



Electronic Submission and Forms

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CHPQA Team



Talk Coverage

- CHPQA Website
- New for 2014
- Form F1 – registration & notification of change
- Login / User Control Panel
- Form F2s / F2 – scheme description
- Form F4s / F4 – annual submission
- Form F3s / F3 – proposed scheme submission (overview)
- Summary
- Questions



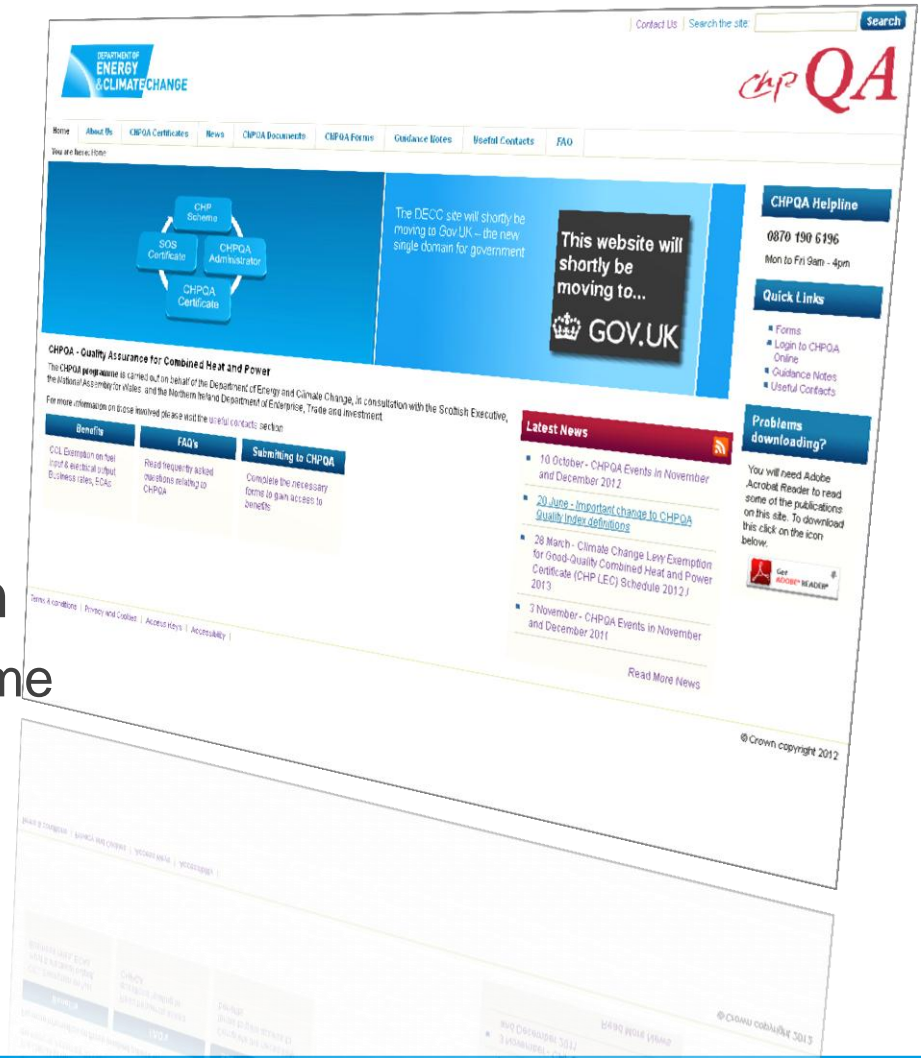
http://chpqa.decc.gov.uk/

➤ Primary source of information

- CHPQA Standard
- Guidance Notes
- News
- Policy updates

➤ Moving to GOV.UK soon

- Content will remain the same
- Existing URL's redirected





New Online System for 2014

- Government very keen to move services online
 - Digital by Default initiative
- Current system been around for almost 10 years
- New system with enhancements for applicants
 - “Form Wizard” to help 1st time users choose the correct form
 - Automatic roll-forward of F2 and F3 forms
 - Automatic PDF generation of forms
 - Access to historical submissions
- New features for administrator to improve efficiency



Key features of online system

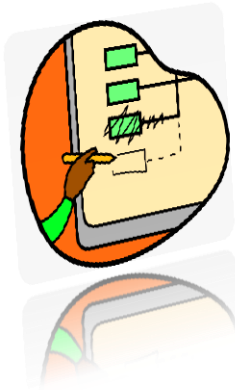
- Simpler with links to Guidance Notes:
 - Length of form is reduced because only relevant sections are displayed
 - Calculations are made automatically by the system

- F4s Batch submission available for organisations with multiple sites
 - Upload of energy data in **Microsoft Excel** format
 - Template available on request

- F4 Energy data upload via **Microsoft Excel** template
 - Download template during F4 submission



Certification Process for existing schemes



Form F1

Remain the same from one year to another unless changes occur to the RP details or site details (address, etc.)



Form F2

Remain the same from one year to another unless changes occur to the scheme (equipment, monitoring, etc.)

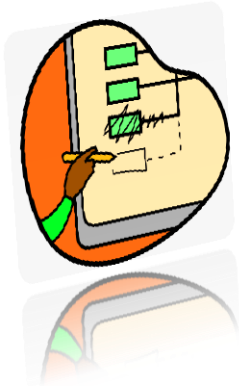


Form F4

Annual Reporting
Changes from one year to another



Certification Process for Proposed schemes



Form F1

Only changes
Occasionally as
required



Form F3

Completed
Once (can be rolled
forward annually until
scheme becomes
operational)



Form F1 - Registration

Provides CHPQA
with contact details for both
RP and the site:

- Address
- Contact number
- Email

CHPQA Form F1: CHP Scheme Registration

Please complete this form and send it to register with the CHP QA system. The subsequent page asks you to print out the dissolved details, sign them and return by post.

- This form will need to be resubmitted only if the details in section 1 or 2 change
- Information in this form will be stored electronically and treated in the strictest commercial confidence. Only the Government or its agents will use it, for the sole purpose of the CHPQA programme including collection and analysis of national capacity.
- This form will not be completed and returned to: The Administrator, CHPQA programme, The Gemini Building, Ferns Avenue, Harwell International Business Centre, Didcot, Oxfordshire, OX11 3QR

Company:
Title:
Forename:
Surname:
Position:
Email address:
Telephone:
Fax:
Address:
Town:
County:
Postcode:

Further information on the CHPQA programme, including the Government's decisions following the evaluation on CHPQA, and detailed guidance on applying to the programme, can be obtained from the CHPQA Helpline (0870 100 6106) / chpqa@chpqa.com or from the CHPQA web site: www.chpqa.com

Complete F1 &
send to CHPQA

CHPQA receive
paper F1,

CHPQA setup
account & send
login details



Differences between Long & Short Forms

- Short forms are simpler
 - Less detail required
 - Standardised meter numbering
 - Standard Energy Flow Diagrams available (GN F2s)

- Can only be used for:
 - RE only schemes < 2 MWe
 - Single conventional fuel e.g. natural gas, diesel
 - Single prime mover (CHP package) within the scheme boundary i.e. no heat only boilers

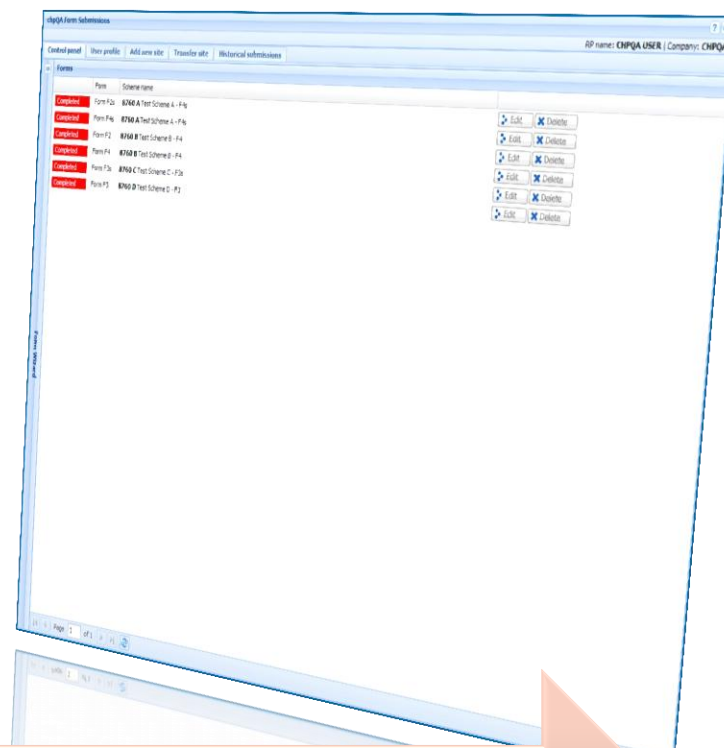


Purpose of Form F2

Provides CHPQA with technical details for an existing scheme:

- Scheme description
- Prime Mover design & spec
- Scheme drawings & boundaries
- Metering details

After 1st submission, F2 should only be submitted when there is a Change to the CHP scheme



Login to CHPQA

Enter Prime
Mover, metering &
boundary data

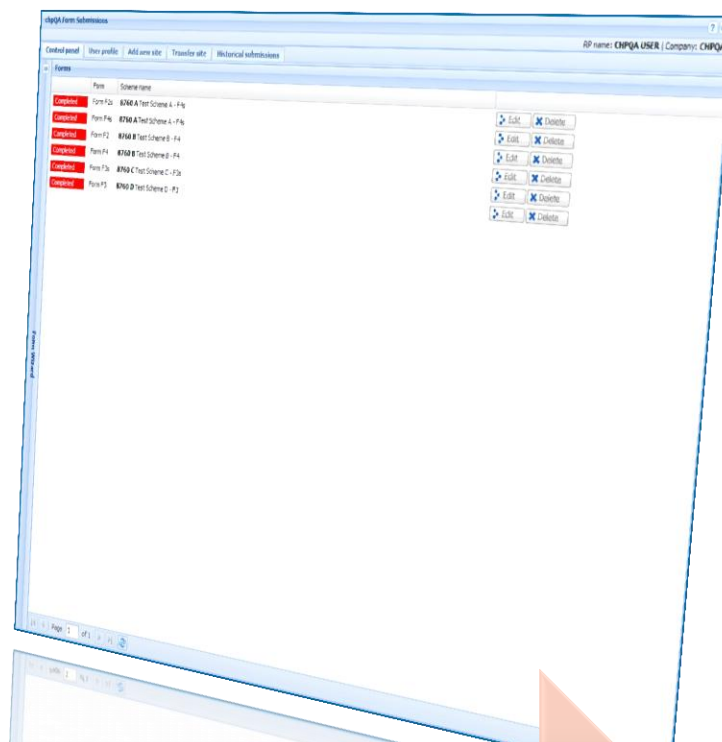
Submit F2
proceed to F4



Purpose of Form F4

Provides CHPQA with details of scheme's **actual** annual performance from the previous year:

- Energy Data
- Uncertainty Calculations
- Efficiency & QI Calculations
- QFI, QPO and QPC Calculations



Login to CHPQA

Enter annual
operation data for
previous year

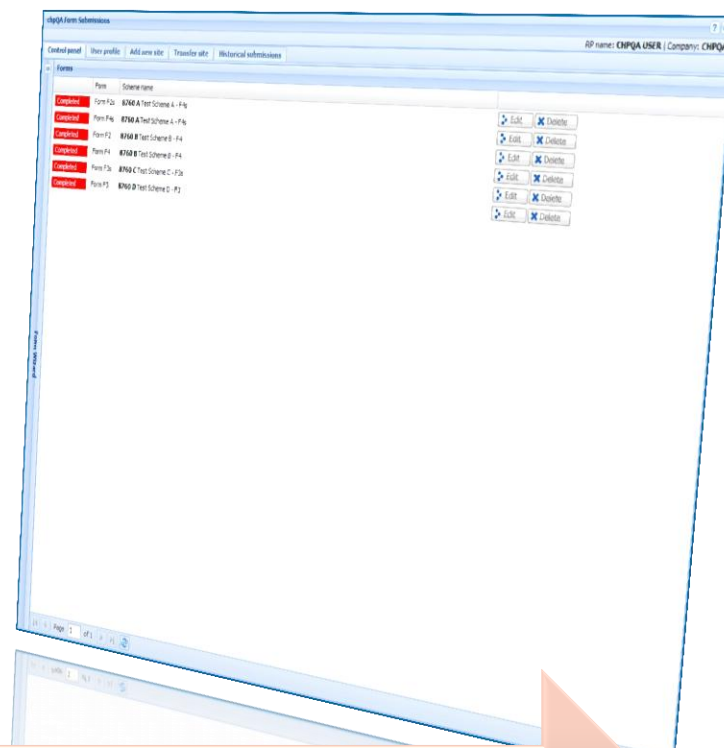
Submit F4 &
await
certification



Purpose of Form F3

Provides CHPQA with details of scheme **projected** annual performance:

- Scheme description
- Projected commissioning dates
- Prime Mover design & spec
- Scheme drawings & boundaries
- Projected operation in initial, long term annual & max heat modes



Login to CHPQA

Enter projected
operation data

Submit F3 &
await
certification



Calculations

- Pass Power efficiency and Quality Index (QI) – proceed to next section
- Fail Power efficiency - Calculate Qualifying Fuel Input (QFI)
- Fail Quality Index (QI) – Calculate Qualifying Power Output (QPO) & Qualifying Power Capacity (QPC)
- Form adjusts automatically to use one of two scenarios for calculation:
 - Non-Condensing Steam
 - Condensing Steam

If you need assistance call CHPQA Helpline

(01235 75 3004)



Worked Examples

- F2 Form – scheme description
- F4 Form – annual submission
- F3 Form – proposed scheme submission (overview)



Summary

- Much simpler than paper forms – only enter data for required sections with calculations made automatically
- Schemes <2MWe using F4s need only enter one value for Fuel, Power and Heat
- F4s Batch submission available to organisations wishing to submit data for multiple sites
- Linked Guidance Notes
- Continuous improvement – Feedback welcome



CHPQA Contact Details

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