

National Grid

Metering

Procedure for requesting Work from NGM to facilitate AMR Connections to National Grid owned Metering Equipment

Introduction

This document is provided for use by AMR Service Providers (ASPs) who are signatories to the “Agreement for the connection of AMR Equipment to Metering Equipment” (The Agreement), under which ASPs become authorised installers for connection of AMR Equipment to National Grid owned Metering Equipment.

A copy of the latest version of the Agreement can be found on National Grid Metering’s website.

This document describes how National Grid Metering (NGM), as National Grid’s MAM, can be requested by an ASP to undertake or procure the carrying out of certain Work on its behalf, and the terms upon which that Work will be carried out by NGM as referred to in Clause 6.3 of the Agreement.

When requesting NGM to carry out Work, ASPs are required to follow the procedure set out in this document. NGM may procure that Work is carried out by National Grid Gas plc “NGG”. All Works available from NGM are listed in Appendix 4.

Within this Procedure the term NG shall mean NGM or NGG as the context requires.

Any queries relating to this document should be directed to:

MPU Administration Team
National Grid Metering
4 Abbots Lane
Coventry
CV1 4AY

Tel No: 02476 286220

Email: box.ic.mpu@uk.ngrid.com

This version replaces the document entitled “National Grid Metering Limited Meter Pulse Utilisation (MPU) Access for National Grid owned Meters and Associated Equipment” (Ref TMS/PR/MPU01 first published Nov 2006). This document may be revised from time to time at NGM’s website at www.nationalgrid.com/uk/Metering/Publications/

Procedures for facilitating AMR Connection to National Grid owned Metering Equipment

The categories of Work which an ASP may request NG carry out on its behalf can be found in Appendix 4. These may change from time to time and any changes will be published on NGM's website.

However, when an ASP identifies National Grid owned Metering Equipment to which it wishes to connect AMR Equipment, it is expected to visit the site to investigate whether it is able to self install its AMR Equipment without recourse to NGM.

Self Connection of AMR Equipment by ASP (MPU01)

As a signatory to the Agreement as an authorised installer, the ASP may connect AMR Equipment to National Grid owned Metering Equipment without pre-notifying NGM. However, following connection, the ASP is required to provide a connection certificate to NGM within 10 working days of the connection being made.

When making the connection, the ASP should pay particular attention to Clause 4.5 of the Agreement, which states "The ASP shall not at any time dismantle or open up Relevant Metering Equipment (including without limitation a Converter) without the prior written consent of the MAM".

AMR Works required to enable AMR connection (MPU02, MPU03 and MPU06)

Where the ASP requires NG to carry out Work under any of these categories, it should submit an MPU Connection Installation Request form to NGM giving 15 working days notice. (A copy of the form can be found in Appendix 2).

NGM will acknowledge receipt within D+1, providing a unique reference number to the request and NGM will notify the ASP whether the Work is to be carried out by NGM or NGG. If NGM fails for whatever reason to so notify the ASP, the work will be carried out by NGG.

All and any Work carried out by NG is carried out upon and subject to the terms and conditions set out in the Schedule attached to this document and which can also be found at National Grid's website www.nationalgrid.com/uk/Metering/Publications/

NG will aim to carry out the requested work within D+15. If for any reason NG is unable to meet this timescale it will contact the ASP to agree a revised date.

Once NG has completed the work, the ASP is required to provide NGM with a connection certificate (a copy of the form can be found in Appendix 1) within 10 working days of connection being made.

If NG has been unable to complete the requested Work as planned, it will advise the ASP and the Work will be suspended pending consultation between the parties in order to resolve the issue. If after 7 working days NG remains unable to complete the requested Work, the request will be cancelled and the ASP will be advised accordingly.

Quotations process for AMR works to enable AMR connection

To enable NGM to provide a quote for requested Work, the MPU Connection Installation Request form submitted by the ASP must be populated with all relevant known details concerning the site, including details of any other connections.

Once NGM has acknowledged receipt of the request it will provide a quote to the ASP within D+10 of the initial connection request.

If the ASP accepts the quote it should complete and submit to NGM an MPU Connection Installation Request Form including the Charge type, and NG will undertake the required work.

NG will aim to carry out the work within D+15. If for any reason NG is unable to meet this timescale it will contact the ASP and advise them of the revised date.

Abortive call charge (MPU07)

Although NG recognise that occasionally scheduled work does not always go to plan where in its reasonable opinion NG has incurred unnecessary costs as a result of an aborted visit it reserves the right to levy on the ASP an aborted call charge.

Change of Operator notification

Where the ASP transfers responsibility for the operation of AMR Equipment connected to National Grid's Metering Equipment to a new ASP, it is the responsibility of the original ASP to liaise with the incoming ASP with a view to the completion and submission to NG of a New Operator Certificate. (A copy of the New Operator Certificate can be found in Appendix 3). Please note that transfer of responsibility is conditional upon the receipt by NG of a New Operator Certificate duly signed by both ASPs.

Invoicing

The invoicing method for Works will depend on the credit terms agreed between NG and the ASP. If pre-payment terms have been agreed, all NG invoices must be settled on acceptance of the quote from NGM and prior to the works being carried out. If credit terms have been agreed, all invoices must be settled in full within 30 days of the invoice date.

Disconnection Process

If the ASP disconnects its AMR equipment attached to National Grid owned Metering Equipment, it must submit a Disconnection Certificate (Appendix 1) within 10 working days of the disconnection being made.

Appendix 1 – Connection and Disconnection Certificate

Appendix 1	
CONNECTION AND DISCONNECTION CERTIFICATE	
To: National Grid Metering Limited MPU Administration Team 4 Abbots Lane Coventry CV1 4AY	
ASP Details:	
Company Name	
Address	
Registered Company Number	
Date of Agreement with MAM	
Contact Name	
Contact Phone Number	
Contact E-mail	
Site Details:	
Site Name and Address	
Post Code	
Meter Details:	
MPRN	
Meter Serial No	
Converter Serial No	
AMR equipment details:	
AMR Equipment Make	
AMR Equipment Model	
AMR equipment Serial No	
Equipment connected/disconnected	
Date connection/disconnection work completed	
Meter Read Information (not mandatory)	
Meter reading at start:	
Meter reading at end:	
Uncorrected reading at start:	
Uncorrected reading at end:	
Corrected reading at start:	
Corrected reading at end:	

Appendix 2 – MPU Connection Installation Request Form

Appendix 2										
MPU CONNECTION INSTALLATION REQUEST										
To: National Grid Metering Limited MPU Administration Team 4 Abbots Lane Coventry CV1 4AY										
ASP Details: Company Name Address Registered Company Number Date of Agreement with MAM Contact Name Contact Phone Number Contact E-mail	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> </table>									
Please provide authority/access to the MPU output of the following meter										
Site Details: Site Name and Address Post Code	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> </table>									
Site Contact Details: Site Contact Name Site Contact Number Gas Supplier	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> </table>									
Meter Details: MPRN Meter Serial No Converter Serial No Meter Location	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> </table>									
MPU Charge Type	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>	Datalogger present Corrector present Meter output port available R5 pulse working Isolation Barrier/Relay fitted Opto output port available	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Y/N</td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> </table>	Y/N						
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Standard Charge Rate	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>									
Planned Installation Date	<table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"></table>									
Additional Comments										
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Appendix 3 – New Operator Certificate

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<p>Outgoing ASP Details:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; border: none;">Company Name</td> <td style="border: 1px solid black; height: 15px;"></td> </tr> <tr> <td style="border: none;">Address</td> <td style="border: 1px solid black; height: 15px;"></td> </tr> <tr> <td style="border: none;">Registered Company Number</td> <td style="border: 1px solid black; height: 15px;"></td> </tr> <tr> <td style="border: none;">Date of Agreement with MAM</td> <td style="border: 1px solid black; height: 15px;"></td> </tr> <tr> <td style="border: none;">Contact Name</td> <td style="border: 1px solid black; height: 15px;"></td> </tr> <tr> <td style="border: none;">Contact Phone Number</td> <td style="border: 1px solid black; height: 15px;"></td> </tr> <tr> <td style="border: none;">Contact E-mail</td> <td style="border: 1px solid black; height: 15px;"></td> </tr> </table>		Company Name		Address		Registered Company Number		Date of Agreement with MAM		Contact Name		Contact Phone Number		Contact E-mail	
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Contact E-mail															
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Appendix 4 – Works Provided by NGM

	Job Type	Work Provision	Charges
MPU 01	Notification of self connection	None	N/A
MPU 02	Installation of isolation device and junction box	Supply and fit Isolation barrier with Junction/Terminal box to the pulse output from the meter or converter (Including appropriate cabling/conduit as required)	£352.32
MPU03	Installation of junction box only	Supply and fix Junction/Terminal box to the output of existing isolation barrier	£144.49
MPU06	Installation of Isolation device only	Supply and fit isolation barrier to pulse output from meter/converter (including appropriate cabling/conduit as required)	£352.32
MPU07	Abortive call charge	Charge levied when an engineer attends site and is unable to complete required work due to the failure of a party other than NG	£68.60

SCHEDULE

NG TERMS AND CONDITIONS FOR THE PROVISION OF WORK to facilitate AMR Connections to National Grid owned Metering Equipment

1. Definitions

In these Conditions any defined terms shall have the same meanings as defined in the Agreement for the Connection of AMR Equipment to Metering Equipment between National Grid Metering (“NGM”) and the Company (“the Agreement”). The Contract means the contract made between NGM or National Grid Gas plc (“NGG”) and the Company for the carrying out by NGM or NGG of the Work described in the MPU Connection Installation Request. In these Conditions the term NG shall mean NGM or NGG as the context requires.

2. Basis of contract

- 2.1 These Conditions shall form the terms and conditions of the Contract and shall apply to the exclusion of any terms or conditions whether put forward by or on behalf of the Company in or on its order or otherwise or whether implied by law (insofar as the exclusion of the same is lawful).
- 2.2 The placing by the Company of any MPU Connection Installation Request shall constitute an offer by the Company. No contract shall come into existence unless NGM accepts the Company’s MPU Connection Installation Request either in writing and notifying the Company whether it or NGG will carry out the Work or by carrying out the relevant Work or instructing NGG to carry out the work. In default of such notice the Work will be carried out by NGG.

3. Performance of Work

- 3.1 NG shall use its reasonable endeavours to meet any dates specified in the relevant MPU Connection Installation Request, but any such dates shall be estimates only and time shall not be of the essence for performance of the Work. If NG is not able to complete any Work by the date specified it shall so notify the Company and the Parties shall seek to resolve the issue. If after 7 days NG is still unable to complete the Work it may without any liability cancel the relevant MPU Connection Installation Request by notice in writing to the Company.
- 3.2 In carrying out any Work NG shall act as an RPO.

4. Payment

- 4.1 In consideration of the performance of NG of its obligations under the Contract, the Company agrees to pay NG all charges, costs and expenses as set out in NG’s quotation together with all other sums as may be payable pursuant to these Conditions.
- 4.2 Although NG recognises that occasionally scheduled work does not always go to plan, where in its reasonable opinion NG has incurred costs as a result of an aborted visit it reserves the right to invoice the Company an aborted call charge.
- 4.3 In the event that NG receives telephone calls and/or attends premises as a result of call-outs that are caused by the presence of the AMR Equipment the Company shall pay NG’s reasonable costs therefore.

- 4.4 NG shall submit to the Company an invoice showing in reasonable detail the amounts payable by the Company to NG in connection with the Work.
- 4.5 The Company shall pay the amounts specified in each invoice submitted pursuant to this condition (together with any value added tax to the extent applicable) on or before the 30th Day following the date of such invoice (“the Due Date”); free and clear of any restriction, reservation or condition and except to the extent (if any) required by law, without deduction or withholding in respect of tax or on account of any amount due to the Company whether by way of counterclaim or otherwise. Where NG requires the Company to prepay, the Company will make such prepayment in accordance with the terms set out by NG.
- 4.6 If any sum payable is not paid on or before the Due Date, the Company shall pay interest thereon at the rate of 3 per cent per annum above the base rate from time to time of Barclays plc, such interest to be calculated on a daily basis from the Due Date.

5. Liability

- 5.1 Nothing in these Conditions shall limit or exclude NGM’s liability for death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors or for fraud or fraudulent misrepresentation.
- 5.2 Subject to condition 5.1:
- (a) NG shall not be liable to the Company, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or for any indirect or Consequential Loss arising under or in connection with the Contract;
- (b) NG's total liability to the Company in respect of all other losses arising under or in connection with the Contract, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall not exceed the amount paid by the Company to NG for the relevant Work.
- 5.3 Except as set out in these Conditions, all warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from the Contract.

6. General

- 6.1 If any term or provision in these Conditions shall be held to be illegal or unenforceable in whole or in part under any enactment or rule of law such term or provision or part to that extent be deemed not to form part of these Conditions but the validity and enforceability of the remainder of these Conditions shall not be affected.
- 6.2 These Conditions may not be varied or amended without the prior written agreement of a duly authorised representative of NG.
- 6.3 Nothing in these Conditions shall create or be deemed to create a relationship of agent and principal between the parties under or in connection with the Contract and neither party may hold itself out as the agent of the other in any matter arising under or in connection with the Contract.

- 6.4 No waiver by either party of any default or defaults by the other in the performance of any of the provisions of the Contract shall operate or be construed as a waiver of any other or further default or defaults whether of a like or different character. Furthermore no waiver by either party of any provision of the Contract shall be binding unless made in writing.
- 6.5 Subject to any rights which may accrue to any successor or permitted assign of the parties, no provision of these Conditions shall be or may be construed as creating any rights enforceable by a third party and all third party rights as may be implied by law are hereby excluded to the fullest extent permitted by law from these Conditions.
- 6.6 These Conditions, the Agreement and the relevant MPU Connection Installation Request contain the entire agreement between the parties and neither is relying on any representation, warranty, promise or assurance made or given by the other prior to the coming into force of the Contract save that this shall not exclude the liability of either party to the other for any statements made fraudulently prior to the formation of the Contract as referred to in condition 2.2.
- 6.7 The Contract is personal to the Company. The Company shall not assign, transfer or charge its rights and responsibilities under the Contract or any of them without the prior written consent of NG. The Company agrees and accepts that NG may subcontract its rights and/or responsibilities under the Contract or any of them.
- 6.8 Neither party shall have any liability for any failure to perform or for any delay in the performance (other than as to payment) of any of its obligations under the Contract caused by any factor beyond its reasonable control.
- 6.9 Except for the purposes of daily work requests and other procedural activities, any notice required or permitted to be given by either party to the other shall be given as provided for in clause 19 of the Agreement.

7. Governing Law

The Contract shall be governed by the law of England and Wales and the parties hereby submit to the exclusive jurisdiction of the courts of England and Wales.