












UNC Request Workgroup Report		At what stage is this document in the process?
<h1>UNC 0763R:</h1> <h2>Review of Gas Meter By-Pass Arrangements</h2>		<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; display: flex; align-items: center; gap: 10px;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">01</span> Request         </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; display: flex; align-items: center; gap: 10px;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">02</span> Workgroup Report         </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; display: flex; align-items: center; gap: 10px;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">03</span> Final Modification Report         </div> </div>
<p><b>Purpose of Request:</b> To request a review of the current Uniform Network Code (UNC) Meter By-Pass arrangements</p>		
	The Workgroup asks Panel to agree that this Request should be Closed.	
	High Impact: None	
	Medium Impact: Shippers, Transporters	
	Low Impact: None	

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<b>2 Impacts and Costs</b>	<b>4</b>	 <a href="mailto:enquiries@gasgovernance.co.uk">enquiries@gasgovernance.co.uk</a>
<b>3 Terms of Reference</b>	<b>7</b>	 <b>0121 288 2107</b>
<b>4 Workgroup Assessment</b>	<b>9</b>	Proposer: <b>Claire Roberts</b> <b>ScottishPower</b>
<b>5 Modification(s)</b>	<b>9</b>	 <a href="mailto:clairelouise.roberts@scottishpower.com">clairelouise.roberts@scottishpower.com</a>
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<b>7 Appendices</b>	<b>9</b>	Systems Provider: <b>Xoserve</b>
<b>About this document:</b>		 <a href="mailto:UKLink@xoserve.com">UKLink@xoserve.com</a>
This report will be presented to the panel on 21 July 2022.		Additional contacts: <b>PAFA</b>
The panel will consider whether the Request should be closed or returned to the Workgroup for further assessment.		 <a href="mailto:PAFA@gemserv.com">PAFA@gemserv.com</a>

## 1 Request

### Why is the Request being made?

Through the management of the Performance Assurance Committee (PAC) Risks and Issues Register, a risk was identified relating to Meter By-Pass values.

The risk highlighted to the PAC related specifically to settlement accuracy in the event that a Meter By-Pass was installed and left in an 'Open' position, allowing the consumption on that site to bypass the meter with no incrementing read.

At the direction of the PAC, further analysis of the issue was undertaken by Xoserve between July 2020 and January 2021. This analysis revealed that there are presently circa 13k Meters with By-Passes recorded in UK Link as 'Open' or 'Closed', with some dating as far back as 2004.

The PAC were concerned with the accuracy of the Meter By-Pass data within UK Link and so a further exercise was carried out at the request of the PAC. Datasets were issued to all Shippers in October 2020 containing Meters where a By-Pass was recorded on UK Link. Shippers were asked to investigate all sites flagged with an 'Open' By-Pass and a sample of sites with a 'Closed' By-Pass.

While a number of responses were received, movement in the number of Meters with By-Passes recorded in UK Link was relatively small. Discussions with responding Shippers were positive but also highlighted a general lack of clarity in relation to the process for updating By-Pass information.

Consequently, the PAC are concerned that the existing Meter By-Pass arrangements as defined in the UNC may not be clear and fit for purpose and that the associated Meter By-Pass data held in UK Link may not be accurate, creating a risk to settlement accuracy and unidentified gas (UIG).

Therefore, this Request has been raised to review the existing Meter By-Pass arrangements.

### Scope

The scope of the review should include but not be limited to:

1. The existing Meter By-Pass arrangements as defined in the UNC; and
2. The accuracy of Meter By-Pass data recorded within industry systems such as UK Link.

### Impacts & Costs

Undertaking a detailed review of the Meter By-Pass arrangements may necessitate input from Shippers, Gas Transporters, Xoserve and potentially Meter Asset Managers and Meter Reading / Inspection Agents.

### Recommendations

Panel is requested to put in place a review of the current Meter By-Pass arrangements to ensure they continue to remain fit for purpose and that the associated Meter By-Pass data held within industry systems remains accurate. It is anticipated that the workgroup could recommend changes to the industry arrangements and codes if warranted by the findings of the review.

## 2 Impacts and Costs

### Consideration of Wider Industry Impacts

The Request could potentially have an impact on aspects governed by and developments of the Retail Energy Code (REC) and / or the Supply Point Administration Agreement (SPAA)<sup>1</sup>.

This Request should also consider any potential Cross Code impacts, in particular Independent Gas Transporter (IGT) UNC and SPAA governance.

The Request should also consider the impact of any associated Meter By-Pass arrangements/guidance/governance set out in the Meter Asset Manager Code of Practice (MAMCoP) and Institute of Gas Engineers and Managers (IGEM) standards.

### Impacts

Impact on Central Systems and Process	
Central System/Process	Potential impact
UK Link	<ul style="list-style-type: none"> <li>Improvement to data accuracy</li> </ul>
Operational Processes	<ul style="list-style-type: none"> <li>Improved clarity in relation to Meter By-Pass arrangements</li> </ul>

Impact on Users	
Area of Users' business	Potential impact
Administrative and operational	<ul style="list-style-type: none"> <li>Improved clarity in relation to Meter By-Pass arrangements and UNC requirements.</li> </ul>
Development, capital and operating costs	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Contractual risks	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Legislative, regulatory and contractual obligations and relationships	<ul style="list-style-type: none"> <li>Improved clarity in relation to Meter By-Pass arrangements and improved clarity in relation to settlement accuracy.</li> </ul>

Impact on Transporters	
Area of Transporters' business	Potential impact
System operation	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Development, capital and operating costs	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Recovery of costs	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Price regulation	<ul style="list-style-type: none"> <li>None identified</li> </ul>

<sup>1</sup> Supply Point Administration Agreement (SPAA)

The Supply Point Administration Agreement (or SPAA) was the industry code setting out obligations on Gas Suppliers and Gas Transporters, primarily to facilitate the effective customer switching arrangements in the gas market. It was established in 2004, and its activities were overseen by SPAA Limited and the SPAA Board of Directors. The obligations in the SPAA were no longer effective from 01 September 2021, as the Retail Energy Code V2.0 came into force. REC incorporated the SPAA obligations alongside those within the Master Registration Agreement and a number of other operational codes.

Impact on Transporters	
Contractual risks	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Legislative, regulatory and contractual obligations and relationships	<ul style="list-style-type: none"> <li>Improved clarity in relation to Meter By-Pass arrangements. Improved clarity in relation to settlement accuracy</li> </ul>
Standards of service	<ul style="list-style-type: none"> <li>Improved clarity in relation to Meter By-Pass arrangements</li> </ul>

Impact on Code Administration	
Area of Code Administration	Potential impact
Modification Rules	<ul style="list-style-type: none"> <li>None identified</li> </ul>
UNC Committees	<ul style="list-style-type: none"> <li>Minor impact – PAC leading to improved insight</li> </ul>
General administration	<ul style="list-style-type: none"> <li>None identified</li> </ul>
DSC Committees	<ul style="list-style-type: none"> <li>None identified</li> </ul>

Impact on Code	
Code section	Potential impact
	<ul style="list-style-type: none"> <li>To be considered</li> </ul>

Impact on UNC Related Documents and Other Referenced Documents	
Related Document	Potential impact
Network Entry Agreement (TPD I1.3)	<ul style="list-style-type: none"> <li>None identified</li> </ul>
General	Potential Impact
Legal Text Guidance Document	<ul style="list-style-type: none"> <li>None identified</li> </ul>
UNC Modification Proposals – Guidance for Proposers	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Self-Governance Guidance	<ul style="list-style-type: none"> <li>None identified</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
TPD	Potential Impact
Network Code Operations Reporting Manual (TPD V12)	<ul style="list-style-type: none"> <li>None identified</li> </ul>
UNC Data Dictionary	<ul style="list-style-type: none"> <li>None identified</li> </ul>
AQ Validation Rules (TPD V12)	<ul style="list-style-type: none"> <li>To be considered</li> </ul>
AUGE Framework Document	<ul style="list-style-type: none"> <li>None identified</li> </ul>

Impact on UNC Related Documents and Other Referenced Documents	
Customer Settlement Error Claims Process	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Demand Estimation Methodology	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Energy Balancing Credit Rules (TPD X2.1)	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Energy Settlement Performance Assurance Regime	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Guidelines to optimise the use of AQ amendment system capacity	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Guidelines for Sub-Deduct Arrangements (Prime and Sub-deduct Meter Points)	<ul style="list-style-type: none"> <li>None identified</li> </ul>
LDZ Shrinkage Adjustment Methodology	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Performance Assurance Report Register	<ul style="list-style-type: none"> <li>To be considered</li> </ul>
Shared Supply Meter Points Guide and Procedures	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Shipper Communications in Incidents of CO Poisoning, Gas Fire/Explosions and Local Gas Supply Emergency	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Standards of Service Query Management Operational Guidelines	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Network Code Validation Rules	<ul style="list-style-type: none"> <li>To be considered</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
OAD	Potential Impact
Measurement Error Notification Guidelines (TPD V12)	<ul style="list-style-type: none"> <li>None identified</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
EID	Potential Impact
Moffat Designated Arrangements	<ul style="list-style-type: none"> <li>None identified</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
IGTAD	Potential Impact
	<ul style="list-style-type: none"> <li>To be considered</li> </ul>
DSC / CDSP	Potential Impact
Change Management Procedures	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Contract Management Procedures	<ul style="list-style-type: none"> <li>None identified</li> </ul>

Impact on UNC Related Documents and Other Referenced Documents	
Credit Policy	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Credit Rules	<ul style="list-style-type: none"> <li>None identified</li> </ul>
UK Link Manual	<ul style="list-style-type: none"> <li>To be considered</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>

Impact on Core Industry Documents and other documents	
Document	Potential impact
Safety Case or other document under Gas Safety (Management) Regulations	<ul style="list-style-type: none"> <li>To be considered</li> </ul>
Gas Transporter Licence	<ul style="list-style-type: none"> <li>None identified</li> </ul>

Other Impacts	
Item impacted	Potential impact
Security of Supply	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Operation of the Total System	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Industry fragmentation	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Terminal operators, consumers, connected system operators, suppliers, producers and other non code parties	<ul style="list-style-type: none"> <li>To be considered and in particular in relation to Consumers, Suppliers, Meter Asset Managers and Meter Reading/ Inspection Agencies.</li> </ul>

## 3 Terms of Reference

### Background

A Meter By-Pass is a fitting through which the flow of gas can be diverted so as not to pass through the meter. Typically, a Meter By-Pass is used to maintain a supply of gas should the meter fail, and/or to allow a meter to be replaced, recalibrated, checked or maintained without interruption to the gas supply.

The circumstances in which a Meter By-Pass would be fitted are limited to specific premises and situations and require the MAM to seek the written approval of the Gas Transporter prior to installation.

Where a Meter By-Pass is installed, the Shipper is required under Section M of the UNC to update UK Link 'as soon as reasonably practicable' via an ONJOB. Where a Meter By-Pass is physically Open, the consumption on that site bypasses the meter and there will be no incrementing read. Once the Meter By-Pass is closed, the Shipper should update UK Link and within a set period, provide a consumption adjustment.

A Meter By-Pass should only be removed at the GT or Gas Act Owner's discretion – i.e., where it is suspected that the Meter By-Pass has been misused; where the Meter By-Pass was installed without

the GT's permission; or where circumstances have changed and no longer meet the criteria for provision of a Meter By-Pass.

The scope of the review should consider the end-to-end process for a Meter By-Pass including but not limited to:

- The circumstances in which it is appropriate to fit a Meter By-Pass
- Notification to UK Link
- Existing UNC arrangements
- Updating the Meter By-Pass status
- Consumption Adjustments as a result of a Meter By-Pass being used
- Meter By-Pass removal
- The accuracy of existing UK Link Meter By-Pass data
- Notification that a Meter By-Pass exists at change of supplier
- Verification that the status of a Meter By-Pass has physically remained as declared, continuously through that period
- Consequences of opening a Meter By-Pass and when they are used
- Provision of clarity around settlement risk

## Topics for Discussion

- Understanding the objective
- Assessment of alternative means to achieve objective
- Development of Solution (including business rules if appropriate)
- Assessment of potential impacts of the Request
- Assessment of implementation costs of any solution identified during the Request
- Assessment of current governance arrangements.

## Outputs

Produce a Workgroup Report for submission to the Modification Panel, containing the assessment and recommendations of the Workgroup including a draft modification where appropriate.

## Composition of Workgroup

The Workgroup is open to any party that wishes to attend or participate. Participation from suppliers and agents with on-site meter operatives would be welcomed.

A Workgroup meeting will be quorate provided at least two Transporter and two User representatives are present.

## Meeting Arrangements

Meetings will be administered by the Joint Office and conducted in accordance with the Code Administration Code of Practice.



## 4 Workgroup Assessment

The Workgroup has considered the flow chart and the guidance document produced over the months by the proposer with input from Workgroup Participants in great detail. The final version of the two documents contains all the changes requested/suggested by the Workgroup.

### Status of the two documents

Workgroup considered what the status of the guidance note and the flow chart should be. The document sits across REC (MEMs) and UNC. The Proposer suggested seeking assistance from REC as to where the document should belong. Panel is also asked to consider where the best place for the document is, so that it remains current and available.

Current arrangements under UNC are fit for purpose. As part of the review this is confirmed that they are fit for purpose and the guidance note and flow chart confirm the interactions of the various parties, many of who are not UNC parties.

Workgroup Participants were pleased with the outcome of the work done by Xoserve led by M Attwood to reduce the numbers of bypasses open on the system and to encourage Users to submit consumption adjustments where required by code.

Workgroup concluded that the report should be finalised and sent to Panel with the request to close the Request Workgroup.

Appendix 1 will contain the Guidance note.

Appendix 2 will contain the Flow Chart.

These documents will be published alongside the Request Workgroup Report:

<https://www.gasgovernance.co.uk/0763>

## 5 Modification(s)

None required.

## 6 Recommendations

### Workgroup's Recommendation to Panel

The Workgroup asks Panel to agree that this Request should be Closed.

Guidance Note and Flow Chart should be published somewhere appropriate, so that it remains current and available.

## 7 Appendices

Appendix 1 - Guidance note (published alongside this report)

Appendix 2 – Flow Chart (published alongside this report)



**Guidance Document – Meter Bypass**

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### **1. Provision of a Meter By-Pass**

A Meter By-Pass is a fitting through which the flow of gas can be diverted so as not to pass through the meter.

Typically, a Meter By-Pass is used to maintain a supply of gas should the meter **fail**, and/or to allow a meter to be **replaced, recalibrated, checked** or **maintained** without interruption to the gas supply.

A by-pass should only be installed at the following types of premises

- Hospitals or hospice
- Institutionalised accommodation (e.g., homes for the elderly, schools, and prisons)
- Large or complex plant supporting continuous processes (e.g., agricultural, baking processes)
- And at meter installations connecting to:
  - Exceptionally complex pipework and gas consuming plant
  - Multi-occupied premises (e.g., a single meter installation serving a block of flats)

### **Parties involved**

- Gas Transporter
- MAM/MEM
- Supplier
- Shipper
- CDSP
- Consumer

### **Industry requirements relating to Meter By-Passes are covered in the following documents:**

- Uniform Network Code (UNC) Section **M (2.3 and 2.4)**
- Energy Networks Association (ENA) **GDN/PM/GT2**
- Meter Asset Managers Code of Practice (**MAMCoP**)
- SPAA Retail Gas Metering Arrangements (RGMA) – **REC**

**2. The key UNC requirements for meter by-passes are:**

- **M2.3:** Interference with meters and meter by-pass utilisation

Shipper must take reasonable steps to ensure no person improperly utilises a meter by-pass other than permitted by GDN/PM/GT2.

Shipper must promptly report any evidence of improper meter by-pass utilisation to Transporter

**UNC Transportation Principal Document Section M Supply Point Metering**

**2.4 Meter By-pass**

**2.4.1** In the circumstances permitted by the Registered User in accordance with GDN/PM/GT2 a meter by-pass may be installed (as a part of the Supply Meter Installation), or a temporary alternative arrangement may be utilised, at a Supply Meter Point.

**2.4.2** For the purposes of the Code:

**(a)** a “**meter by-pass**” is any pipe, and associated gas fittings used in connection with it, used to supply gas to a consumer without passing through the Supply Meter, and thereby secure the continued offtake of gas at the Supply Meter Point, in the event of any failure of, or any work on, part of the Supply Meter Installation which would impede the flow of gas through the Supply Meter; and

**(b)** a “**temporary alternative arrangement**” is an arrangement other than by means of a meter by-pass to temporarily enable the flow of gas to the premises of a consumer without measurement by a Supply Meter.

**2.4.3** Where the Registered User has permitted a meter by-pass to be installed, or temporary alternative arrangement to be utilised, at a Supply Meter Point it shall notify the CDSP as soon as reasonably practicable following such installation or utilisation.

**2.4.4** Where a meter by-pass is installed, or a temporary alternative arrangement utilised, at a Supply Meter Point then where the meter by-pass is closed or the temporary alternative arrangement ceases (as the case may be): **(a)** within 2 Supply Point Systems Business Days following the Day on which such closure or cessation occurred, the Registered User shall notify the CDSP of the following information:

**(i)** the MPRN;

**(ii)** the Shipper ID;

**(iii)** the type of Supply Meter Point (identified as a Class 3 or 4 Supply Meter Point or Class 1 or 2 Supply Meter Point);

**(iv)** the date on which the meter by-pass was opened, or the temporary alternative arrangement commenced;

**(v)** the time at which the meter by-pass opened, or the temporary alternative arrangement commenced;

**(vi)** the Meter Reading at the time on which the meter by-pass opened or the temporary alternative arrangement commenced;

**(vii)** the date on which the meter by-pass was closed, or the temporary alternative arrangement ceased;

**(viii)** the time on which the meter by-pass was closed, or the temporary alternative arrangement ceased;

**(ix)** the Meter Reading (obtained by an On-site Meter Read) at the time on which the meter by-pass was closed or the temporary alternative arrangement ceased;

**(b)** a Consumption Adjustment shall be made, for the purposes of which, within 15 Supply Point Systems Business Days following the Day on which cessation occurred, the Registered User shall notify the CDSP of its estimate of gas used in accordance with paragraph 2.4.5 or 2.4.6 where such estimate is 10,000 kWh (340 therms) or greater;

**(c)** an Offtake Reconciliation shall be carried out in accordance with paragraph 2.4.7 (and no adjustment will be made in respect of the determination of any UDQO of the User or for any other purpose).

**2.4.5** Where in relation to a Class 1 or 2 Supply Meter Point a meter by-pass is open or the temporary alternative arrangement is in use on any Day at a Supply Meter Point, in addition to the requirement in paragraph 2.4.4, a Consumption Adjustment shall also be made under paragraph 1.9.4, for the purposes of which, subject to paragraph 2.4.6:

**(a)** except where paragraph (b) applies, the Estimated Consumption shall be the estimated Metered Volume determined in accordance with paragraph 5.4.

**(b)** if the meter by-pass is open or the temporary alternative arrangement is in use for a period of less than the whole of any Day, the Estimated Consumption shall be calculated by:

**(i)** estimating the volume offtaken during such period, by calculating an hourly estimate by dividing the estimate under paragraph 5.4 by 24, and multiplying such hourly estimate by the number of hours (to the nearest whole hour) of such period; and

**(ii)** adding such estimated volume to the Metered Volume for the Day.

**2.4.6** Where information is available to the Transporter or the Registered User which enables a more accurate estimate of the gas offtaken to be made, such information will be used for determining the Estimated Consumption in substitution of the estimate calculated under paragraph 2.4.5.

**2.4.7** For the purposes of the Offtake Reconciliation required under paragraph 2.4.4(c):

**(a)** the Meter Reading referred to in paragraph 2.4.4(a)(ix) shall be the Reconciliation Meter Reading;

**(b)** the Reconciliation Metered Period shall be the period ending with the Read Date of that Meter Reading, and starting on the Read Date of:

**(i)** the most recently submitted Valid Meter Reading; or

(ii) in the case of a Supply Meter to which paragraph 5.12 applies, the most recent Check Read;

(c) the Reconciliation Metered Volume is the Estimated Consumption as notified to the CDSP;

(d) in the case of a Supply Meter to which paragraph 5.12 applies, the Meter Read referred to in paragraph 2.4.4(a)(ix) shall be treated as a Check Read.

**2.4.8** The Registered User will ensure that:

(a) the meter by-pass is resealed promptly; or (as the case may be);

(b) further use of the temporary alternative arrangement is no longer possible

following its closure or cessation of use (as the case may be).

When a meter by-pass is installed, shipper to notify CDSP “as soon as reasonably practicable” (i.e. via ONJOB)

When a by-pass is ‘Closed’, shipper to notify CDSP of the status change “within 2 Supply Point Systems Business Days” (i.e., via ONUPD)

When a by-pass is ‘Closed’, Shipper to notify CDSP of Consumption Adjustment, where estimate is 10,000 kWh or greater, “within 15 Supply Point Systems Business Days” (i.e., via RFA query)

Shipper to ensure that a closed by-pass is “resealed promptly”.

### **3. GDN/PM/GT2 Arrangements (1)**

#### **GT Authorisation**

- Where the Gas Supplier has identified the need for a by-pass, the MAM shall:
  - Submit a written request to the GT including justification for the by-pass by using the form in Appendix F
  - Not install the by-pass until the approved form has been returned

#### **GDN/PM/GT2 Arrangements (2)**

##### **Removal of existing Meter By-Pass**

- A meter by-pass shall only be removed at the GT or the Gas Act owner's discretion. Consideration should be given to removing the by-pass under the following conditions:
  - It is suspected that the by-pass has been misused in any way
  - The by-pass has been installed without the GT's Authorisation
  - Where circumstances have changed and no longer meet the criteria for provision of a by-pass

##### **Sealing of valves and equipment**

- In order to minimise the opportunity for gas to flow undetected through the by-pass and to protect the system and consumers, the MAM shall ensure it is sealed with the relevant OAMI seal and in accordance with IGE/GM/8 such that the operation of the by-pass valve is evident



#### **4. MAMCoP Arrangements (1)**

##### **Provision of a Meter By-Pass**

A meter by-pass would normally be considered where the provision of a meter by-pass would, in the gas supplier's opinion, be prudent in order to avoid the risk of personal injury or death or damage to property (including prejudice to animal welfare) arising from a fault on the meter or metering installation component and where gas is supplied to the following types of premises:

- Hospitals
- Institutionalised accommodation (for example homes for the elderly, schools, and prisons)
- Premises utilising large or complex plant supporting continuous bulk manufacturing (for example agricultural, baking or other commercial processes) and in analogous circumstances
- At meter installations connected to:
  - Exceptionally extensive and complex pipework and gas consuming plant
  - Multi-occupied premises or a number of discrete consumers (for example a single meter installation serving a block of flats).

##### **MAMCoP Arrangements (2)**

###### **Gas Suppliers Approval**

In extraordinary cases where the MAM considers it appropriate for a by-pass to be provided then the MAM shall:

- Submit a written request to the gas supplier including justification for the by-pass
- Receive the gas supplier's written consent before agreeing to install the by-pass in accordance with the relevant Ofgem Code of Practice
- Provide confirmation to the gas supplier of completion of the by-pass installation

###### **Gas Transporters Approval**

- As required by the UNC, GT approval must be sought for the provision and use of a bypass

##### **MAMCoP Arrangements (3)**

###### **Existent Meter By-Pass and Removal of Meter By-Passes**

The MAM shall determine whether any existent meter installation by-pass, under their commercial arrangements, is approved by the gas supplier

Meter by-passes incorporated at meter installations remain in place unless the approval under Section 5 is revoked, in which case the by-pass shall be removed

###### **Sealing of By-Pass Valves and Equipment**

A by-pass shall be sealed on first installation by the MAM and resealed after use using a seal displaying the organisation or Gas Safe registration number

#### **MAMCoP Arrangements (4)**

##### **Operation of a By-Pass**

In the event that the by-pass has to be opened by the MAM the following should be carried out:

All relevant information shall be recorded in accordance with Network Code

Providing a safe situation exists, the meter by-pass valve seal should be broken, and the valve slowly opened

The meter inlet valve should be turned off slowly and continuity of supply confirmed downstream of the by-pass

The meter outlet valve should be turned off slowly and continuity of supply confirmed

The MAM shall advise the gas supplier when the by-pass has been opened and provide relevant information in accordance with Network Code

##### **Actions to be Taken Should the Meter By-Pass Seal be Found Broken**

If the MAM identifies that the by-pass seal is broken a responsible person on site should be contacted and a written record of all the details and actions shall be made

Action should be taken according to Sub-Section 11 below if theft of gas is suspected

The gas supplier shall be advised of broken seals

Arrangements shall be made for the by-pass valve to be resealed

#### **MAMCoP Arrangements (5)**

Actions to be Taken Should the By-Pass be Found in the Open Position and no Notification has Been Made to the Gas Supplier

The responsible person on site must be advised that the by-pass has been found open. Both the date and time of the notification and the time at which the by-pass was found to be open must be recorded. If there is no apparent reason to why the by-pass is open, then arrangements must be made with the gas supplier and consumer for the by-pass to be closed safely and the by-pass valve resealed. If the bypass is left open the purpose should be identified as to why the by-pass is left open. In either circumstance the relevant gas supplier shall be notified

Where the MAM suspects that there has been theft of gas then the relevant gas supplier shall be notified.

**5. SPAA/RGMA Arrangements (REC)**

While Meter By-Pass arrangements are not expressly covered under the Supply Point Administration Agreement (SPAA), the file formats (ONJOB / ONUPD) used to exchange data related to a Meter By-Pass installation or status updates are defined as part of the Retail Gas Metering Arrangements (RGMA):

Installation of a Meter By-Pass would be notified by the MEM to Gas Supplier to Shipper via an ONJOB

Notification to the CDSP would subsequently be notified by the Shipper via a .JOB file

A change in Meter By-Pass status (i.e., the by-pass being closed) would be notified by the MEM to the Gas Supplier to Shipper via an ONUPD

Notification to the CDSP would subsequently be notified by the Shipper via a .UPD file

Any subsequent removal of a Meter By-Pass would be notified by the MEM to Gas Supplier to Shipper on an ONJOB with subsequent notification from the Shipper to CDSP on a .JOB file.

**6. MCoP references relating to bypasses “Installation”:**

Planning (7.2.18 and 7.2.20)

Approval (9.2.2 and 9.2.3)

Commissioning (12.3.7)

**MCoP references relating to bypasses “Operation”:**

Procedures for operations (15.2.1)

Unplanned operations (15.3.1) - with cross reference to Appendix 4

Procedures and Records (16.2.2)

Meter Reading (20.2)

***Appendix 4 specifies the requirements for the:***

- a. Provision of a by-pass
- b. Actions to be taken when a by-pass is operated
- c. Sealing of a by-pass valve
- d. Basis for estimating the quantity of gas when a by-pass is used by the MEM.

**Code of Practice for Gas meter asset managers - Annex 7: Meter By-Pass Provision and Use  
1 Requirements**

1.1 This annex specifies the requirements for the:

- provision of a by-pass
- actions to be taken when a by-pass is operated
- sealing of a by-pass valve
- basis for estimating the quantity of gas when a by-pass is used by the MAM.

**2 Definition of a Meter By-Pass**

2.1 A meter by-pass comprises gas fittings through which the flow of gas can be diverted, so as not to pass through the meter or metering equipment, and thereby secure the continued offtake of gas in the event of any failure or maintenance of the meter or metering equipment which would otherwise impede the flow of gas.

2.2 The meter by-pass must not by-pass the meter regulator or any other pressure control or pressure protection device which comprises the meter installation.

**Purpose of a Meter By-Pass**

3.1 A meter by-pass may be used to:

- provide a ready method of maintaining a supply of gas should the meter fail and insufficient gas is available to satisfy the agreed maximum flow rate at the meter point; and/or
- allow a meter to be replaced, recalibrated, checked or maintained without interruption to the gas supply.

#### **4 Provision of a Meter By-pass**

4.1 A meter by-pass would normally be considered where the provision of a meter by-pass would, in the gas supplier's opinion, be prudent in order to avoid the risk of personal injury or death or damage to property (including prejudice to animal welfare) arising from a fault on the meter or metering equipment and where gas is supplied to the following types of premises:

- (a) hospitals
- (b) institutionalised accommodation (for example homes for the elderly, schools, and prisons)
- (c) premises utilising large or complex plant supporting continuous bulk manufacturing (for example agricultural, baking or other commercial processes) and in analogous circumstances
- (d) and at meter installations connected to:
  - exceptionally extensive and complex pipework and gas consuming plant
  - multi-occupied premises or a number of discrete consumers (for example a single meter installation serving a block of flats).

#### **5 Gas Supplier's Approval**

5.1 In extraordinary cases where the MAM considers it appropriate for a by-pass to be provided then the MAM shall:

- (a) submit a written request to the gas supplier including justification for the by-pass.
- (b) receive the gas supplier's written consent before agreeing to install the by-pass in accordance with the relevant Ofgem Code of Practice (COP 1/b or COP 1/c)
- (c) provide confirmation to the gas supplier of completion of the by-pass installation.

#### **6 Existent Meter By-Passes and Removal of Meter By-Passes.**

6.1 The MAM shall determine whether any existent meter installation by-pass, under their commercial arrangements, is approved by the gas supplier.

6.2 Meter by-passes incorporated at meter installations remain in place unless the approval under Section 5 is revoked, in which case the by-pass shall be removed.

#### **7 Sealing of By-Pass Valves and Equipment.**

7.1 A by-pass shall be sealed on first installation by the MAM and resealed after use using a seal displaying the organisation or CORGI registration number.

#### **8 Operation of a By-Pass.**

**8.1** In the event that the by-pass has to be opened by the MAM the following should be carried out:

- (a) all relevant information shall be recorded in accordance with Network Code.
- (b) providing a safe situation exists, the meter by-pass valve seal should be broken and the valve slowly opened

- (c) the meter inlet valve should be turned off slowly and continuity of supply confirmed downstream of the by-pass
- (d) the meter outlet valve should be turned off slowly and continuity of supply confirmed;
- (e) the MAM shall advise the gas supplier when the by-pass has been opened and provide relevant information in accordance with Network Code

**9 Actions to be Taken Should the Meter By-Pass Seal be Found Broken**

- 9.1 If the MAM identifies that the by-pass seal is broken a responsible person on site should be contacted and a written record of all the details and actions shall be made.
- 9.2 Action should be taken according to paragraph 10 below if theft of gas is suspected.
- 9.3 The gas supplier shall be advised of broken seals.
- 9.4 Arrangements shall be made for the by-pass valve to be resealed.

**10 Actions to be Taken Should the By-Pass be Found in the Open Position and no Notification has Been Made to the Gas Supplier**

- 10.1 The responsible person on site must be advised that the by-pass has been found open. Both the date and time of the notification and the time at which the by-pass was found to be open must be recorded. If there is no apparent reason to why the by-pass is open, then arrangements must be made with the gas supplier and consumer for the by-pass to be closed safely and the by-pass valve resealed. If the by-pass is left open the purpose should be identified as to why the by-pass is left open. In either circumstance the relevant gas supplier shall be notified.
- 10.2 Where the MAM suspects that there has been theft of gas then the relevant gas supplier shall be notified.

