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**Subject: AQ Process 2007 – Thursday 20<sup>th</sup> September to Monday 8<sup>th</sup> October**

The AQ Process is an annual series of events which culminates in the recalculation of the annual quantity for all NDM meter points. You will be aware from previous years that this is a major transactional event which requires processing an extraordinary volume of data. It will impact on the way we process SPA files and data availability on IAD over the next couple of weeks.

We are now entering the busiest time for this year's AQ process. Between Thursday 20<sup>th</sup> and Monday 24<sup>th</sup> September all SPA files will be put on hold to allow for the preparation for uploading data onto the UK Link system. The SPA file processing is planned to start again from Monday 24<sup>th</sup> with all file processing being up-to-date by Saturday 29<sup>th</sup> September.

From Monday 1<sup>st</sup> October the new gas year data is loaded onto the system. Again all SPA file processing will be put on hold until Thursday 4<sup>th</sup> October. SPA file processing will start again with all file processing being up-to-date by Monday 8<sup>th</sup> October.

During this period both IAD and any time-tabled reports will not be carrying the latest information because of the hold on processing SPA files. In addition, we expect IAD to run slowly between Monday 1<sup>st</sup> and Thursday 4<sup>th</sup> October as we update the data tables that support this system.

If you have any specific questions about this year's AQ process please call your xoserve operational contact.

Please can you cascade this note within your organisation, as you feel appropriate, to ensure appropriate awareness of any operational impacts.

Graham Frankland  
Customer Manager