

PART D - SUPPLY METER INSTALLATION

1 Introduction

1.1 This Part D sets out requirements in respect of the installation of meters and other equipment at Supply Meter Points.

1.2 For the purposes of the Code, in relation to a Supply Meter Point:

(a) the "Supply Meter Installation" is the meter and associated equipment and installations installed or to be installed at a Consumer's premises, which consists of the regulator, filters, valves, seals, mountings and associated pipework between the ECV and the Supply Meter. The Supply Meter Installation ends at the outlet port of the Supply Meter. A Supply Meter Installation includes any convertor (where installed pursuant to the Gas (Calculation of Thermal Energy) Regulations 1996) and Transporter Daily Read Equipment;

(b) the "Supply Meter" is the meter comprised in the Supply Meter Installation;

(c) "Meter Installation Works" means one or more of either the installation, testing, maintenance, repair, exchange or replacement of a Supply Meter Installation or any part thereof (but does not include meter reading). Where required, for either the first installation or the replacement of a Supply Meter, the Meter Installation Works shall include any pipe fittings and up to 1m of pipework required to connect the outlet of the Supply Meter to the Consumer's installation.

(d) a "Smart Meter" means:

(a) an energy meter that can both send and receive information using an external electronic communications network; or

(b) an energy meter and a device which is associated with or ancillary to that meter and which enables information to be sent to and received by the meter using an external electronic communications network;

and the expression "Smart Metering" is to be read accordingly.

(e) a "Meter Equipment Manager" has the same meaning as "Meter Asset Manager" and is a defined term in the REC.

(f) a "Meter Installer" is a person or body that undertakes "Meter Installation Works".

1.3 In this Part D and Part E:

(a) References to the Registered User in the context of a Supply Meter Installation or Supply Meter are to the Registered User of the Supply Meter Point at which it is installed.

(b) "IGE Meter Recommendation" means any recommendation or standard from time to time issued or updated by the Institute of Gas Engineers in respect of the nature, type, design, specification or manufacture of any Supply Meter Installation or part thereof (which do not form a part of the Code).

2 Supply Meter and other equipment

2.1 The Registered User shall (subject to Clause 3) secure that at each Supply Meter Point (other than a Supply Meter Point which has been Isolated) there is installed, operated, and maintained in proper working order, for registering the volume of gas offtaken from the Pipeline at the Supply Meter Point, a Supply Meter Installation:

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(a) complying with the requirements of Clause 2.2, and located at a point in accordance with Clause 2.3; and

(b) including such further equipment (including any convertor) as may be required in accordance with the further provisions of this Part D and Part E.

2.2 The Supply Meter Installation shall be of a type and standard of design and accuracy complying with, and shall be installed in compliance with, the IGE Meter Recommendations, the Gas (Meters) Regulations 1983, the Gas Safety (Installation and Use) Regulations 1998 and any other applicable Legal Requirement, as in force at the date of installation of the Supply Meter Installation, and shall be stamped in accordance with Section 17 of the Act.

2.3 The point at which the Supply Meter Installation is to be installed shall be such point as shall be required by or shall be in accordance with paragraph 5 of the Gas Code and the Gas Safety (Installation and Use) Regulations 1998.

2.4 For the avoidance of doubt, but without prejudice to the requirements of Clause 2.1, the Supply Meter shall be the meter referred to in the Gas Code, and may be provided and owned by a person and/or installed by a person other than the Registered User.

2.5 Nothing in this Part D or Part E prevents the Pipeline User from securing that a Supply Meter Installation conforms to higher standards than are (or provides any function in addition to what is) required pursuant to Clause 2.2.

2.6 As contemplated by the IGE Meter Recommendations, the design and specification of certain Supply Meter Installations (where required to be installed) will need to be agreed with the Pipeline Operator on a case-by-case basis.

2.7 Whenever a Supply Meter Installation is replaced or modified (other than by the Pipeline Operator pursuant to Clause 3) the Registered User shall provide to the Pipeline Operator such information concerning the replacement or modification in accordance with paragraph 4 of Section M of the UNC (as incorporated into Part E by Clause 2 of Part E).

2.8 Pipeline Users acknowledge that the Code does not contain provisions in respect of Sub Deduct Arrangements or Meter By-passes. Accordingly, each Pipeline User:

(a) agrees that in respect of each Supply Point of which it is the Registered User, it will take reasonable steps to ensure that no Sub Deduct Arrangement or Meter By-pass is installed at any such Supply Point without the Pipeline Operator's prior written consent;

(b) acknowledges that if a Sub Deduct Arrangement or Meter By-pass is installed that the Code will require to be modified.

2.9 For the purposes of Clause 2.8:

(a) a "Sub Deduct Arrangement" is an arrangement of pipes and meters by which a part of the gas which is conveyed by the Pipeline to premises for the purposes of supply to those premises is further conveyed to other premises for the purposes of supply to those other premises;

(b) a "Meter By-pass" is an installation by means of which the Consumer may divert the flow of gas so as not to pass through the Supply Meter and thereby secure the continued offtake of gas at the Supply Meter Point, in the event of any failure of part of the Supply Meter Installation which would impede the flow of gas through the meter.

2.10 Where a Smart Meter is installed at a Supply Meter Point or there are changes to the provision or existence of an Advanced Meter at a Supply Meter Point, the provisions of paragraphs 2.1.13 and/or 2.1.14 of Section M of the UNC shall apply.

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3 Provision by the Pipeline Operator

3.1 This Clause 3 applies where the Pipeline Operator provides or has provided (whether before or after the date of implementation of the Code) the Supply Meter Installation or any part of it.

Where the Pipeline Operator provides or has provided the Supply Meter Installation or any part of it and is acting in the role of Meter Equipment Manager or Meter Installer for the purposes of the REC, the Pipeline Operator will adhere to the requirements of the REC. The Pipeline User will represent the Supplier for the purposes of the REC and will provide all Meter Information received from the Pipeline Operator to the relevant Supplier.

3.2 Where this Clause 3 applies:

- (a) subject to paragraphs (d) and (e) and to Clauses 3.4 and 6.1, the Pipeline Operator will be responsible for securing (at its cost but subject as provided in this paragraph (a)) (on behalf of the Registered User) the installation (in accordance with Clause 2.2), maintenance, repair, exchange and replacement of the Supply Meter Installation or relevant part thereof provided by the Pipeline Operator, within a reasonable time after a request to do so and subject to payment of the charges (if any) in respect of the same provided for in the Transportation Statement or in the Metering Charges Statement;
- (b) the Customer Charge payable by the Registered User may include (in accordance with the Transportation Statement) a component in respect of the provision and maintenance of the Supply Meter Installation or relevant part of it provided by the Pipeline Operator (determined, insofar as the Transportation Statement provides for such determination, by reference to the nature of the Supply Meter Installation which is installed) or a separate charge in respect thereof may be provided in the Transportation Statement which shall in such event be payable by the Registered User in addition to the Customer Charge;
- (c) the Registered User shall secure that there are made available (without charge to the Pipeline Operator) at the Supply Point Premises:
 - (i) a suitable site (at a location complying with Clause 2.3) at the Supply Point Premises, and suitable support, protection and security, for the Supply Meter Installation;
 - (ii) supplies of power, water and drainage as appropriate for the Supply Meter Installation;
 - (iii) such access, at all reasonable times and in any event between 08:30 and 17:00 hours on any Business Day, to the Supply Point Premises as shall be required to enable the Pipeline Operator to carry out all Meter Installation Works required pursuant to paragraph (a);
- (d) the Registered User shall take all reasonable steps to secure that the Supply Meter Installation is not damaged or otherwise mistreated;
- (e) ownership of the Supply Meter Installation shall remain with the Pipeline Operator (or any person to whom the Pipeline Operator may transfer ownership); and the Registered User shall take all reasonable steps to secure that any notice to that effect affixed thereto by the Pipeline Operator shall not be removed or defaced;
- (f) the Pipeline Operator will ensure that following the carrying out of any Meter Installation Works in respect of a Supply Meter Installation, the Meter Information in respect of that Supply Meter Installation is, where appropriate, updated.

3.3 Nothing in Clause 3.2 requires the Pipeline Operator:

- (a) to replace any part of a Supply Meter Installation other than where such replacement is necessary as a result of the failure (including by reason of damage, normal wear or tear or defective design or manufacture) thereof;
- (b) to carry out any Meter Installation Works other than for the purposes of maintaining or repairing or (where required under paragraph (a)) replacing a Supply Meter Installation or part thereof provided by the Pipeline Operator;
- (c) except in the case of routine maintenance, to carry out any Meter Installation Works until reasonable notice has been given to the Pipeline Operator of the requirement for such works.

3.4 Meter Installation Works carried out by the Pipeline Operator for the purposes of maintaining, repairing or (where required having regard to Clause 3.3(a)) replacing any part of a Supply Meter Installation to which Clause 3 applies will not be Siteworks for the purposes of Part CV.

3.5 Any Meter Installation Works which any person may request the Pipeline Operator to carry out other than as required under Clause 3.2 including:

- (a) the provision of a Supply Meter Installation at a Supply Meter Point where the Pipeline Operator was not previously providing the Supply Meter Installation or at a New Supply Meter Point;
- (b) the provision of a new Supply Meter Installation at a Supply Meter Point where by reason of a change in the nature or extent of the Consumer's requirements for the supply of gas the existing Supply Meter Installation no longer complies with the requirements of Clause 2.2 and 2.3;

will be Siteworks subject to and in accordance with Part CV.

3.6 Nothing in this Part D prevents the Pipeline Operator from providing at the request of the Consumer or Supplier a Supply Meter Installation which conforms to higher standards than are (or provides any function in addition to what is) required pursuant to Clause 2.2, provided that (unless the Registered User has otherwise agreed) the amount of the Customer Charge or separate charge payable (as described in Clause 3.2(b)) by the Registered User will not thereby be increased.

3.7 Where as a result of any failure or defect any Supply Meter Installation provided by the Pipeline Operator gas cannot be offtaken from the Pipeline at the relevant Supply Meter Point, the Pipeline Operator will not be in breach (by reason thereof) of its obligation to make gas available for offtake from the Pipeline until:

- (a) written notice of such failure, defect or requirement has been given to the Pipeline Operator; and
- (b) the expiry after such notice of a reasonable period for the Pipeline Operator to carry out the required Meter Installation Works.

7 Updating Meter Information by Pipeline Operator

7.1 Where as a result of any Meter Installation Works undertaken (pursuant to Clause 3 or otherwise) by the Pipeline Operator in relation to a Supply Meter Point, the relevant Meter Information recorded in the Supply Point Register ceases to be accurate, the Pipeline Operator will after completing such works provide to the CDSP details of the amendment and the CDSP will send such details to the Registered User.

Where the Pipeline Operator provides or has provided the Supply Meter Installation or any part of it and is acting in the role of Meter Equipment Manager or Meter Installer for the purposes of the REC, the Pipeline Operator will adhere to the requirements of the REC. The Pipeline User will represent the Supplier for the purposes of the REC and will provide all updated Meter Information received from the Pipeline Operator to the relevant Supplier.

7.2 For the purposes of this Clause 7:

(a) references to a Supply Meter Point include a New Supply Meter Point, and accordingly references to a change in Meter Information includes the creation of initial Meter Information;

(b) relevant Meter Information is such Meter Information as is specified in the UK Link Manual;

(c) A Supply Meter Point will not be treated as one in relation to which the Pipeline Operator did not comply with Clause 7.1, where the Pipeline Operator was unable to comply with Clause 7.1 by reason of Force Majeure;

(d) In relation to any Supply Meter Point, any period within which the Pipeline Operator is to comply with Clause 7.1 runs from the Supply Point Systems Business Day after the relevant Meter Installation Works were completed.

7.3 The details referred to in Clause 7.1 shall be referred to as the "Meter Fit Report" and shall be provided by the Pipeline Operator to the CDSP:

(a) in the case where the Meter Installation Works were carried out at a New Supply Meter Point within 5 Supply Point Systems Business Days after the first Supply Point Registration Date following completion of the Meter Installation Works;

(b) in any other case within 5 Supply Point Systems Business Days after completion of the Meter Installation Works.

7.4 If in relation to any Registered User, the Pipeline Operator has not complied with the requirements in Clause 7.3 within 14 Supply Point Systems Business Days after in the case of the Clause 7.3(a) the first Supply Point Registration Date following completion of the Meter Installation Works and in the case of Clause 7.3(b) completion of the Meter Installation Works in respect of a Supply Meter Point, the Registered User will where it identifies the delayed sending of the Meter Fit Report to the CDSP, query with the Pipeline Operator as rejected within 5 Supply Point Systems Business Days of receipt from the CDSP.

7.5 The Pipeline Operator will respond to the Registered User within 10 Supply Point Systems Business Days of receipt of any asset rejected within the Meter Fit Report and will:

(a) provide an actual Meter Reading (at no cost to the Registered User) with a revised Meter Fit Report to the CDSP, the Meter Reading having been obtained no more than 5 Business Days prior to the provision of the Meter Fit Report; and

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(b) refund in accordance with Clause 7.6 any Transportation Charges paid from the original date the Supply Meter was installed to the date the revised Meter Fit Report was sent to the CDSP.

7.6 The amount payable by the Pipeline Operator in respect of a Supply Meter Point pursuant to Clause 7.5 shall be paid by the Pipeline Operator to the Registered User within 15 Supply Point Systems Business Days after the date on which the Pipeline Operator has provided the relevant Meter Fit Report to the CDSP.

7.7 The actual Meter Reading provided with the Meter Fit Report to the CDSP pursuant to this Clause 7 shall be treated as the Opening Meter Reading for the Supply Meter Point and any Opening Meter Reading subsequently provided by the Registered User shall be disregarded. If for any reason following the completion of Meter Installation Works undertaken by the Pipeline Operator, the Pipeline Operator does not have an actual Meter Reading in respect of a Supply Meter Point, the Pipeline Operator may provide the CDSP with an estimated Meter Reading and the CDSP will provide such estimated Meter Read to the Registered User (at no cost to the Registered User). This estimated Meter Reading may be based on an actual Meter Reading carried out at the cost of and on behalf of the Pipeline Operator in which case details of such Meter Reading shall also be provided to the Registered User via the CDSP and shall be treated as a Valid Meter Reading for the purposes of Part E. The estimated Meter Reading shall be regarded as the Opening Meter Reading for the relevant Supply Meter Point unless the Registered User is able to provide a more accurate estimate of the Meter Reading in which case the Registered User may substitute such estimate as the Opening Meter Reading for the estimate provided by the CDSP. The provisions of Part E14 shall be read in accordance with the provisions of this Clause 7.7.