex Site Supplementary Form (if applicable) In respect of an SMRS registered CMU the D0268 Half Hourly Meters Technical Details should be submitted; in respect of a CMRS CMU the BSCP20/4.3a, b and c Registration of Meter Technical Details should be submitted: in respect of a Metering Site using the Bespoke Metering Configuration Solution the Key Meter Technical Details form should be submitted; and
  - xi If the CMU is identical to the BMU, the completed Aggregation Rule Form BSCP75/4.2. If the CMU is different from the BMU, the Capacity Provider must provide details of the metered data values to be aggregated to the appropriate Metered Volume for the CMU
  - xii Where multiple Metering Systems are used the Aggregation Rule<sup>25</sup> for the CMU, Generating Unit or DSR CMU Component should be provided unless provided under (c) (xi) or (c) (xii).
- d) **In respect of a CMU not using a Meter that measures on a half hourly basis, the Capacity Provider must provide the following metering information:**
  - i Technical specification of the device providing instantaneous metering values;
  - ii A calibration test certificate for the device listed in paragraph (d)(i) above or satisfy the requirement of (i) (ii);
  - iii Ratios of any connected Instrument Transformers;
  - iv Details of the Installation; and
  - v Confirmation of the method used of converting to half hourly data to submit to EMRS.

<sup>25</sup> For the purposes of this Schedule, 'the Aggregation Rule' refers to the formula set out by the CM Settlement Body to determine the Metered Volume, in relation to any Settlement Period, where more than one Metering System is being used for a CMU, DSR CMU Component or Generating Unit at a single Metering Site

**e) Data Provision**

A Capacity Provider must confirm:

- i the method it proposes to use to submit data to EMRS; and
- ii if applicable, the contact details of the relevant Central Data Collection Agency (CDCA), Half Hourly Data Aggregators (HHDA) or Half Hourly Data Collectors (HHDC) to enable the Metering Agent to confirm the Metering Technical details provided by the Capacity Provider at paragraph (c) above, match those held by the CDCA, HHDA or HHDC.
- iii Where data is submitted using the method set out in 14.2.7 an example of the comma separated value file in the format specified by the CM Settlement Body must be provided.

**f) Time Synchronisation**

A Capacity Provider must provide a statement detailing how the time of the meters or Settlement Installation used is synchronised to UTC.

**g) Security**

A Capacity Provider must submit a detailed description of their security arrangements, including, where applicable, details of any sealed or padlocked hardware and password protected IT software.

**h) Testing Facilities**

A Capacity Provider must submit a detailed description of the testing facilities and fusing arrangements for the Meters.

**i) Installation Date**

A Capacity Provider must confirm the date that the Metering System was installed and commissioned to enable the Metering Agent to verify compliance with the relevant Governing Documents, as applicable, at that time. If the date of installation and commissioning is unknown, the Capacity Provider must undertake a new commissioning test.

**j) Instrument Transformers**

- i A Capacity Provider must provide evidence to enable the CM Settlement Body to determine the relevant transformers are of the correct accuracy class and that any errors are within the allowed limits of that class. The evidence may be either: The manufacturer's test certificates; or
- ii Technical information from the manufacturer confirming the ratio(s), rated burden, accuracy class and the errors for the same type and configuration of Instrument Transformers as that installed. Relevant technical information should include, as applicable:
  - The manufacturers test certificate or an equivalent transformer; or
  - An error from the National Measurement Transformer Database; or
  - The range of errors from the design characteristics of the transformer as specified in the design specification of a transformer.

**k) Power Transformers**

A Capacity Provider must submit a copy of the evidence of the Power Transformer losses used as part of their approved dispensation which accounts for transformer losses where the installed metering is not at the Defined Metering Point and there is a Power Transformer between the two points. This evidence should include, as applicable;

- i The manufacturer's Power Transformer Test Certificate for the installed Power Transformer; or
- ii The manufacturer's Power Transformer Test Certificate for a Power Transformer of the same type as that installed; or
- iii An average figure approved for use under the Metering Dispensation.

**l) Meters**

A Capacity Provider must provide either:

- i A Manufacturers test certificate; or
- ii Technical information from the manufacturer confirming the typical errors of the device; or

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- iii A calibration test certificate tested at the calibration testing points set out in the table below performed by a third party (be produced using standards verified by the National Physical Laboratory (NPL), or a calibration laboratory that has been accredited by the United Kingdom Accreditation Service (UKAS), or a similarly accredited international body and include an overall accuracy and uncertainty of measurement statement for the relevant calibration equipment, where uncertainty is determined in accordance with the current UKAS Directive M3003).
- iv For non-integral Outstation meters a calibration test certificate that confirms the errors on the Meter.

Calibration testing points for Meter Types 1 (Class 0.2s), 2 (Class 0.5s), 3 (Class 1) and 4 (Class 2)

Test Point	Active Meter		
	Power Factor (Cos $\phi$ )		
Value of current (I)	Unity	0.5 Inductive	0.8 Capacitive*
0.01 I <sub>n</sub>	X		
0.02 I <sub>n</sub>		X	X
0.05 I <sub>n</sub>	X (3), Y****		
0.1 I <sub>n</sub>		X	X
1.0 I <sub>n</sub> ***	X (2), Y (5)	X (4)	X
1.0 I <sub>max</sub> or 1.2 I <sub>n</sub> or 1.5 I <sub>n</sub> or 2.0 I <sub>n</sub> **	X (1)	X	X

### Notes:

These tests shall be carried out for input electricity and output electricity directions for a given metering point. If the same measuring element is used for both input electricity and output electricity, one additional test point only (at "1.0 I<sub>n</sub>", Unity Power Factor, balanced) is required in the reverse direction.

X = all elements combined.

Y = each element on its own.

X, Y = tests should be carried out both on all elements combined, and each element on its own.

\* = tests at 0.5 capacitive Power Factor is acceptable.

\*\* = determined by overload capacity of circuit. If unspecified, test at "1.0 I<sub>max</sub>".

\*\*\* = Tests points for Class 1 (Type 3) Meter only

\*\*\*\* = X and Y for Class 0.2s (Type 1) and Class 0.5s (Type 2) Meter; X only for Class 1 (Type 3) Meter

Numbers in brackets identify, for reference only, those tests specified in Statutory Instruments 1998 No. 1566 Schedule 1, Table 2 and Schedule 3, Table 2.

### m) Instrument Transfer Burdens

A Capacity Provider must provide either:

- i A measurement of the burden connected to the current and voltage transformer; or

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- ii A calculated estimate of the burden connected to the current and voltage transformer so as to determine that these connected burdens are less than the rated burden of the transformer.

In the case of (ii), a Capacity Provider must also submit a justification as to why it was not possible to provide a measurement of the burden connected to the current and voltage transformer.

### n) Commissioning requirements

A Capacity Provider must provide a copy of the commissioning paperwork for the Metering System which must include Instrument transformer commissioning (by way of example ratio and polarity tests).

If a Capacity Provider is unable to provide the information above, the following information must be submitted to establish primary load (in order of preference):

- i The Demand (derived from independently measured primary values) and the Meter's instantaneous Demand reading for the same period; or
- ii The Demand (derived from independently measured secondary values where the primary/secondary ratios can be established) and shall be compared to the Demand reading for the same period; or
- iii Where appropriate and in consultation with the Metering Agent, an alternative measurement device shall be used for comparison with that of the Meter.
- iv Where appropriate and in consultation with the CM Settlement Body, an alternative method using:
  - Photographic evidence of the Instrument Transformer rating plates and Meter programmed ratios;
  - Photographic evidence of the Instrument Transformer rating plates and a download of the Meter programmed ratios using the Meter manufacturer's software;
  - For multi-ratio Instrument Transformers photographic evidence of the Instrument Transformer secondary wiring, the Instrument Transformer rating plates and the Meter programmed ratios (or a download of the Meter programmed ratios using the Meter manufacturer's software); or
  - For multi-ratio Instrument Transformers photographic evidence of the Instrument Transformer secondary wiring, the Instrument Transformer calibration test certificates and the Meter programmed ratios (or a download of the Meter programmed ratios using the Meter manufacturer's software)

Shall be used to confirm the Instrument Transformers are configured and operating correctly.

A Capacity Provider must also provide:

- i Meter commissioning tests; and
- ii Meter proving tests

If a Capacity Provider is unable to provide the information above, the meter commissioning tests and proving tests must be completed again.

### o) Transformer Loss Compensations

In the event that transformer error or loss compensation has been applied to the metering, a Capacity Provider must provide evidence of the compensation calculation. The evidence provided can be for the measurement of transformer errors only or additionally, in the case of a Metering Dispensation, where the installed metering is not at the Defined Metering Point and there is a power transformer between the two points, Power Transformer Losses. The evidence should include as a minimum the compensation figures programmed into the Meter or incorporated into the Aggregation Rule (as applicable).

### p) Cable and Overhead Line Loss Compensations

In the event that cable and overhead line loss compensation has been applied to the metering, a Capacity Provider must provide evidence of the compensation calculation. The evidence should include as a minimum the compensation figures programmed into the Meter or incorporated into the Aggregation Rule (as applicable).

### q) Electrical Losses Factor

Only applicable to the Unlicensed Network a CMU is operating on if the site the CMU is part of is a Third Party Access site; A Capacity Provider operating on an Unlicensed Network must provide, where applicable, a copy of the methodology statement justifying the Unlicensed Network operator's calculations of electrical losses from the CMU Component connection point to the Boundary Point of the Unlicensed Network with the Total System. The evidence should include as a minimum the compensation figures programmed into the Meter or incorporated into the Aggregation Rule (as applicable).

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### **r) Declaration**

The Directors of the Capacity Provider must certify that the information contained in and enclosed with the Metering Statement, is, at the date of submission and to the best of their knowledge, information and belief, true, complete and accurate in all material respects.

6.7 Appendix 7 – Testing Report Template

Capacity Market Testing Report

CMU ID: \_\_\_\_\_

CMU Name: \_\_\_\_\_

CMU Component ID: \_\_\_\_\_

Metering Configuration Solution: \_\_\_\_\_

Type of Test: Metering Test Desk Based / Metering Test Onsite / Site Audit\*

Estimate of Overall Accuracy of Metering System: \_\_\_\_\_ %

Metering System Compliant: YES / NO\*

(\* Delete as appropriate)

Details of Non-Compliance

Details of Observations

Date of Test: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of person completing test: \_\_\_\_\_