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Memo

To Participants

From Ron Beatty

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Subject Standard registry files/reports for auditors

For your information

The Electricity Commission (Commission) would like to standardise the reports that auditors receive as part of their pre-audit. The reports that should be requested by the participant as part of their audit are:

1. Event detail report

(a) This is PR-030 in the registry functional specification and section 8.18 in the registry user manual. The file will be generated for the participant code that the file is requested under, but will return an entry for all fields where that participant has ownership, e.g. where the participant is a meter owner. This will include ICPs where the participant also owns the meter owner code.

(b) Start and end dates can be set for this report, and it is suggested that for the initial pre audit assessment that only one month worth is selected. This should be confirmed with the auditor before requesting the report as additional months may be required.

2. List file

(a) This is PR-010 in the registry functional specification and section 8.5 in the registry user manual. The roles parameter can be used to refine the search to the participant code either as distributor, retailer or metering equipment owner. Leaving this parameter blank will return all records for the participant identifier specified.

(b) Start and end dates can be set for this report, and it is suggested that for the initial pre audit assessment that only one month worth is selected. This should be confirmed with the auditor before requesting the report as additional months may be required.

3. Switch compliance report

(a) This is PR-040 in the registry functional specification and section 8.27 in the registry user manual. The parameters should be set to return all events.

(b) This report is produced automatically at the beginning of each month and also can be run at a set date when requesting an on demand report. It is the auditor's choice to take one or more of these reports or select a date to run. The Commission does not have a preference, and it is at the auditor's discretion what dates are to be used for this report and to advise the participant accordingly.

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