



CHPQA Submission - What's Involved

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CHPQA



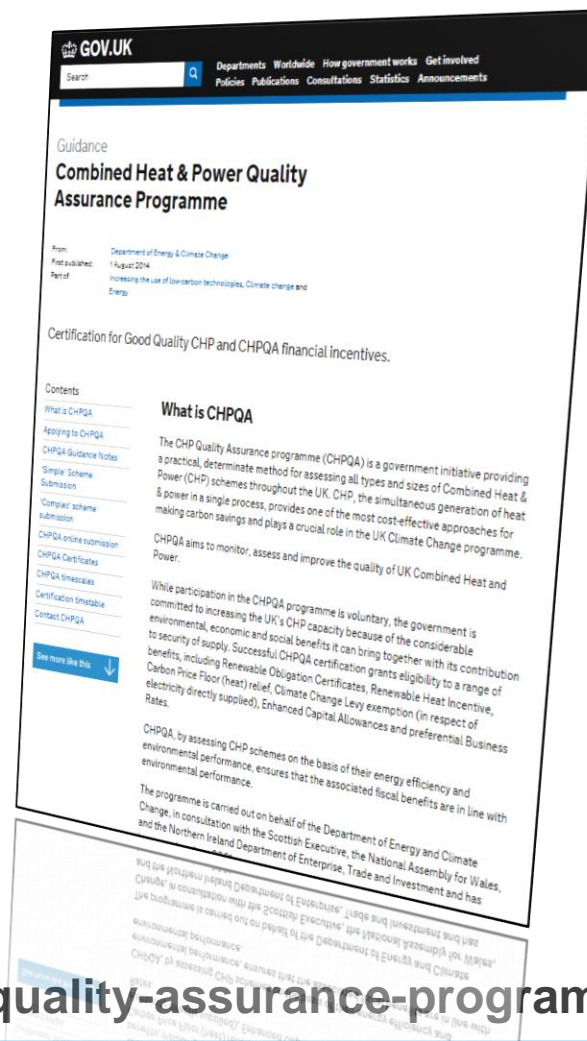
Talk Coverage

- CHPQA Website
- 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



Information Source

- Primary source of information
 - CHPQA Standards
 - Guidance Notes
 - Policy updates
 - Events





CHPQA Online System

- Advantages of submitting on-line
 - “Form Wizard” to help first time users choose the correct form
 - Automatic roll-forward of F2 and F3 forms
 - Automatic PDF generation of forms
 - Access to historical submissions

The screenshot shows a web browser window with the URL <https://www.chpqa.com>. The page title is "Department for Business, Energy & Industrial Strategy : chpQA Form Submission". The page features the Department's crest and logo, and the CHPQA logo. There are two main sections: "User login" and "Register".

User login

Username:

Password:

If you have not yet received your username and password, please contact the [CHPOA Administrator](#).

Register

To register a CHP Scheme you must complete a Form 1.
Click the button below to start a scheme registration.

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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



Recent Changes

➤ Recent Changes

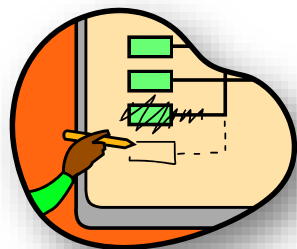
- When BEIS issue the SoS and Energy Efficiency certificates, they can be downloaded from a new tab in the RP control panel, instead of receiving them by email

The screenshot shows a web browser window with the URL <https://www.chpqa.com>. The page title is "Department for Business, Energy & Industrial Strategy : chpQA Form Submission". The navigation menu includes "Control panel", "User profile", "Add new site", "Transfer site", "Historical submissions", and "Certificates". Under "Certificates", there are sub-tabs for "SoS and EEC Certificates" and "SoS Revocations". Below these are buttons for "Download All SoS Certificates" and "Download All EEC Certificates". A table displays the following data:

Scheme name	SoS Status	SoS Certified date	EEC Status	EEC Certified date	
<input type="text"/>	Approved	14/02/2017			View SoS certificate



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

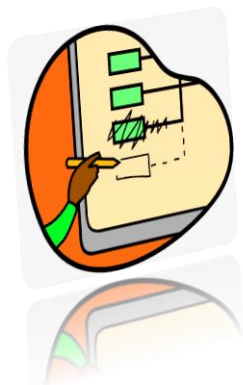
Annual reporting

Changes from one year to another





Certification Process for Proposed Schemes



Form F1

Only changes
occasionally as
required



Form F3

Completed at design
stage (can be rolled
forward annually until
operation, if no
changes)



Form F1 - Registration

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

- Address
- Contact number
- Email

Regulation Form

CHPQA Form F1: CHP Scheme Registration

Please complete this form and press submit to register with the CHP QA system. The subsequent page asks you to print out the deployed 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 on 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 collation of national statistics.
- This Form should be completed and returned to: The Administrator, CHPQA programme, The Gemini Building, Ferns Avenue, Harwell International Business Centre, Didcot, Oxfordshire, OX11 0QR

Company:

Title:

Forename:

Surname:

Postbox:

Email address:

Telephone:

Fax:

Address:

Town:

County:

Postcode:

Next

Further information on the CHPQA programme, including the Government's decisions following the consultation on CHPQA, and detailed guidance on applying to the programme, can be obtained from the CHPQA Helpline (0870 518 6194 / chpqa@bpa.gov.uk) 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)

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

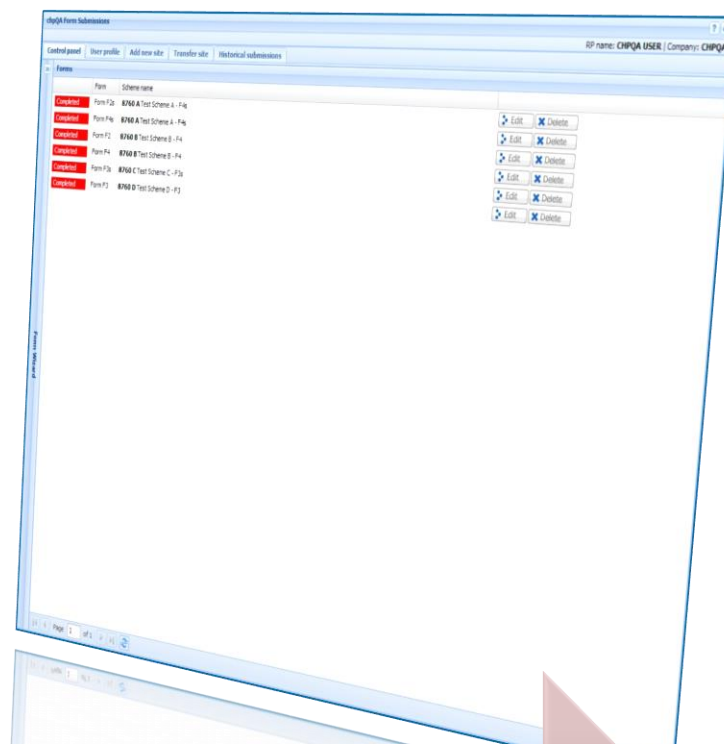


Purpose of Form F2

Provides CHPQA with technical details for an existing scheme:

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

After first submission, new F2 only necessary when there is a change to the CHP scheme



Login to CHPQA

Enter Prime
Mover, metering
& boundary data

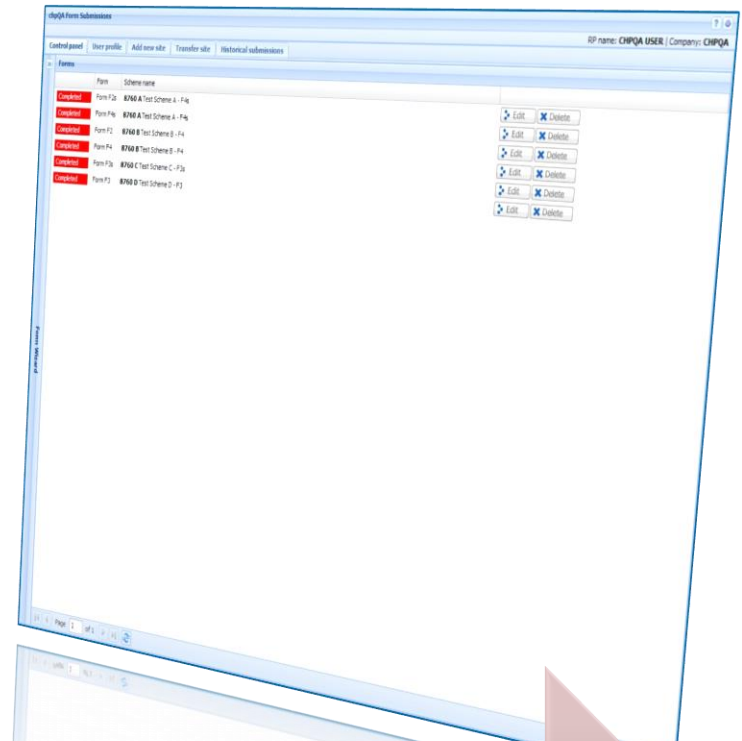
Submit F2
proceed to
F4



Purpose of Form F4

Provides CHPQA with details of a 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

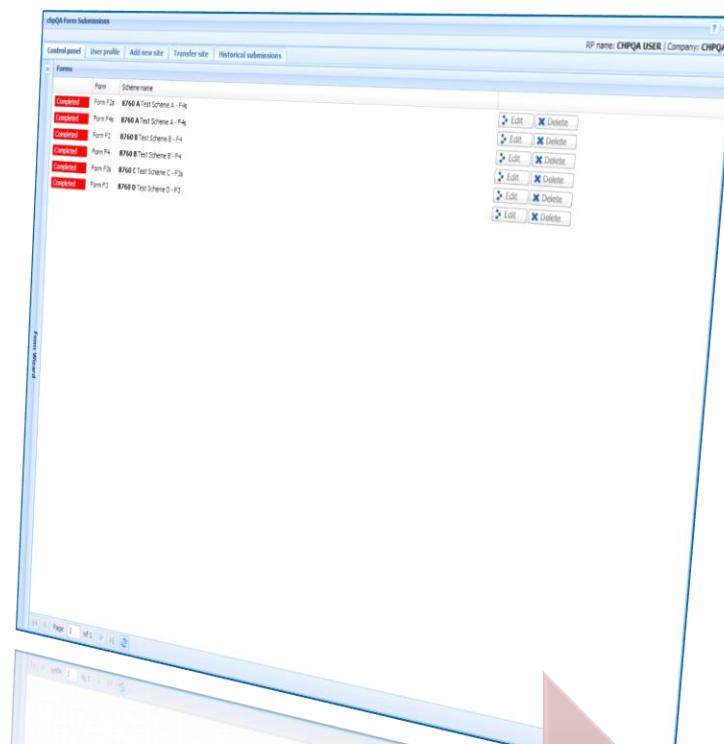
Submit F4 &
await
certification



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) threshold – 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 753004)



Worked Examples

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



CHPQA Contact Details

CHPQA Administrator

The Gemini Building

Fermi Avenue

Harwell

Didcot

OX11 0QR

E-mail: chpqainfo@chpqa.com

Tel: 01235 75 3004

Web:

<https://www.gov.uk/combined-heat-power-quality-assurance-programme>