

# ACCREDITATION CHECKLISTS

## METERING PROVIDERS, METERING DATA PROVIDERS & EMBEDDED NETWORK MANAGERS

PREPARED BY: AEMO Markets  
DOCUMENT REF:  
VERSION: 2.0  
EFFECTIVE DATE: 1 July 2021  
STATUS: Draft for industry comment – 30 August 2019

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## VERSION RELEASE HISTORY

Version	Effective Date	Summary of Changes
1.0		First Issue.
2.0	1 July 2021	Updated to incorporate amendments required for: <ul style="list-style-type: none"><li>• National Electricity Amendment (Five Minute Settlement) Rule 2017 No. 15, and</li><li>• National Electricity Amendment (Global Settlement and Market Reconciliation) Rule 2018 No 14</li></ul>

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## 1. INTRODUCTION

### 1.1. Purpose and Scope

This document contains the Accreditation Checklists for applicant MPs, MDPs and ENMs.

The Accreditation Checklists are questions the applicants are required to complete as part of the qualification process set out in the Qualification Procedure. They are intended to provide verification of what is required of a service provider through demonstration of systems, processes and procedures and allow AEMO to assess the applicant's qualification for the relevant role.

### 1.2. Related AEMO Documents

Title	Location
Default and Deregistration Procedure	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Accreditation-and-Registration">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Accreditation-and-Registration</a>
Metrology Procedure: Part A	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metrology-Procedures-and-Unmetered-Loads">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metrology-Procedures-and-Unmetered-Loads</a>
Metrology Procedure: Part B	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metrology-Procedures-and-Unmetered-Loads">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metrology-Procedures-and-Unmetered-Loads</a>
MSATS Procedures: CATS Procedures	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Market-Settlement-and-Transfer-Solutions">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Market-Settlement-and-Transfer-Solutions</a>
MSATS Procedures: WIGS Procedures	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Market-Settlement-and-Transfer-Solutions">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Market-Settlement-and-Transfer-Solutions</a>
MSATS Procedures: MDM Procedures	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Market-Settlement-and-Transfer-Solutions">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Market-Settlement-and-Transfer-Solutions</a>
MSATS Procedures: NMI Procedures	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metering-procedures-guidelines-and-processes">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metering-procedures-guidelines-and-processes</a>
NEM RoLR Processes	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Market-Settlement-and-Transfer-Solutions">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Market-Settlement-and-Transfer-Solutions</a>
Qualification Procedure (MP, MDP, ENM)	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Accreditation-and-Registration">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Accreditation-and-Registration</a>
Service Level Procedure (ENM)	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metering-procedures-guidelines-and-processes">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metering-procedures-guidelines-and-processes</a>
Service Level Procedure (MDP)	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metering-procedures-guidelines-and-processes">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metering-procedures-guidelines-and-processes</a>

Title	Location
Service Level Procedure (MP)	<a href="https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metering-procedures-guidelines-and-processes">https://www.aemo.com.au/Electricity/National-Electricity-Market-NEM/Retail-and-metering/Metering-procedures-guidelines-and-processes</a>

## 2. ABOUT THE CHECKLISTS

There are four documents containing the Accreditation Checklists:

1. General Checklist: contains questions that are common to all types of application and must be answered by all applicants.
2. MP Checklist: contains questions that are specific for applicants in each type of MP.
3. MDP Checklist: contains questions that are specific for applicants in each type of MDP.
4. ENM Checklist: contains questions for ENM applicants.

### 3. GENERAL CHECKLIST

No	Topic	Description
1.	Entity	If the applicant is an unincorporated partnership, please provide evidence of the legitimacy of the partnership, such as a partnership agreement.
2.	Entity	If the applicant is part of a conglomerate or group of companies, please provide a diagram detailing the relationships between the applicant and each other member in the conglomerate or group.
3.	Resources	Please provide a copy of the applicant's organisation chart and position descriptions for each technical and management role. Where the applicant forms part of a larger, unrelated business, the organisation chart should focus on that part of the organisation that is relevant to the type of application being made, and indicate how that part of the organisation links back to the rest of the organisation. For example, if a shopping centre owner/operator seeks to be accredited and registered as an ENM, the organisation chart should provide a granular picture of that part of the organisation proposed to be providing <i>embedded network management services</i> , and indicate the links back to the upper echelons of the organisation.
4.	Resources	Please provide brief resumes of each key manager and technical expert employed by the applicant in the provision of the services for which the applicant is seeking accreditation.
5.	Resources	Please describe your recruitment process in the context of the provision of the services for which the applicant is seeking accreditation. How do you check for each potential employee's skills level and integrity, for example, do you require Police checks and urine samples?
6.	Resources	Please provide a copy of the applicant's register of employees intended to provide the services for which the applicant is seeking accreditation, including all managers
7.	Financial Viability	Please provide a copy of the applicant's business plan, cash flow and financial statement forecasts for the next five years in the context of the provision of the services for which the applicant is seeking accreditation. Please detail the assumptions underpinning the business plan and those forecasts.
8.	Financial Viability	Please confirm whether the business plan and forecasts have been approved by the applicant's board, and if not, when they will be. If board approval is not required, please explain why, and provide a copy of any relevant delegation from the board.
9.	Financial Viability	Describe how the applicant will monitor performance against the business plan and forecasts referred to in item 7.
10.	Category of Registration	Are there any special conditions that the applicant would like to see applied to its category of accreditation?
11.	Compliance	Please provide a description of the applicant's compliance management system, including copies of compliance policies and procedures addressing relevant energy laws, safety and environmental laws, workplace laws and other laws that are relevant to the applicant's requested category of accreditation.

No	Topic	Description
12.	Compliance	Please describe the applicant's compliance culture. Is there proactive self-reporting within the applicant's business? Does this extend to the applicant's sub-contractors?
13.	Compliance	Please provide details of compliance training undertaken by each worker employed by the applicant, and all sub-contractor employees. This includes records of relevant training undertaken by individuals and the results of any testing.
14.	Compliance	How is worker/sub-contractor employee knowledge assessed in relation to the NER and applicable procedures under the NER?
15.	Compliance	Please provide a description of the applicant's safety management system and any audit results of such a system.
16.	Compliance	In the last 7 years, has the applicant been the subject of a Worksafe (by whatever name in each jurisdiction the applicant wishes to operate) investigation or been charged with offences against worker safety legislation? If so, what were the outcomes?
17.	Compliance	In the last 7 years, has the applicant been the subject of an Environmental Protection Authority (by whatever name in each jurisdiction the applicant wishes to operate) investigation or ever been charged with offences against environmental legislation? If so, what were the outcomes?
18.	Compliance	In the last 7 years, has the applicant been the subject of an electrical safety regulator (by whatever name in each jurisdiction the applicant wishes to operate) investigation or ever been charged with offences against electrical safety legislation? If so, what were the outcomes?
19.	Compliance	In the last 7 years, has the applicant been the subject of an Australia Energy Regulator (or any of its state-based predecessors) investigation or ever been charged with offences against electricity regulatory laws/rules/codes? If so, what were the outcomes?
20.	Compliance	Please provide a copy of the applicant's data retention policy and procedures covering all aspects of data handling.
21.	Compliance	Please provide a copy of the applicant's delegation policies or manual, indicating how each worker and each sub-contractor's employees are delegated the authority to perform functions under the NER and each applicable procedure under the NER.
22.	Compliance	Please provide a copy of the applicant's change management policies and procedures. How are these audited?
23.	IT Systems	Please provide a description of the applicant's IT system architecture, system capacity, scalability and interfaces between the applicant's infrastructure and other relevant systems for all transactions to the MSATS participant inbox, including relevant diagrams and other supporting documentation.
24.	IT Systems	Please provide a copy of relevant policies and procedures for the back-up of data collected by the applicant's systems.
25.	IT Systems	Please provide a copy of the applicant's IT policies and procedures for secure access to systems, including read/write authorisations, cyber security measures and virus defence strategies.
26.	IT Systems	Please provide a test summary report, associated test results and certifications or accreditation for each system, including details of all defects, workarounds for any outstanding defects in the applicant's IT systems, including functional, end-to-end system and regression testing, which has been formally approved by an authorised person.
27.	MSATS	Please provide a copy of the applicant's policies and procedures for the management of all types of Change Requests the applicant expects to be involved with.

No	Topic	Description
28.	Risk Management	Please provide a copy of the applicant's risk management policies and procedures, anti-fraud and corruption policies and procedures. How are these audited?
29.	Risk Management	Please provide a copy of the applicant's disaster recovery plan.
30.	Confidentiality	Please provide a copy of the applicant's policies and procedures for the handling of information that is confidential within the context of Chapter 7 of the NER, and how the applicant will preserve the confidentiality of that information.
31.	Confidentiality	Please provide a copy of the applicant's confidential information policy, privacy policy or any other relevant policy in the context of the confidentiality of information under Chapter 7 of the NER, policies and procedures on access to IT systems and access to the applicant's work premises.
32.	Confidentiality	Please provide a copy of the applicant's policies and procedures concerning third party access rights to <i>metering data</i> and <i>NMI standing data</i> howsoever held by the applicant.
33.	Confidentiality	Please confirm how the applicant will ensure that any overseas sub-contractors have systems in place that comply with Australian privacy laws.
34.	Confidentiality	Does the applicant enter into individual contracts of employment with its workers? If yes, please provide a sample indicating how confidentiality is addressed in these contracts.
35.	Dispute Resolution	Please provide a copy of the applicant's dispute resolution process that covers disputes between the applicant and: <ul style="list-style-type: none"> <li>• End Users;</li> <li>• its sub-contractors;</li> <li>• other Participants; and</li> <li>• AEMO.</li> </ul>
36.	Dispute Resolution	Please provide the applicant's policies and procedures for the training of workers/sub-contractor employees in the implementation of the applicant's dispute resolution processes.
37.	Insurance	Please provide a copy of the following certified insurance certificates and policies: public liability of \$10 million per occurrence (\$5 million if applying for ENM accreditation), and professional indemnity of \$1 million per occurrence.
38.	Insurance	Please provide a certified copy of workers' compensation insurance certificates covering all workers employed by the applicant in each Jurisdiction in which the applicant intends to be active.
39.	Quality Assurance	Has the applicant obtained AS 9000 series standards certification? If yes, please provide a copy of the certificate and the most recent audit result. If not, when is the applicant expecting such accreditation?
40.	Quality Assurance	Please provide a copy of the applicant's policies and procedures for self-regulation, including exception reporting, performance monitoring, etc...
41.	Quality Assurance	Please provide a copy of the applicant's policies and procedures for the implementation and management of corrective and preventative actions upon identification or notification of exceptions or errors.



No	Topic	Description
42.	Sub-Contractors	Does the applicant use or intend to use sub-contractors to perform any of its responsibilities under the NER or applicable <i>service level procedures</i> ? If yes, answer the remaining questions regarding the use of sub-contractors.
43.	Sub-Contractors	Please provide the following for each sub-contract: The name and ABN of each sub-contractor. Please confirm that each sub-contract entered into is in writing and provide a summary of the services being provided, how confidentiality and AEMO's audit rights will be addressed, and the term of the sub-contract.
44.	Sub-Contractors	Please provide the following for each sub-contract: A copy of the sub-contractor's tender evaluation report indicating how the applicant received assurances that the sub-contractor can meet the NER and other legal obligations associated with the provision of the services to be provided (including training and other certification and Police checks).
45.	Sub-Contractors	What other due diligence does the applicant undertake when selecting sub-contractors?
46.	Audit	Please describe the applicant's audit process and plans, covering both internal audit and any audits of sub-contractors and provide copies of all relevant policies and procedures.
47.	Audit	Please provide copies of recent audit results, along with management comments and evidence that issues are being closed in a timely manner.
48.	Audit	Describe the audit trail that will be kept by the applicant's sub-contractors when performing services for which the applicant will need to be audited by AEMO in accordance with the NER and the relevant SLP.

#### 4. MP CHECKLIST

No.	Topic	Description	Category		
			1C, 1V, 1M, 1A, 2C, 2V, 2M, 2A, 3M, 3A, 4M, 4A, 4S, L	5A, 6A	5B, 6B
1.	Capability and competency	Please provide the applicant's register of employees in sufficient detail to demonstrate compliance with section 2.1(b) of the Service Level Procedure (MP).	✓	✓	✓
2.	Capability and competency	Please provide a copy of the applicant's procedures for making statements of opinions and interpretations.	✓	✓	✓
3.	Systems	Please provide details of the applicant's register of <i>metering installations</i> , including content, accessibility and data retention.	✓		✓
4.	Security	Please provide a copy of policies and procedures relating to the applicant's security control management plan and associated infrastructure, communications systems and sealing techniques for the purposes of preventing unauthorised local access or remote access to <i>metering installations</i> , services provided by <i>metering installations</i> and <i>energy data</i> held in <i>metering installations</i> .	✓	✓	✓
5.	Devices	Please provide a copy of the policies and procedures for the procurement of meters, <i>instrument transformers</i> and any other devices that the applicant intends to install at a <i>metering installation</i> .	✓		✓
6.	Devices	Please provide a list of all devices the applicant intends to install as a component of a <i>metering installation</i> , and provide evidence that the device is suitable for use in the <i>NEM</i> (e.g. pattern approvals, conformance with <i>Australian Standards</i> , etc.)	✓	✓	✓
7.	Devices	Please provide a copy of policies and procedures for the storage, handling and transport of any calibrated devices.	✓	✓	✓
8.	Devices	Please provide a copy of policies and procedures for the return of devices (including components of the <i>metering installation</i> and <i>network devices</i> ) to their owner.	✓	✓	✓

No.	Topic	Description	Category		
			1C, 1V, 1M, 1A, 2C, 2V, 2M, 2A, 3M, 3A, 4M, 4A, 4S, L	5A, 6A	5B, 6B
9.	Devices	Please provide a copy of the applicant's register of equipment and authorised software used for programming <i>meters</i> .	✓		✓
10.	Devices	Please provide a copy of policies and processes for the maintenance of equipment, authorised software and programs used for programming <i>meters</i>	✓		✓
11.	Test equipment	Please provide a copy of the applicant's register of test equipment used for testing <i>metering installations, meters</i> and <i>instrument transformers</i> , including copies of calibration certificates.	✓		✓
12.	Test equipment	Please provide details of the applicant's testing laboratory (or testing laboratory provider) registered as a verifying authority.	✓		✓
13.	Test equipment	Please provide a copy of the policies and procedures for the maintenance and calibration of test equipment.	✓	✓	✓
14.	Design	Please provide design schemes for standard HV and LV ( <i>as applicable</i> ) <i>metering installation</i> configurations.	✓		✓
15.	Design	Please provide a copy of policies and procedures for obtaining approval of the application of a <i>metering installation</i> design.	✓		✓
16.	Installation and Commissioning	Please provide a copy of policies and procedures for the wiring and termination of <i>metering installation</i> components.	✓	✓	✓
17.	Installation and Commissioning	Please provide a copy of procedures of the applicant's method of testing polarity and phase sequence at the <i>metering installation</i> .	✓	✓	✓
18.	Installation and Commissioning	<p>In respect of all types of <i>metering installations</i> the applicant intends to install, including <i>check metering</i>, please provide a copy of policies and procedures relating to:</p> <ul style="list-style-type: none"> <li>the applicant's <i>metering installation</i> commissioning process regarding the identification and verification of the accuracy class of all types of <i>metering installations</i> and components the applicant intends to install, burdens applied to <i>instrument transformers, voltage</i> phase sequence and current and <i>voltage</i> phase relationships at <i>meter</i> terminals; and</li> <li>the validation of the accuracy of the <i>metering installation</i> at the time of commissioning and for changing parameters or settings within a <i>metering installation</i>.</li> </ul>	✓	✓	✓

No.	Topic	Description	Category		
			1C, 1V, 1M, 1A, 2C, 2V, 2M, 2A, 3M, 3A, 4M, 4A, 4S, L	5A, 6A	5B, 6B
19.	Installation and Commissioning	Please provide a copy of the policies and procedures for the installation of antennas (aerials) as a component of a <i>metering installation</i> .	✓		
20.	Installation and Commissioning	Please provide a copy of the applicant's policies and procedures for verifying the time setting of a <i>metering installation</i> .	✓	✓	✓
21.	Installation and Commissioning	Please provide a copy of the applicant's procedure for verifying the alignment between the connected ratios of <i>instrument transformers</i> and the calculation of the constant to be applied to the collection and processing of <i>metering data</i> .	✓		✓
22.	Installation and Commissioning	Please provide a copy of the applicant's policies and procedures for determining the conditions that would allow the installation of type 4A <i>metering installations</i> .	✓		
23.	Installation and Commissioning	Please provide a copy of the policies and procedures for the establishment of remote communication with a <i>metering installation</i> .	✓		
24.	Installation and Commissioning	Please provide a copy of the policies and procedures for the validation of <i>metering data</i> for remotely read and manually read metering installations (as applicable), upon the installation or alteration of a <i>metering installation</i> .	✓		
25.	Installation and Commissioning	Please provide a copy of the policies and procedures for creating and updating <i>NMI standing data</i> in the MSATS <i>metering register</i> and the applicant's register of <i>metering installations</i> following <i>metering installation</i> commissioning.	✓		✓
26.	Installation and Commissioning	Please provide a copy of the applicant's policies and procedures for the provision of a notice of completed <i>metering installation</i> work to the LNSP.	✓	✓	✓
27.	Meter Churn	Please provide a copy of the applicant's policies and procedures for the commencement of meter churn.	✓		✓
28.	Meter Churn	Please provide a copy of the policies and procedures for undertaking <i>meter</i> churn, including updates to MSATS and the identification and resolution of anomalies.	✓		✓
29.	Metering Installation Maintenance	Please provide a copy of the applicant's test plan.	✓		✓

No.	Topic	Description	Category		
			1C, 1V, 1M, 1A, 2C, 2V, 2M, 2A, 3M, 3A, 4M, 4A, 4S, L	5A, 6A	5B, 6B
30.	Metering Installation Maintenance	Please provide a copy of the applicant's policies and procedures for the validation of the CT and VT multiplying factors (as applicable), and verification of application in MDP systems.	✓		✓
31.	Metering Installation Maintenance	Please provide a copy of the applicant's policies and procedures for the review of changes in the burden of CT and VT circuits (as applicable).	✓		✓
32.	Metering Installation Maintenance	Please provide a copy of the applicant's policies and procedures for the adjustment of CT tap settings.	✓		✓
33.	Metering Installation Maintenance	Please provide a copy of the applicant's policies and procedures for the measurement of CT and VT burdens (as applicable).	✓		✓
34.	Metering Installation Maintenance	Please provide a copy of the applicant's policies and procedures for changing parameters or settings within a <i>metering installation</i> .	✓		✓
35.	Metering Installation Maintenance	Please provide a copy of the applicant's policies and procedures to support the MC in the identification and rectification of <i>metering installation malfunctions</i> .	✓		✓
36.	Metering Installation Maintenance	Please provide a copy of applicant's the process for management of non-conforming test results or calibrations at a <i>metering installation</i> and for devices removed from a <i>metering installation</i> .	✓		✓
37.	Metering Installation Maintenance	Please provide a copy of the applicant's processes and procedures for the identification and resolution of <i>meter</i> alarms.	✓		✓
38.	Metering Installation Maintenance	Please provide a copy of the applicant's policies and procedures for the rectification of a <i>metering installation</i> upon the identification of damage or interference with the <i>metering installation</i> , including tampering and missing cover plate, metrology and <i>instrument transformer</i> seals.	✓		✓
39.	Metering Installation Maintenance	Please provide a copy of the applicant's policies and procedures for field testing of meters.	✓		✓
40.	Metering Installation Maintenance	Please provide a copy of the applicant's policies and procedures for field testing of of CT and VT (as applicable).	✓		

## 5. MDP CHECKLIST

No	Topic	Description	Category		
			1D, 2D, 3D, 4D, 4S, 4AD	4AD, 5D, 6D, 7D	4AC, 5C, 6C
1.	Datastreams	Please provide a copy of the applicant's policies and procedures for the de-activation of Datastreams in MSATS.	✓	✓	
2.	Metering Register	Please provide a copy of the applicant's policies and procedures for the population of details in the <i>metering register</i> .	✓	✓	
3.	Reactive Energy Metering Data	Please provide a copy of the applicant's policies and procedures for the storage or <i>reactive energy metering data</i> in the <i>metering data services database</i> .	✓	✓	
4.	Special Sites	Please provide a copy of the applicant's process for establishing approval for the provision of <i>metering data services</i> at a TNI on a 'special site' list.	✓	✓	
5.	Exception Report Management	Please provide a copy of the applicant's policies and procedures for the management of exception reports detecting system or process errors.	✓	✓	
6.	Time Settings	Please provide a copy of the applicant's policies and procedures for the maintenance of the <i>metering services database</i> clock, including: <ul style="list-style-type: none"> <li>checking the accuracy of the <i>metering installation</i> clock and resetting the clock where necessary; and</li> <li>notifying the MP when the applicant is unable to reset the clock.</li> </ul>	✓	✓	
7.	Verification and Commissioning of Metering Data	Please provide a copy of the applicant's policies and procedures for the verification and commissioning of <i>metering data</i> and relevant <i>NMI standing data</i> pertaining to each <i>metering installation</i> into the <i>metering data services database</i> .	✓	✓	
8.	Data Formats	Please provide a copy of the applicant's policies and procedures for the creation and population of the MDFF and MDM formats.	✓	✓	
9.	Energy Data	Please provide a copy of the applicant's policies and procedures for the alteration of <i>energy data</i> held in a <i>metering installation</i> .	✓	✓	

No	Topic	Description	Category		
			1D, 2D, 3D, 4D, 4S, 4AD	4AD, 5D, 6D, 7D	4AC, 5C, 6C
10.	Collection Process	Please provide a copy of the applicant's policies and procedures for the recording and logging of faults and problems associated with the reading function of <i>meters</i> .	✓	✓	✓
11.	Collection Process	Please provide a copy of the applicant's policies and procedures for the <i>metering data</i> collection and processing system, identifying which parts are automated and which are manually performed.		✓	✓
12.	Metering Installation Malfunctions	Please provide a copy of applicant's policies and procedures used to support the MC, the MP, or both, in the identification and rectification of <i>metering installation malfunctions</i> .	✓	✓	✓
13.	Special Reading Requests	Please provide a copy of the applicant's policies and procedures for the management of Special Meter Readings and Final Readings.	✓	✓	✓
14.	Missing Metering Data	Please provide the applicant's policies and procedures for the initiation of: <ul style="list-style-type: none"> <li><i>remote acquisition</i> where <i>metering data</i> is missing, erroneous or has failed Validation; and</li> <li>alternative method(s) of collecting <i>metering data</i> where <i>remote acquisition</i> becomes unavailable.</li> </ul>	✓		
15.	Meter Reading Schedule	Please provide a copy of the applicant's policies and procedures for developing and maintaining a reading schedule.	✓	✓	✓
16.	Meter Reading Schedule	Please provide a copy of the applicant's policies and procedures for the collection of <i>metering data</i> in relation to the Schedule Reading Date.	✓	✓	✓
17.	Metering Data Processing	Please provide a copy of the applicant's policies and procedures for <i>metering data</i> processing, including: <ul style="list-style-type: none"> <li>assignment of the date/time stamp;</li> <li>ensuring the correct type codes, reason codes and quality flags are assigned;</li> <li>checking for missing <i>metering data</i> and overlaps; and</li> <li>aggregation of <i>metering data</i> to 15-minute or 30-minute intervals where required or by agreement.</li> </ul>	✓	✓	✓
18.	Metering Data Processing	Please provide a copy of the applicant's policies and procedures for notifying AEMO and <i>Registered Participants</i> when Substitutions or Estimations are carried out.	✓	✓	
19.	Validation - Data Alarms	Please provide a copy of the applicant's policies and procedures for the validation of <i>metering data</i> alarms.	✓	✓	

No	Topic	Description	Category		
			1D, 2D, 3D, 4D, 4S, 4AD	4AD, 5D, 6D, 7D	4AC, 5C, 6C
20.	Metering Data Validation	Please provide a copy of the applicant's policies and procedures for the Validation of all types of <i>metering data</i> the applicant expects to be collecting, including the review of failed Validations.	✓	✓	✓
21.	Metering Data Substitution	Please provide a copy of the applicant's policies and procedures for the Substitution of all types of <i>metering data</i> the applicant expects to be collecting.	✓	✓	
22.	Metering Data Estimation	Please provide the applicant's policies and procedures for the Estimation of all types of <i>metering data</i> the applicant expects to be collecting.	✓	✓	
23.	Data Processing - Quality Flags	Please provide a copy of the applicant's policies and procedures for the assignment of quality flags to all types of <i>metering data</i> the applicant expects to be processing.	✓	✓	
24.	Data Processing - Metering Installation	Please provide a copy of the applicant's policies and procedures for the cumulative and subtractive processes for complex metering configurations.	✓		
25.	Data Processing - Special Sites	Please provide a copy of the applicant's policies and procedures for the <i>metering data</i> processing checklists for special sites and technology related conditions.	✓		
26.	Data Processing - Metering Installation type 7	Please provide a copy of the applicant's policies and procedures for the <i>metering data</i> processing requirements for <i>metering installation</i> type 7.		✓	
27.	Data Processing – Non-contestable unmetered loads	Please provide a copy of the applicant's policies and procedures for the <i>metering data</i> processing requirements for <i>non-contestable unmetered loads</i> .		✓	
28.	Correcting Metering Data	Please provide a copy of the applicant's policies and procedures for correcting <i>metering data</i> upon notification by AEMO that it has failed AEMO validation.	✓	✓	
29.	Correcting Datastreams	Please provide a copy of applicant's policies and procedures for identifying and resolving unexpected or missing Datastreams.	✓	✓	



No	Topic	Description	Category		
			1D, 2D, 3D, 4D, 4S, 4AD	4AD, 5D, 6D, 7D	4AC, 5C, 6C
30.	Metering Data Delivery	Please provide a copy of the applicant's policies and procedures for the delivery of <i>metering data</i> to: <ul style="list-style-type: none"> <li>AEMO under normal conditions and ad hoc for prudential purposes;</li> <li><i>Registered Participants</i>;</li> <li>in the case of <i>meter</i> churn, the New MDP; and</li> <li>the relevant FRMP following notification of a change of FRMP.</li> </ul>	✓	✓	
31.	Validations	Please provide a copy of the applicant's policies and procedures for the review of failed Validations.	✓	✓	✓
32.	RoLR Event	Please provide a copy of the applicant's policies and procedures for the delivery of <i>metering data</i> for manually read <i>metering installations</i> following a RoLR Event.	✓	✓	
33.	Metering Installation - Type 6	Please provide a copy of the applicant's policies and procedures for the management of <i>metering data</i> and the construction of data files following a <i>meter</i> churn when a <i>metering installation</i> is changed from a type 6 <i>metering installation</i> to a new type 6 <i>metering installation</i> .		✓	
34.	Meter Churn	Please provide a copy of the applicant's policies and procedures for the management of <i>metering data</i> and the construction of data files following a <i>meter</i> churn when a <i>metering installation</i> is changed from a type 6 to a new type 1, 2, 3, 4 or 4A <i>metering installation</i> .	✓	✓	
35.	Meter Churn	Please provide a copy of the applicant's policies and procedures for the management of <i>metering data</i> and the construction of data files following a <i>meter</i> churn when a <i>metering installation</i> is changed from a type 1, 2, 3, 4, 4A, or 5 <i>metering installation</i> to a new type 6 <i>metering installation</i> .	✓	✓	
36.	Meter Churn	Please provide a copy of the applicant's policies and procedures for the management of <i>metering data</i> and the construction of data files following a <i>meter</i> churn when a <i>metering installation</i> is changed from a type 1, 2, 3, 4, 4A, or 5 to a new type 1, 2, 3, 4 or 4A <i>metering installation</i> .	✓	✓	
37.	MSATS	Please provide a copy of the applicant's policies and procedures for changing a <i>NMI</i> Datastream to 'I' (Inactive) and 'A' (Active).	✓	✓	
38.	MSATS	Please provide a copy of the applicant's policies and procedures for provision of an Actual Change Date following receipt of a Data Request for an Actual Change Date.	✓	✓	

No	Topic	Description	Category		
			1D, 2D, 3D, 4D, 4S, 4AD	4AD, 5D, 6D, 7D	4AC, 5C, 6C
39.	MSATS	Please provide a copy of the applicant's policies and procedures for provision of a NMI suffix upon a request from an MP.	✓	✓	
40.	MSATS	Please provide a copy of the applicant's policies and procedures for the calculation, population and maintenance of ADL in MSATS.	✓	✓	
41.	MSATS	Please provide a copy of the applicant's policies and procedures for updating the NSRD following manual data collection.	✓	✓	
42.	MSATS	Please provide a copy of the applicant's policies and procedures for the management of Objections.	✓	✓	✓
43.	Systems	Please provide a copy of the applicant's policies and procedures for the retrieval of <i>metering data</i> (including both online and archive).	✓	✓	
44.	Systems	Please provide a copy of the applicant's policies and procedures for the back-up of <i>metering data</i> .	✓	✓	✓
45.	Small Customer Metering Installations	Please provide a copy of the applicant's security control management plan.	✓	✓	✓
46.	Security of Metering Installation Passwords	Please provide a copy of the applicant's policies and procedures for the secure retention of <i>metering installation</i> passwords.	✓	✓	✓
47.	Notification of Broken Seals	Please provide a copy of the applicant's policies and procedures for notifying the MC upon identification of a broken seal at the <i>metering installation</i> .	✓	✓	✓
48.	Systems and Testing	Please provide a copy of the applicant's policies and procedures for dealing with the administration of data alarms and stop files in communications with AEMO's systems.	✓	✓	✓

## 6. ENM CHECKLIST

No	Category	Topic	Description
1.	Appointment	Appointment	Please provide the applicant's policies detailing the conditions under which the applicant could accept appointment as an ENM and provide <i>embedded network management services</i> and the conditions under which such an appointment would no longer be tenable.
2.	System and Administration	Embedded Network Information	Please explain how the following records and information are going to be maintained, and provide associated policies and procedures: <ol style="list-style-type: none"> <li>Type and configuration of <i>metering installations</i> for all <i>child connection points</i>.</li> <li>Subtractive or other arrangements used in respect of the <i>metering installations</i> for all <i>child connection points</i>.</li> <li>Relevant <i>EN wiring information</i>.</li> <li>Version control of <i>EN wiring information</i>.</li> <li>DLFs applicable to each <i>child connection point</i>.</li> <li>Correspondence with all persons.</li> </ol>
3.	Market Interface Functions	NMI Allocation	Please explain how Parent NMIs and Child NMIs will be managed including: <ol style="list-style-type: none"> <li>Maintaining a register of allocated Child NMIs.</li> <li>NMI allocation to embedded network <i>child connection points</i>.</li> <li>Managing communication with the LNSPs to obtain Embedded Network Code for the Parent NMI.</li> </ol>
4.	Market Interface Functions	Distribution Loss Factors	Please provide the applicant's processes and procedures for providing AEMO with approved site-specific DLF Codes and the related DLFs by the beginning of March each year.
5.	Market Interface Functions	MSATS Setup	Please provide the applicant's policies, processes and procedures for undertaking the following activities in MSATS: <ol style="list-style-type: none"> <li>Creating Child NMIs in MSATS.</li> <li>Identifying and applying the correct DLF Codes to their Child NMIs in MSATS.</li> <li>Identifying, applying, and maintaining the correct TNI Codes to their Child NMIs in MSATS.</li> <li>Updating MSATS NMI Standing Data for their Child NMIs.</li> <li><i>Child connection points</i> exiting the market.</li> <li>Existing off-market <i>embedded network connection point</i> becoming a <i>child connection point</i>.</li> <li>Maintaining Network Tariff Code for Child NMIs.</li> <li>De-energisation and Re-energisation of Child NMIs.</li> <li>Child NMI Abolishment.</li> <li>Allocating a name to the Parent NMI and providing the name to AEMO in situations where a Child NMI is also a Parent NMI of another <i>embedded network</i>.</li> </ol>
6.	Delivery of Information upon Deregistration	General	Please provide the applicant's processes and procedures for providing information to AEMO (or AEMO's nominees) if the ENM is to be deregistered in accordance with the Default and Deregistration Procedure.

