



ESP/PM/MP8

PROCEDURE FOR

**THE UTILISATION OF THE METER PULSE OUTPUT
(MPU) FOR E. S. PIPELINES OWNED GAS METERS**

October 2022

Document and Version Control

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July 2009	Jim Reed	Draft created	V0.1
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Audience

ESP staff involved with the management of and third-party organizations that have responsibility for the installation of Meter Pulse Utilisation equipment to E S Pipelines Limited owned gas meters.

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Approved by:	Rhodri Hughes – Safety & Compliance Engineer
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FOREWORD

This Management Procedure is approved by the Operations Director for use by Managers and all Engineers who carry out work under the instruction of E S Pipelines Limited. This Procedure must be complied with by any other third-party organisation wishing to utilise the Meter Pulse Output at a gas meter owned and operated by E S Pipelines Limited.

E S Pipelines Limited documents are reviewed and revised, when necessary, by the issue of new editions. Users should ensure that they are in possession of the latest edition by referring to the E S Pipelines Limited Register of Safety and Engineering documents.

Compliance with this Safety and Engineering document does not confer immunity from prosecution for breach of statutory or other legal obligations.

BRIEF HISTORY

Approved by E S Pipelines Limited as ESP/PM/MP8 in August 2009

This document replaces ESP MP8 which was first published in May 2007 as *“Policy for the Installation of Automatic Meter Reading (AMR) apparatus to ES Pipelines Limited owned gas meter installations by a third party organization”*. This document has now been withdrawn as it no longer reflects current industry practices.

Reviewed and updated January 2012; ESP/PM/MP8 V1.1.

Minor updates made to Appendices A, B and C May 2012; ESP/PM/MP8 V1.2.

Reviewed but no changes made ESP/PM/MP8 V 1.3.

Reviewed & made minor changes to text ESP/PM/MP8 V 1.4.

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Reviewed without change made ESP/PM/MP8 V 1.6.

Reviewed with minor updates, ESP/PM/MP8 V1.7

Reviewed (annual review), October 2022, ESP/PM/MP8 V1.8

DISCLAIMER

This Safety and Engineering document is provided for use by E S Pipelines Limited and such of its contractors as are obliged by the terms and conditions of their contracts to comply with this document. Where this document is used by any other party it is the responsibility of that party to ensure that this document is correctly applied.

MANDATORY AND NON-MANDATORY REQUIREMENTS

In this document:

must: indicates a mandatory requirement.

should: indicates best practice and is the preferred option. If an alternative method is used then a suitable and sufficient risk assessment must be completed to show that the alternative method delivers the same, or better, level of protection.

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MANAGEMENT PROCEDURE FOR

THE UTILISATION OF THE METER PULSE OUTPUT (MPU) FOR E S PIPELINES OWNED GAS METERS

INTRODUCTION

Persons fitting electrical apparatus to a gas meter must be competent to do so, and all work must be carried out in accordance with the Electricity at Work Regulations and IGEM/GM/7A. This document should be read in conjunction with the ES Pipelines Limited “*Contract for the utilisation of the Meter Pulse Output*” (the “Contract”).

1. SCOPE

- 1.1 This ESP/PM/MP8 document details the procedures to be followed by a third party organisation wishing to utilise the Meter Pulse Output to connect and take data from the Pulse Output Port connection at a Gas Meter owned and operated by ES Pipelines Limited (“ESP”) and fitted at a Consumers Premises.

2. RESPONSIBILITIES

- 2.1 It is a pre-requisite that any third party organisation (the “Company”) wishing to fit electrical apparatus to a gas meter owned and operated by ESP (the “Relevant Meter”) must be both a signatory to the Contract and verified as an “Approved Vendor” by ESP prior to carrying out any such works.

In order to comply with this requirement, the Company is required to make contact with ESP to register their intent to perform MPU Works at Relevant Meters fitted at Consumer’s Premises. ESP will then issue a copy of both the Contract and the ESP “Validation of a UIP Assessment Procedure” document ESP/PM/UIP/Val, which also covers other Contractors, to the Company.

Subject to both the subsequent approval of the Company as an Approved Vendor by ESP and the signature of the Contract by both parties the Company will then be permitted to perform MPU Works at Relevant Meters provided that the Company at all times complies with the terms of the Contract and remain an Approved Vendor.

3. PROCEDURES ASSOCIATED WITH COMPANY MPU WORKS AT A RELEVANT METER

The following procedures should be followed by the Company in accordance with the Contract with regard to performing MPU Works at a Relevant Meter:

- 3.1 The Company is permitted to carry out MPU Works at a Relevant Meter PROVIDED THAT both prior notification is given to ESP of the Company’s intent to do so by the submission by the Company of an “MPU Connection Notification Form” (see Appendix A) AND that there is a meter pulse output port fitted at the Relevant Meter and that this facility is not already being utilised by either ESP or others.
- 3.2 Where there is no meter pulse output port fitted at the Relevant Meter OR where the meter pulse output port is already in use by either ESP or a third party then the Company is required to submit an “MPU Connection Request Form” (see Appendix B) to ESP detailing the Relevant Meter concerned. ESP will then provide a Quotation for the works (“the ESP Works”) necessary

to enable the Company to subsequently perform its own MPU Works OR if appropriate notify the Company of its refusal to allow the Company to perform its intended MPU Works.

3.3 In any event and in all instances where the Company performs MPU Works at a Relevant Meter the Company must submit to ESP a duly completed copy of the ESP “MPU Connection Completion Certificate” (see Appendix C).

3.4 Where the Company identifies that the meter pulse output port is already in use and that MPU Equipment is connected at the Relevant Meter and the Company submits an “MPU Connection Request Form” to ESP then ESP will EITHER provide a quotation for the provision of a MPU Connection facility in accordance with the Contract OR if the connection of the MPU Equipment has not been authorised by ESP carry out an investigation to establish its ownership. Subject to the outcome of such investigation ESP may remove the unauthorised equipment and then offer the meter pulse output port connection to the Company for its use.

4. AUDIT OF COMPANY MPU WORKS

4.1 ESP may from time to time carry out random audit inspections of MPU Works made by the Company. The objective of such audits will be to confirm that MPU Equipment has been installed in accordance with the requirements of the Contract and prevailing industry standards and legislation. Audit inspections will be at the discretion of ESP and shall not be chargeable to the Company unless where sub standard installations as detailed below are encountered by ESP:

4.2 Non-Hazardous issues arising from ESP Audit

Where an issue arises as a result of an ESP Audit which is deemed to be of a “non-hazardous” nature the parties shall discuss and mutually agree a resolution to the issue(s) as soon as practically possible. The Company shall at their own expense be required to complete any necessary remedial works to the satisfaction of ESP.

4.3 Hazardous issues arising from ESP Audit

Where, during the course of an ESP audit, an issue is discovered which is deemed to be of a “hazardous” nature ESP shall, where it is practical to do so, undertake the necessary remedial works at the Relevant Meter to make safe the situation. Such remedial works may result in the disconnection of the Company’s MPU Equipment from the meter pulse output port. The cost of such remedial works shall be re-charged to the Company by ESP.


In such cases ESP will endeavour to notify the Company of any such actions taken by them as soon as practically possible. The parties shall then discuss and mutually agree a resolution to the issue(s) as soon as practically possible.

5. MPU CONNECTION CHARGES

The MPU Connection Charging Statement included in Appendix D details the ESP charges associated with the various work provisions where the Company performs MPU Works at a Relevant Meter.

APPENDIX A - MPU CONNECTION NOTIFICATION FORM

**An electronic version of this Form is available to the Company upon request to ESP*


MPU CONNECTION NOTIFICATION FORM	
<i>*INDICATES MANDATORY FIELDS</i>	<i>** DELETE AS REQUIRED</i>
Return to: ES Pipelines Limited Bluebird House Mole Business Park Leatherhead KT22 7BA	Telephone: 01372 587 500 Fax No: 01372 377 996 Email to: spaqueries@espug.com
	
Section 1. Notifying Company details	
Name/Ref*	<input style="width: 95%;" type="text"/>
Contact details	
Contact name*	<input style="width: 95%;" type="text"/>
Address*	<input style="width: 95%;" type="text"/>
Post code*	<input style="width: 45%;" type="text"/>
Tel No.*	<input style="width: 45%;" type="text"/>
Email Address*	<input style="width: 95%;" type="text"/>
Section 2. It is the Company's intention to perform MPU Works at the meter pulse output of the following meter:	
Site Details	
Gas Consumer Name*	<input style="width: 95%;" type="text"/>
Address (incl. post code)*	<input style="width: 95%;" type="text"/>
Site Contact Name*	<input style="width: 55%;" type="text"/> Tel No*: <input style="width: 35%;" type="text"/>
Meter Details	
Meter Point Reference Number*	<input style="width: 95%;" type="text"/>
Meter Serial No*	<input style="width: 95%;" type="text"/>
Year of Manufacture*	<input style="width: 95%;" type="text"/>
Meter location*	<input style="width: 95%;" type="text"/>
Model*	<input style="width: 95%;" type="text"/>
Manufacturer*	<input style="width: 95%;" type="text"/>
Planned Installation Date:	<input style="width: 45%;" type="text"/>
Section 3. Confirmation that the meter detailed by the Company in Section 2 qualifies as a Relevant Meter as defined in clause 2.1 of the Contract for the utilisation of the Meter Pulse Output between the parties	
Gas Supplier*: <input style="width: 45%;" type="text"/>	Gas Shipper*: <input style="width: 45%;" type="text"/>
Shipper authority obtained?* YES / NO**	*Consumer authority obtained? YES / NO**
Section 4. MPU Equipment to be fitted by the Company	
Equipment Type - AMR / Data Logger / Energy Management / Other (specify)*	<input style="width: 95%;" type="text"/>
Manufacturer / Model*	<input style="width: 95%;" type="text"/>
Electrical Isolation Barrier present* YES / NO**	Hazardous Zone Rating* <input style="width: 45%;" type="text"/>

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REF- ESPMPUCNF


APPENDIX B - MPU CONNECTION REQUEST FORM

*An electronic version of this Form is available to the Company upon request to ESP

MPU CONNECTION REQUEST FORM	
<i>*INDICATES MANDATORY FIELDS</i>	<i>** DELETE AS REQUIRED</i>
Return to: ES Pipelines Limited Bluebird House Mole Business Park Leatherhead KT22 7BA	Telephone: 01372 587 500 Fax No: 01372 377 996 Email to: spaqueries@espug.com
	
Section 1. Requesting Company details	
Name/Ref* <input style="width: 100%;" type="text"/>	
Contact details Contact name* <input style="width: 100%;" type="text"/> Address* <input style="width: 100%;" type="text"/> Post code* <input style="width: 100%;" type="text"/> Tel No.* <input style="width: 100%;" type="text"/> Email Address* <input style="width: 100%;" type="text"/>	Billing address (if different) Contact name <input style="width: 100%;" type="text"/> Address <input style="width: 100%;" type="text"/> Post code <input style="width: 100%;" type="text"/> Tel No. <input style="width: 100%;" type="text"/> Email Address <input style="width: 100%;" type="text"/>
Section 2. Please provide a Quotation to provide access to the meter pulse output of the following meter	
Site Details	
Gas Consumer Name* <input style="width: 100%;" type="text"/>	
Address (incl. post code)* <input style="width: 100%;" type="text"/>	
Site Contact Name* <input style="width: 100%;" type="text"/>	Tel No*: <input style="width: 100%;" type="text"/>
Meter Details	
Meter Point Reference Number* <input style="width: 100%;" type="text"/>	Datalogger present YES / NO**
Meter Serial No* <input style="width: 100%;" type="text"/>	Volume Converter Present YES / NO**
Year of Manufacture* <input style="width: 100%;" type="text"/>	Meter Output Port available YES / NO**
Meter location* <input style="width: 100%;" type="text"/>	R5 pulse working YES / NO**
Model* <input style="width: 100%;" type="text"/>	Optoisolation barrier/relay fitted YES / NO**
Manufacturer* <input style="width: 100%;" type="text"/>	Opto Output Ports available YES / NO**
Any other information that may assist your request: <input style="width: 100%;" type="text"/>	
Planned Installation Date: <input style="width: 100%;" type="text"/>	<i>ES Pipelines may not be able to meet this requirement</i>
Gas Supplier*: <input style="width: 100%;" type="text"/>	Gas Shipper*: <input style="width: 100%;" type="text"/>
Shipper authority obtained?* YES / NO**	*Consumer authority obtained? YES / NO**
<i>***Documentary evidence of authority needs to be submitted with this request***</i>	
<i>(Please note that a site visit may be required to ascertain the ESP Works required on site which may delay the response from ES Pipelines)</i>	
Section 3. MPU Equipment to be fitted	
Equipment Type - AMR / Data Logger / Energy Management / Other (specify)* <input style="width: 100%;" type="text"/>	
Manufacturer / Model* <input style="width: 100%;" type="text"/>	
Electrical Isolation Barrier present* YES / NO**	Hazardous Zone Rating* <input style="width: 100%;" type="text"/>
Notes ES Pipelines will advise connection approval and where appropriate provide a Quotation for any necessary ESP Works required to enable the MPU connection within 10 Working Days from receipt of the completed MPU Connection Request.	

APPENDIX C - MPU CONNECTION COMPLETION CERTIFICATE

*An electronic version of this Form is available to the Company upon request to ESP

MPU CONNECTION COMPLETION CERTIFICATE			
*INDICATES MANDATORY FIELDS	** DELETE AS REQUIRED		
Return to: ES Pipelines Limited Bluebird House Mole Business Park Leatherhead KT22 7BA	Telephone: 01372 587 500 Fax No: 01372 377 996 Email to: spaqueries@espug.com		
Section 1. Company details			
Name/Ref:	<input style="width: 100%;" type="text"/>		
Contact details*	Billing address (if different)		
Contact name*	Contact name	<input style="width: 100%;" type="text"/>	
Address*	Address	<input style="width: 100%;" type="text"/>	
Post code*	Post code	<input style="width: 100%;" type="text"/>	
Tel No.*	Tel No.	<input style="width: 100%;" type="text"/>	
Email Address*	Email Address	<input style="width: 100%;" type="text"/>	
Section 2. MPU Equipment has been connected to the following Meter Pulse Output Port			
MPU Equipment has been connected to the following Meter Pulse Output Port as authorised by ESP under the Terms and Conditions of the Contract for the utilisation of the Meter Pulse Output between the parties.			
The following information is provided to verify this record:			
Site Details			
Gas Consumer Name*	<input style="width: 100%;" type="text"/>		
Address (incl. post code)*	<input style="width: 100%;" type="text"/>		
Site Contact Name*	<input style="width: 50%;" type="text"/>	Tel No*	<input style="width: 50%;" type="text"/>
Meter Details			
Meter Point Reference Number*	<input style="width: 50%;" type="text"/>	METER READING at Start*	<input style="width: 50%;" type="text"/>
Meter Serial No*	<input style="width: 50%;" type="text"/>	METER READING at End*:	<input style="width: 50%;" type="text"/>
Volume Converter Details			
Manufacturer*	<input style="width: 50%;" type="text"/>	UNCORRECTED READING at Start*	<input style="width: 50%;" type="text"/>
Model*	<input style="width: 50%;" type="text"/>	CORRECTED READING at Start*	<input style="width: 50%;" type="text"/>
Serial No.*	<input style="width: 50%;" type="text"/>	UNCORRECTED READING at End*	<input style="width: 50%;" type="text"/>
		CORRECTED READING at End*	<input style="width: 50%;" type="text"/>
MPU Equipment Details			
Make*	<input style="width: 100%;" type="text"/>		
Serial No*	<input style="width: 100%;" type="text"/>		
Model*	<input style="width: 100%;" type="text"/>		
Hazardous Certificate No*.	<input style="width: 100%;" type="text"/>		
Equipment Type - AMR / Data Logger / Energy Management / Other (specify)* <input style="width: 100%;" type="text"/>			
Electrical Isolation Barrier present** YES / NO**			
If YES then is this* Integral to MPU Equipment / Separate Unit (eg Chatterbox or similar)			
Section 3. Installation Details:			
Installation Date*:	<input style="width: 100%;" type="text"/>		Additional Information
INSTALLER (Company)*:	<input style="width: 100%;" type="text"/>		<input style="width: 100%; height: 100%;" type="text"/>
INSTALLER (Person)*:	<input style="width: 100%;" type="text"/>		
Commissioning date*:	<input style="width: 100%;" type="text"/>		

V1.2 June 2018

REF- ESPMPUCCC

APPENDIX D - MPU CONNECTION CHARGING STATEMENT

Charge Ref.	Designation	Work Provision	Charge exc. VAT
MPU 01	MPU Works	<p>NOTIFICATION OF INTENT TO CONNECT.</p> <p>Connection of MPU Equipment via submission of MPU Notification Form to ESP.</p> <p>Company Notification.</p>	No Charge
MPU 02	ESP Works	<p>NO METER PULSE OUTPUT AT RELEVANT METER.</p> <p>Meter exchange required by ESP to provide meter with Meter Pulse Output facility to enable connection of MPU Equipment by the Company.</p> <p>Bespoke Quotation to Company by ESP.</p>	£bespoke quote
MPU 03	ESP Works	<p>METER PULSE OUTPUT IN USE.</p> <p>Provision of Expansion Box to split pulse to enable connection of MPU Equipment by the Company.</p> <p>Bespoke Quotation to Company by ESP.</p>	£bespoke quote
MPU 04	ESP Works	<p>NO ACCESS TO RELEVANT METER.</p> <p>Where Site visit required and ESP or its agents unable to gain access to the meter etc.</p> <p>Abortive call charge to Company by ESP.</p>	Straight pass through of costs incurred by ESP
MPU 05	ESP Works	<p>CONNECTION INSPECTION CHARGE.</p> <p>Inspection of the Company's MPU Works where MPU Connection Completion Certificate has not been provided to ESP in accordance with the Company's obligations under the terms of the Contract between the parties.</p> <p>Inspection Charge to Company by ESP.</p>	pass through of costs incurred by ESP + administration charge @ £75.00
MPU 06	ESP Works	<p>DISCONNECTION AND /OR REMOVAL OF MPU EQUIPMENT.</p> <p>Disconnection and /or removal by ESP of the Company's MPU Equipment at a Relevant Meter in accordance with clause 9.1 of the Contract between the parties.</p> <p>Disconnection Charge to Company by ESP.</p>	pass through of costs incurred by ESP + administration charge @ £75.00