

How to become a test house

Version 4.0

29 October 2009

Version control

Version	Date amended	Comments
3.0	12 Nov 2008	Updated into Commission's new format, content unchanged.
4.0	29 Oct 2009	Update into Commission's new format, application form updated.

Disclaimer

1. This information paper outlines the process on how to become an approved test house under the Electricity Governance Rules 2003 (Rules).
2. This information paper does not form part of the Rules. It is provided for general information only and not as legal advice, and does not establish any legal obligation in itself.
3. Although the Electricity Commission (Commission) has taken every care in the preparation of the content of this information paper, the Commission offers no warranty (express or implied) as to the accuracy, completeness, or legality of that content. The Commission is not liable or responsible to any persons for direct or indirect loss or damage that may result from the action or failure to act by any person in reliance on the information paper.
4. The publishing of this information paper does not place any obligation on the Commission to follow any interpretation contained in them when carrying out any of its functions under the Electricity Act 1992 (Act).

Glossary of abbreviations and terms

Board	Electricity Commission Board
Commission	Electricity Commission
MA	Market administrator
Regulations	Electricity Governance Regulations 2003
Rules	Electricity Governance Rules 2003

Contents

Disclaimer	A
Glossary of abbreviations and terms	C
Introduction	1
Compliance with the Rules	1
Test house approval requirements	2
Procedures for approval	2
Register of approved test houses	2
Commission participant register	3
Annual renewal	3
Audits	4
Additional information	5
Appendix 1 Application form for new test houses	9
APPLICATION FOR APPROVAL AS A NEW TEST HOUSE	10

Introduction

1. Retailers and generators must ensure every metering installation used to record the supply of electricity complies with the accuracy provisions in the Rules. Approved test houses (test houses) ensure metering systems operate accurately. Test houses are responsible for certifying metering installations, and ensuring that the standards of metering calibration, testing, installation, and maintenance detailed in the Rules are sustained.
2. An approved test house means a meter testing and calibration facility that has been approved by the market administrator (MA) in accordance with the procedures in code of practice (COP) D2 of schedule D1 of part D of the Rules.
3. There are two categories of test house - class A and class B.
4. Class A test houses are approved to carry out calibration of working standards, metering equipment and metering installations, installation of metering equipment and commissioning and certifying all categories of metering installations. In addition, a class A test house is authorised to issue calibration and certification reports for all metering categories.
5. Class B test houses are approved to carry out calibration of class 1 and class 2 meters and class 0.5 current transformers, the installation of metering equipment, and commissioning and certifying category 1 - 3 metering installations.
6. Rule 7 of COP D2 of schedule D1 of part D of the Rules sets out the requirements for obtaining either a class A or class B approved test house status.
7. This document contains a number of terms found in the Rules. These terms are defined in rule 1 of part A of the Rules.

Compliance with the Rules

8. All metering must comply with the Rules. Only approved test houses are allowed to carry out metering functions. However, it is the retailer or generator contracting the approved test house that is held responsible for the approved test house's compliance with the Rules.

Test house approval requirements

9. The MA approves test houses. A test house seeking approval must be able to demonstrate to the satisfaction of the MA that it has the facilities and procedures to consistently meet the requirements as outlined in the Rules for the class of test house for which it is seeking approval.
10. The general requirements for test house approval are set out in rule 5 of COP D2 of the Rules.
11. In addition to these requirements, rule 6 of COP D2 outlines the additional requirements for class A approved test houses.
12. The MA may appoint an auditor to carry out an initial audit of the applicant. The applicant will pay for the costs associated with this initial audit.
13. Note: there is currently an exemption in place for all class A test houses. Please see exemption no 105 for more information
<http://www.electricitycommission.govt.nz/rulesandregs/exemptions>.

Procedures for approval

14. Approval, as either a class A or class B test house, is valid for a maximum period of 12 months from the date approval is given by the MA.
15. Test houses seeking approval need to complete the relevant application form, attached as Appendix one. The application form must be submitted to the MA, along with a copy of their quality assurance manual. The MA may seek the advice of an auditor, at the cost of the applicant.
16. If an auditor has been instructed by the MA to review the application, the auditor may request additional information and carry out inspections of the test house and audits of its procedures. The auditor may consider this necessary to enable it to process the application and make recommendations to the MA.

Register of approved test houses

17. When a test house is approved, it will be placed on the register of approved test houses held and maintained by the MA, and a certificate of approval issued.

18. All registered participants must have reasonable access to the approved test house register. The approved test house register is published on the Commission's website at <http://www.electricitycommission.govt.nz/opdev/retail/retailregisters>.
19. According to the rules detailing the process for the transition from MARIA (Part I section III of the Rules) any person who was a MARIA approved test house immediately before the operational date, 1 March 2004, was approved as a test house under the Rules.

Commission participant register

20. All participants in the electricity industry must also register with the Commission and supply registration information. This information will be available to the public on the Commission's website in the participant register:
<http://www.electricitycommission.govt.nz/operations/registration/registration.html>.
21. To register as a participant, please complete the participant registration form:
<http://www.electricitycommission.govt.nz/operations/registration/registration-form.doc>
and fax it to the Commission on: 04 460 8879. If you have any questions regarding registration, please email the Commission at: info@electricitycommission.govt.nz.
22. The Commission will acknowledge receipt of your registration by email within five working days of its receipt. If you have not received confirmation after five days of faxing it please re-submit your registration.

Annual renewal

23. Annual renewal of test house approval status is required under rule 7.4 of COP D2 of the Rules. This will be granted only where the approved test house can demonstrate that it continues to meet the required standards, set out in rule 5.1 of COP D2 of the Rules.
24. At least two calendar months prior to expiry of the approval, a test house must apply for renewal and provide such information, as the MA may reasonably request. The application for renewal is published on the Commission's website at <http://www.electricitycommission.govt.nz/forms/>.
25. The MA will review each application for renewal and may seek the advice of an auditor. Where information supplied in the application is considered to be incomplete or unsatisfactory, the MA will advise the test house of its concerns and may, after giving it reasonable opportunity to address those concerns, carry out an audit of it.

26. Where the MA is satisfied that an approved test house continues to satisfy the criteria for approval, approval will be renewed for a further 12 months. A new certificate of approval will be issued.
27. If an approved test house fails to renew its approval by the due date the MA has the right to cancel the approval of the approved test house, remove its name from the register and request the return of the certificate of approval.
28. The original certificate of approval will be returned to the MA. The MA will notify all registered participants of the removal of an approved test house from the register.

Audits

29. The MA or auditor appointed by the MA may carry out audits of the test house. A list of approved auditors is published on the Commission's website at <http://www.electricitycommission.govt.nz/opdev/retail/retailregisters>.
30. The test house will afford the MA or auditor full access to all relevant facilities, personnel, records and manuals at any time within normal business hours, and will provide any additional information considered necessary.
31. The auditor will produce an audit report. Before the audit report is submitted to the MA, any non-conformances noted by the auditor are to be referred back to the test house. Details of action taken by the test house to correct the non-conformances will be submitted to the auditor for inclusion in the report.
32. Unless an additional audit is requested in accordance with rule 7.5.4 of COP D2 of the Rules, regular audits will be carried out at intervals of three years for Class A approved test houses and two years for Class B approved test houses at the expense of the approved test house.
33. If a participant considers that an approved test house may no longer meet the relevant criteria for approval for any or all of its activities, that participant may request an additional audit. Payment of the costs for additional audits is set out in rule 7.6 of COP D2.
34. If an approved test house fails an audit, the MA has the right to cancel the approval of the approved test house, remove its name from the register and request the return of the certificate of approval.

35. The original certificate of approval will be returned to the MA. The MA will notify all registered participants of the removal of an approved test house from the register.

Additional information

36. If you require any additional information on becoming an approved test house, please contact the MA:

C/o Electricity Commission
P O Box 10041
Wellington

Attention: Market Administrator

Telephone: 04 460 8860

Fax: 04 460 8879

Email: retailoperations@electricitycommission.govt.nz

Appendices

Appendix 1 Application form for new test houses

9

Appendix 1 Application form for new test houses

APPLICATION FOR APPROVAL AS A NEW TEST HOUSE

Note: If you are applying for renewal, please fill out the form 'For renewing test houses: application for approval'.

All information presented in support of this application shall be treated confidentially.

Name of company:	
Contact person (note this name will appear on the register published on the web):	
Title:	
Address:	
Phone number:	
Email:	

Activities for which approval is sought

<input type="checkbox"/> Class A test house <input type="checkbox"/> Class B test house
--

Attached to this application

<input type="checkbox"/> Current Electricity Governance Rules 2003 (Rules) final audit report <input type="checkbox"/> Current ISO certificate(s) <input type="checkbox"/> Current ISO audit report(s)
<p>If the documents above are not presented with your application, please provide details why not and when these will be provided.</p> <p>Note: there is currently an exemption in place for all class A test houses. Please see exemption no 105 for more information http://www.electricitycommission.govt.nz/rulesandregs/exemptions.</p>

Other contact information

Name and title of Technical Manager:	
Name and title of Qualifying Manager:	

Class A: Pursuant to rule 3.2 of code of practice D2 of schedule D1 of part D of the Rules, please state extent of or limitation to ISO 17025 Accreditation and attach a copy of the ISO 17025 Accreditation Certificate. Please also attach a copy of the AS/NZS ISO 9001:2000 series quality certification.

Class B: Pursuant to rule 4.2 of code of practice D2 of schedule D1 of part D of the Rules, please attach a copy of the ISO 9001:2000 series quality certification. Please also attach copies of the relevant calibration procedures where Class 1 and Class 2 meters and Class 0.5 CTs are to be calibrated and certified as well as commissioning procedures for site certification.

Please use the following tables, where appropriate, to show extent of ability given limitations of test equipment, file staff, or Accreditation limitations.

Component calibration and certification

Component/accuracy class	Laboratory calibration/certification				Field calibration/certification			
	0.2	0.5	1.0	2.0	0.2	0.5	1.0	2.0
Meters								
CTs								
VTs								

Metering installation certification (carried out in the field)

Overall accuracy of installation	Metering Group 1	Metering Group 2	Metering Group 3	Metering Group 4	Metering Group 5	Metering Group 6

Staff involved

List numbers, qualifications of each person, experience and percent of time each spends in meter testing etc.

Description of existing metering test equipment

Include maker, date of manufacture, standard specifications eg BS, IEC, accuracy, copy of most recent calibration certificate (must comply with relevant clauses of code of practice D2 schedule D1 part D of the Rules).

Reference standard instruments:

Working standard instruments:

Reference CTs:

Reference VTs:

Describe a portable working standards with similar details:

Physical description of laboratory (where appropriate)

Include, for example, temperature control, dust control, other work done in same room, security from unauthorised access. Provide a floor plan showing layout of facilities.

Quality procedures (Attach a copy of the quality procedures manual)

Documentation

List those test activities for which written procedures have been prepared and append samples:

Describe system of keeping and maintaining test records and append samples:

Seals

Provide details of procedures for the application and recording of seals in accordance with the Rules.

Please submit your completed application form to the market administrator via email at retaileoperations@electricitycommission.govt.nz.