

Company Directive

STANDARD TECHNIQUE: TP14J

Management of Metering CT & VT Test Certificates

Summary

This standard technique document details the process for managing metering CT and VT test certificates.

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Approved By:



Policy Manager

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IMPLEMENTATION PLAN

Introduction

This standard technique document details the process for managing metering CT and VT test certificates.

Main Changes

This is a new document.

Impact of Changes

This standard technique is relevant to:

- All staff who are involved with the planning, design, installation, commissioning and modification of customer connections where instrument transformer operated metering is employed.
- All staff who are involved with specifying or purchasing metering CTs & VTs.

Implementation Actions

Managers should notify relevant staff that this standard technique has been issued and brief them on its requirements.

Specifiers should ensure that Engineering Equipment Specifications which include the provision of metering CTs & VTs are amended to include a cross-reference to this Standard Technique.

Senior Nominated Persons responsible for Contracts which include the provision of metering CTs & VTs should ensure the contract is amended to conform with these requirements.

WPD Connection Guides should be amended to include a cross-reference to this Standard Technique.

A copy of this Standard Technique should be placed on the 'wpdtechinfo' website.

There are no retrospective actions.

Implementation Timetable

This Standard Technique shall be implemented with immediate effect.

REVISION HISTORY

DOCUMENT REVISION & REVIEW TABLE		
Date	Comments	Author
September 2017	Initial issue	Graham Brewster

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1.0 INTRODUCTION

Where metering instrument transformers reside in equipment which is owned by or is to be adopted by the Distribution Network Operator, there is a requirement within BSC Code of Practice 4 for the DNO to provide a copy of the metering CT and VT Test Certificates to the Supplier's Meter Operator Agent (MOP). These obligations came into effect on 6th November 2014.

Guidance

Settlement Metering comes under the auspices of the Balancing & Settlement Code (BSC). There are a number of associated codes of practice and Code of Practice 4 (CoP4) specifies the requirements for the calibration, sample calibration and commissioning of metering equipment and the maintaining of associated records.

Compliance with the Balancing & Settlement Code is a condition of WPD's Distribution Licence (Licence Condition 20).

WPD acquires metering CTs and VTs in many different ways, including:

- Equipment purchases which go to Stores
- Equipment purchases which go to Plant Centres
- Equipment purchases which go direct to site
- Equipment adoption from Independent Connection Providers

This standard technique document details the process for managing metering CT and VT test certificates so that, irrespective of the method of acquisition, copies of the metering CT and VT Test Certificates are readily available for forwarding to the Supplier's MOP.

This standard technique DOES NOT apply:

- To instrument transformers used for protection purposes
- To metering instrument transformers which are owned by a third party, for example, the customer, an independent distribution network operator (IDNO), another distribution network operator (DNO) or the transmission network operator (National Grid)
- Where metering instrument transformers are not used for settlement metering purposes

2.0 REQUIREMENTS FOR METERING CT & VT TEST CERTIFICATES

2.1 General

One electronic copy and two paper copies of the Test Certificate shall be provided for each metering CT & VT supplied to WPD.

Metering CT & VT Test Certificates are normally made available by the manufacturer of the metering instrument transformers. Responsibility for providing WPD with copies of the metering CT & VT Test Certificate is as follows:

- The manufacturer of the metering instrument transformer where this is supplied direct to WPD
- The equipment supplier where the metering instrument transformer is supplied indirectly to WPD, for example, via a switchgear or transformer manufacturer
- The Independent Connection Provider where the metering instrument transformer is offered up for adoption

2.2 Electronic Format

Electronic copies of metering CT & VT test certificates shall be supplied in Portable Document Format (*.pdf).

The electronic file shall be named by the Manufacturer / Equipment Supplier / ICP in accordance with the following convention:

A_B_C_D_E.pdf

Where:

A = Manufacturer of the instrument transformer (*where supplied direct to WPD*)

or

Equipment Supplier (*where supplied indirectly to WPD or via an ICP*)

B = Manufacturer's Product (*where supplied direct to WPD*)

or

Equipment Supplier's Product (*where supplied indirectly to WPD or via an ICP*)

C = Product Serial Number

D = Year of Manufacture (YYYY)

E = CT or VT

Examples:

- Lucy_CTMC_CTT0003215_2017_CT.pdf
- Hobut_CT164_129669-1-035_2017_CT.pdf
- Schneider_GHA36_TL583017-1_2017_CT.pdf

3.0 PROCEDURE FOR EQUIPMENT SUPPLIED TO A WPD PLANT CENTRE OR A WPD CENTRAL STORE (CDS OR CMS)

3.1 Manufacturer or Equipment Supplier

Where a Manufacturer or Equipment Supplier is providing metering CTs or VTs to a WPD Plant Centre or a WPD Central Store they are responsible for:

- Delivering two paper copies of the related test certificate alongside each metering CT & VT supplied
- Emailing the WPD Plant Centre or WPD Central Store with an electronic copy of the related test certificate within 5 working days of delivering metering CTs or VTs to that plant centre or store

Email addresses are as follows:

WPD Huthwaite Plant Centre wpdplantcentremids@westernpower.co.uk

WPD Ty Coch Plant Centre wpdplantcentre@westernpower.co.uk

WPD CDS Store wpdexetergoods@westernpower.co.uk

WPD CMS Store wpdhuthwaitegoodsin@westernpower.co.uk

3.2 WPD Plant Centre or WPD Central Store

WPD Plant Centres or WPD Central Stores are responsible for:

- Retaining electronic and paper copies of metering CT & VT Test Certificates in a safe and secure location (of their own choosing) until required
- Delivering two paper copies of the related test certificate alongside each metering CT & VT supplied to Network Services
- Emailing an electronic copy of relevant metering CT & VT test certificates to Network Services on request

3.3 Network Services

Network Services is responsible for:

- Leaving one paper copy of the related test certificate on site with each metering CT & VT installed
- Returning to the depot one paper copy of the related test certificate for each metering CT & VT installed for use in the ST: TP14D (Commissioning of Distribution Business Provided Metering Facilities) process
- Requesting an electronic copy of relevant metering CT & VT test certificates from the WPD Plant Centre or WPD Central Store in the event that paper copies of the test certificates are not available in the depot for use in the ST: TP14D (Commissioning of Distribution Business Provided Metering Facilities) process

4.0 PROCEDURE FOR EQUIPMENT SUPPLIED DIRECT TO A WPD SITE

4.1 Manufacturer or Equipment Supplier

Where a Manufacturer or Equipment Supplier is providing metering CTs or VTs direct to site (i.e. to a location other than a WPD Plant Centre or a WPD Central Store) they are responsible for:

- Delivering two paper copies of the related test certificate alongside each metering CT & VT supplied
- Emailing the WPD Project Engineer who placed the order an electronic copy of the related test certificate within 5 working days of delivering metering CTs or VTs to the site

4.2 WPD Project Engineer

The WPD Project Engineer who placed the order is responsible for:

- Retaining electronic and paper copies of metering CT & VT Test Certificates in a safe and secure location (of their own choosing) until required
- Leaving one paper copy of the related test certificate on site with each metering CT & VT installed
- Returning to the depot one paper copy of the related test certificate for each metering CT & VT installed for use in the ST: TP14D (Commissioning of Distribution Business Provided Metering Facilities) process
- Retrieving an electronic copy of relevant metering CT & VT test certificates from the safe and secure location in the event that paper copies of the test certificates are not available in the depot for use in the ST: TP14D (Commissioning of Distribution Business Provided Metering Facilities) process

5.0 PROCEDURE FOR EQUIPMENT SUPPLIED VIA AN INDEPENDENT CONNECTION PROVIDER

5.1 Independent Connection Provider (ICP)

Where a contested connection is taking place and an Independent Connection Provider (ICP) offers up metering CT or VT assets to WPD for adoption they are responsible for:

- Providing two paper copies and one electronic copy of the related test certificate alongside each metering CT & VT offered up for adoption
- Leaving one paper copy of the related test certificate on site with each metering CT & VT installed

- Providing one paper copy and one electronic copy of the related test certificate to the WPD Inspector on or before the date of energisation / adoption

5.2 WPD Inspector

WPD undertakes inspections of an ICP's contestable works prior to adoption. Inspections are carried out by a WPD Inspector who is appointed by the local Network Services Team Manager (See ST: NC2H: Inspection, Recording and Commissioning for further details).

Where a contested connection is taking place the WPD Inspector is responsible for:

- Receiving from the ICP one paper copy and one electronic copy of the related test certificate for each metering CT & VT offered up for adoption
- Returning to the depot one paper copy and one electronic copy of the related test certificate for each metering CT & VT installed for use in the ST: TP14D (Commissioning of Distribution Business Provided Metering Facilities) process
- Requesting an electronic copy of relevant metering CT & VT test certificates from the ICP in the event that paper copies of the test certificates are not available in the depot for use in the ST: TP14D (Commissioning of Distribution Business Provided Metering Facilities) process

The WPD Inspector shall reject the adoption in the event that CT test certificates and VT test certificates have not been provided, or are incomplete, or are inaccurate. The WPD Inspector shall inform the ICP's nominated contact of the reason for the rejection and confirm it in writing using the "Notice of Defect Prior to Energisation" form provided in Appendix E of ST: NC2H. The ICP's contestable works shall not be connected to the WPD distribution system until fully completed and accurate CT test certificates and VT test certificates have been provided.

APPENDIX A

SUPERSEDED DOCUMENTATION

None

APPENDIX B

ANCILLARY DOCUMENTATION

POL: LO3 Purchasing Goods and Services

POL: TP14 Electricity Metering Interface

ST: TP14C Distribution Provided Metering Facilities

ST: TP14D Commissioning of Distribution Provided Metering Facilities

APPENDIX C

KEY WORDS

Metering; Commissioning; Current Transformers; CT; Voltage Transformers; VT; Balancing & Settlement Code; Code of Practice; COP; P283