



CHPQA Submission - What's Involved

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CHPQA

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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



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



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

<https://www.chpqa.com/>



Recent Changes

➤ Recent Changes

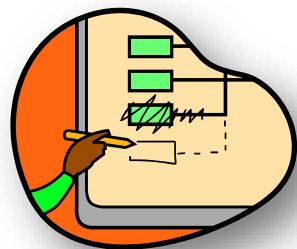
- When BEIS issue the SoS and Energy Efficiency certificates, they can be downloaded from a new tab in the RP control panel, instead of receiving them by email

The screenshot shows the 'chpQA Form Submission' control panel. The 'Certificates' tab is active, displaying 'SoS and EEC Certificates' and 'SoS Revocations' sub-tabs. There are buttons for 'Download All SoS Certificates' and 'Download All EEC Certificates'. Below these is a table with 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

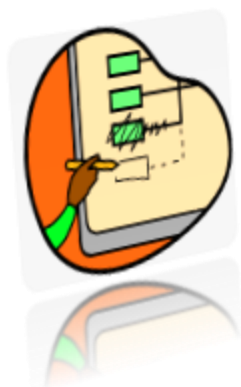
Annual reporting

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

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

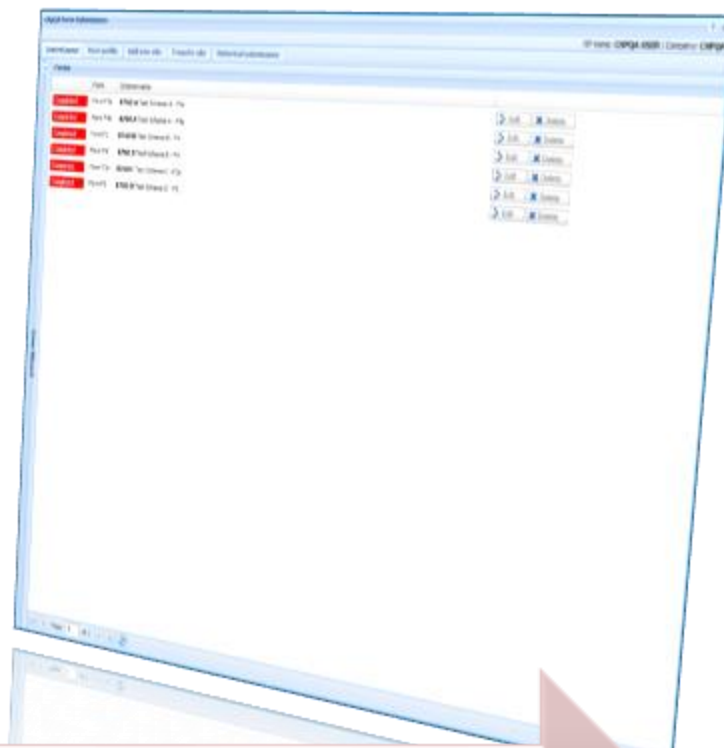


Purpose of Form F2

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

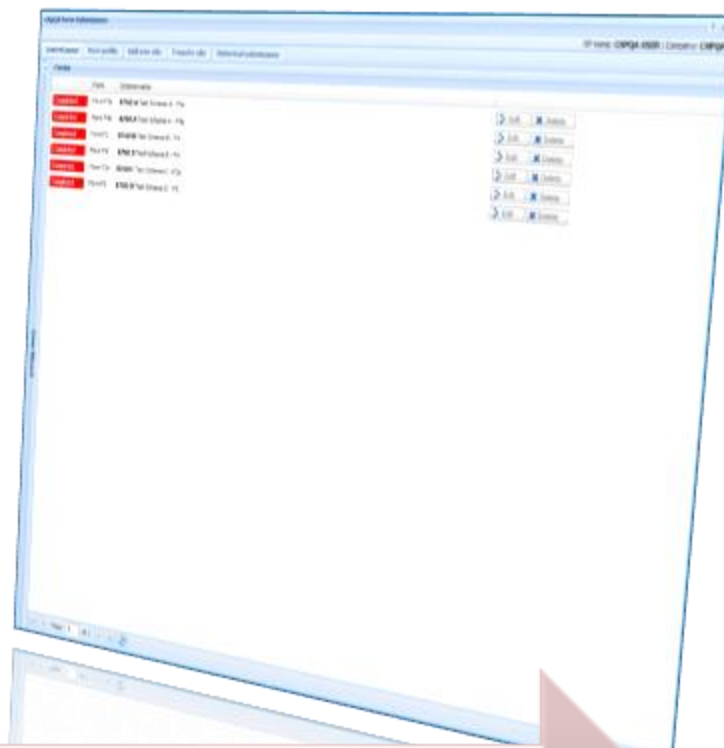
Submit F4 &
await
certification



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)



System Improvements

- General Data Protection Regulation compliance - **Completed**
- Enabling two user login (RP plus a delegated user) – **Testing phase**
- Embedding the CHPQA Unit List with F2s/F4s submissions – **Completed**
- Paperless system, including electronic certificates - **Completed**
- A new RP communication system – **Work in Progress**

We are always keen to receive feedback from RPs on how CHPQA can be improved in future.



Worked Examples

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



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