**Schedule 10**

**Process for Meter Reading and Inspection at time of SMP Confirmation**

**22 September 2016**

**1.0 Introduction**

1.1 Gas suppliers have the following licence obligation:

“*Condition 2.25: Reading, Inspection and Testing of Meters*

*2.25.1 Obligation to inspect*

*The Licensee shall use all reasonable endeavours to ensure that at intervals of not more than 2 years an inspection of the meter and associated installation at any premises for which it is the gas supplier shall take place in accordance with this Condition 2.25.*”

1.2 The obligation to inspect meters is important to maintain the integrity and safety of the network and detect and prevent fraud.

1.3 A gas supplier may be the Registered User of a Supply Meter Point for a period of less than 2 years and as a consequence the meter and associated installation may not be inspected for a period of greater than 2 years.

**2.0 Requirement to Read Meter**

2.1 The Network Codes contains the following conditions:

M*3.16 Where a Proposing User submits a Supply Meter Point Confirmation which becomes effective for an NDM Supply Meter Point paragraphs M3.17 to M3.20 (inclusive) shall apply.*

*M3.17 The Proposing User shall secure that a Valid Meter Reading (an "****Opening Meter Reading****") is obtained from the Non-Daily Read Meter referred to in paragraph M3.16:*

*(a) for a Meter Read Date within the required date range (in accordance with paragraph M3.19); and*

*(b) provided to the Operator not later than 16:00 hours on the 7th Business Day after the Supply Point Registration Date.*

*M3.18 Within 2 days of receipt of an Opening Meter Read pursuant to paragraph M3.17(a), the Operator will notify the Withdrawing User of the Opening Meter Read; and if within 2 days of receiving the Opening Meter Read from the Operator, the Withdrawing User notifies the Operator that it rejects the Opening Meter Read, then paragraph M3.20 will apply.*

*M3.19 For the purposes of paragraph M3.17(a) the required date range is the period of 5 Business Days commencing 2 Business Days before the Supply Meter Point Registration Date.*

*M3.20 Where an Opening Meter Reading is not provided to the Operator by the date required under paragraph M3.17(b), or if the Operator receives a rejection notice pursuant to paragraph M3.18:*

*(a) a notional Meter Reading will be used for the purposes of Individual NDM Reconciliation in accordance with Section E5; and*

*(b) the Operator will not later than 15 Business Days after the Supply Meter Point Registration Date provide such notional Meter Reading to the Proposing User and the Withdrawing User as an estimated Meter Reading.*”

2.2 For the purposes of paragraph M3.17 a Valid Meter Reading shall be an actual meter reading taken by a representative of the Proposing User and shall include an Inspection as defined under condition 2.25.3 of the gas supply licence.

2.3 Where the Proposing User has made reasonable endeavours but is unable to complete the Opening Meter Reading and Inspection within the required date range set out in M3.19 of the Network Code, the Proposing User will continue to make attempts to complete a Valid Meter Reading and Inspection at the meterpoint. If a Valid Meter Reading and Inspection is carried out this will be provided to the Network Operator in the usual manner.