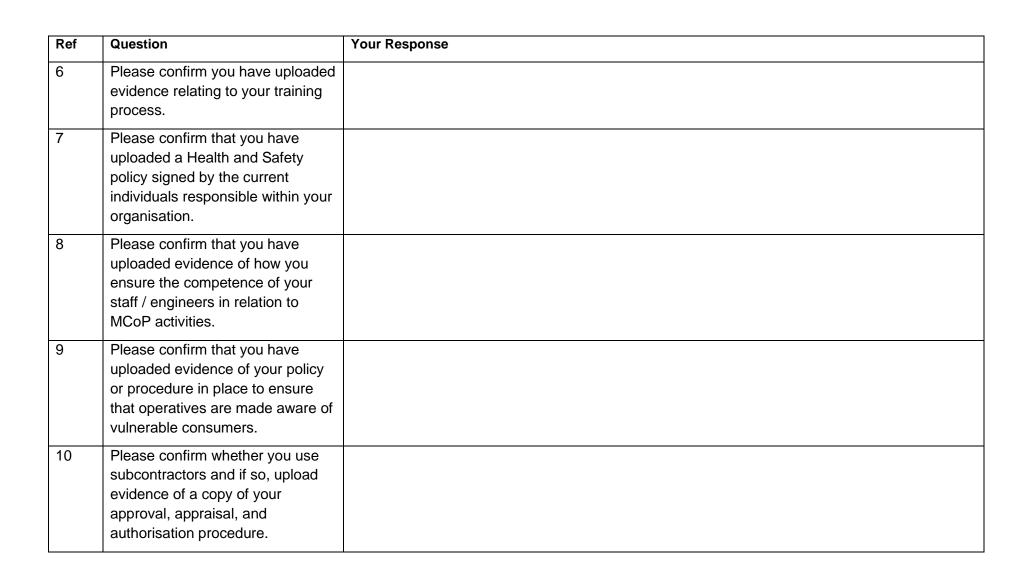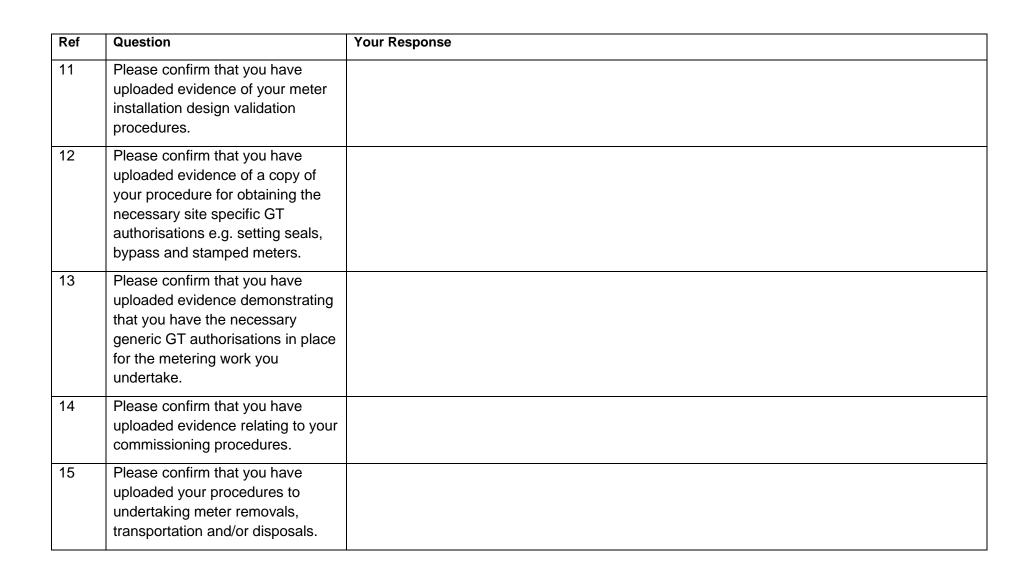# MCoP Application – Meter Installers

1 – MCoP– Application to become an approved Meter Installer

Please complete responses to the questions below to be accredited under MCoP. Once you have completed your response, please upload the completed form, along with the required supporting material into the REC Portal. To upload files into the REC Portal, please navigate to Party Operations, then Performance Assurance, and click 'Your Files'. As you will have multiple files to upload, please zip your files relating to this application, naming each file with the reference number relating to the question below where relevant.

Ref	Question	Your Response
1	Please provide your Gas Safe Register number	
2	Is this a new application?	
3	Which work categories are you applying for?	
4	Please provide a brief description of meter installation work in relation to the selected work categories	
5	Please provide contact details for the engineer or manager who is appointed in leading the audit.	

Ref	Question	Your Response
6	Please confirm you have uploaded evidence relating to your training process.	
7	Please confirm that you have uploaded a Health and Safety policy signed by the current individuals responsible within your organisation.	
8	Please confirm that you have uploaded evidence of how you ensure the competence of your staff / engineers in relation to MCoP activities.	
9	Please confirm that you have uploaded evidence of your policy or procedure in place to ensure that operatives are made aware of vulnerable consumers.	
10	Please confirm whether you use subcontractors and if so, upload evidence of a copy of your approval, appraisal, and authorisation procedure.	

Ref	Question	Your Response
11	Please confirm that you have uploaded evidence of your meter installation design validation procedures.	
12	Please confirm that you have uploaded evidence of a copy of your procedure for obtaining the necessary site specific GT authorisations e.g. setting seals, bypass and stamped meters.	
13	Please confirm that you have uploaded evidence demonstrating that you have the necessary generic GT authorisations in place for the metering work you undertake.	
14	Please confirm that you have uploaded evidence relating to your commissioning procedures.	
15	Please confirm that you have uploaded your procedures to undertaking meter removals, transportation and/or disposals.	

Ref	Question	Your Response
16	Please confirm that you have uploaded a copy of your maintenance procedures	
17	Please confirm that you have uploaded a copy of your Meter Replacement procedures	
18	Please confirm that you have uploaded a copy of your Audit procedures	
19	Please confirm that you have uploaded a copy of your safety and accuracy procedure	

I the undersigned hereby declare that the information contained in this form is correct to the best of my knowledge and belief. I understand that any false statements may affect the future inclusion on the register. I hereby agree to act in accordance with the REC agreement, and hereby apply to the MCoP scheme above.

Name:

Signature:

Date:

To find out more please contact:

**RETAIL
ENERGY
CODE**