Metering Equipment Provider Guidelines

Version 5.0

Version control

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1	12 January 2012	First draft
2	21 March 2012	Pre-consultation draft for discussion at the MEP workshop on 28 March 2012 only
3	30 April 2012	Pre-consultation draft amended after MEP workshop and published for consultation
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Overview

These Guidelines for metering equipment providers (Guidelines) provide a high level operational view of the obligations of Metering Equipment Providers (MEPs) that are contained in Parts 10 and 11 of the Electricity Industry Participation Code 2010 (Code) as from 6 June 2013. Participants should be aware of the Code obligations when configuring their systems. These Guidelines are provided as general information only, and not as legal advice. These Guidelines do not establish any legal obligations in themselves.

These Guidelines are provided to assist participants to understand and comply with the Code. However, they are not a substitute for, nor do they form part of the Code. If there is any inconsistency between the content of these Guidelines and the Code, the Code takes precedence.

Glossary of abbreviations and terms

Act	Electricity Industry Act 2010
Authority	Electricity Authority
Board	Electricity Authority Board
Code	Electricity Industry Participation Code 2010
Faulty	Inaccurate, defective, or not fit for purpose
MEP	Metering equipment provider
POC	Point of connection
Regulations	The Electricity Industry (Enforcement) Regulations 2010
Switch	Means a change in the registry of the MEP at an existing or new ICP or a change in the trader at an ICP.

Where the context permits, expressions that are used in these Guidelines, which are defined in the Code, bear the same meaning as they do in the Code.

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Introduction

1. Under the existing Part 10 of the Code, responsibility for the compliance with the Code of a metering installation for a point of connection (POC), other than one at which all electricity conveyed is unmetered, rests with the reconciliation participant responsible for providing submission information to the reconciliation manager for that POC.

2. The new Part 10 and consequential and parallel amendments to Parts 1, 11, and 15 that come into force on 6 June 2013 require the participant responsible for the compliance of a category 1 or above metering installation at a POC to be the metering equipment provider (MEP).

Additional Code amendments proposed

3. In the course of preparing for the implementation of the new Part 10, the Electricity Authority (Authority) has identified a number of possible amendments to the new Part 10 and the associated revisions to Parts 1, 11 and 15 which, if made, will also come into force on 6 June 2013.

4. Apart from some minor amendments that do not require consultation, it is intended that these proposed amendments will be the subject of a separate consultation with participants. The key areas of possible alteration are flagged within the relevant parts of these Guidelines.

5. The intended proposals and their brief rationales are as follows:

   (a) it is proposed to amend clause 10.21(1)(a) to reflect that the responsibility of an MEP for an ICP starts when the MEP's participant identifier first becomes visible in the registry. This proposed amendment is considered to clarify what is already included in the new Part 10;

   (b) it is proposed to amend clause 10.28 to prohibit an MEP from requesting the temporary energisation of a POC unless it has been authorised to do so by the reconciliation participant. This would clarify that the MEP is not automatically authorised by the Code to request temporary livening and energisation;

   (c) it is proposed to amend clause 33(1) of Schedule 10.7 to clarify that the MEP must ensure that a control device (and a metering installation containing a control device) must be certified before it can be used for any purpose under Part 15 of the Code. The existing provision refers only to the MEP using it; and

   (d) it is proposed to amend clauses 2 and 3 of the new Schedule 11.4 to clarify that an MEP's responsibility for metering records is limited to the period that its participant identifier is shown on the registry.

6. The above proposed amendments are those that would affect the MEP's activities and obligations, as provided for in the Code.

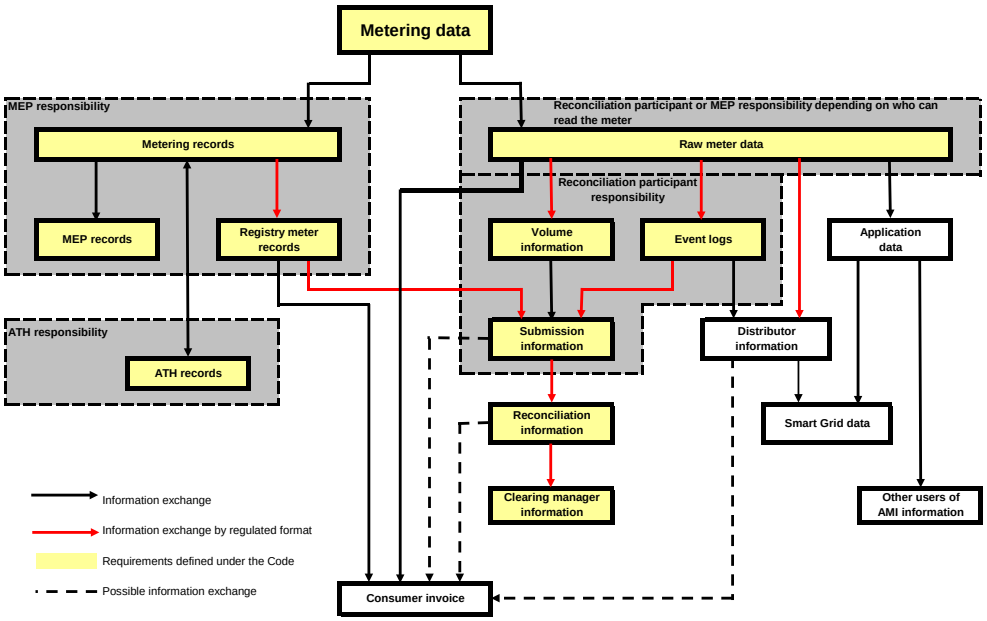
7. These Guidelines assume that the above changes have been made to the Code. If they are not made, the Authority will amend the Guidelines accordingly.

Metering information

8. There are a number of participants that have roles in the measurement and recording of metering installation details and electricity conveyed. These are described briefly below in the case of an ATH and reconciliation participant, but in detail in the case of an MEP.

9. The diagram below shows the areas of responsibility for various aspects of metering records and information. The diagram also illustrates how some of the definitions relate to each other. It is not intended to be an information flow diagram.

Metering Data Responsibilities



Role of the MEP

10. Under section 5 of the Electricity Industry Act 2010 (Act), an MEP means a person who, in accordance with the Code:

    (a) assumes responsibility for any metering installation; or

    (b) is appointed to be responsible for any metering installation.

11. The general activities that an MEP would undertake would be to:

    (a) enter into contractual arrangements with metering equipment component owners for the use and compliance of their equipment. This could include distributors in the case of a load control device and customers that own metering components; [this is not a specific Code requirement]

    (b) coordinate the activities of the metering equipment component owners associated with the installation; [this is not a specific Code requirement]

(c) enter into arrangements with the relevant reconciliation participants to provide compliant metering installations for POCs to networks; [this is not a specific Code requirement]

(d) obtain agreement on the design and functionality of new metering installations;

(e) enter into contracts with approved ATHs and auditors to meet the certification and audit requirements of the Code; [clauses 10.20 and 10.38]

(f) in the case of an MEP for local or embedded network ICPs, maintain the registry with the required metering records; [clause 11.8A]

(g) in the case of an MEP for a POC to the grid, advise the reconciliation participant responsible for providing the metering installation of any change to the certification of any metering installations at the POC;

(h) request temporary energisation of a POC to enable the maintenance, repair, testing or commissioning of a metering installation or any activities to be carried out which are necessary for the certification of the metering installation; [definition of *"temporary energisation"* in Part 1 and clause 10.33(3)]

(i) read meters and provide raw meter data in accordance with arrangements with the reconciliation participant when the technology of the meter allows only the MEP to read the meter; [clause 8 of Schedule 10.6]

(j) carry out additional related functions as agreed in arrangements (e.g. reprogramming of meter registers, provision of additional information and disconnection of premises) and any other agreed activities consistent with metering provisions; and

(k) keep accurate and complete metering records [clause 4 of schedule 10.6].

12. For clarity, in the case of a remote de-energisation, the MEP would act as the contractor for the trader. The trader retains the obligation to comply with all applicable obligations, including those described in the “Guidelines on arrangements to assist medically dependent consumers”.

13. If a consumer wishes to install and own components in the metering installation, the obligation to ensure compliance will apply and that consumer will either:

(a) become the MEP and have to contract with:

(i) an ATH to maintain metering installation certification; and

(ii) an auditor to confirm ongoing compliance with the Code; or

(b) have to arrange with an MEP for that MEP to assume responsibility for the compliance of the metering installation either:

(i) directly, in which case the trader will have to contract with the consumer’s chosen MEP; or

(ii) via a trader, in which case the trader’s proposed MEP will contract with the consumer.

14. In fulfilling the role of an MEP, an MEP may:

(a) own metering equipment or components;

(b) displace any metering equipment component owners associated with the installation to enable the MEP to maintain compliance of the metering installation; [clause 10.22]

(c) only allow access to the premises in which metering installations are located, metering installations themselves, or raw meter data where it has an arrangement in place with the party requiring access and the party has the authority of the consumer; and [clause 10.7 and clauses 1 and 3 of Schedule 10.6]

(d) use agents but retain responsibility for obligations under the Code [clause 10.3].

15. MEPs should note that:

(a) a trader must not commence a switch of an ICP or request livening of a new ICP without having an arrangement with an MEP to be responsible for each metering installation for the ICP; and [clause 11.16(b)]

(b) it may be displaced by another MEP if the reconciliation participant wishes to make an arrangement with an alternative MEP. [clause 10.22]

Role of the reconciliation participant in metering

16. Reconciliation participants have responsibility under the Code to provide accurate and Code compliant submission information to the reconciliation manager for use in the reconciliation process.

17. The responsibilities of a reconciliation participant after the new Part 10 comes into force would be to:

(a) arrange with an MEP for a metering installation to be provided for any POC where the reconciliation participant is required to provide submission information to the reconciliation manager; [clause 10.32]

(b) in the case of a POC that is:

(i) an ICP that is not an NSP, advise the registry of the participant identifier for the MEP responsible for each metering installation at the ICPs at which it is responsible for the submission of information to the reconciliation manager; and [clause 11.18(4)]

(ii) an NSP, advise the reconciliation manager of the participant identifier for the MEP responsible for each metering installation and the earliest certification expiry date for the metering installations; and [clause 10.25(2)(b) and (c)]

(c) ensure that the submission information it provides is obtained from a compliant metering installation (as is provided for in Part 15).

18. If the metering installation is not compliant for any reason after the reconciliation participant has entered into an arrangement with the MEP, the MEP would have to ensure that it is made

compliant and the reconciliation participant would have to make arrangements with the reconciliation manager to arrive at corrected information and notify all affected participants. [clauses 10.44 to 10.48]

19. The demarcation of the responsibility of an MEP under Part 10 and a reconciliation participant under Part 15 is at the services access interface. An MEP is responsible for providing and maintaining the services access interface [clause 10.9]. The location of the services access interface:

    (a) for non-AMI metering installations is either:

        (i) the meter register for manual readings; or

        (ii) the output of the meter reading software for remotely read meters; and

    (b) for AMI metering installations, is the output of the meter reader's back office system.

Role of the ATH in metering

20. The ATH is the participant who is contracted by an MEP to:

    (a) inspect, test, install, and certify metering components and metering installations in accordance with Part 10 of the Code;

    (b) provide reports and maintain records in accordance with Part 10 of the Code; and [clauses 13 and 14 of Schedule 10.4]

    (c) investigate metering installation faults.

21. An ATH is not responsible for:

    (a) ongoing compliance for a metering installation once certification has been carried out;

    (b) provision of metering components; or

    (c) arranging access to metering installations or raw meter data.

22. The following sections set out the detailed requirements that an MEP should meet in order to be compliant with the Code.

When a participant becomes an MEP

23. For metering installations in existence as at 6 June 2013, the obligations of an MEP described in paragraph 30 commence on 6 June 2013. [clause 10.19(1)]

24. For new metering installations, commissioned on or after 6 June 2013, excluding those covered by paragraph 30, the MEP becomes responsible for a metering installation:

    (a) for an ICP, on the date that the MEP's participant identifier first becomes visible in the registry as being the MEP for the ICP; or [possible amendment to clause 10.21]

(b) for an NSP, on the effective date set out in the NSP table published by the Authority. [clause 10.21]

25. If a party becomes an MEP by default on 6 June 2013 and fails to meet its obligations, it will be in breach of the Code.

To become an MEP

26. Anybody that wants to become an MEP must:

    (a) register with the Authority as an MEP participant;

    (b) ensure that it has a unique participant identifier that is required under the Code to be used for all Code related MEP transactions and entries on the registry. Application for a participant identifier (using the prescribed form) must be made to the Authority at least 5 business days before the MEP requires the participant identifier, which it must use if required under the Code; and [clause 7(2) of Schedule 10.6]

    (c) if it intends to be an MEP for POCs that are ICPs, apply to the Authority for access to the registry at least 5 business days before the MEP requires registry access (using the prescribed form).

27. MEPs will compete for business and enter into arrangements for the provision and compliance of metering installations with the reconciliation participant responsible for specific types of POCs as follows:

    (a) ICPs – with the trader for the ICP; [clause 10.24]

    (b) NSPs that are not connected directly to the grid – with the network owner that proposes the connection; [clause 10.25]

    (c) NSPs that are connected to the grid – with the participant responsible for providing the metering installation (i.e. the reconciliation participant) determined by the process outlined in clause 10.26, which will generally be:

        (i) at GXPs – the grid owner; and [clause 10.26(1)]

        (ii) at GIPs – the generator connecting to the grid. [clause 10.26(2)]

28. In practice it is expected that only high category metering installations would have individual arrangements and that an MEP may have an arrangement with traders that covers all metering installations at ICPs where the trader trades.

29. MEPs may use their existing company's participant identifier allocated by the Authority as an MEP participant identifier, subject to Authority approval. However MEPs should be aware that, if the same participant identifier is used for different participant types, the registry will merge notifications. This may not be the desired outcome and the MEP may therefore consider that separate participant identifiers may be more suitable.

MEP at transition to new Code

30. For metering installations in existence at the date on which the new Part 10 becomes effective, the MEP is: [clause 10.19(1)]

    (a) the primary metering contact as specified within the current Part 11 of the Code at POCs on local and embedded networks;

    (b) the meter owner that was contracted by either of the network owners at connection points between local networks and embedded networks; and

    (c) the party responsible for metering as shown in the NSP table for metering installations at POCs on the grid.

31. If a trader wishes to have an arrangement with an MEP for a metering installation or metering installations at an ICP, other than the current primary metering contact for a POC on a local or embedded network:

    (a) it should enter into a contract with a proposed MEP, or alternatively arrange for the proposed MEP to be the primary metering contact prior to the new Part 10 coming into effect; or

    (b) it must initiate an MEP switch after the new Part 10 comes into effect.

MEP after transition to new Code

32. For new metering installations, commissioned on or after the new Part 10 comes into effect, excluding those covered by paragraph 30, the MEP will be: [clause 10.19(2)]

    (a) the party that has an arrangement for providing metering services with the reconciliation participant at that POC; or

    (b) the party that has an arrangement for providing metering services with the participant responsible for ensuring there is a metering installation at a POC to the grid as agreed in accordance with the Code.

33. However, the MEP for any metering installation can be anybody, including a consumer, that assumes responsibility for the obligations of an MEP for that metering installation subject to the agreement of all reconciliation participants at that POC.

34. For clarity, a consumer who wishes to install and own components in the metering installation must;

    (a) either become an MEP (which may include contracting with an agent to fulfil the MEPs obligation); or

    (b) become a metering equipment owner to an MEP that accepts responsibility for the compliance of the metering installation..

To cease being an MEP

35. Once an MEP's participant identifier becomes visible in the registry, for an ICP, or the effective date of its responsibility for an NSP is published on the NSP table, it has an enduring obligation and remains the MEP until one of the following events occurs:

    (a) the POC for the metering installation is decommissioned [clause 10.23(1)(c)];

    (b) the relevant reconciliation participant updates the registry or the NSP table with the identifier of a new MEP and the identifier first becomes visible in the registry or in the NSP table; or [clause 10.22]

    (c) the ICP is converted to being used solely for unmetered load. [clause 10.23(1)(d)]

36. However, if a POC becomes inactive, the trader and the MEP can agree to the removal of the metering installation, provided the trader arranges for the POC to be de-energised. In that situation, the MEP ceases to be responsible for providing a compliant metering installation until the POC is subsequently energised.

New MEP or change of MEP at a POC

37. The Code provides for a participant to perform its obligations and exercise its rights under Part 10 by using a contractor. A reconciliation participant or an MEP can therefore use a contractor to carry out its obligations but cannot be released from those obligations. [clause 10.3]

38. The MEP for a metering installation may change only if the reconciliation participant enters into an arrangement with another person to become the MEP for the metering installation. The process used for determining or switching an MEP is different depending on the type of the POC. These are further discussed below. [clause 10.22(1)]

39. If a new MEP displaces an existing MEP, there does not necessarily need to be a change to metering components or metering equipment owners. If:

    (a) existing metering equipment owners in the metering installation are willing to contract with the gaining MEP, they may do so to prevent their metering components from being displaced; or

    (b) the losing MEP is responsible for metering components within a metering installation, the gaining MEP may contract with the existing metering equipment owner of the metering installation, and may also contract the losing MEP to act as a data collector if the raw meter data is only available from the losing MEP's back office.

40. In the case of a new advanced metering installation:

    (a) the MEP should consult the distributor and the retailer on the required functionality, terms of use, and interface formats required. No party should unreasonably withhold agreement; and

    (b) this consultation should include discussion on potential future usage, integration of the ripple receiver into the meter, extension of controllable load, etc.

41. If an existing advanced metering installation or metering components are to be replaced, the following should be considered:

    (a) an advanced metering installation or metering components should only be replaced if a functionality or price reason exists;

    (b) if a retailer or distributor wishes to contract with only one MEP, that MEP should lease the advanced metering installation from the existing metering equipment owner and exchange information directly with the existing MEP's back-office system rather than replace the metering installation; and

    (c) if an advanced metering installation or metering component is to be replaced, the MEP should make arrangements:

        (i) with the metering equipment owner for the removal and return of the metering equipment; and

        (ii) with the existing trader or MEP for the final meter reading.

New MEP or change of MEP at an ICP

42. Once an MEP has assumed responsibility in the registry as the MEP for an ICP and its participant identifier becomes visible in the registry, it has an enduring obligation to ensure the compliance of the metering installations on that ICP, until one of the events described in paragraph 35 occurs.

43. The process used to determine the MEP for a new ICP, or to change the MEP at an existing ICP is very similar and in these Guidelines is termed the "MEP registry switching process". See Appendix A for an MEP switching flow chart.

MEP registry switching process for a POC that is an ICP

44. If an MEP participant identifier is:

    (a) not visible on the trader events on the registry, then the ICP must be a new ICP or is solely unmetered load. Prior to authorising the distributor to initially energise the ICP, the trader must:

        (i) agree with an MEP to be the MEP for the ICP, and ensure that the connection is fully metered in accordance with the Code;

        (ii) update the registry in the prescribed period witha status of either "active" or "inactive"; and

        (iii) notify the registry of the proposed MEP participant identifier. [Part 11]

    (b) visible on the trader events on the registry, then the ICP must be an existing ICP with a category 1 metering installation, or higher category of metering installation, installed i.e. not just have unmetered load. If the trader wishes to enter into an arrangement with another party to be the MEP, the trader must:

        (i) if it is not the trader on the registry, switch the ICP to itself as either "active" or "inactive";

(ii) enter into an arrangement with another person to become the MEP for the ICP, and ensure that the connection is fully metered in accordance with the Code. The date of change of MEP may be required to coincide with the date of the switch between traders; and [clause 10.22(1)(a)]

(iii) notify the registry of the proposed MEP participant identifier.

45. Both the trader and the person who is to become the MEP must comply with Schedule 11.4 [clause 11.15A]. The actual formats and details of the transactions are contained in the registry functional specification.

46. The MEP registry switching process is as follows: [Schedule 11.4]

(a) the trader for an ICP that is not also an NSP notifies the registry of the proposed MEP participant identifier, which must be an MEP with whom it already has an arrangement. The trader cannot notify the registry of a new proposed MEP participant identifier if the ICP is, at that time, undergoing a trader switch; however, a trader switch can be commenced if an ICP is undergoing an MEP switch;

(b) the registry does not populate the proposed identifier, but notifies the proposed MEP and in the case of an existing ICP, the losing MEP;

(c) the proposed MEP does not have to notify the registry of its rejection but must notify the registry if it intends to assume MEP responsibility for that ICP[1] by sending an acceptance notice to the registry. If the MEP notifies the registry of the acceptance, it must include the proposed date for the transfer to occur; (possible change to clause 1(1)(b) of Schedule 11.4)

(d) it is recommended that an MEP should respond to a registry notification with a rejection of responsibility if it does not intend to assume MEP responsibility for an ICP, as this will improve administration of the process;

(e) the registry will notify the trader of the MEP acceptance (or rejection, if the MEP responds with a rejection). The registry will also send the acceptance (but not the rejection) to the distributor and the old MEP;

(f) the registry allows a trader to notify a proposed MEP but does not prevent a trader from subsequently notifying another MEP. However, the registry will allow only the last MEP notified by the registry to accept the notification and access the registry on this acceptance;

(g) if a trader makes a mistake in notifying the registry of the MEP, the trader will need to notify the MEP that it has made an error:

(i) if the MEP has not accepted the notification, the trader may either notify the registry again of another proposed MEP, or reverse the initial notification;

(ii) if the MEP has accepted the notification but not installed metering components on the ICP, the trader may notify the registry of another proposed MEP; and

[1] Registry sub-process MN-010

(iii) if the MEP has accepted the notification and has installed metering components on the ICP, the trader may notify the registry of another proposed MEP but may need to negotiate with the initially notified MEP;

(h) the trader should monitor for acceptance or rejection by the MEP, and if an MEP rejects or does not respond to a notification, the trader will need to engage an alternative MEP, or leave the existing MEP in place. Note that the registry will only accept an acceptance or rejection if the MEP is still the proposed MEP on the latest trader event at the time of the submission of the acceptance or rejection. Traders and MEPs can use the registry report PR-040 Current Breaches Report to monitor whether MEP acceptance notices to the registry are outstanding;

(i) when the MEP has notified the registry of acceptance, the registry will enable the new MEP to have access to the metering records on that ICP. The new MEP participant identifier will not be visible in the registry until the MEP populates metering records. This is when the new MEP's Code obligations commence;

(j) all metering records must be first populated into the registry by a new MEP within 15 business days of installation on the site or recertification for the new MEP (note that this is the effective date of the commencement of responsibility), and thereafter within 10 business days of the effective date of a change, where an MEP changes any metering records or configuration; and

(k) when a new MEP first populates the metering records for an ICP in the registry, its participant identifier becomes visible in the registry and the MEP becomes responsible for the metering installations for that ICP. From that time, the new MEP has Code obligations to provide and maintain metering records and metering installation compliance. (Code amendment proposed)

47. When the new MEP updates the metering records, the following considerations should be borne in mind:

(a) there is no inheritance of metering records in the registry from previous events;

(b) the metering records input by an MEP must contain accurate information on the metering configuration and all installed metering components at each metering installation at the ICP;

(c) only the information that the new MEP records in the registry in its metering records will be visible on registry screens or on subsequent reports for the period that the new MEP is responsible for the ICP. The responsibility commences from the initial population of the metering records up until the next MEP’s initial population or until the ICP is decommissioned. The event date of the next MEP’s metering records (or the decommissioning event) is the implied end date of the old MEP’s metering records (or more accurately, midnight of the day prior) which are retained in the registry as records for the period that the old MEP was responsible for the ICP;

(d) if the new MEP retains any of the old MEP’s components, the new MEP must re-input the details of those components as well as the details for any new components, in every subsequent update to the metering records;

(e) if the new MEP displaces/removes any of the old MEP's components, their initial population of metering records will exclude these components. There is no requirement for the MEP to load the removed components with removal dates as they were never the responsibility of the MEP;

(f) when a new event is input into the registry there is an implied end date to the previous event (i.e. midnight of the day before the new event date); and

(g) if the current MEP for an ICP displaces/removes any of the components for which it is responsible, the metering records for this event in the registry should detail all installed metering components, and also detail any removed components with a removal date and channel reading(s) recorded against them. The removal date must be the same as the date of the event. In subsequent updates of metering records in the registry, these removed components should be omitted (not included) i.e. from this point onwards only the full details of all installed metering components should be recorded.

48. Despite not being the current MEP for an ICP, the old MEP may still update the registry metering records but only for changes that are effective during the period of its responsibility. The following considerations should be borne in mind:

(a) there is no inheritance of metering records in the registry from previous events so any change that an old MEP makes to registry records will not change the new MEP registry metering records;

(b) the metering records input by the old MEP must contain accurate information on the metering configuration and all installed metering components at each metering installation at the ICP for the period of the MEP's responsibility for the ICP;

(c) an old MEP may insert or update metering records with removal reads and removal dates for the metering components the new MEP has subsequently displaced/replaced in a metering installation for an ICP, but this is not a requirement in the Code; and

(d) the registry will send notifications to the distributor, and the trader/s that had responsibility for the ICP for the period that the old MEP changes their registry metering records for. (possible Code amendment)

Switching or creating an MEP for an NSP not connected to the grid

49. The network owner that initiates an interconnection between local networks or between embedded networks, or the connection of an embedded network:

(a) becomes the reconciliation participant for that NSP and has submission information responsibilities within the Code; and [Part 15]

(b) must either become the MEP or contract with a person who will become the MEP. [clause 10.25]

50. The network owner that becomes the reconciliation participant must advise the reconciliation manager of the participant identifier of the MEP for each metering installation at the NSP and the certification expiry date of each metering installation.

51. The network owner referred to above may, at its discretion, contract with another party to become the MEP. This is a commercial issue and the only switching that takes place is that the reconciliation participant must notify the reconciliation manager of the gaining MEP's participant identifier and any changes to the metering installation certification expiry date.

Switching of an MEP for a POC that is an NSP connected to the grid

52. The participant that becomes the reconciliation participant at an NSP connected to the grid must advise the reconciliation manager of the participant identifier of the MEP for the metering installations at the NSP, and the certification expiry date of the metering installation (clause 10.22(1)(b) possibly to be amended). This would also apply if the MEP were to change.

Payment to the losing MEP for compliance costs

53. The gaining MEP must pay the losing MEP for the proportion of the costs directly and solely attributable to the certification tests and calibration of the metering installation or a metering component from the period beginning on the date the gaining MEP assumes responsibility for the metering installation or the metering component, for the remainder of the certification validity period for the metering installation or the metering component. [clause 10.22(2) and (3)]

54. If a gaining MEP takes over responsibility for a metering installation that has, for example, a current transformer (CT) that has been certified for 10 years by the losing MEP and the certification still has 5 of the 10 years validity period remaining, then the gaining MEP must reimburse the losing MEP 50% of the costs for certification.

Trader switch

55. The switch process is a process that enables traders to switch an ICP. A process for this is set out in the Registry Functional Specification and Code obligations are contained in Schedule 11.3 of the Code.

56. Where a switch must be backdated and there are events input by the losing trader for event dates later than the effective switch transfer date, the registry automatically reverses all the events input by the old trader for the relevant period. However, the registry will not reverse a trader event which proposed a new MEP but instead will convert it to look as if it had been submitted by the new trader. This is because the new trader must accept and have an arrangement with the MEP of the ICP they wish to switch prior to entering into a switch. The 'conversion' process will be treated as an 'update' of the trader event in the registry with notifications generated to both traders, the MEP, and the distributor.

Trader switch withdrawal

57. The switch withdrawal process is a process that enables traders to unwind a switch of an ICP between traders, for only certain reasons, within a period of up to two months from the trader ICP switch event date. The MEP that is recorded in the registry after the trader switch was

completed will receive the acceptance notice of trader switch withdrawal switch message (AW) that acknowledges the if the switch will be withdrawn or not .

58. Either the losing or the gaining trader may request a trader switch withdrawal , but will only be completed if both traders agree. A process for this is described in the Registry Functional Specification and the Code obligations are contained in Schedule 11.3. Part of this process is the automatic reversal of trader events input by the new trader. However, a trader event which includes a proposed new MEP will not be reversed but will be converted to look as if it had come from the losing trader (see paragraph 46). This is because the losing trader (accepting back the ICP) must accept and have arrangements with any new MEP which would become effective if the losing trader accepts a withdrawal of a trader switch. The register will treat the 'conversion' process as an 'update' of the trader event with notifications generated to both traders, both MEPs, and the distributor.

59. A trader switch withdrawal will not reverse any distributor or MEP registry events. Once created, these events will stay in place and can only be reversed by the party that created them.

60. In accepting a trader switch withdrawal for an ICP, the trader that gains the ICP back:

    (a) has accepted the new relationship with the current MEP and the meter configuration on that ICP[2]; and

    (b) is required to have an arrangement with the current MEP for that ICP.

61. The following describes what occurs in scenarios of a trader switch withdrawal. These are not new issues or consequences that the metering reforms and the existence of an MEP have created. These issues exist under the current Code and operational processes.

If a trader switch is withdrawn and there had been no proposed change to the MEP or metering records since the original switch

62. The switch can be withdrawn provided that the trader that receives the ICP back has an agreement with the MEP for that ICP[3].

If a trader switch is withdrawn and there had been a proposed change to the MEP but the registry had not received acceptance from the proposed gaining MEP and there had been no change to the metering configuration on the ICP since the original switch

63. If the gaining MEP does not provide an acceptance notification to the registry to become the MEP (MN), then:

    (a) the gaining MEP should not carry out any work on the metering installations in the ICP;

    (b) the registry will reverse all events input by the trader subsequent to and including the proposed MEP change;

[2] Note that this obligation exists under the current Code

[3] Note that this obligation exists under the current Code

(c) the registry will block the acceptance by the proposed gaining MEP and continue to permit the losing MEP to maintain metering records (which the losing MEP is still required under the Code to do); and

(d) responsibility for the ICP's compliance remains with the losing trader and the losing MEP (there will no longer be an MEP switch in progress).

If a trader switch is withdrawn and there had been a proposed change to the MEP and the registry had recorded an acceptance from the proposed MEP but there had been no change to the metering configuration on the ICP since the original switch

64. If a trader switch is withdrawn and a proposed MEP had already provided an MN acceptance to the registry, then:

(a) the new MEP participant identifier will not initially be shown on the registry;

(b) the gaining MEP will be able to change metering components and recertify the metering installation unless instructed otherwise by the trader, and may populate metering records into the registry;

(c) the registry will still permit the old MEP to maintain metering records up until the effective date for which the new MEP makes its initial population of metering records; (possible Code amendment)

(d) the new MEP will be permitted to update metering records in the registry from the event date of the initial proposal and after any metering events loaded by the existing (old) MEP;

(e) the registry will reverse all events input by the trader except the trader event that first proposed the new MEP and instead convert that event to make it look as if it had come from the old trader. The registry will notify all affected participants; and

(f) responsibility will remain with the old trader and there will still be an MEP switch in progress.

If a trader switch is withdrawn and there had been a proposed change to the MEP and there had been an acceptance recorded by the registry from the gaining MEP and the new MEP had updated metering records in the registry since the original switch

65. The gaining MEP will retain the ability to update records into the registry from the event date of the gaining MEP's notification of acceptance to the registry and:

(a) the registry will reverse all events input by the trader except the trader event that first proposed the new MEP and instead convert it to look as if it had come from the old trader. The registry will notify all affected participants, and

(b) responsibility will remain with the old trader but the old MEP will be blocked from entering metering records into the registry from the event date of the first population of metering events by the new MEP; and

(c) the old trader should interrogate the registry to obtain the latest metering records.

MEP obligations when a metering installation is installed or modified

66. Before a metering installation or component is installed or modified, an MEP must provide a design report, prepared by a person with an appropriate level of skill, expertise, experience, and qualification, to the certifying ATH. [clause 2 of Schedule 10.7]

67. The MEP must only contract with an ATH that has the appropriate scope of approval for the certifying work that the ATH has to perform under the contract. [clause 9 of Schedule 10.6]

68. There are different obligations in the Code for a POC that is:

    (a) an ICP;

    (b) an NSP not connected to the grid; or

    (c) an NSP connected to the grid.

69. An MEP must ensure that, for each metering installation for which it is responsible: [clause 4 of Schedule 10.7]

    (a) if the measured error is x and the uncertainty is y, then x+y must not exceed the value of the maximum permitted error shown in Table 1 of Schedule 10.1;

    (b) if the measured error is x and the smallest possible increment in the energy value of the raw meter data is y then x+y must not exceed the value of the maximum permitted error shown in Table 1 of Schedule 10.1; and

    (c) the metering installation complies with the design report and Part 10 of the Code.

70. An MEP must also ensure, for each metering installation for which it is responsible: [clause 4 of Schedule 10.7]

    (a) which is not for a POC to the grid or for an embedded network NSP, that the configuration does not use subtraction to determine submission information used for the purposes of Part 15; and

    (b) which is a category 3, or higher metering installation, that it is a half-hour metering installation.

71. An MEP must ensure that each metering installation for which it is responsible is appropriate having regard to the physical and electrical characteristics of the POC and comply with the requirements in the design report, and the requirements of Part 10. [clause 4(4) of Schedule 10.7]

72. If a metering installation is proposed to be installed or modified at a POC, other than a POC to the grid, the MEP must consult with and use its best endeavours to agree, with the distributor

and the trader for that POC, the details for the metering installation that are set out in clause 10.34(2), before the design of the metering installation is finalised.

73. Each participant involved in the consultations relating to the design of a metering installation must:

    (a) use its best endeavours to reach agreement; and

    (b) act reasonably and in good faith.

74. If agreement is not reached, any affected participant can invoke a dispute resolution process in clause 10.34.

75. If an MEP agrees with a trader that a de-energised ICP may have any or all metering equipment removed, and metering equipment is subsequently removed, then the metering installation certification is cancelled and;

    (a) the MEP must update the registry with the metering component removals and the revised expiry date of the meter installation certification. The registry will advise the distributor and the trader of the change to the metering records; and

    (b) the trader must arrange with the MEP to recertify the metering installation prior to the site being re-energised.

    (c) If the ICP must be reconnected, and

        (i) the metering installation is incomplete, the ICP may not be safe to re-energise;

        (ii) the metering installation is complete and cannot be re-certified prior to energisation for any reason, the trader would breach the Code if re-energising the ICP.

For an NSP that is not a point of connection to the grid

76. Before the design of the metering installation is finalised, an MEP must consult the network owner that requests the metering installation for the metering installation's details as specified in clause 10.34.

For an NSP that is a point of connection to the grid

77. If the NSP is a GXP, the MEP must consult with the grid owner.

78. Where the NSP is a GIP, the MEP must consult with the connecting asset owner to determine the metering installation's details as if the POC were a POC described in clause 10.34 before the design of the metering installation is finalised.

79. The connecting asset owner must consult with the grid owner, and if the metering design requires subtraction, loss compensation, or error compensation, the grid owner must also consult with the market administrator. The MEP must carry out any reasonable requests for changes.

MEP must be audited and provide its audit to the Authority

80. An MEP must ensure that it is audited:

    (a) in accordance with Part 10; and [clause 10.20 and Schedule 10.5]

    (b) if an MEP is an MEP for an ICP, in accordance with Part 11. [clause 11.8B]

81. Schedule 10.5 sets out the detailed requirements which are briefly summarised below.

82. An MEP must ensure that:

    (a) an initial audit by an auditor is complete within 3 calendar months after the date on which the MEP first becomes an MEP, or, in the case of a participant who is an MEP as at 6 June 2013, by no later than 6 December 2013; [clause 1(1)(a) of Schedule 10.5]

    (b) an audit of its compliance with Part 10, and where relevant Part 11, is carried out within a period specified by the Authority, which must be at least 3 months, but no more than 36 months, after the completion date of the audit report for the MEP's previous audit, [clause 1(1)(b) of Schedule 10.5] i.e. if the completion date of the MEP's previous audit was 31 December 2013, the Authority must specify the next audit completion date to be by no earlier than 31 March 2013 but no later than 31 December 2016;

    (c) all audits of an MEP are carried out in accordance with Schedule 10.2; [clause 1(1)(c) of Schedule 10.5]

    (d) the auditor includes in the audit report a recommendation on the date by which the MEP must have completed its next audit and audit report; and [clause 1(1)(d) of Schedule 10.5]

    (e) an auditor audits the following processes and procedures: [clause 1(2) of Schedule 10.5]

        (i) the appropriate management and maintenance of each metering installation;

        (ii) the provision of metering records to service providers;

        (iii) the provision of access to raw meter data, records, and metering installations to authorised parties; and

        (iv) the security of the metering installations, the back office, and the communication system between the metering installation and the back office.

83. The MEP must provide a copy of the finalised audit report to the Authority within 1 month of the audit being completed or such other timeframe as determined and published by the Authority. [clause 1(1)(e) of Schedule 10.5]

84. An MEP must select an auditor from the list of approved auditors that provide MEP auditing services from the register on the Authority's web site. The Authority will provide Guidelines for auditors that audit MEPs.

85. The additional requirements that the MEP must ensure that the auditor must include in its final audit report are listed under clause 2 of Schedule 10.5 and include:

(a) conditions that the auditor considers the MEP would need to satisfy for the MEP to comply with the Code, and any action that the MEP has taken in respect of satisfying those conditions; and

(b) a list of all contractors the MEP has engaged to perform the MEP's activities under Part 10, and details of the obligations that each of those contractors perform.

86. An MEP must pay the costs of an audit required under clause 1 of Schedule 10.5 in accordance with the terms of the applicable arrangement with the auditor.

87. If an MEP intends to materially change any of its facilities, processes, or procedures, the MEP must, at least 10 business days before the change is to take effect: [clause 3 of Schedule 10.5]

(a) advise the Authority of all relevant details of the change;

(b) ensure that an audit of its facilities, processes, and procedures has been undertaken; and

(c) submit to the Authority an audit report confirming that the MEP will continue to meet the requirements under the Code after the change has been made.

88. If an MEP is unsure whether a change to its facilities, processes, or procedures would be considered material, it could consult an auditor or the Authority for advice.

Faulty metering installations

89. A faulty metering installation is one that is inaccurate, defective, or not fit for purpose.

90. A participant may report a faulty metering installation to the MEP , or may be considered to be faulty by the MEP. These possible situations are discussed below.

Metering installation is reported as faulty [clauses 10.43 to 10.48]

91. See Appendix B for a process flow chart for dealing with potentially faulty metering installations.

92. If an MEP receives information from a participant that a metering installation may be faulty, it must investigate and report on the situation to all affected participants as soon as reasonably practicable, but no later than the number of days specified in Table 1. [clause 10.43]

Table 1: Number of business days to report on potentially faulty metering installation

Category of Metering Installation	Number of days after becoming aware of the event or circumstance
1	20 business days
2	10 business days

3 or higher	5 business days

93. The affected participants could include:

    (a) the reconciliation participant at the POC;

    (b) the metering equipment owner;

    (c) other reconciliation participants on the network; and

    (d) the distributor.

94. If the report demonstrates that the metering installation is faulty, the MEP must arrange for an ATH to test the metering installation and provide the MEP with a statement of situation within 5 business days of becoming aware that the metering installation may be faulty or reaching agreement with the participant as to which ATH will test the metering installation and provide the statement of situation. [clause 10.44(1)]

95. If the report demonstrates that the metering installation is not faulty, a participant who disagrees may require testing of the metering installation. The parties should agree on which ATH the MEP should appoint to carry out testing and provide a statement of situation. [clause 10.44(2)]

96. If there is a dispute between the MEP and the participant as to which ATH will carry out the testing, the dispute resolution process set out in clause 10.44 should be followed and the market administrator will decide which ATH the MEP should appoint.

97. The MEP must ensure that the ATH, as soon as practicable after being contracted, carries out the required testing and delivers the statement of situation to the MEP. [clause 10.44(7)]

98. Within 3 business days of receiving the statement of situation, the MEP must provide a copy of it to the relevant affected participants and the market administrator. [clause 10.46(2)]

99. The ATH must include within the statement of situation, among other items covered in clause 10.46, the following:

    (a) details of the tests carried out;

    (b) a conclusion, with reasons, as to whether or not the metering installation is faulty;

    (c) an assessment of the risk to the completeness and accuracy of the raw meter data;

    (d) the remedial action proposed or undertaken;

    (e) any correction factors to apply to raw meter data to ensure that the volume information is accurate; and

    (f) the period over which the correction factor must be applied to the raw meter data.

100. Within 40 business days of receiving a statement of situation, a participant may advise the MEP of any questions, or requests for clarification it has in relation to the corrections needed to the

raw meter data from the metering installation. The MEP must respond in detail within 10 business days of being advised. [clause 10.48]

101. Within 10 business days of being advised, an MEP must advise the reconciliation participant responsible for the provision of submission information for the POC, of the correction factors and the period referred to in paragraphs 99(e) and (f). [clause 10.48]

Allocation of costs

102. The ATH's costs incurred by the MEP under paragraph 95 must be borne by: [clause 10.45]

    (a) the MEP, if the investigation or test demonstrates that the metering installation is faulty; or

    (b) the participant who required that the metering installation be investigated or tested, if the investigation or test demonstrates that the metering installation is not faulty.

MEP believes that one of the metering installations for which it is responsible is potentially faulty

103. See Appendix B for a process flow chart for dealing with potentially faulty metering installations.

104. An MEP must arrange for an ATH to test the metering installation and provide the MEP with a statement of situation within 5 business days of becoming aware that a metering installation may be faulty.

105. An MEP must follow a similar process to that described in paragraphs 91 to 102 after receiving the statement of situation.

EIEP transfer

106. The EIEP transfer is a central secure delivery mechanism provided in the registry for all file exchanges between participants using secure file transfer protocol (SFTP) encrypted transfer or manual web browser upload of files to the registry inbox and outbox for a participant.

107. Access to the EIEP transfer hub is restricted to registry users, and relies on authentication using participants' existing registry access credentials.

108. The EIEP transfer process provides:

    (a) acknowledgements to senders that the file has been delivered to the intended recipient;

    (b) automatic delivery to recipients based on parameters in the file name. The EIEP file naming convention will be a requirement since it will be the mechanism that identifies the sender and recipient. The proposed format is:

        Sender + Utility Type + Recipient + File Type + Report Month + Report Run Date +UniqueID# (e.g. hhmm run time, or ICP but limited to Char(60)) with an extension of .TXT and with the components separated using the underscore character to assist readability. e.g.

TRUS_E_UNET_ICPMMAB_200007_20080802_12345678.TXT

[Char4_Char1_Char4_ Char7_yyyymm_yyyymmdd_UniqueID.TXT]

(c) delivery of all EIEP documents to the recipient's outbox with a delivery time stamp;

(d) encrypted file transfer;

(e) validation of sender;

(f) validation of recipient with rejected files delivered to the sender's outbox;

(g) optional mobile, text, or email notification to recipient when a message is delivered;

(h) retention of documents for a period of one month before being deleted from the outbox folder; and

(i) logging of file tracking information for audit and compliance analysis.

109. Any type of file can be exchanged, including messages, data, reads, zipped files etc. Formats such as CSV, spreadsheets, Word documents etc. can be used. There will be no validation of file formats, not even headers. It is the responsibility of the sending participant to ensure that the file format and contained information is complete and correct. Copies of files exchanged by this method will not be stored within the registry.

110. MEPs can use this file transfer mechanism as a simple way of batching files between participants. The process is described in the registry functional specification, and further detailed information is available from the registry help desk.

Access to raw meter data or metering installations

Access to the premises where a metering installation is located[clause 10.7]

111. An MEP must obtain access to the premises where it has or intends to install a metering installation through its arrangement with the reconciliation participant.

112. In some instances, the control of access to the premises where the metering installation is located may require permission from the owner of the premises (e.g. a distributor if the metering installation is in a substation or a property owner where the consumer rents the premises). It is expected that the consumer or the reconciliation participant would arrange such permission and its authorisation to the MEP would include any conditions specified by the person who controls access to the premises.

113. In practice, it is the ATH who would require access to the premises on behalf of the MEP. The MEP should ensure that the ATH meets all the conditions contained in the authorisation for obtaining access to the premises.

114. A reconciliation participant who is required to give a person or the Authority access to a metering installation must do so:

(a) in accordance with the authorisation; and

(b) in a manner that is appropriate in the circumstances.

115. If the reconciliation participant is a trader responsible for an ICP that:

(a) has a consumer, the trader must have obtained the authorisation from the consumer; and

(b) does not have a consumer, the trader must arrange for access.

Access to raw meter data [clause 1 of Schedule 10.6]

116. Access to raw meter data is necessary for traders at POCs where they have to provide submission information to the reconciliation manager. Part 10 enables a trader to obtain access provided it has an arrangement with the MEP, and has the consumer's authorisation.

117. Part 10 also enables an MEP to provide access to raw meter data to a person other than the trader, provided that person has an arrangement with the MEP, and has the consumer's authorisation.

118. An MEP must give remote or on site access at the services access interface to the trader with whom it has an arrangement to collect, obtain, and use raw meter data from a metering installation within 10 business days of receiving a request from a trader.

119. An MEP must, within 10 business days of receiving a request from one of the following parties, give the party access to raw meter data required for the purposes of exercising the party's rights and performing the party's obligations under the Code or any relevant regulations in connection with the party's respective audit, administration, and testing functions or the provision of submission information to the reconciliation manager:

(a) a relevant reconciliation participant with whom it has an arrangement, other than a trader:

(b) the Authority;

(c) a relevant ATH; or

(d) a relevant auditor.

120. The MEP must provide a trader or a party with the raw meter data, or any necessary facilities, codes, keys, or other means that it controls, to enable the trader or party to obtain access to the raw meter data by the most practicable means.

121. The MEP must, when providing access to raw meter data, use appropriate procedures to ensure that:

(a) the raw meter data is received only by the trader, person, or party, or a contractor for the trader, person, or party;

(b) the security of the raw meter data and the metering installation is maintained; and

(c) access to raw meter data is limited to only the specific raw meter data:

(i) authorised by a consumer;

(ii) required for the purposes of a party's audit, administration, testing functions; or

(iii) required to enable a party to submit information to the reconciliation manager.

Restrictions on use of raw meter data[clause 2 of Schedule 10.6]

122. An MEP must not give a trader, a person, or a party access to raw meter data, if to do so would, or would reasonably be expected to:

(a) breach any regulatory or legal requirement;

(b) prejudice the maintenance and monitoring of the Code, including the prevention, investigation, and detection of Code breaches and the right to a fair hearing before the Authority or the Rulings Panel;

(c) result in the MEP breaching an obligation of confidentiality;

(d) interfere with the privacy of a natural person;

(e) create an improper gain or improper advantage for any participant or person;

(f) commercially disadvantage the MEP or any other participant or person, in a material manner; or

(g) prejudice the future supply of raw meter data that is required by a service provider to perform an obligation under the Code.

123. An MEP must not limit or restrict a trader's, person's, or party's right to access information from any of the MEP's metering installations, if the right of access is provided for in Part 10.

MEP to provide access to the metering installation [clause 3 of Schedule 10.6]

124. An MEP must, within 10 business days of receiving a request from one of the following parties, arrange physical access to the metering components in a metering installation, required for the purposes of exercising the party's rights and performing the party's obligations under the Code or any relevant regulations in connection with the party's respective audit, administration, and testing functions and the provision of metering components:

(a) a relevant reconciliation participant with whom it has an arrangement, other than a trader:

(b) the Authority;

(c) an ATH;

(d) an auditor; or

(e) a gaining MEP.

125. The MEP must arrange for a party to be provided with any necessary means to enable the party to obtain physical access to the metering installation enclosure by the most practicable means.

126. In complying with its obligations to provide access, the MEP must use appropriate procedures to ensure that:

(a) the security of the metering installation is maintained; and

(b) physical access to the metering installation provided to a party is limited to only the physical access required for the purposes of exercising the party's rights and performing the party's obligations under the Code or any relevant regulations, in connection with the party's audit, administration, and testing functions.

127. If a party requires urgent physical access to a metering installation, it must advise the relevant MEP, giving all relevant particulars of the physical access required and the reason for the urgency, and the MEP must use its best endeavours to arrange the requested physical access in accordance with the urgency.

128. In providing physical access, the MEP must ensure that the participant, person, or party is aware of any access issues, and associated health and safety issues. Note that if metering installations are contained within substations, the distributor may either require that the ATH is authorised to work within the distributor's premises, or require that a member of the distributor's staff is present at all times.

Provision of raw meter data from an MEP's back office

129. An MEP must ensure that it has appropriate security for its back office systems to the extent that only the intended parties that have been authorised by the consumer to have access to the information, can access the information. Note that this restriction applies only to the MEP and the MEP's back office systems. [clause 8 of Schedule 10.6]

130. In circumstances when raw meter data can only be obtained from an MEP's back office (i.e. raw meter data cannot be obtained by the trader from the services access interface of a metering installation from any other party), the MEP must take the following into account:

(a) the interrogation cycle;

(b) the functioning and accuracy of the internal clock;

(c) the contents of the event log; and

(d) the storage and security of raw meter data.

131. If the MEP obtains the data from another party that happens to be an MEP, but not for that ICP, and the trader has no other source of raw meter data for the ICP, the responsibility for the compliance of the raw meter data still rests with the MEP identified in the registry for the ICP. Under these circumstances, the other party is not subject to the Code as it is only the data collector for that metering installation.

Interrogation cycle[clause 8(2) of Schedule 10.6]

132. When interrogating a metering installation, an MEP must ensure that the interrogation cycle does not exceed the maximum interrogation cycle shown in the registry metering records.

133. An MEP must interrogate a metering installation at least once within each interrogation cycle.

Function and accuracy of time clock

134. An MEP must:

(a) when electronically interrogating a metering installation, ensure that the internal clock is accurate to within ±5 seconds of: [clause 8(2)(c) of Schedule 10.6]

(i) New Zealand standard time; or

(ii) New Zealand daylight time;

(b) record in the interrogation and processing system logs, the time, the date, and the extent of any change in the internal clock setting in the metering installation; [clause 8(3) of Schedule 10.6]

(c) ensure that a data storage device in a metering installation does not exceed the maximum time error set out in Table 1 of clause 8(5) of Schedule 10.6 (as replicated below); and

(d) compare the time on the internal clock of the data storage device with the time on the interrogation and processing system clock, calculate and correct any time error and advise the reconciliation participant.

Table 2: Maximum permitted time errors

Metering installation category	Half-hour metering installations (seconds)	Non half-hour metering installations (seconds)
1	±30	±60
2	±10	±60
3	±10	NA
4	±10	NA
5	±5	NA

Event log

135. An MEP must:

(a) download the event log; and

(b) check the event log for evidence of malfunctioning or tampering and, if either of these are is detected, carry out the appropriate requirements of Part 10. [clauses 8(5)(e) and 8(5)(f) of Schedule 10.6 8]

Storage and security of raw meter data

136. The MEP must ensure that all raw meter data that can only be obtained from the MEP's back office, and that is downloaded as part of an interrogation, is archived:

    (a) for no less than 48 months after the interrogation date; and

    (b) in a form that meets the requirements of clause 8(6) of the Code. [clause 8(6) of Schedule 10.6]

137. An MEP must, when interrogating a metering installation: [clause 8(7) of Schedule 10.6]

    (a) ensure that an interrogation log is generated by the interrogation software to record details of each interrogation;

    (b) review the event log, take appropriate action where problems are apparent, and pass relevant event log entries to the reconciliation participant; and

    (c) ensure that the interrogation log forms part of the interrogation audit trail and contains the minimum data required by clause 8(7)(c) of Schedule 10.6.

138. When an MEP interrogates a category 1 or category 2 half-hour metering installation and the certifying ATH confirmed, as a part of the metering installation's most recent certificate, that the MEP's back office processes include, for each interrogation cycle, a comparison of the difference in the increment of the meter registers to the half-hour metering raw meter data, the MEP must ensure that each electronic interrogation compares the half hour information against the increment of the metering installation's accumulating meter registers, where relevant. [clauses 8(8) and 8(9) of Schedule 10.6]

Decommissioning interrogation

139. If an ICP is to be decommissioned, the MEP must, depending on whether the trader or the MEP is responsible for interrogation, either:

    (a) advise the trader, not less than 3 business days prior to the decommissioning, that the trader must carry out a final interrogation when the status of the ICP is inactive; or

    (b) when the status of the ICP is changed to inactive, arrange for a final interrogation to take place and provide the raw meter data to the trader. [clause 11.18B(3)]

Records

140. The Code requires MEPs to maintain two types of records; "metering records" and "registry metering records". Both are defined in Part 1 of the Code.

141. In both cases an MEP may contract with an ATH or an agent to meet obligations under the Code, but retains responsibility for meeting those obligations. The MEP would authorise the ATH or an agent to give access to metering records or registry metering through the provisions of its contract with that party.

Metering records

142. An MEP must, for each metering installation:

(a) keep accurate and complete records of the attributes set out in Table 1 of Schedule 11.4 and accurate and complete records of the details relating to each metering installation, other than interim certified metering installations, set out in clause 4(1)(b) of Schedule 10.6;

(b) keep metering records relating to: [clause 4(3) of Schedule 10.6]

(i) a metering component, for at least 48 months after the component is removed from a metering installation;

(ii) a metering installation, for at least 48 months after the date of decommissioning the metering installation; and

(iii) switching MEP responsibility for the POC to a gaining MEP.

(c) update the metering records[4] with details of all maintenance, repair, or replacement it carries out[5]; [clause 1(2) of Schedule 10.7]

(d) within 10 business days of becoming aware that a metering installation's certification has automatically been cancelled, update the metering installation's certification expiry date in the registry; [clause 20(2) of Schedule 10.7]

(e) in relation to which a compensation factor must be applied:

(i) advise the reconciliation participant of the compensation factor if the metering installation is for an NSP, within 10 business days of the date on which the metering installation is certified; or

(ii) in all other cases, advise the registry of the compensation factor in accordance with Part 11; [clause 24(3) of Schedule 10.7]

(f) advise the registry of certification of a metering installation under clause 32 of Schedule 10.7 (alternative certification); and

(g) within 20 business days of receiving an inspection report from an ATH, undertake a comparison of the information received with its own records, investigate and correct any discrepancies and update its metering records in the registry. [clause 44(5) of Schedule 10.7]

143. An MEP should also record the details of any software modifications under clause 19(3)(e) of Schedule 10.7 to prevent the cancellation of the metering installation's certification.

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[4] Each population or change to metering records should replace the entire metering records for an ICP

[5] For the metering installation code and the register content code, the MEP must refer to a table on the Authority's website.

Access to the records of a metering installation

144. An MEP must provide a participant with a copy of a signed inspection report confirming that the certified metering installation continues to comply with the requirements of Part 10 within 10 business days of receipt of the request from the participant. [clause 4(2) of Schedule 10.6]

145. If a metering installation has been inspected as part of a group by sampling, it is not practicable for the MEP to provide a copy of a signed inspection report but it could provide written confirmation that the installation continues to comply with Part 10 by virtue of the successful group sampling inspection.

146. Within 10 business days of receiving a request from the gaining MEP, a losing MEP must provide the gaining MEP, or its contractor, with access, and the means to obtain access, only to the metering records the gaining MEP requires to exercise its rights and perform its obligations under the Code or the Regulations.[clause 5 of Schedule 10.6]

147. In complying with its obligations to provide access to metering records, the losing MEP must use appropriate procedures to ensure that:

    (a) the metering records are received only by the gaining MEP or its contractor; and

    (b) the security of the metering installation is maintained.

148. If an MEP contracts with an ATH to recertify a metering installation and the ATH did not perform the previous certification of the metering installation, the MEP must provide the ATH with a copy of all the relevant metering records of the metering installation no later than 10 business days after the effective date of the contract. [clause 6 of Schedule 10.6]

Registry metering records

149. Registry metering records apply only to POCs that are ICPs. Registry metering records are contained in the registry and are transparent to all users of the registry. The operation and interfaces of the registry are contained in the registry user manual and the registry functional specification. MEPs are required to comply with the registry functional specification.

150. Certain registry metering records are provided to gaining traders in the trader switching process. These records are then subsequently used in the traders' reconciliation and billing processes. If a registry metering record is incorrectly maintained by an MEP, a trader or customer could suffer consequential loss.

151. The registry will:

    (a) produce notifications to the distributor and trader if an MEP on an ICP changes;

    (b) keep audit logs of all changes to the metering records;

    (c) produce notifications to the MEP, trader, and distributor when a metering installation is within two months of its certification expiry date. Note this will continue to be reported daily until the certification is renewed or the ICP made inactive;

    (d) produce notifications to the MEP, trader, and distributor if metering records are changed; and

(e) produce compliance reports to the Authority if an ICP is in the “active” status, and any metering installation on the ICP has expired certification.

152. An MEP can only update registry metering records for its period of responsibility for an ICP. (possible Code amendment)

153. The registry will notify the MEP if:

(a) traders have completed an ICP switch – registry sub-process RS-050; and

(b) if the ICP switch is subsequently withdrawn – registry sub-process RW-020.

154. The Code requires an MEP to update the registry with metering records for ICPs that they are responsible for in the registry using specific file formats as follows:

(a) maintain registry metering records – registry sub-process MM-010;

(b) correct metering information – registry sub-process MM-020; and

(c) reverse metering information update – registry sub-process MM-030.

155. If an MEP updates registry metering records, the registry will automatically notify:

(a) the distributor for the ICP; and

(b) the trader who is responsible for the ICP at that time.

156. The registry also allows MEPs to run reports from the registry using SFTP submitted file query or web browser submitted query. These reports are detailed in the registry functional specification, and include:

(a) ICP status report where an MEP is responsible for an ICP – registry sub-process PR-010;

(b) ICP event details reports where an MEP is responsible for an ICP – registry sub-process PR-030;

(c) batch status report for files waiting in the registry for processing for that MEP – registry sub-process PR-065; and

(d) monthly statistics reports – registry sub-process PR-070.

157. The registry contains business rules that an MEP must comply with when updating the registry. Failure to comply with these business rules means that the registry will reject the records update, which could cause the MEP to be in breach of Code requirements. These business rules are documented in each sub-process in the registry functional specification. The event date noted within a metering record file[6] will be the effective date within the registry for the metering records.

158. The following are business rules that affect the event date that the registry will accept:

(a) only ICPs in the “active” or “inactive” status may be updated;

[6] Refer to MM-010 in the registry functional specification.

(b) the event date must not be in the future;

(c) the event date must not be earlier than any other metering event. If there is a metering event that does not allow records to be correctly updated e.g. to fix an error, then the metering event will need to be withdrawn to allow the correction to be made;

(d) the event date may only be in the period for which the MEP is responsible for an ICP; and

(e) in the case of a new MEP to a ICP, the actual transfer date may not be before the date of notification to the proposed MEP from the registry.

159. It is important that MEPs construct registry files correctly. If a file to the registry:

(a) is incomplete e.g. missing mandatory fields, it will be rejected;

(b) is incomplete, e.g. missing a metering installation, then the metering installation will cease to exist in the registry. There is no inheritance of information for metering records, what is input in a file will become the metering records;

(c) contains null for mandatory fields it will be rejected. Null is only permissible for optional fields; and

(d) contains incorrect or inaccurate information, it will update the registry accordingly.

160. If a new MEP updates the metering records for an ICP in the registry, the new MEP participant identifier will show the MEP as being the MEP for that ICP in the registry. The new MEP has Code obligations to provide and maintain metering installation and metering records from the date that the registry records the MEP as being the MEP responsible for that ICP in the registry.

161. If an MEP removes the meter or other components from an inactive metering installation that cancels the certification of the metering installation, the MEP must update the registry metering records. When all metering installations on an ICP have had their certification cancelled in this manner, the registry will change the highest metering category to a “9”. The presence of this “9” is to indicate to traders that all of the metering installations for an ICP are inoperable and require that an arrangement will have to be made with the MEP to provide a new metering installation(s) before trading can occur.

Ensuring the accuracy of metering installations [clause 1(2) of Schedule 10.7]

162. An MEP must, for each metering installation and each metering component in a metering installation for which it is responsible, ensure that:

(a) it carries out regular maintenance, in accordance with the applicable requirements in the metering records;

(b) it carries out all necessary repairs of the metering installation or the metering component;

(c) if it is not possible to repair the metering installation or the metering component so that it complies with the applicable requirements of Part 10:

(i) it is replaced with a metering installation or a metering component that complies with the applicable requirements in Part 10; or

(ii) in the case of a metering installation, decommissioned; and

(d) it documents in the metering records all maintenance, repairs, or replacement it carries out at the time it carries out the maintenance, repairs, or replacement.

Time keeping requirements [clause 23 of Schedule 10.7]

163. If a time keeping device that is not remotely monitored and corrected controls the switching of a meter register, an MEP must ensure that the time keeping device:

(a) has a time keeping error of not greater than an average of 2 seconds per day over a period of 12 months; and

(b) is monitored and corrected at least once every 12 months.

MEP to ensure that each metering installation for which it is responsible, and associated metering infrastructure, remain fully compliant

164. While not specific Code requirements, to ensure that the metering installations for which it is responsible are and remain certified, an MEP should:

(a) enter into contractual arrangements with metering equipment component owners for the use and compliance of their equipment;

(b) coordinate the activities of the metering equipment component owners associated with the installation;

(c) cooperate and liaise with signal providers that provide signals to equipment that is used to control load and/or switch meter registers, particularly when the operation of the equipment will affect the accuracy of submission information; and

(d) enter into arrangements with the relevant reconciliation participants to provide compliant metering installations for POCs to networks.

165. However, under Part 10 an MEP must:

(a) enter into contracts with approved ATHs and auditors to meet the certification and audit requirements of the Code; and [clause 10.20 and 10.38]

(b) ensure that any ATH it contracts with has the necessary scope of approval for the certification required by the contracts. [clause 9 of Schedule 10.6]

166. An MEP must obtain and maintain certification for each energised metering installation and metering component in accordance with Part 10 and ensure that any tests required for certification are conducted in accordance with the Code by an ATH contracted by the MEP.

Metering infrastructure

167. An MEP must ensure that: [clause 10.39]

    (a) an appropriately designed metering infrastructure has been provided for each metering installation;

    (b) each metering component in a metering installation is compatible with and will not cause any interference with the operation of any other metering component in the metering installation;

    (c) collectively, all metering components in a metering installation integrate to provide a functioning system; and

    (d) each metering installation is correctly designed and accurately integrated within the associated metering infrastructure.

168. An MEP must ensure that each category 2 or higher half-hourly metering installation measures and separately records both active and reactive energy in accordance with the following Table 3: [clause 10.37]

Table 3: Active and reactive energy measurement requirements

Energy to be measured	Energy flow direction	At consumption POC	At generation POC and POC to the grid
Active	Import	x	x
Reactive	Import	x	x
Active	Export		x
Reactive	Export	x	x

Metering installation certified at a lower category

169. In a situation where an ATH has determined that the category of a metering installation is lower than it would otherwise be [clause 6(1)(a) of Schedule 10.7] by reference to the maximum expected current or kWh consumption, the MEP must ensure that the maximum current or consumption is monitored as set out in clause 6(2) of Schedule 10.7.

Insufficient load for certification tests

170. When an ATH certifies a metering installation under clause 14 of Schedule 10.7 because at that time there is insufficient electricity conveyed through a POC to allow the ATH to complete a prevailing load test for the metering installation (provided that the metering installation is category 3 or higher and operates at higher than 1kV), then the MEP must, for each subsequent calendar month for which the certification is in place, obtain and monitor raw meter data from the metering installation. If sufficient load is available to allow full certification to take place then testing and certification must be completed.

171. When the load is sufficient the ATH must arrange for tests to be carried out in accordance with clause 14(4) of Schedule 10.7. If the tests demonstrate that the metering installation does not perform within the relevant maximum permitted error set out in Table 1 of Schedule 10.1, the metering installation certification is automatically cancelled from the date of the tests and the ATH must advise the MEP of the cancellation within 1 business day of carrying out the tests. Upon receipt of the advice from the ATH, the MEP must follow the procedures set out in clauses 10.44 to 10.48 which relate to faulty metering installations.

Recertification programme

172. An MEP must have a recertification programme for all energised metering installations for which it is responsible to ensure that each metering installation is recertified prior to the expiry date of its then current certification. [clause 15 of Schedule 10.7]

173. An MEP may arrange for an ATH to recertify a group of category 1 metering installations using a statistical sampling process set out in clause 16(2) of Schedule 10.7.

Interim certified metering installations

174. An MEP must ensure that each interim certified category 1 metering installation is certified by no later than 1 April 2015. [clause 18 of Schedule 10.7]

Meters

175. An MEP must ensure that each meter in a metering installation is certified in accordance with Part 10. [clause 26 of Schedule 10.7]

Measuring transformers

176. An MEP must:

(a) ensure that each measuring transformer in a metering installation is certified in accordance with Part 10; [clause 28 of Schedule 10.7]

(b) not permit a measuring transformer to be connected to equipment used at any time for a purpose other than metering, unless it is not practical for the equipment to have a separate measuring transformer; [clause 30 of Schedule 10.7]

(c) ensure that a change to, or addition of, a measuring transformer burden or compensation factor related to a measuring transformer is only carried out by:

(i) the ATH who most recently certified the metering installation; or

(ii) for a POC to the grid, by a suitably qualified person approved by both the MEP and the ATH who most recently certified the metering installation; and [clause 33(1)(2) of Schedule 10.7]

(d) consult with the ATH who most recently certified the metering installation before the MEP approves any change to, or addition of, a measuring transformer burden or compensation factor. [clause 31(4) of Schedule 10.7]

Alternative certification requirements for metering installation incorporating measuring transformer

177. An MEP must:

    (a) advise the registry of certification of a metering installation under clause 32 of Schedule 10.7;

    (b) advise the market administrator, no later than 10 business days after certifying the metering installation, of the details in clause 32(2)(a) of Schedule 10.7;

    (c) respond within 5 business days to any requests from the market administrator for additional information; [clause 32(2)(b) of Schedule 10.7]

    (d) ensure that all of the relevant metering installation details relating to the testing carried out and use of the alternate certification method are recorded in the metering installation certification report; [clause 32(2)(c) of Schedule 10.7]

    (e) take all steps to ensure that the metering installation is certified, before the metering installation certification expiry date contained in the advice to the market administrator under sub-paragraph (b), if an ATH certifies a metering installation under clause 32 of Schedule 10.7; and

    (f) comply with clauses 10.43 to 10.48 (for faulty metering installations), if the market administrator subsequently determines that the ATH could have obtained physical access to test an installed measuring transformer. [clause 32(4) of Schedule 10.7]

Control devices

178. A reconciliation participant must request an MEP to certify a control device in a metering installation, if the reconciliation participant intends to profile controlled load. The agreement to provide this functionality and any related cost is a commercial issue between the MEP and the reconciliation participant. The addition of, or change to, any component in a metering installation is a modification to the metering installation, and the metering installation will need to be recertified and registry metering records updated accordingly.

179. An MEP must ensure that a control device in a metering installation and the metering installation are certified under Part 10 by an ATH before they can be used for the purposes of Part 15, if:

    (a) the metering installation is dependent on control signals for its operation; and

    (b) the control device is used for any purpose under Part 15 to control a load and/or switch meter registers. [clause 33(1) of Schedule 10.7 proposed to be amended]

180. If the control device is certified as part of the metering installation, the MEP should record in the registry that the device is certified.

181. In general, control devices will be used to switch meter registers or switch load such as domestic water heating or street lighting. It is only necessary to certify these devices if the trader intends to submit raw meter data to the reconciliation manager using a profile shape other than the residual profile shape (RPS).

182. If the certification of a control device ceases or is revoked, the metering installation does not lose its certification immediately. The Code allows a 10 business day period for the control device to be repaired (the process in clauses 10.44 to 10.48 will need to be followed) before the metering installation certification is revoked. If a metering installation is modified by the addition or removal of a load control device the MEP must update the registry with the change of certification status for the control device. Although the registry will notify the change in status to the distributor and trader, it is also recommended that the MEP advises the reconciliation participant of the change in status. [clause 35 of Schedule 10.7]

183. If an ATH advises the MEP that the likelihood of a control device not receiving signals would affect the accuracy of the information required under Part 15, the MEP must, as soon as reasonably practicable and at least within 3 business days after being advised, advise the following parties of the ATH's advice: [clause 34 of Schedule 10.7]

    (a) the relevant reconciliation participant for the POC for the metering installation; and

    (b) the control signal provider.

Data storage devices

184. An MEP must ensure that each data storage device in a metering installation is certified in accordance with Part 10. [clause 36 of Schedule 10.7]

185. An MEP may reprogramme a data storage device without the need for the metering installation to be recertified, but only provided that the changes to programming do not replace or alter any resident software or firmware that relates to the accuracy of the measurements from the data storage device. If an MEP reprogrammes a data storage device, then the MEP must:

    (a) ensure that, before it carries out a change to the resident software, ROM, or firmware of a data storage device installed in a metering installation, an approved test laboratory undertakes the procedures set out in clause 39(1) of Schedule 10.7; and

    (b) when implementing a change to the resident software, ROM, or firmware of a data storage device:

        (i) carry out the change in accordance with the documented methodology and conditions advised by the approved test laboratory;

        (ii) advise the ATH that certified the metering installation of any change that would, or would be likely to, affect the accuracy of the data storage device;

        (iii) keep a list of data storage devices to which the change was made; and

        (iv) update the metering records for each affected metering installation. [clause 39 of Schedule 10.7]

Communication Equipment

186. An MEP must ensure that the use of its communication equipment complies with the requirements of any communication network operator to whose communication network it has communication equipment connected. [clause 40 of Schedule 10.7]

187. An MEP must also ensure that the security of data communications enables only the intended parties, who have been authorised by the consumer, to have access to the information.

188. There are a number of standards being developed world wide on cyber security, data, and communications systems. MEPs should monitor and comply with those standards that are relevant to their meeting their Code compliance obligations.

189. The Ministry of Business, Innovation and Employment includes a group called the National Cyber Security Centre. This group may provide alerts or information related to infrastructure cyber security threats.

General inspection requirements

190. Clause 44 of Schedule 10.7 sets out the requirements that an ATH must meet when carrying out an inspection of a metering installation, including the provision of an inspection report to the relevant MEP. [clause 44 of Schedule 10.7]

191. An MEP must, within 20 business days of receiving an inspection report from an ATH, undertake a comparison of the information received with its own records, investigate and correct any discrepancies, and update its metering records in the registry. [clause 44(5) of Schedule 10.7]

Category 1 metering installation inspection requirements [clause 45 of Schedule 10.7]

192. For category 1 metering installations, an MEP must:

(a) select a group from the MEP's population of metering installations;

(b) ensure that for the selected group, within the period set out in Table 1 of Schedule 10.1 starting from the date of the metering installation's or the most recent certification:

(i) each category 1 metering installation other than an interim certified metering installation, has been inspected, by an ATH; or

(ii) for each 12 month period commencing 1 January and ending 31 December, a sample, selected under clause 45(2) of Schedule 10.7, of the category 1 metering installations has been inspected by an ATH;

(c) before it carries out inspections using a sample, submit a documented process for randomly selecting the sample to the Authority at least 2 months before the inspections will be carried out and respond promptly to any requests for other information or documentation;

(d) not inspect a sample unless the Authority has approved the process;

(e) for each inspection of a category 1 metering installation in a sample, keep records that are detailed in clause 45(6) of Schedule 10.7;

(f) if it believes that a metering installation that an ATH has inspected under this clause is or could be faulty:

(i) comply with clause 10.43; and

(ii) arrange for an ATH to recertify the metering installation;

(g) by 1 April in each year, provide to the Authority a report that states whether the MEP has, for the previous 1 January to 31 December period, arranged for an ATH to inspect each category 1 metering installation and include the detail specified in clause 45(8) of Schedule 10.7;

(h) if required by the Authority, select an additional sample, carry out the required tests and report to the Authority, within 40 business days of being advised by the Authority.

Category 2 or higher inspection requirements

193. An MEP must ensure that each category 2, or higher category, metering installation is inspected by an ATH at least once within the applicable period set out in Table 1 of Schedule 10.1 starting from the date of the metering installation's most recent certification. [clause 46(1) of Schedule 10.7)]

Table 4: Metering installation characteristics and associated requirements

Metering installation category	Inspection period
2	120 months ± 6 months
3	60 months ± 3 months
4	30 months ± 3 months
5	18 months ± 1 month

Removal or breakage of seals

194. Part 10 sets out the requirements that an ATH must meet in connection with sealing a metering installation and the relevant metering components. [clause 47 of Schedule 10.7]

195. It also sets out the process that a participant must follow if it removes a seal without authorisation or becomes aware that another person has removed or broken a seal, including a requirement to advise the MEP. [clause 48 of Schedule 10.7]

196. An MEP must, if it is advised that a seal has been broken or removed:

(a) use all reasonable endeavours to ascertain who removed or broke the seal and for what reason; and

(b) arrange for an ATH to carry out, as soon as practicable, an inspection of the removal or breakage, and to determine any remedial work required within the timeframe set out in Table 5 below. [clauses 48(4) and 48(5) of Schedule 10.7]

Table 5: Number of business days to determine remedial work

Category of Metering Installation	Number of days after becoming aware of the removal or breakage
1	20 business days
2	10 business days
3 or higher	3 business days

Energisation of a metering installation for testing purposes

197. An MEP can only request or arrange energisation of a new POC on the authority of the reconciliation participant with whom the MEP should have an arrangement. [clause 10.28 (possible clause amendment)]

198. If the network owner has not authorised an MEP, or its ATH, for livening, the MEP must request the reconciliation participant to arrange temporary energisation of the new POC to enable testing to be carried out. For convenience it is expected that the MEP will have an arrangement that enables it to request temporary energisation on behalf of the reconciliation participant.

199. A network owner could authorise an MEP, or its ATH, to be a livening agent. But the MEP or the ATH may only temporarily energise or request temporary energisation of a new POC if authorised to do so by the distributor responsible for the POC and only if this is required for testing the metering installation.

200. Temporary energisation is only for the period of testing. If the metering installation passes the certification tests and is certified, it may be left energised, if agreed with the reconciliation participant. [clause 10.33(3) (possible clause amendment)]

201. An MEP may temporarily energise a new POC using a portable generator only:

    (a) after ensuring there are no safety issues;

    (b) if it is authorised to do so by the distributor responsible for the POC; and

    (c) if temporary energisation is required for testing the metering installation.

Transitional provisions

202. There are a number of transitional provisions to facilitate the implementation of the new Part 10. These are set out in clause 10.51 and include, amongst other things, the following:

    (a) a certification, as at 5 June 2013, of a metering installation as a category 1 metering installation that had interim certification under Part 10, continues until 1 April 2015;

    (b) a certification, as at 5 June 2013, of a metering installation as a category 6 metering installation, continues as a category 5 metering installation and otherwise in accordance with the terms of its certification;

(c) a certification, as at 5 June 2013, of a metering installation as any category other than a metering installation referred to in paragraphs (a) and (b), continues in accordance with the terms of its certification;

(d) a certification, as at 5 June 2012, of a metering component continues in accordance with the terms of its certification;

(e) an audit that was carried out under the Code by an auditor and which was completed immediately prior to 6 June 2013, continues to have effect;

(f) ATHs/approved test houses and auditors who were certified and approved under the Code immediately prior to 6 June 2013, remain certified and approved by the Authority in accordance with the terms and scope of the relevant certification;

(g) any dispute concerning a metering installation, metering data, raw meter data, and all related matters that were in existence immediately before 6 June 2013 remain in existence and may be resolved under clause 10.50;

(h) any Code breaches or alleged Code breaches will be dealt with by the Authority and the Rulings Panel under clause 10.50;

(i) a participant who is responsible for a metering installation under Part 10, immediately prior to 6 June 2013, must remain in compliance with the relevant provisions in relation to keeping raw meter data and records; and

(j) any metering installation tests or audits that were commenced before, but not completed by 6 June 2013, are not valid unless they are completed in compliance with the new Part 10.

Code Exemptions

203. In certain situations when an MEP cannot meet the provisions of the Code, the MEP can apply to the Authority for an exemption to the Code. The Authority has the ability to grant exemptions from complying with the Code under section 11 of the Act.

204. Exemptions cannot be backdated, and take on average three months to process.

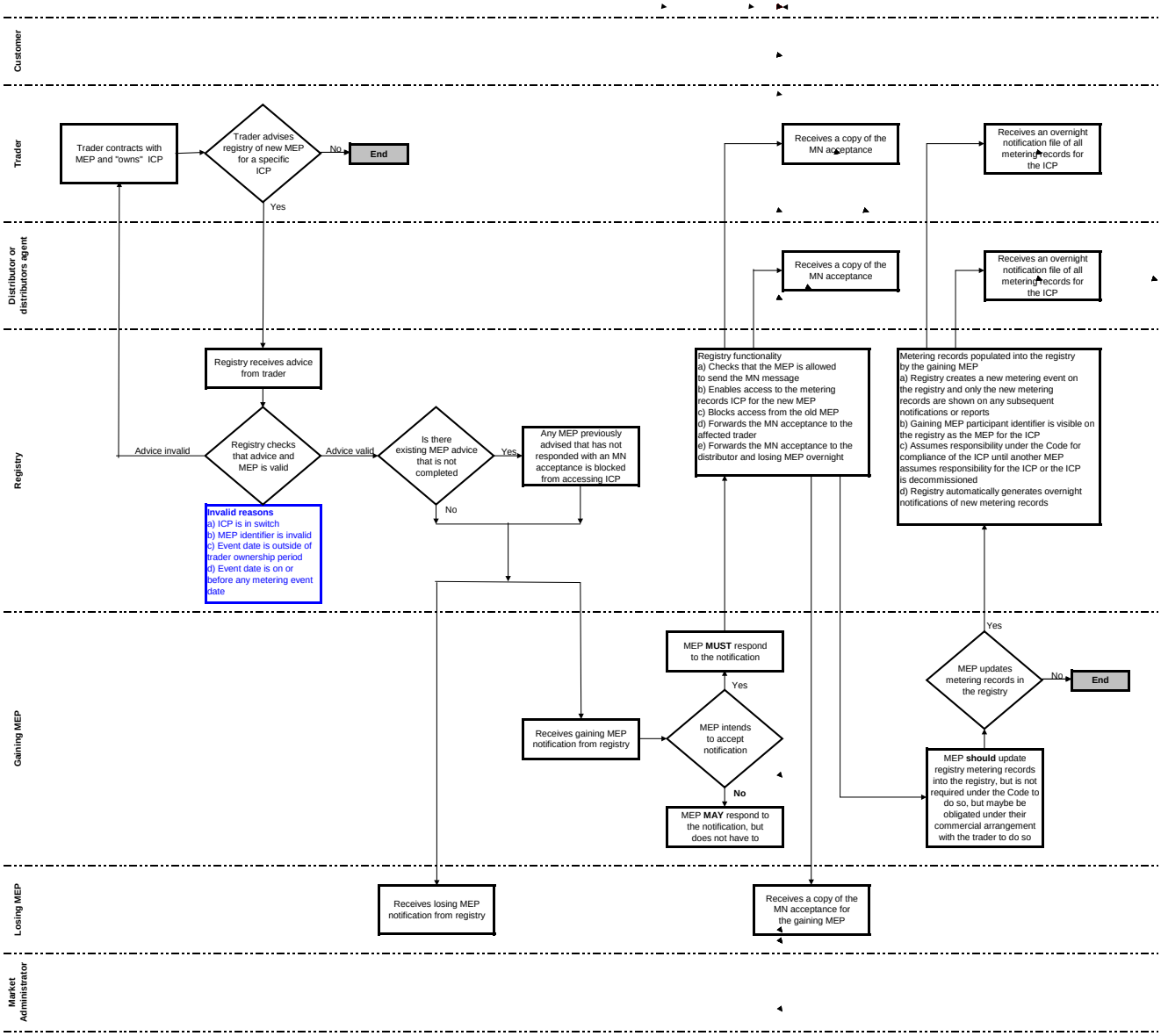
205. Some guidance about applying for an exemption together with a format for applying for an exemption is available on the Authority's web site at: http://www.ea.govt.nz/act-code-regs/code-regs/exemptions/information-on-applying-for-an-exemption/.

Appendix A

MEP switching flow diagram

MEP switching flow diagram

This flow diagram provides a general interpretation of the requirements in the Code. Participants should consider it against their own operations, and ensure their ongoing compliance with the Code

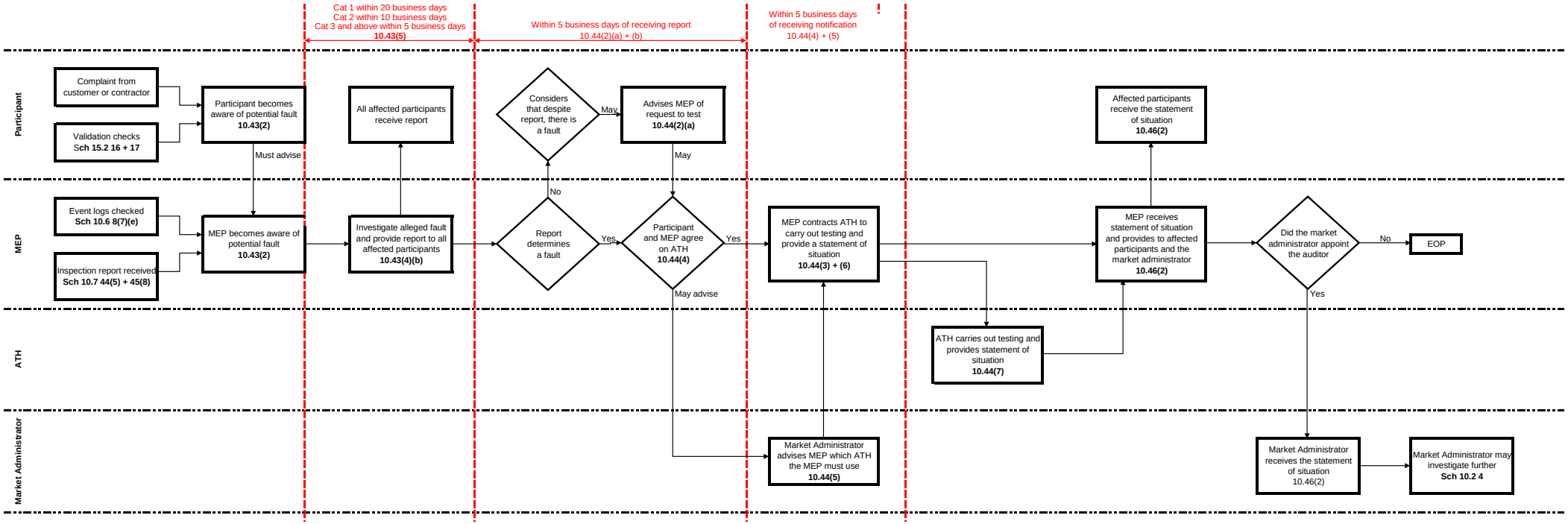


Appendix B

Process for handling faulty metering installations

Faulty metering installation flow diagram (22 June 2012)

This flow diagram provides a general interpretation of the requirements in the Code. Participants should consider it against their own operations, and ensure their ongoing compliance with the Code.



Appendix C MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
10	Subpart 1	10.9 (2)	**10.9 Demarcation of responsibility between metering equipment provider and reconciliation participant** "(2) A **metering equipment provider** is responsible for providing and maintaining the **services access interface**.
10	Subpart 1	10.13 (3)	**10.13 Electricity conveyed** "(3) A **metering equipment provider** must, for each **point of connection** at which it is the **metering equipment provider**, ensure that all **electricity** conveyed through the **point of connection** is measured by a **metering installation** or **metering installations**, in accordance with this Part.
10	Subpart 1	10.13 (4)	"(4) Despite subclause (3), a **metering equipment provider** is not required to measure **electricity** conveyed through a **point of connection** if the **electricity** is— "(a) **unmetered load**; or "(b) supplied by an **embedded generator** who has notified the **reconciliation manager** under clause 15.13.
10	Subpart 2	10.19	**10.19 Metering equipment provider** "(1) The **metering equipment provider** for each existing **category 1 metering installation**, or higher category, being used for an activity regulated under this Code on 6 June 2013, for a

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			point of connection— "(a) that is an **ICP** and not also an **NSP**, is the **participant**, or a **consumer**, who is identified in the **registry** as being the primary metering contact at 2400 hours on 5 June 2013: "(b) that is an **NSP** and not also a **point of connection** to the **grid**— "(i) is the **participant** who owns the **meter** for the **point of connection**: "(ii) if there is more than 1 **meter** for the **point of connection**, is the **participant** who is appointed by the **meter** owners for the **point of connection**, or failing agreement, appointed by the **market administrator**: "(c) to the **grid**, is the **participant** responsible for **metering** as set out in the **NSP** table on the **Authority's** website at 2400 hours on 5 June 2013. "(2) The **metering equipment provider** for each **category 1 metering installation**, or higher category, for a **point of connection**, other than a **point of connection** referred to in subclause (1) on or after 6 June 2013— "(a) that is an **ICP** and not also an **NSP**, is the person who advises the **registry** that it is the **metering equipment provider** under clause 1(1)(a)(ii) of Schedule 11.4: "(b) that is an **NSP** and not also a **point of connection** to the **grid**, is—

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			"(i) the **network** owner referred to in clause 10.25(2)(a)(i); or "(ii) if a person has contracted with the **network** owner under clause 10.25(2)(a)(ii), that person: "(c) that is a **point of connection** to the **grid**, is— "(i) the **participant** referred to in clause 10.26(7)(b); or "(ii) if a person has contracted with the **participant** responsible for providing a **metering installation** under clause 10.26(7)(b), that person.
10	Subpart 2	10.20.	"**10.20 Obligations of metering equipment provider** A **metering equipment provider** must— "(a) ensure that it is **audited** in accordance with all applicable requirements in this Part including Schedule 10.5; and "(b) comply with all of its obligations in this Code including the obligations under Schedules 10.6, 10.7 and 10.8.
10	Subpart 2	10.21	**10.21 When metering equipment provider's obligations come into effect** "(1) The obligations of a person who assumes responsibility, or is appointed to be responsible, as the **metering equipment provider**, under clauses 10.19(2) or 10.22, for a **metering installation** under this Part, commence,—

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			"(a) for an **ICP** that is not also an **NSP**, on the date that the **metering equipment provider** advises the **registry** under clause 1(1)(a)(ii) of Schedule 11.4; or "(b) for an **NSP**, on the effective date set out in the **NSP** table on the **Authority's** website. "(2) Despite subclause (1), if a person fails to become the **metering equipment provider** due solely to an administrative failure or similar reason, the **Authority** may determine the date that the person becomes the **metering equipment provider**.
10	Subpart 2	10.22	**10.22 Change of metering equipment provider** "(1) The **metering equipment provider** for a **metering installation** may change only if the **participant** responsible for ensuring there is a **metering installation** under clause 10.24, 10.25, or 10.26 enters into an arrangement with another person to become the **metering equipment provider** for the **metering installation** and— "(a) in the case of a **metering installation** for an **ICP** that is not also an **NSP**— "(i) the **trader** for the **metering installation** advises the **registry** of the gaining **metering equipment provider** in accordance with Part 11; and "(ii) the gaining **metering equipment provider** advising the **registry** that it accepts becoming the **metering equipment provider** (including the effective date from which the gaining **metering equipment provider** assumes its responsibility as **metering equipment provider** for the

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			metering installation) in accordance with Part 11; or "(b) in the case of a **metering installation** for an **NSP**, the **participant** responsible for the provision of the **metering installation** under clause 10.25 advises the **reconciliation manager** of the gaining **metering equipment provider**. "(2) The gaining **metering equipment provider** must, within 20 **business days** of assuming responsibility for a **metering installation** or a **metering component**, pay the losing **metering equipment provider** the proportion of the costs described in subclause (3). "(3) The costs payable under subclause (2) are those directly and solely attributable to the **certification** tests and **calibration** tests of the **metering installation** or a **metering component** from the period beginning on the date the gaining **metering equipment provider** assumes responsibility for the **metering installation** or the **metering component**, for the remainder of the **certification** validity period for the **metering installation** or the **metering component**.
10	Subpart 2	10.23	**10.23 Termination of metering equipment provider responsibility** "(1) Subject to subclause (2), a **metering equipment provider's** obligations for a **metering installation** terminate only when— "(a) for an **ICP** that is not also an **NSP**, the **metering equipment provider** changes under clause 10.22(1)(a), in which case the **metering equipment provider's** obligations terminate from the date set out in clause 10.21(1)(a); or "(b) for an **NSP**, the **metering equipment provider** changes under clause 10.22(1)(b),

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			in which case the **metering equipment provider's** obligations terminate from the date set out in clause 10.21(1)(b); or "(c) the **metering installation** is no longer required for the purposes of Part 15 and the **point of connection** for the **metering installation** has been **decommissioned**; or "(d) the **ICP** for the **metering installation** is converted to be used solely for **unmetered load** in accordance with this Code. "(2) Despite subclause (1), a **metering equipment provider** must either— "(a) comply with its continuing obligations, including record keeping obligations, which— "(i) are expressed in this Part as having minimum time periods, until that period expires; or "(ii) by their nature extend beyond the date or event referred to in subclause (1); or "(b) before its obligations terminate under subclause (1), enter into an arrangement with a **participant** to assume its obligations referred to in paragraph (a).
10	Subpart 2	10.26 (10)	**10.26 Responsibility for ensuring there is metering installation for point of connection to grid** "(10) A **metering equipment provider** must ensure that the quantity of **electricity** conveyed through a **point of connection** to the **grid** for which there is a **metering installation** for which it is responsible is measured using a **half-hour metering installation**.

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
10	Subpart 2	10.34	**10.34 Installation and modification of metering installations** "(1) This clause applies to each **metering installation**— "(a) proposed to be installed at a **point of connection** other than a **point of connection** to the **grid**; or "(b) at a **point of connection** other than a **point of connection** to the **grid**, which is proposed to be modified. "(2) A **metering equipment provider** must, if this clause applies, consult with and use its best endeavours to agree with the **distributor** and the **trader** for the **point of connection**, before the design of the **metering installation** is finalised, on the **metering installation's**— "(a) required functionality; and "(b) terms of use; and "(c) required interface format; and "(d) integration of the ripple receiver and the **meter**; and "(e) functionality for controllable load. "(3) Each **participant** involved in the consultation referred to in subclause (2) must—

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			"(a) use its best endeavours to reach agreement; and "(b) act reasonably and in good faith. "(4) If the **participants** referred to in subclause (2) cannot agree, within 20 **business days** of the **distributor** first being advised of the proposed new or modified **metering installation**, on the **metering installation's** requirements set out in subclause (2)(a) to (e)— "(a) an affected **participant** may refer the matter to the **Authority** under clause 10.50 by advising the **Authority**— "(i) that agreement has not been reached; and "(ii) of the identity of all affected **participants**; and "(iii) the reasons (if and to the extent known) why agreement was not reached; and "(b) the **Authority**— "(i) may, at its discretion, determine the **metering installation** requirements; and "(ii) must, if it determines the **metering installation** requirements,— "(A) do so in accordance with clause 10.50(4); and

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			"(B) advise each affected **participant** of the determination it has made.
10	Subpart 2	10.36	**10.36 Reconciliation participant to have arrangement with metering equipment provider** A **reconciliation participant**, before accepting responsibility to be the **reconciliation participant** for a **point of connection**, must enter into an arrangement with a **metering equipment provider**— "(a) for the **reconciliation participant** to provide the **metering equipment provider** with physical access to the **metering installation** for the **point of connection** and the premises at which it is situated; and "(b) arranging **de-energisation** if required by the **metering equipment provider** to enable the **metering equipment provider** to comply with its obligations under this Part; and "(c) for the **metering equipment provider** to provide the **reconciliation participant** with access at the **services access interface** to the **metering data** from the **metering installation** for the **point of connection,** in accordance with authorisation from— "(i) in the case of an **ICP**, the **consumer**; or "(ii) in the case of an **NSP**, the **network** owner.
10	Subpart 2	10.37	**10.37 Active and reactive measuring and recording requirements**

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			"(1) A **metering equipment provider** must ensure that each **half-hour metering installation** which is a **category 2 metering installation**, or higher category, **certified** after 6 June 2013 measures and separately records, in accordance with this Part,— "(a) if the measuring and recording requirement is for consumption only— "(i) import **active energy**; and "(ii) import **reactive energy**; and "(iii) export **reactive energy**; or "(b) if the measuring and recording requirement is for consumption and generation, or generation only— "(i) import **active energy**; and "(ii) export **active energy**; and "(iii) import **reactive energy**; and "(iv) export **reactive energy**. "(2) Despite subclause (1)(a)— "(a) each **metering installation**, for a **point of connection** to the **grid**, **certified** after 6 June 2013, must measure and separately record—

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			"(i) import **reactive energy**; and "(ii) export **active energy**; and "(iii) import **reactive energy**; and "(iv) export **reactive energy**; and "(b) the accuracy of each local service **metering installation** for **electricity** used in and by a **grid** substation must be within the applicable accuracy tolerances set out in Table 1 of Schedule 10.1.
10	Subpart 2	10.38	**10.38 Certification of metering installations** A **metering equipment provider** must— "(a) obtain and maintain **certification** in accordance with this Part— "(i) for each **metering installation** for which it is responsible; and "(ii) for each **metering component** in a **metering installation** for which it is responsible; and "(b) ensure that any tests required for **certification** under paragraph (a) are conducted in accordance with this Code including the obligations under Schedule 10.7 or 10.8 (whichever is applicable) by an **ATH** contracted by the **metering equipment provider**.

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
10	Subpart 2	10.39	"**10.39 Responsibility for metering infrastructure integration** A **metering equipment provider** must ensure that— "(a) for each **metering installation** for which it is responsible, an appropriately designed **metering infrastructure** is in place; and "(b) in each **metering installation** for which it is responsible,— "(i) each **metering component** is compatible with, and will not cause any interference with the operation of, any other **metering component** in the **metering installation**; and "(ii) collectively, all **metering components** integrate to provide a functioning system; and "(c) each **metering installation** for which it is responsible is correctly and accurately integrated within the associated **metering infrastructure**.
10	Subpart 2	10.43	**10.43 Metering installations that are inaccurate, defective, or not fit for purpose to be investigated** "(1) For the purposes of this clause and clauses 10.44 to 10.48, a **metering installation** is— "(a) accurate, if it is within the applicable accuracy tolerances set out in Table 1 of Schedule 10.1: "(b) inaccurate, if it is outside the applicable accuracy tolerances set out in Table 1 of

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			Schedule 10.1. "(2) A **participant** must comply with this clause and clauses 10.44 to 10.48 if— "(a) in the case of a **metering equipment provider**, it is advised under subclause (3)(a); or "(b) it becomes aware of an event or circumstance that leads it to believe a **metering installation** is or could be— "(i) inaccurate; or "(ii) defective; or "(iii) not fit for purpose. "(3) A **participant** referred to in subclause (2)(b), other than the **metering equipment provider** responsible for the **metering installation**, must— "(a) advise the **metering equipment provider** responsible for the **metering installation** that it has become aware of an event or circumstance that leads it to believe the **metering installation** is or could be— "(i) inaccurate; or "(ii) defective; or

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			"(iii) not fit for purpose; and "(b) include, with the advice (if and to the extent they are known), all relevant details. "(4) A **metering equipment provider** must, if it is advised under subclause (3)(a) or a **participant** referred to in subclause (2)(b), within the period set out in subclause (5),— "(a) investigate— "(i) if it is advised under subclause (3)(a), the event or circumstance that it is advised of; or "(ii) if it is a **participant** referred to in subclause (2)(b), the event or circumstance that leads it to believe the **metering installation** is or could be— "(A) inaccurate; or "(B) defective; or "(C) not fit for purpose; and "(b) complete, or arrange the completion of, a report that contains details of the **metering equipment provider's** investigation, its conclusion and the reasons for its conclusion; and "(c) provide the report to all affected **participants**.

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			"(5) The time period for the purposes of subclause (3) is as soon as reasonably practicable, but no later than— "(a) 20 **business days** after coming aware of the event or circumstance, for a **category 1 metering installation**: "(b) 10 **business days** after becoming aware of the event or circumstance, for a **category 2 metering installation**: "(c) 5 **business days** after becoming aware of the event or circumstance, for a category 3 or higher **metering installation**.
10	Subpart 2	10.44	**10.44 Metering installations that are inaccurate, defective or not fit for purpose to be tested** "(1) A **metering equipment provider** must, if a report provided under clause 10.43(4)(c) demonstrates that a **metering installation** for which it is responsible is inaccurate, defective, or not fit for purpose— "(a) arrange testing of the **metering installation** by an **ATH**; and "(b) arrange the provision of a statement of situation referred to in clause 10.46 by the **ATH**. "(2) If the report demonstrates that a **metering installation** is accurate, not defective, and fit for purpose, a **participant** who believes that the **metering installation** is inaccurate, defective, or not fit for purpose, may require testing of the **metering installation** by— "(a) advising the **metering equipment provider** responsible for the **metering**

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			installation, within 5 **business days** of receiving the report, of— "(i) its reasons for requiring testing; and "(ii) the scope of the testing required; and "(b) using its best endeavours to agree with the **metering equipment provider** on an **ATH** who will test the **metering installation** and provide a statement of situation under subclause (1). "(3) A **metering equipment provider** who has been advised under subclause (2)(a) that a **participant** believes that a **metering installation**, for which the **metering equipment provider** is responsible, requires testing, must arrange for an **ATH**— "(a) to test the **metering installation**; and "(b) to provide the **metering equipment provider** with a statement of situation under subclause (1)(b) within 5 **business days** of— "(i) becoming aware that a **metering installation** for which it is responsible may be inaccurate, defective, or not fit for purpose under subclause (1); or "(ii) reaching an agreement with the **participant** under subclause (2)(b). "(4) If the **metering equipment provider** and the **participant** requesting the test under subclause (2) cannot, within 5 **business days** of the **metering equipment provider** being advised under subclause (2)(a), agree on an **ATH**, either **participant** may advise the **market administrator**, including the reasons, if and to the extent known, why agreement was not

Part	Subpart or Schedule	Clause	Description
			reached. "(5) The **market administrator** must, within 5 **business days** of being advised under subclause (4), advise the **metering equipment provider** of the **ATH** that it must instruct to carry out the testing and to provide a statement of situation under subclause (1)(b). "(6) The **metering equipment provider** must instruct the **ATH** referred to in subclause (5) within 5 **business days** of being advised by the **market administrator**. "(7) The **metering equipment provider** must ensure that the **ATH**, as soon as practicable after being contracted under subclause (1) or subclause (5), carries out the required testing and delivers the statement of situation to the **metering equipment provider**. "(8) Despite anything else in this Code, a **participant** is in breach of this Code from when the tests carried out by an **ATH** under this clause demonstrate that a **metering installation** is— "(a) inaccurate; or "(b) defective; or "(c) not fit for purpose.
10	Subpart 2	10.45	**10.45 Investigation and testing costs** The **ATH's** costs incurred by the **metering equipment provider** under clause 10.44 must be borne by— "(a) the **metering equipment provider**, if the investigation or test demonstrates that the

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			metering installation is— "(i) defective; or "(ii) inaccurate; or "(iii) not fit for purpose; or "(b) the **participant** who required that the **metering installation** be investigated or tested, if the investigation or test demonstrates that the **metering installation** is— "(i) not defective; and "(ii) accurate; and "(iii) fit for purpose.
10	Subpart 2	10.46 (2)	**10.46 Statement of situation** "(2) A **metering equipment provider** must, within 3 **business days** of receiving the statement of situation, provide copies of it to the relevant affected **participants** and the **market administrator**.
10	Subpart 2	10.48	**10.48 Correction of defects and inaccuracies in raw meter data** "(1) A **participant** may, within 40 **business days** of receiving a statement of situation under clause 10.46(2), advise the **metering equipment provider** of any questions, or requests for clarification, it has in relation to the corrections needed to the **raw meter data** from the

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			metering installation. "(2) A **metering equipment provider** must, within 10 **business days** of being advised under subclause (1), respond in detail to the questions or requests for clarification. "(3) A **metering equipment provider** must, within 10 **business days** of being advised under subclause (1), advise the **reconciliation participant** responsible for providing **submission information** for the **point of connection**, of the correction factors referred to in clause 10.46(1)(h) and the period referred to clause 10.46(1)(i). "(4) The **reconciliation participant** must apply the correction factors advised under subclause (3), for the period advised under subclause (3), to the **raw meter data** to obtain more accurate information as required under clause 15.12.
10	Subpart 2	10.50.	**10.50 Dispute resolution** "(1) A **participant** must, in good faith, use its best endeavours to resolve any dispute with any other person about a matter dealt with in this Part. "(2) A **participant** may refer any dispute or failure to reach agreement within the required timeframe in this Part to the **Authority** for determination. "(3) A complaint may, if it is not resolved under subclause (1), or by determination of the **Authority** under subclause (2), be referred to the **Rulings Panel** in accordance with subpart 4 of Part 2 of the **Act** and the **regulations**, by the **Authority** or a **participant**. "(4) When determining a dispute, or failure to reach agreement, under subclause (2), the

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			Authority must do so in a way that— "(a) is consultative with the parties involved; and "(b) encourages the parties, where possible, to work together on matters that are agreed; and "(c) takes into account the costs to be borne by, and the benefits that would accrue to, the **participants** involved; and "(d) maximises the use of informal means to resolve the dispute or conclude an agreement. "(5) The existence of a dispute or failure to reach agreement does not excuse a **participant** from complying with this Code. "(6) A **participant's** obligations in this clause are subject to the **Act** and the **regulations**.
10	Schedule 10.2	-	
10	Schedule 10.3	7	"**7 Notification of cancellation, expiry, or revision of scope of ATH approval** "(1) The **Authority** must **notify** all **metering equipment providers** if— "(a) an **ATH's** approval expires and the **Authority** does not renew it: "(b) the **Authority** cancels an **ATH's** approval under clause 5:

MEP Guidelines Part 10, Subparts 1 and 2 Schedules 10.1-10.4			
Part	**Subpart or Schedule**	**Clause**	**Description**
			"(c) an **ATH's** approval is cancelled under clause 6(2) or (3)(a): "(d) the scope of an **ATH's** approval has been revised under clause 6(3)(b). "(2) The **Authority** must include with the **notification** under subclause (1) the date on which the approval expired or was cancelled, or the scope of the approval was revised. "(3) A **metering equipment provider notified** under subclause (1) must treat all **metering installations certified** by the **ATH** during the period during which it was not validly approved as being defective from the date **notified** under subclause (2) and follow the procedures set out in clauses 10.43 to 10.48. "(4) Despite subclause (3), the Authority may notify a metering equipment provider that the metering equipment provider must treat a metering installation certified by the ATH as being defective and follows the procedures set out in clauses 10.43 to 10.48.
10	Schedule 10.4	-	

Appendix D **MEP Guidelines Part 10 Schedule 10.5 Metering equipment providers—Audits**

MEP Guidelines Part 10 Schedule 10.5 Metering equipment providers—Audits			
Part	**Schedule**	**Clause**	**Description**
10	10.5	1	"**1 Metering equipment provider must ensure audits are carried out** "(1) A **metering equipment provider** must— "(a) ensure that an initial **audit** by an **auditor** under subclause (2) is completed— "(i) in the case of a **participant** who becomes a **metering equipment provider** on or after 6 June 2013, within 3 calendar months after the date on which the **metering equipment provider** first becomes a **metering equipment provider**; or "(ii) despite anything else in this Code, in the case of a **participant** who is a **metering equipment provider** immediately before 6 June 2013, by no later than 6 December 2013; and "(b) ensure that an **audit** of its compliance with this Part and Part 11 under subclause (2) is carried out within a period specified by the **Authority**, which period must be at least 3 months, but no more than 36 months, after the date of the **audit** report for the **metering equipment provider's** previous **audit**; and "(c) ensure that an **audit** under paragraph (a) or (b) is carried out in accordance with Schedule 10.2, with all necessary and consequential amendments; and "(d) ensure that the **auditor** includes in the **audit** report a recommendation on the date by which the **metering equipment provider** must have completed its next **audit** and **audit** report; and

MEP Guidelines Part 10 Schedule 10.5 Metering equipment providers—Audits			
Part	**Schedule**	**Clause**	**Description**
			"(e) provide the finalised **audit** report to the **Authority** within 1 month of the **audit** being completed, or within such other timeframe determined and **published** by the **Authority**; and "(f) pay the costs of an **audit** required under this clause in accordance with the terms of the applicable arrangement with the **auditor**. "(2) A **metering equipment provider** must ensure an **auditor** carrying out an **audit** under subclause (1) **audits** the following processes and procedures: "(a) the appropriate management and maintenance of each **metering installation** for which the **metering equipment provider** is responsible, including— "(i) maintenance of **metering records**; and "(ii) maintenance of **metering components**; and "(iii) **certification** of **metering components** and **metering installations**; and "(iv) **metering installations** that have been **certified** at a lower category; and "(v) inspections in accordance with this Code; and "(vi) investigations under clause 10.43; and "(b) the **metering equipment provider's** provision of **metering records** to— "(i) the **registry**; and

MEP Guidelines Part 10 Schedule 10.5 Metering equipment providers—Audits			
Part	**Schedule**	**Clause**	**Description**
			"(ii) the **reconciliation manager**; and "(c) the **metering equipment provider's** provision of access under this Part to authorised parties to— "(i) **raw meter data**; and "(ii) **metering records**; and "(iii) the **metering installation**; and "(d) the security of— "(i) each **metering installation** for which the **metering equipment provider** is responsible; and "(ii) if relevant, the **metering equipment provider's back office**; and "(iii) if relevant, the **communication** between the **metering equipment provider's back office** and the **metering installations**.
10	10.5	2	**2 Metering equipment provider audit reports** Despite anything in Schedule 10.2, a **metering equipment provider** must also ensure that the **auditor** includes in the final **audit** report under clause 1— "(a) any conditions that the **auditor** considers the **metering equipment provider** would need to satisfy for the **metering equipment provider** to comply with this Code, and any action the **metering equipment provider** has taken in respect of satisfying those

MEP Guidelines Part 10 Schedule 10.5 Metering equipment providers—Audits			
Part	**Schedule**	**Clause**	**Description**
			conditions; and "(b) a list of all contractors engaged by the **metering equipment provider** to perform the **metering equipment provider's** activities under this Part, and details of the obligations that each of those contractors perform.
10	10.5	3	"**3 Changes to metering equipment provider's facilities, systems, and processes** If a **metering equipment provider** intends to materially change any of its facilities, processes, or procedures, the **metering equipment provider** must, at least 10 **business days** before the change is to take effect,— "(a) advise the **Authority** of all relevant details of the change; and "(b) ensure that an **audit** of its facilities, processes, and procedures has been undertaken; and "(c) submit to the **Authority** an **audit** report confirming that the **metering equipment provider** will continue to meet its requirements under this Code after the change has been made.

Appendix E MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
10	10.6	1 (1)	**1 Metering equipment provider must provide access to raw meter data** "(1) A **metering equipment provider** must, within 10 **business days** of receiving a request from a **trader** with whom it has an arrangement to access **raw meter data** from a **metering installation** for which the **metering equipment provider** is responsible, give remote or on site access at the **services access interface** to the **trader** to collect, obtain, and use **raw meter data** from the **metering installation**. "(2) A **metering equipment provider** may, if it receives a request from a person with whom it has an arrangement, other than a **trader** under subclause (1), to access **raw meter data** from a **metering installation** for which the **metering equipment provider** is responsible, give remote or onsite access at the **services access interface** to the person to collect, obtain, and use **raw meter data** from the **metering installation**. "(3) A **metering equipment provider** must only give access to a **trader** under subclause (1), or a person under subclause (2), if the **trader** or person has entered into a contract to collect, obtain, and use the **raw meter data**, with the **consumer** whose **electricity** is measured or estimated, or whose load is controlled at the **metering installation**. "(4) A **metering equipment provider** must, within 10 **business days** of receiving a request from 1 of the following parties, give the party access to **raw meter data** from a **metering installation** for which it is responsible: "(a) a relevant **reconciliation participant** with whom it has an arrangement, other than a

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
			trader: "(b) the **Authority**: "(c) an **ATH**: "(d) an **auditor**. "(5) A party listed in subclause (4) may only request physical access to **raw meter data** for the purposes of exercising the party's rights and performing the party's obligations under this Code or any relevant **regulations** in connection with 1 or more of the following: "(a) the party's **audit** functions: "(b) the party's administration functions: "(c) the party's testing functions: "(d) the provision of **submission information** to the **reconciliation manager**. "(6) The **metering equipment provider** must provide a **trader** under subclause (1) or a party under subclause (4) with— "(a) the **raw meter data**; or "(b) any necessary facilities, codes, keys, or other means to enable the **trader** or party to access the **raw meter data** by the most practicable means.

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
			"(7) The **metering equipment provider** must, when complying with subclause (6), or when providing access to a person under subclause (2), use appropriate procedures to ensure that— "(a) the **raw meter data** is received only by— "(i) the **trader**, person, or party; or "(ii) a contractor to a trader, person, or party; and "(b) the security of the **raw meter data** and the **metering installation** is maintained; and "(c) access to **raw meter data** under subclauses (1) to (6) is limited to only the specific **raw meter data**— "(i) authorised by a contract described in subclause (3), in the case of a **trader** under subclause (1) or a person under subclause (2); or "(ii) required for the purposes of exercising the party's rights and performing the party's obligations under this Code or any relevant **regulations** in connection with the party's **audit**, administration, and testing functions, in the case of a party referred to in subclause (4). "(8) Nothing in this Part affects proprietary interests in **metering data**.
10	10.6	2	**2 Restrictions on use of raw meter data** "(1) A **metering equipment provider** must not give a **trader** under clause 1(1), a person under clause

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
			1(2), or a party under clause 1(3), access to **raw meter data** from a **metering installation** for which it is responsible, if to do so would, or would reasonably be expected to,— "(a) breach any regulatory or legal requirement; or "(b) prejudice the maintenance and monitoring of this Code, including the prevention, investigation, and detection of Code breaches and the right to a fair hearing before the **Authority** or the **Rulings Panel**; or "(c) result in the **metering equipment provider** breaching an obligation of confidentiality; or "(d) interfere with the privacy of a natural person; or "(e) create an improper gain or improper advantage for any **participant** or person; or "(f) commercially disadvantage the **metering equipment provider** or any other **participant** or person, in a material manner; or "(g) prejudice the future supply of **raw meter data** that is required by a **market operation service provider** to perform an obligation under this Code. "(2) A **metering equipment provider** must not limit or restrict a person's or party's right to access information from a **metering installation** for which the **metering equipment provider** is responsible, if the right of access is provided for in this Part.
10	10.6	3	"**3 Metering equipment provider must provide access to metering installation** "(1) A **metering equipment provider** must, within 10 **business days** of receiving a request from 1 of

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
			the following parties, arrange physical access to each **metering component** in a **metering installation** for which it is responsible: "(a) a relevant **reconciliation participant** with whom it has an arrangement, other than a **trader**: "(b) the **Authority**: "(c) an **ATH**: "(d) an **auditor**: "(e) a gaining **metering equipment provider**. "(2) A party listed in subclause (1) may only request physical access to a **metering component** in the **metering installation** for the purposes of exercising the party's rights and performing the party's obligations under this Code or any relevant **regulations** in connection with 1 or more of the following: "(a) the party's **audit** functions: "(b) the party's administration functions: "(c) the party's testing functions: "(d) the provision of **metering components**. "(3) The **metering equipment provider** must arrange for a party under subclause (1) to be provided with any necessary facilities, codes, keys, or other means to enable the party to obtain physical

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Part	**Schedule**	**Clause**	**Description**
			access to all **metering components** in the **metering installation** by the most practicable means. "(4) In complying with subclause (3), the **metering equipment provider** must use appropriate procedures to ensure that— "(a) the security of the **metering installation** is maintained; and "(b) physical access to the **metering installation** under subclause (1) is limited to only the physical access required for the purposes of exercising the party's rights and performing the party's obligations under this Code or any relevant **regulations** in connection with the party's **audit**, administration and testing functions. "(5) If a party referred to in subclause (1) requires urgent physical access to a **metering installation**, it must advise the relevant **metering equipment provider**, giving all relevant particulars of the physical access required and the reason for the urgency, and the **metering equipment provider** must use its best endeavours to arrange physical access in accordance with the requested urgency.
10	10.6	4	"**4 Metering equipment provider record keeping and documentation** "(1) A **metering equipment provider** must— "(a) for each **metering installation** for which it is responsible, keep accurate and complete records as specified in Table 1 of Schedule 11.4; and "(b) for each **metering installation** for which it is responsible other than an **interim certified metering installation**, keep accurate and complete records of— "(i) the **certification** expiry date of each **metering component** in the **metering**

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
			installation; and "(ii) all equipment used in relation to the **metering installation**, including serial numbers and details of the manufacturer; and "(iii) the manufacturer's, or if different the most recent, test certificate for each **metering component** in the **metering installation**; and "(iv) the **metering installation** category for the **metering installation**; and "(v) all **certification reports** and **calibration reports** showing dates tested, tests carried out and test results for all **metering components** in the **metering installation**; and "(vi) the contractor who installed each **metering component** in the **metering installation**; and "(vii) the **certification sticker**, or equivalent details, for each **metering component** that is **certified** under Schedule 10.8 in the **metering installation**; and "(viii) seal identification information under clause 47 of Schedule 10.7 relating to the **metering installation**; and "(ix) any **compensation factors** applicable; and "(x) the owner of each **metering component** within the **metering installation**; and "(xi) any applications installed within each **metering component** within the **metering**

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
			installation; and "(xii) the signed inspection report under clause 44 of Schedule 10.7, confirming that the **metering installation** continues to comply with the requirements of this Part. "(2) A **metering equipment provider** must, within 10 **business days** of receiving a request from a **participant** for a signed inspection report prepared under clause 44 of Schedule 10.7, make a copy of the report available to the **participant**. "(3) A **metering equipment provider** must keep **metering records** relating to— "(a) a **metering component** in a **metering installation** for which it is responsible, for at least 48 months, after the **metering component** is removed from the **metering installation**; and "(b) a **metering installation** for which it is responsible, for at least 48 months after the date on which the **metering installation** is **decommissioned**.
10	10.6	5	"**5 Metering equipment provider to provide access to metering records** "(1) A gaining **metering equipment provider** may request that a losing **metering equipment provider** provide it with access to **metering records** required for the gaining **metering equipment provider** to exercise its rights and perform its obligations under this Code or any relevant **regulations** in connection with its respective **auditing**, administration and testing functions. "(2) The losing **metering equipment provider** must, within 10 **business days** of receiving a request under subclause (1), provide the gaining **metering equipment provider** with—

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Part	**Schedule**	**Clause**	**Description**
			"(a) the **metering records**; or "(b) any necessary facilities, codes, keys or other means to enable the party to obtain access to the **metering records** by the most practicable means. "(3) In complying with subclause (2), the losing **metering equipment provider** must use appropriate procedures to ensure that— "(a) the **metering records** are received only by the gaining **metering equipment provider** or its contractor; and "(b) the security of the **metering records** is maintained; and "(c) it only provides access to the specific **metering records** required for the purposes of the gaining **metering equipment provider** exercising its rights and performing its obligations under this Code or any relevant **regulations** in connection with its **auditing**, administration and testing functions.
10	10.6	6	**6 Provision of metering records when ATH recertifying metering installation** "(1) This clause applies if— "(a) a **metering equipment provider** contracts with an **ATH** to **recertify** a **metering installation** for which the **metering equipment provider** is responsible; and "(b) the **ATH** did not perform the previous **certification** of the **metering installation**. "(2) If this clause applies, the **metering equipment provider** must provide, no later than 10 **business**

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Part	**Schedule**	**Clause**	**Description**
			days after the effective date of the contract, provide the **ATH** with a copy of all relevant **metering records**.
10	10.6	7	"7 **Metering equipment provider must use participant identifier** "(1) A **metering equipment provider** must— "(a) ensure that it has a unique **participant identifier** for its activities as **metering equipment provider** under this Code; and "(b) use its **participant identifier**, if required under this Code, to correctly identify its information. "(2) A **metering equipment provider** must apply to the **Authority** in the **prescribed form** for a **participant identifier** at least 5 **business days** before the **metering equipment provider** requires the **participant identifier**. "(3) The **Authority** may change a **metering equipment provider's participant identifier**. "(4) If the **Authority** changes a **metering equipment provider's participant identifier**— "(a) it must advise the **metering equipment provider** at least 3 months before the date on which the change takes effect; and "(b) the new **participant identifier** becomes effective from the date advised under paragraph (a).

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Part	**Schedule**	**Clause**	**Description**
10	10.6	8 (1)	**8 Electronic interrogation of metering installation** "(1) This clause applies when **raw meter data** can only be obtained from a **metering equipment provider's back office**. "(2) A **metering equipment provider** must— "(a) ensure that the **interrogation** cycle for each **metering installation** that it electronically **interrogates** does not exceed the maximum **interrogation** cycle in the **registry**; and "(b) **interrogate** a **metering installation** for which it is responsible at least once in each maximum **interrogation** cycle in the **registry**; and "(c) when electronically **interrogating** a **metering installation**, ensure that the **interrogation** and processing system electronically monitors and corrects its internal clocks against a time source with a verifiable standard, at a frequency sufficient, and no longer than 1 week, to ensure the internal clock is accurate, when carrying out an **interrogation**, to within ±5 seconds of— "(i) **New Zealand standard time**; or "(ii) **New Zealand daylight time**. "(3) A **metering equipment provider** must, for each **metering installation** for which it is responsible, record in the **interrogation** and processing system logs, the time, the date, and the extent of any change in the internal clock setting in the **metering installation**. "(4) A **metering equipment provider** must ensure that a **data storage device** in a **metering**

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
			installation for which it is responsible for **interrogating** does not exceed the maximum time error set out in Table 1 of subclause (7). "(5) A **metering equipment provider** must, when **interrogating** a **metering installation**,— "(a) compare the time on the internal clock of the **data storage device** with the time on the **interrogation** and processing system clock; and "(b) calculate the time error for the **data storage device**; and "(c) if the time error calculated under paragraph (b) is equal to or less than the applicable time error set out in Table 1, correct the clock of the **data storage device**; and "(d) if the time error calculated under paragraph (b) is greater than the applicable time error set out in Table 1,— "(i) correct the clock of the **data storage device**; and "(ii) compare the time of the clock with the time of the **interrogation** and processing system clock; and "(iii) advise the affected **reconciliation participant** for the **point of connection**, within 5 **business days** of correcting the clock, of any affected **raw meter data**; and "(iv) comply with the requirements of clause 10.43; and "(d) download the **event log**; and "(e) check the **event log** for evidence of malfunctioning or tampering and if this is detected,

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
			carry out the appropriate requirements of this Part. "**Table 1: Maximum permitted time errors (see below)** "(6) The **metering equipment provider** must, when **interrogating** a **metering installation**, ensure that all **raw meter data** downloaded as part of the **interrogation**, and used for submitting information for the purposes of Part 15, is archived— "(a) for no less than 48 months after the **interrogation** date; and "(b) in a form that cannot be modified without an **audit** trail being created; and "(c) in a form that is secure and prevents access by any unauthorised person; and "(d) in a form that is accessible to authorised personnel. "(7) A **metering equipment provider** must, when **interrogating** a **metering installation**,— "(a) ensure that for all **metering information**, an **interrogation** log is generated by the **interrogation** software to record details of each **interrogation**; and "(b) review the **event log** either manually or by an automated software function which flags exceptions; and "(i) take appropriate action taken where problems are apparent; and "(ii) pass relevant **event log** entries to the **reconciliation participant** for the **metering installation**; and

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Part	**Schedule**	**Clause**	**Description**
			"(c) ensure that the **interrogation** log forms part of the **interrogation audit** trail and contains the following as a minimum: "(i) the date of **interrogation**; and "(ii) the time of commencement of **interrogation**; and "(iii) the operator of the **interrogation** system identification (where available); and "(iv) the unique identifier of the **data storage device** being **interrogated**; and "(v) any clock errors outside the range specified in Table 1 of subclause (5); and "(vi) the method of **interrogation**; and "(vii) the identifier of the reading device used for **interrogation** (if applicable). "(8) Subclause (9) applies when— "(a) a **metering equipment provider interrogates** a **half-hour metering installation** which is a **category 1 metering installation**; and "(b) the **certifying ATH** confirmed, as a part of the **metering installation's** most recent **certification**, that the **metering equipment provider's back office** processes include, for each **interrogation** cycle, a comparison of the difference in the increment in the **meter** registers to the **half-hour metering raw meter data**. "(9) When this subclause applies, the **metering equipment provider** must ensure that each electronic **interrogation** of the **metering installation** that retrieves **half hour metering information**

MEP Guidelines Part 10 Schedule 10.6 Metering equipment provider ongoing obligations and functions			
Part	**Schedule**	**Clause**	**Description**
			compares that information against the increment of the **metering installation's** accumulating **meter** registers.
10	10.6	9	"**9 Contracting with ATH** A **metering equipment provider** must, when contracting with an **ATH** in relation to the required activities for the **certification** of a **metering installation** for which it is responsible, ensure that an **ATH** contracted to perform work under this Part has the appropriate scope of approval for such work.

"**Table 1: Maximum permitted time errors**

Metering installation category	Half-hour metering installations (seconds)	Non half-hour metering installations (seconds)
1	±30	±60
2	±10	±60
3	±10	NA
4	±10	NA
5	±5	NA

Appendix F MEP Guidelines Part 10, Schedule 10.7 and 10.8

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
10	10.7	1	"**1** **Maintenance and repair of metering installations** "(1) A **metering equipment provider** must comply with subclause (2)— "(a) for each **metering installation** for which it is responsible; and "(b) for each **metering component** in a **metering installation** for which it is responsible. "(2) A **metering equipment provider** must ensure that— "(a) it carries out regular maintenance, including battery monitoring and replacement, in accordance with the applicable requirements in the **metering records**; and "(b) it carries out all necessary repairs; and "(c) if it is not possible to repair a **metering installation** or **metering component** so that it complies with the applicable requirements in this Part, it is— "(i) replaced with a **metering installation** or **metering component** that complies with the applicable requirements in this Part; or "(ii) in the case of a **metering installation**, **decommissioned**; and "(d) it documents in the **metering records** all maintenance, repair, or replacements it carries out at the time it carries out the maintenance, repairs, or replacement.

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
10	10.7	2	**2 Design reports for metering installations** "(1) A **metering equipment provider** must obtain a design report under this clause for— "(a) a proposed new **metering installation** for which it will be responsible, before it installs the **metering installation**; and "(b) a modification to an existing **metering installation** for which it is responsible before the modification commences. "(2) The **metering equipment provider** must ensure that a design report is prepared by a person with an appropriate level of skill, expertise, experience, and qualification. "(3) The **metering equipment provider** must ensure that a design report includes— "(a) a schematic drawing of the **metering installation** for use by an **ATH**; and "(b) details of the configuration scheme that programmable **metering components** are to include; and "(c) confirmation that the configuration scheme has been approved by an **approved test laboratory**; and "(d) the maximum **interrogation** cycle specified in clause 36(4); and "(e) any **compensation factor** arrangements; and "(f) the method of **certification** required under this Part to be used for the **metering**

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			installation; and "(g) the name and signature of the person who prepared the design report and the date on which it was signed. "(4) The **metering equipment provider** must provide the design report to the **certifying ATH** before the **ATH** installs or modifies— "(a) the **metering installation**; or "(b) a **metering component** in the **metering installation**.
10	10.7	4	"**4 Metering equipment provider obligations** "(1) A **metering equipment provider** must, for each **metering installation** for which it is responsible,— "(a) ensure that the measured error and **uncertainty** does not exceed the maximum permitted error set out in Table 1 of Schedule 10.1 for the **certification** methodology to be used and the category of the **metering installation**; and "(b) ensure that the design of the **metering installation**, including its **data storage device** and **interrogation** system, will ensure that the smallest possible increment in the energy value of the **raw meter data** is within the required maximum permitted error set out in Table 1 of Schedule 10.1. "(c) comply with the requirements applying to the **metering equipment provider** in the design report provided under clause 2; and

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			"(d) ensure that the **metering installation** complies with— "(i) the design report provided under clause 2; and "(ii) this Part. "(2) A **metering equipment provider** must ensure that, for each **metering installation** for which it is responsible for an **ICP** that is not also an **NSP**,— "(a) the **metering installation** configuration does not use subtraction to determine **submission information** used for the purposes of Part 15; and "(b) which is a category 3, or higher **metering installation**, is a **half-hour metering installation**. "(3) A **metering equipment provider** must ensure that, for each **metering installation** for which it is responsible for an **NSP** that is not a **point of connection** to the **grid**,— "(a) the **metering installation** configuration does not use subtraction to determine **submission information** used for the purposes of Part 15; and "(b) it is a **half-hour metering installation**. "(4) A **metering equipment provider** must, for each **metering installation** for which it is responsible, provide an appropriate **metering installation** having regard to the physical and electrical characteristics of the **point of connection**.
10	10.7	6 (1)	"**6 Determination of metering installation incorporating current transformer to be lower**

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			category "(1) An **ATH** may, when determining the category of a **metering installation** under clause 5(a), determine under subclause (2) that the category is lower than would otherwise be the case under clause 5(a), only in 1 of the following circumstances: "(a) if a protection device, including a fuse or a **circuit breaker**, is installed that limits the maximum current of the **metering installation**; or "(b) if the **metering equipment provider**, acting reasonably on the basis of historic **metering data**, believes that the maximum current to be conveyed through the **point of connection** will, at all times during the intended **certification** period, be lower than the current setting of the protection device for the category for which the **metering installation** is currently **certified**; or "(c) if the **metering installation** uses less than 0.5 GWh in any 12 month period; or "(d) if the **metering equipment provider** acting reasonably on the basis of historic **metering data** believes that the **metering installation** (including, for example, a **metering installation** for an emergency fire pump or flood pump) will use less than 0.5 GWh in any 12 month period. "(2) If an **ATH** determines the category of a **metering installation** under— "(a) subclause (1)(a), the **ATH** must, when **certifying** the **metering installation**, determine the category of the **metering installation** by reference to the maximum current setting of the protection device. The **ATH** must, when doing so—

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			"(i) confirm the suitability and operational condition of the protection device; and "(ii) record, in the **metering records**, the rating and setting of the protection device; and "(iii) seal the protection device under clause 47; and "(iv) apply, if practicable, a warning tag to the seal under clause 47(6): "(b) subclause (1)(b), the **ATH** may, only if it considers it appropriate in the circumstances, at the request of the **metering equipment provider**, determine the **metering installation** category according to the **metering installation's** expected maximum current. If the **ATH** determines the category of a **metering installation** under this clause, then— "(i) the **metering equipment provider** responsible for the **metering installation** must, each month, obtain a report from the **participant interrogating** the **metering installation**, detailing the maximum current conveyed through the **point of connection** for the prior month. For the purposes of this subparagraph, the **ATH** must determine the maximum current from **raw meter data** from the **metering installation** by either calculation from the kVA by **trading period** if available, or from a maximum current indicator if fitted in the **metering installation**; and "(ii) if the **metering equipment provider** does not receive the report in any month, or the report demonstrates that the maximum current conveyed through the **point of connection**, at any time during the previous month, exceeded the maximum permitted current for the **metering installation** category as **certified**, **certification** for the **metering installation** is automatically cancelled from the date on which the **metering equipment provider** should have received the report, or the date on

Part	Schedule	Clause	Description
			which the **metering equipment provider** received the report: "(c) subclause (1)(c),— "(i) if the primary voltage is— "(A) less than 1kV, the **ATH** must determine the **metering installation** as category 2; or "(B) greater than or equal to 1kV, the **ATH** must determine the **metering installation** as category 3; and "(ii) the **metering equipment provider** responsible for the **metering installation** must, each month during the **certification** period, obtain a report from the **participant interrogating** the **metering installation** detailing the total kWh consumption of the **metering installation** for the prior 12 months; and "(iii) if the **metering equipment provider** does not receive the report in any month, or the report identifies that the **electricity** conveyed through the **point of connection** exceeded 0.5 GWh during the previous 12 month period, the **certification** for the **metering installation** is automatically cancelled from the date on which the **metering equipment provider** should have received the report, or the date on which the **metering equipment provider** received the report. "(3) The **ATH** must, before it determines a **metering installation** to be a lower category under this clause, visit the site of the **metering installation** to ensure that the installation is suitable for the **metering installation** to be determined to be a lower category. "(4) If an **ATH** determines a **metering installation** to be a lower category under this clause the

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			metering installation certification report must include all information required to demonstrate, as at the **certification** date, compliance with this clause.
10	10.7	14 (3) and (4)	**14** **Insufficient load for metering installation certification tests** "(3) A **metering equipment provider** must, for each **metering installation** for which it is responsible, and that is **certified** under this clause, obtain and monitor **raw meter data** from the **metering installation** at least once each calendar month during the period of **certification** to determine if load during the month is sufficient for a prevailing load test to be completed. "(4) Despite subclause (1), the **metering equipment provider** must, if **raw meter data** obtained under subclause (3) demonstrates, at any time, that there is sufficient **electricity** conveyed through the **point of connection** for a prevailing load test to be completed, ensure that the **certifying ATH** makes a subsequent visit to the **metering installation** as soon as practicable, but no later than 20 **business days** after the **metering equipment provider** has obtained the **raw meter data**, to carry out and complete the tests set out in Table 4 of Schedule 10.1.
10	10.7	14 (6)	"(6) If the tests referred to in subclause (4) demonstrate that the **metering installation** does not perform within the maximum permitted error set out in Table 1 of Schedule 10.1— "(a) the **metering installation certification** is automatically cancelled from the date of the tests; and “(b) the **certifying ATH** must advise the **metering equipment provider** of the cancellation within 1 **business day** of carrying out the tests; and "(c) the **metering equipment provider** must follow the procedure set out in clauses 10.43 to 10.48.

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
10	10.7	15	**15 Recertification programme** A **metering equipment provider** must have a **recertification** programme for all **metering installations** for which it is responsible to ensure that each **metering installation** is **recertified** prior to the expiry date of its then current **certification** if the **metering installation** is not **decommissioned**.
10	10.7	16 (1)	"**16 Recertification of group of category 1 metering installations by statistical sampling** "(1) A **metering equipment provider** may arrange for an **ATH** to **recertify** a group of **category 1 metering installations** for which the **metering equipment provider** is responsible using a statistical sampling process set out in subclause (2).
10	10.7	16 (2)	"(2) To **recertify** a group of **category 1 metering installations**, an **ATH** must— "(a) select a sample from the group, using a statistical sampling process— "(i) detailed in AS1284; or "(ii) that is approved and **published** by the **Authority**: "(b) **recertify** the group by **recertifying** each **metering installation** in the sample using the **fully calibrated certification** method: "(c) advise the **metering equipment provider** as soon as reasonably practicable, if the sample— "(i) meets the **recertification** requirements of this Part; or

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			"(ii) fails to meet the **recertification** requirements of this Part.
10	10.7	16 (5)	"(5) The **metering equipment provider** must, upon being advised under subclause (2)(c), update the **registry** in accordance with Part 11.
10	10.7	18	"**18** **Interim certification of category 1 metering installations** A **metering equipment provider** must ensure that each **category 1 metering installation** that is an **interim certified metering installation** on 5 June 2013 is **certified** under this Part by no later than 1 April 2015.
10	10.7	19 (1)	"**19** **Modification of metering installations** "(1) If a **metering installation** is modified, the **certification** of the **metering installation** is automatically cancelled with effect from— "(a) the date the modification began; or "(b) if the **metering equipment provider** responsible for the **metering installation** does not know the date in subclause (a), the date on which the **metering equipment provider** became aware of, or would reasonably have been expected to have become aware of, the modification.
10	10.7	20	"**20** **Cancellation of certification of metering installations** "(1) The **certification** of a **metering installation** is automatically cancelled on the date on which 1 of the following events takes place:

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			"(a) the **metering installation** is modified otherwise than under subclause 19(3) or 19(6): "(b) the **metering installation** is classed as outside the applicable accuracy tolerances set out in Table 1 of Schedule 10.1, defective or not fit for purpose under— "(i) this Part; or "(ii) any **audit**: "(c) an **ATH** advises the **metering equipment provider** responsible for the **metering installation** of— "(i) a **reference standard** or **working standard** used to **certify** the **metering installation** not being compliant with this Part at the time it was used to **certify** the **metering installation**; or "(ii) the failure of a group of **meters** in the statistical sampling **recertification** process for the **metering installation**; or "(iii) the failure of a **certification** test for the **metering installation**: "(d) the manufacturer of a **metering component** in the **metering installation** determines that the **metering component** does not comply with the standards to which the **metering component** was tested: "(e) an inspection of the **metering installation**, that is required under this Part, is not carried out in accordance with the relevant clauses of this Part: "(f) if the **metering installation** has been determined to be a lower category under clause 6 and

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			the maximum current conveyed through the **metering installation** at any time exceeds the current rating of its **metering installation** category as set out in Table 1 of Schedule 10.1: "(g) the **metering installation**— "(i) is **certified** under clause 14 and sufficient load is available for **full certification** testing; and "(ii) has not been retested under clause 14(4): "(h) a **control device** in the **metering installation certification** is, and remains for a period of at least 10 **business days**, bridged out under clause 35(1): "(i) the **metering equipment provider** responsible for the **metering installation** is advised by an **ATH** under clause 48(6)(b) that a seal has been removed or broken and the accuracy and continued integrity of the **metering installation** has been affected. "(2) A **metering equipment provider** must, within 10 **business days** of becoming aware that 1 of the events in subclause (1) has occurred in relation to a **metering installation** for which it is responsible, update the **metering installation's certification** expiry date in the **registry**.
10	10.7	23	"**23 Time keeping requirements** A **metering equipment provider** must, if a time keeping device that is not remotely monitored and corrected controls the switching of a **meter** register in a **metering installation** for which it is responsible, ensure that the time keeping device— "(a) has a time keeping error of not greater than an average of 2 seconds per day over a period

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Part	**Schedule**	**Clause**	**Description**
			of 12 months; and "(b) is monitored and corrected at least once every 12 months.
10	10.7	24 (3)	"**24 Compensation factors** "(3) A **metering equipment provider** must, for a **metering installation** in relation to which a **compensation factor** must be applied,— "(a) if the **metering installation** is for a **point of connection** that is an **NSP**, advise the **reconciliation participant** responsible for the **metering installation** of the **compensation factor** within 10 **business days** of the date on which the **metering installation** is **certified**; or "(b) in all other cases, advise the **registry** of the **compensation factor** in accordance with Part 11.
10	10.7	26 (1)	"**26 Requirements for metering installation incorporating meter** "(1) A **metering equipment provider** must ensure that each **meter** in a **metering installation** for which it is responsible is **certified** in accordance with this Part.
10	10.7	28 (1)	"**28 Requirements for metering installation incorporating measuring transformer** "(1) A **metering equipment provider** must ensure that each **measuring transformer** in a **metering installation** for which it is responsible is **certified** in accordance with this Part.
10	10.7	30 (1)	"**30 Other equipment using measuring transformer**

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Part	**Schedule**	**Clause**	**Description**
			"(1) A **metering equipment provider** must not permit a **measuring transformer**, in a **metering installation** for which it is responsible, to be connected to equipment used at any time for a purpose other than **metering**, unless it is not practical for the equipment to have a separate **measuring transformer**.
10	10.7	31 (2)	"**31 Measuring transformer burden and compensation requirements** "(2) A **metering equipment provider** must ensure that a change to, or addition of, a **measuring transformer** burden or **compensation factor** related to a **measuring transformer**, in a **metering installation** for which it is responsible, is only carried out by: "(a) the **ATH** who most recently **certified** the **metering installation**; or "(b) if the **metering installation** is for a **point of connection** to the **grid**, a suitably qualified person approved by both— "(i) the **metering equipment provider** responsible for the **metering installation**; and "(ii) the **ATH** who most recently **certified** the **metering installation**.
10	10.7	31 (4)	"(4) A **metering equipment provider** must, before it may approve the addition of, or change to, the burden or **compensation factor** of a **measuring transformer** in a **metering installation** for which it is responsible, consult with the **ATH** who carried out the most recent **certification** of the **metering installation**.
10	10.7	31 (5)	"(5) If the **metering equipment provider** approves the addition of, or change to, the burden or **compensation factor** under subclause (4), it must ensure that the **metering installation**, other than a **metering installation** for a **point of connection** to the **grid**, is **recertified** by an **ATH** for the

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Part	**Schedule**	**Clause**	**Description**
			addition of or change to the burden or **compensation factor** before the addition or change becomes effective.
10	10.7	32 (1)	"**32 Alternative certification requirements for metering installation incorporating measuring transformer** "(1) An **ATH** may, if it cannot comply with the requirements of clause 2 of Schedule 10.8 due solely to its inability to obtain physical access to test an installed **measuring transformer** in a **metering installation**, **certify** the **metering installation** for a period not exceeding 24 months, if— "(a) the **measuring transformer** has not previously been **certified** under this clause; and "(b) the **ATH** is satisfied, having made due enquiry, that— "(i) not testing and measuring the accuracy of the **measuring transformer** cannot affect the accuracy of the **metering installation**; and "(ii) the **metering installation** will comply with the applicable accuracy requirements as set out in Table 1 of Schedule 10.1; and "(c) the **ATH** has advised the **metering equipment provider** responsible for the **metering installation** that this clause applies; and "(d) the **metering equipment provider** has advised the **registry** of the **certification** under this clause. "(2) The **metering equipment provider** must, if a **metering installation** for which it is responsible has been **certified** under subclause (1),—

Part	Schedule	Clause	Description
			"(a) by no later than 10 **business days** after the date of **certification** of the **metering installation**, advise the **market administrator** in the **prescribed form** of— "(i) all relevant details of the **metering installation**; and "(ii) the reason or reasons why the **ATH** could not obtain physical access to the **measuring transformer**; and "(iii) the reason or reasons why the accuracy of the **metering installation** cannot be affected in a way that would be outside of the applicable accuracy requirements set out in Table 1 of Schedule 10.1; and "(iv) the **metering installation certification** expiry date; and "(b) respond, within 5 **business days**, to any requests from the **market administrator** for additional information; and "(c) ensure that all of the details are recorded in the **metering installation certification report**. "(3) If an **ATH certifies** a **metering installation** under subclause (1), the **metering equipment provider** responsible for the **metering installation** must take all steps to ensure that the **metering installation** is **certified**, before the **metering installation certification** expiry date referred to in subclause (2)(a)(iv), in accordance with all other applicable requirements of this Part. "(4) If the **market administrator** subsequently determines that the **ATH** could have obtained physical access to test an installed **measuring transformer** in the **metering installation**, the **metering installation** is defective and the **metering equipment provider** responsible for the **metering installation** must comply with clauses 10.43 to 10.48.

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
10	10.7	33 (1) (1) (1)	"**33** **Requirements for metering installation incorporating control device** "(1) A **metering equipment provider** must ensure that a **control device** is **certified** under this Part by an **ATH** before the **metering equipment provider** uses it, if: "(a) the **control device** is contained in a **metering installation** for which the **metering equipment provider** is responsible; and "(b) the **metering installation** is dependant on control signals for its operation; and "(c) the **metering equipment provider** uses the **control device** for any purpose under Part 15 to do either or both of the following: "(a) control a load: "(b) switch **meter** registers. "(1) A **metering equipment provider** must ensure that a **metering installation** for which it is responsible is **certified** under this Part by an **ATH** before the **metering equipment provider** uses it, if: "(a) the **metering installation** incorporates a **control device**; and "(b) the **metering installation** is dependant on control signals for its operation; and "(c) the **metering equipment provider** uses the **control device** for any purpose under Part 15 to do either or both of the following:

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Part	**Schedule**	**Clause**	**Description**
			"(a) control a load: "(b) switch **meter** registers. "(1) A **metering equipment provider** must ensure that a **control device**, contained in a **metering installation** for which it is responsible which is dependent on control signals for its operation, is **certified** in accordance with this Part by an **ATH** before the **metering equipment provider** uses the **control device** for any purpose under Part 15 to— "(a) control a load; or "(b) switch **meter** registers; or "(c) both control a load and switch **meter** registers.
10	10.7	34 (5)	"**34 Control device reliability requirements** "(5) The **metering equipment provider** must, as soon as reasonably practicable, and at least within 3 **business days** after being advised under subclause (3), advise the following parties of the **ATH's** determination, including all relevant details: "(a) the **reconciliation participant** for the **point of connection** for the **metering installation**; and "(b) the control signal provider.
10	10.7	36 (1)	"**36 Requirements for metering installation incorporating data storage device** "(1) A **metering equipment provider** must ensure that each **data storage device** incorporated in a

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Part	**Schedule**	**Clause**	**Description**
			metering installation for which it is responsible, is **certified** in accordance with this Part.
10	10.7	39	"**39 Changes to data storage device resident software, ROM, or firmware** "(1) A **metering equipment provider** must, if it proposes to change the resident software, ROM, or firmware of a **data storage device** installed in a **metering installation** for which it is responsible, ensure that, before the change is carried out, an **approved test laboratory**— "(a) tests and confirms that the integrity of the measurement and logging of the **data storage device** would be unaffected by the proposed change; and "(b) documents the methodology and conditions necessary to implement the proposed change; and "(c) advises the **ATH** that **certified** the **metering installation** of any change that would, or would be likely to, affect the accuracy of the **data storage device**. "(2) A **metering equipment provider** must, when implementing a proposed change described in subclause (1),— "(a) carry out the change in accordance with the documented methodology and conditions referred to in subclause (1)(b); and "(b) keep a list of **data storage devices** to which the change was made; and "(c) update the **metering records** for each **metering installation** referred to in subclause (1) with details of the change and the methodology referred to in subclause (1)(b).

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Part	**Schedule**	**Clause**	**Description**
10	10.7	40	"**40** **Communication equipment requirements** A **metering equipment provider** must ensure that the use of its **communication equipment** complies with the compatibility and connection requirements of any communication network operator to whose communication network the **metering equipment provider** has **communication equipment** connected.
10	10.7	44 (5)	"**44** **General inspection requirements** "(5) A **metering equipment provider** must, within 20 **business days** of receiving the inspection report,— "(a) undertake a comparison of— "(i) the information recorded under subclauses (2)(c) and (d); and "(ii) the information in its own records; and "(b) investigate and correct any discrepancies found under paragraph (a); and "(c) advise the **registry** of the relevant changes.
10	10.7	45	**45** **Category 1 metering installation inspection requirements** "(1) A **metering equipment provider** must ensure that— "(a) each **category 1 metering installation** for which it is responsible, other than an **interim certified metering installation** that is a **category 1 metering installation**, has been inspected by an **ATH** within the period set out in Table 1 of Schedule 10.1 starting from the

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Part	**Schedule**	**Clause**	**Description**
			date of the **metering installation's** most recent **certification**; or "(b) for each 12 month period commencing 1 January and ending 31 December, a sample, selected under subclause (2), of the **category 1 metering installations** for which it is responsible has been inspected by an **ATH** within the period set out in Table 1 of Schedule 10.1 starting the date of the earliest **certification** date of a **metering installation** in the group. "(2) A **metering equipment provider** must, for the purposes of subclause (1)(b), select a sample by— "(a) producing a list of all **ICP identifiers** of each **category 1 metering installation** for which it is responsible, other than **interim certified metering installations** that are **category 1 metering installations**; and "(b) removing from the list of **ICP** identifiers, any **ICP identifier** for a **metering installation** that has been **certified** or inspected in the previous 84 months from the date on which the list was produced; and "(c) identifying the applicable required sample size set out in Table 8 of Schedule 10.1, based on the number of **metering installations** identified in the list of **ICP identifiers** in paragraph (a); and "(d) randomly selecting a sample, of the size required under paragraph (c), from the list produced under paragraphs (a) and (b). "(3) A **metering equipment provider** must, before it carries out inspections under subclause (1)(b)— "(a) submit a documented process for randomly selecting a sample to the **Authority** at least 2

Part	Schedule	Clause	Description
			months before the first date on which it proposes to carry out the inspections; and "(b) provide promptly any other information or documentation the **Authority** may reasonably request. "(4) The **Authority** must, within 2 months of receiving the documented process under subclause (3), advise the **metering equipment provider** that the documented process— "(a) has been approved; or "(b) has not been approved, providing reasons. "(5) A **metering equipment provider** must not inspect a sample under this clause unless the **Authority** has approved the documented process. "(6) An **ATH** must, when carrying out an inspection of a **category 1 metering installation** and in addition to complying with clause 44, if relevant, check and confirm there is no difference between the volume of **electricity** recorded by the master accumulation register of a **data storage device**, and the sum of the **meter** registers. "(7) A **metering equipment provider** must, for each inspection of a **category 1 metering installation** conducted under subclause (1)(b), keep records that detail— "(a) any defects identified that have affected the accuracy or integrity of the **raw meter data** recorded by the **metering installation**; and "(b) any discrepancies identified under clause 44(5)(b); and "(c) relevant characteristics, sufficient to enable reporting that identifies any correlations or

Part	Schedule	Clause	Description
			relationships between inaccuracy and characteristics (for example the **meter** make, model, and **network** area, for each **metering installation**); and "(d) the procedure used, and the lists generated, to select a sample under subclause (2). "(8) A **metering equipment provider** must, if it believes that a **metering installation** that an **ATH** has inspected under this clause is or could be outside the applicable accuracy tolerances set out in Table 1 of Schedule 10.1, defective or not fit for purpose— "(a) comply with clause 10.43; "(b) arrange for an **ATH** to **recertify** the **metering installation** under this Schedule, if the **metering installation** is found to be— "(i) outside the applicable accuracy tolerances set out in Table 1 of Schedule 10.1; or "(ii) defective; or "(iii) not fit for purpose. "(9) A **metering equipment provider** must, by 1 April in each year, provide to the **Authority** a report in the **prescribed form** that states whether the **metering equipment provider** has, for the previous 1 January to 31 December period, arranged for an **ATH** to inspect each **category 1 metering installation** for which it is responsible— "(a) under subclause (1)(a), in which case the report must also include, in relation to the period— "(i) a list showing the **ICP identifier** for each **ICP** which has a **metering installation**

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			that was due for inspection, the dates by which the **metering installation** was due for inspection, and the date on which it was inspected; and "(ii) a summary of the instances of non-compliance of each **category 1 metering installation** inspected; and "(iii) the detailed records required under subclauses (7)(a) and (7)(b); or "(b) under subclause (1)(b), in which case the report must also include, in relation to the previous 1 January to 31 December period— "(i) the quantities of **metering installations** identified under subclause (2)(a) to (2)(c); and "(ii) a summary of the instances of non-compliance of each **category 1 metering installation** inspected; and "(iii) the detailed records required under subclauses (7)(a) and (7)(b). "(10) The **Authority** may, if it considers that the report provided under subclause (9) indicates that there is a statistically significant number of **metering installations** in the sample which are outside the applicable accuracy tolerances set out in Table 1 of Schedule 10.1, defective, or not fit for purpose, despite subclause (1)(b), advise the **metering equipment provider** that it must select another sample in accordance with subclause (3) and comply with the applicable requirements of this clause in respect of the sample. "(11) The **metering equipment provider** must select the additional sample under subclause (10), carry out the required tests and report to the **Authority** under subclause (9), within 40 **business days** of

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Part	**Schedule**	**Clause**	**Description**
			being advised by the **Authority** under subclause (10).
10	10.7	46 (1)	"**46** **Category 2 or higher metering installation inspection requirements** "(1) A **metering equipment provider** must ensure that each **category 2 metering installation**, or higher category, for which it is responsible is inspected by an **ATH** at least once within the applicable period set out in Table 1 of Schedule 10.1 starting from the date of the **metering installation's** most recent **certification**.
10	10.7	48 (4)	"**48** **Removal or breakage of seals** "(4) A **metering equipment provider** must, if it is advised under subclauses (1) or (3)— "(a) use all reasonable endeavours to ascertain— "(i) who removed or broke the seal; and "(ii) the reason for the removal or breakage; and "(b) arrange for an **ATH** to carry out, as soon as practicable, an inspection of the removal or breakage, and to determine any work required to remedy the removal or breakage.
10	10.7	48 (5)	"(5) A **metering equipment provider** must make the arrangements required under subclause (4)(b) within— "(a) 3 **business days** of being advised under subclauses (1) or (3), if the **metering installation** is category 3 or higher; or "(b) 10 **business days** of being advised under subclauses (1) or (3), if the **metering installation**

MEP Guidelines Part 10, Schedule 10.7 and 10.8			
Part	**Schedule**	**Clause**	**Description**
			is a **category 2 metering installation**; or "(c) 20 **business days** of being advised under subclauses (1) or (3), if the **metering installation** is a **category 1 metering installation**.
10	10.8	-	

Appendix G **MEP Guidelines Part 11**

MEP Guidelines Part 11			
Part	**Schedule**	**Clause**	**Description**
Part 11	?	11.8A	"**11.8A Metering equipment providers to provide registry metering records to registry** "(1) Subclause (2) applies to a **metering installation** that is— "(a) a **category 1 metering installation**, or higher category of **metering installation**; and "(b) for an **ICP** that is not also an **NSP**. "(2) A **metering equipment provider** must, for each **metering installation** described in subclause (1) for which it is responsible,— "(a) provide to the **registry** the **registry metering records** for the **metering installation** in the **prescribed form**; and "(b) update the **registry metering records** in accordance with Schedule 11.4.
Part 11	?	11.8B	"**11.8B Metering equipment provider audits** A **metering equipment provider** must— "(a) arrange for an **audit** of its **registry** processes and procedures under this Part; and "(b) ensure that an **audit** under paragraph (a) is carried out under Schedule 10.5 (with all necessary amendments)."
Part 11	?	11.18B	**1. 11.18B Metering equipment provider responsibility for metering installation for ICP** "(1) This clause applies to a **metering equipment provider** who assumes responsibility, or is appointed to be responsible, as the **metering equipment provider** for an **ICP**. "(2) The obligations under this Part, of a **metering equipment provider** to whom this clause applies— "(a) commence at the same time as the **metering equipment provider's** obligations under clause 10.21(1): "(b) terminate when the **metering equipment provider's** obligations under Part 10

MEP Guidelines Part 11			
Part	**Schedule**	**Clause**	**Description**
			terminate under clause 10.23. "(3) If an **ICP** is to be **decommissioned**, the **metering equipment provider** who is responsible for each **metering installation** for the **ICP** must, — "(a) if the **trader** is responsible for the **interrogation** of the **metering installation**, prior to the **decommissioning**, advise the **trader**, not less than 3 **business days** prior to the **decommissioning**, that the **trader** must, when the status of the **ICP** is changed to inactive in accordance with clause 19 of Schedule 11.1, as part of the **decommissioning** of the **ICP**, carry out a final **interrogation**; or "(b) if the **metering equipment provider** is responsible for the **interrogation** of the **metering installation**, when the status of the **ICP** is changed to inactive in accordance with clause 19 of Schedule 11.1, as part of the **decommissioning** of the **ICP**, arrange for a final **interrogation** to take place and provide the **raw meter data** to the **trader** that is recorded in the **registry** as being responsible for the **ICP**."
Part 11	Schedule 11.4	1	"**1 Metering equipment provider receives notification for ICP identifier** "(1) A gaining **metering equipment provider** must, within 10 **business days** of being advised by the **registry** under clause 11.18A,— "(a) if it intends to accept responsibility for each **metering installation** for the **ICP**— "(i) enter into an arrangement with the **trader**; and "(ii) advise the **registry** in the **prescribed form** that it accepts responsibility for each **metering installation** for the **ICP** and of the proposed date on which the **metering equipment provider** will assume responsibility for each **metering installation** for the **ICP**; or "(b) advise the **registry** in the **prescribed form** that it declines to accept responsibility for each **metering installation** for the **ICP**. "(2) The **registry** must, within 1 **business day** of a **metering equipment provider** advising under subclause (1)(b) that it declines to accept responsibility for each **metering installation** for the

MEP Guidelines Part 11			
Part	**Schedule**	**Clause**	**Description**
			ICP, advise the **trader** of the declinature. "(3) The **registry** must, within 1 **business day** of a gaining **metering equipment provider** advising of acceptance under subclause (1)(a), advise the following **participants** for the **ICP** of the acceptance and proposed date on which the gaining **metering equipment provider** will assume responsibility for each **metering installation** for the **ICP**: "(a) the **trader**; and "(b) the **distributor**; and "(c) if relevant, the losing **metering equipment provider**.
Part 11	Schedule 11.4	2	"**2 Gaining metering equipment provider to advise registry of registry metering records** If the **metering equipment provider** who is responsible for a **metering installation** for an **ICP** changes, the gaining **metering equipment provider** must, within 15 **business days** of becoming the **metering equipment provider** for the **metering installation**, advise the **registry** of the **registry metering records** for the **metering installation**.
Part 11	Schedule 11.4	3	"**3 Metering equipment provider to advise registry of changes to registry metering records** A **metering equipment provider** must advise the **registry** of the **registry metering records**, or any change to the **registry metering records**, for a **metering installation** for which it is responsible, no later than 10 **business days** following: "(a) the **livening** of an **ICP** that is not also an **NSP**: "(b) any subsequent change in any matter covered by the **metering records**.
Part 11	Schedule 11.4	6	"**6 Correction of errors in registry** "(1) A **metering equipment provider** must, by 0900 hours on the 13th **business day** of each **reconciliation period**, obtain the following information from the **registry**: "(a) a list of the **ICP identifiers** for the **ICPs** for the **metering installations** for which the

MEP Guidelines Part 11			
Part	**Schedule**	**Clause**	**Description**
			metering equipment provider is recorded in the **registry** as being responsible; and "(b) the **registry metering records** for each **ICP identifier** obtained under paragraph (a). "(2) A **metering equipment provider** must, as soon as reasonably practicable but not later than 5 **business days** after it obtains the information under subclause (1), compare the information obtained with its own records. "(3) If the **metering equipment provider** finds a discrepancy between the information obtained under subclause (1) and its own records, the **metering equipment provider** must, within 5 **business days** of becoming aware of the discrepancy,— "(a) correct its records that are in error; and "(b) advise the **registry** of any necessary changes to the **registry metering records**.
Part 11	Schedule 11.4	7	"**7 Metering equipment provider to provide registry metering records to registry** "(1) A **metering equipment provider** must, if required under this Part, provide to the **registry** the information indicated in Table 1 as being "Required", in the **prescribed form**, for each **metering installation** for which it is responsible. "(2) Despite anything to the contrary in this Code the **metering equipment provider** must— "(a) provide the information set out in Table 1 shown as being required for **interim certified metering installations** to the **registry** for all **category 1 metering installations** for which it is responsible; and "(b) ensure that the **registry metering records** provided in accordance with this clause are, for not less than 50% of the **category 1 metering installations** for which it is responsible, complete, accurate, not misleading or deceptive, and not likely to mislead or deceive, by no later than 1 October 2014; and "(c) ensure that the **registry metering records** provided in accordance with this clause are, for not less than 100% of the **category 1 metering installations** for which it is responsible, complete, accurate, not misleading or deceptive, and not likely to mislead or deceive, by no later than 1 April 2015.

MEP Guidelines Part 11			
Part	**Schedule**	**Clause**	**Description**
			"(3) The **metering equipment provider** must derive the information provided under subclause (2)(a) from— "(a) the **metering equipment provider's metering records**; or "(b) the **metering records** contained within the current **trader's** system.