

**Procedure for becoming an installer authorised to connect AMR equipment to National Grid owned Metering Equipment**

The initial request to become an authorised installer to connect AMR equipment to National Grid owned Metering Equipment should in the first instance be directed to National Grid's MAM, NGM (National Grid Metering), by one of the following methods:

**Email:** mpu.contractsetup@uk.ngrid.com

**Telephone:** 0121 4248249

**Post:** FAO: Suzanne Callington  
National Grid Metering Limited  
Sales Contract Team  
35 Homer Road,  
Solihull,  
West Midlands,  
B91 3QJ

providing the following information:

- Registered Company name
- Registered Company number
- Registered Company address
- Employer Liability and Public Liability Insurance documents
- Company representative name
- Full correspondence address with postcode
- Full billing address with postcode (if different from correspondence address)
- Telephone number
- Fax number
- Email address

To become an authorised installer the AMR Service Provider (ASP) is required to provide the above information to enable NGM to prepare contract documents. The Agreement also requires the ASP to hold adequate public liability cover. Please refer to clause 11.7 of the Agreement for details

On receipt of the above information NGM will carry out a credit status check of the ASP to determine the acceptable form of payment in respect of any AMR work which the ASP may request NGM to carry out on its behalf. Please note that in certain circumstances it may be necessary for works to be paid for in advance. The ASP will be advised of any requirement for credit support documentation.

.Following completion of a credit status check, NGM will then forward a copy of the "Agreement for the Connection of AMR Equipment to Metering Equipment" (the Agreement) for consideration.

NGM will provide the ASP with two engrossed copies of the Agreement on satisfactory completion of the credit rating and insurance checks.

Each engrossed copy of the Agreement should be signed and witnessed by the ASP, left undated, and both copies returned to NGM for final signature and dating to:

FAO: Suzanne Callington  
National Grid Metering Limited  
Sales Contract Team  
35 Homer Road,  
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Upon receipt NGM will countersign and date the Agreement and return one copy to the ASP at its registered Company Address. The ASP will then have authority to undertake AMR work in relation to National Grid owned Metering Equipment upon the terms of the Agreement.

Subsequent requests for NGM to undertake AMR Work or procure the carrying out of AMR Work on behalf of the ASP can be made by following the procedures in the document entitled "Procedure for requesting AMR Work from NGM to facilitate AMR connections to National Grid owned Metering Equipment" which can be found at National Grid's website <http://www.nationalgrid.com/uk/Metering/Publications/>

All signatories to the Agreement should be mindful of their responsibilities under IGE/GM7 – "Electrical connections and hazardous area classification for gas metering equipment" (2008). In essence it states that the first person to connect to a meter port must leave a port available to allow for someone else to connect its AMR equipment. Accordingly, in the event that the ASP finds National Grid owned Metering Equipment with AMR Equipment already connected to it with no available output port, the ASP is expected to resolve the issue by liaising with the original installer of that AMR Equipment without recourse to NGM.

NGM reserve the right to recover costs incurred if asked to make a site visit at the ASP's request.