



Department for  
Business, Energy  
& Industrial Strategy

# CHECKPOINT 0

## Guidance Document



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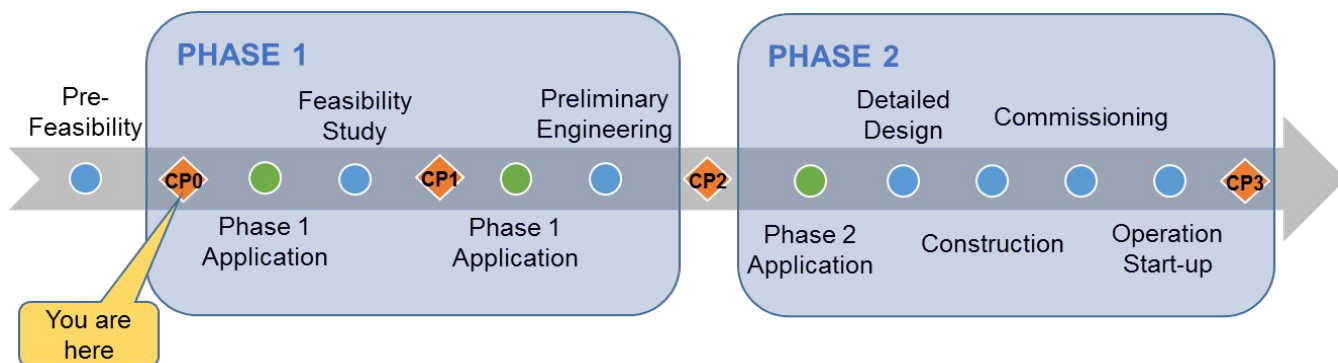
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# Intention

*This document provides guidance to Industrial Heat Recovery Support (IHRS) Programme applicants completing and submitting a Checkpoint 0 form.*

**Figure 1 IHRS Programme Application Registration Form Location**



Checkpoint 0 is the first point of entry into the IHRS Programme. It is intended for applicants who have identified a potential project which they would like to develop further through a feasibility study and then, if the outcomes of the feasibility study demonstrate that the proposed project is strong enough to justify continuing, preliminary engineering.

Checkpoint 0 fulfils the following functions:

- Provide information to the Delivery Partner to review eligibility and whether the project idea aligns to IHRS scope on a non-competitive basis to provide feedback in advance of a Phase 1 Application.
- Stimulate development of a project idea (scope, cost/benefits, timeline).
- Develop a basic project business case.
- Minimise additional work for competitive Phase 1 Application.
- To assist and align to applicant's internal stakeholder engagement and/or business case proposal.

## Completing Checkpoint 0

Applicants must complete the Checkpoint 0 Form (CP0) prior to a potential Phase 1 application for grant funding for a heat recovery project feasibility study and preliminary engineering design work.

Overall, the Programme is looking for applicants to demonstrate that they have an outline understanding of their potential heat recovery project and where required the feasibility and preliminary engineering activity.

At CP0, as you are applying for feasibility study and preliminary engineering IHRS grant funding, the Technical Concept write-up may be high level with only high-level outlines for each

section are required. You will be expected to have a full understanding of the feasibility and preliminary engineering activities and this should be reflected in the CP0 response.

You are advised to provide as much details as possible across all questions. The Delivery Partner will review your Checkpoint information and may provide you with further technical comments/feedback on specific points that need to be addressed in the full application. This will help improve the robustness and completeness of your application for competitive assessment. To make sure the Delivery Partner reviews all the data, please reference, within the response to a question, the name of any documents you submit in support of that response.

[Table 1](#) provides further information on the details required in the Checkpoint 0 form.

**Table 1 Checkpoint 0 Completion Requirements**

Section	Checkpoint 0 requirements
Applicant Details (Section 0)	<p>This section will contain the information you provided at the application registration stage. If you need to change any of this detail, please note the change in the box at the end of this section and the update will be made by the Delivery Partner. This is to manage the integrity of the initial registration checks.</p> <p>For CP0 you will need to add:</p> <p>Your company size;</p> <p>An overview of the heat recovery opportunity and</p> <p>Your agreement to State aid and BEIS Grant Offer Letter and Grant Funding Agreement.</p>
Technical Concept (Section 1)	<p>Please describe your heat recovery project, in as much detail as you have available.</p> <p>1.1 Provide an overview of the process generating the waste heat. This should include the source of energy, amount of heat generated, factors affecting the availability of waste heat and its technical characteristics (temperature, pressure, gas content, flow rate, etc.).</p> <p>1.2 Provide an overview of the proposed technical solution for recovering waste heat. This could include the heat recovery method, estimated thermal efficiencies, rated outputs, and factors (e.g. production, temperature, gas quality, etc.) affecting its performance. State the maturity and market status of the chosen technology and consider whether there is a precedent for the selected technology in a similar application and/or within the sector from which the Project is proposed.</p> <p>1.3 Provide an overview of the technical profile of the proposed use of the recovered heat or energy. This could include the process, operation parameters, current energy consumption and fuel type.</p> <p>1.4 Provide an overview of the technical concept of the heat transport or energy delivery to the user. This should include a conceptual plant layout plan, conceptual schematic diagrams, relevant technical specifications gathered of the proposed heat / energy transfer solution being assessed.</p> <p>To make sure the Delivery Partner reviews all the data, please reference the name of any documents you submit.</p>
Delivery Plan (Section 2)	<p>In this section of CP0 you will be asked to describe the feasibility study and preliminary engineering work you will be undertaking. This will be</p>

Section	Checkpoint 0 requirements
	<p>covered in more detail in the Phase 1 application form, but you should provide as much detail as possible.</p> <p>If you have already completed a feasibility study, and are applying for grant funding for preliminary engineering, then you should be entering the Programme at CP1.</p> <p>If you have already completed a feasibility study and preliminary engineering, and are applying for grant funding for project implementation, then you should be entering the Programme at CP2.</p> <p>The questions under 2.1 and 2.2 will ask you to provide the same information for the feasibility study (2.1) and the preliminary engineering work (2.2), referred to as activities.</p> <p>2.n.4 Provide and explain the specific objectives and purpose of the proposed activities. You should consider technical objectives, business objectives such as cost and payback, and implementation feasibility.</p> <p>2.n.5.1 Please provide the organisation details of any external resources you will engage for your activity along with their specific role and responsibilities. Your response should be sufficient to show that you have all the required resources.</p> <p>2.n.5.2 For each person in your activity team please provide their name, specific role, experience and company. The intention is to show that the team have the experience and skills to deliver a successful activity.</p> <p>2.n.6 You should describe the activity in sufficient detail to clearly explain the activity is deliverable and the benefits that the activity will bring. For each task you should describe:</p> <p>The specific task that will be undertaken;</p> <p>What the measure or output of the task will be and the benefit it is bringing to the activity;</p> <p>In detail what will be done in the task and how the task is achievable and relevant to the overall activity;</p> <p>You should also consider and describe a realistic timescale for the activity.</p> <p>2.n.7 Provide a summary assessment of the key activity risks. The risks identified should be specific to the activity and should have practical mitigation procedures for effectively managing the risk posed.</p>
<p>Cost, Finance and Additionality (Section 3)</p>	<p>Please provide:</p> <p>3.1.1 The total cost of the feasibility study. Not the amount of grant funding you are requesting.</p> <p>3.1.2 The total cost of the preliminary engineering. Not the amount of grant funding you are requesting.</p> <p>Please provide your early estimates of financial information for the eventual heat recovery project:</p> <p>3.1.3 Expected cost to implement.</p> <p>3.1.4 Expected rate of return on investment.</p> <p>3.1.5 Your company's minimum investment threshold.</p> <p>3.1.7 The amount of feasibility grant funding you are applying for.</p> <p>3.1.8 The amount of preliminary engineering grant funding you are applying for.</p>

Section	Checkpoint 0 requirements
	<p>The simple payback (3.1.6) will be calculated for you.</p> <p>In 3.1.9 please detail how you intend to fund the feasibility study, preliminary engineering and the proposed heat recovery project. You must detail the funding sources and amounts they are providing to each phase. Please also provide information on conditions that come with the funding sources such as limits, constraints or energy saving performance expectations.</p> <p>There is also an opportunity in this section for you to provide further narrative information to support the cost numbers for the feasibility, preliminary engineering or heat recovery project itself.</p> <p>This will be covered in more detail in the Application Workbook.</p>
Wider Benefits (Section 4)	<p>This section is where you describe the benefits of the heat recovery project.</p> <p>4.1 Please provide your early estimates of the expected scale and effectiveness of the eventual heat recovery project in terms of a value for energy cost savings (4.1.4) and any other cost savings (4.1.5) such as water, waste or maintenance. This must reference the figures you provided in section 1 (which are shown here). In 4.1.7 please describe the non-energy cost savings, how you calculated them and any assumptions. These could include materials, waste, water, labour.</p> <p>4.2. When describing the non-financial benefits, you could include; environmental, wider economic and employment or social impact. You could also show the operational benefits the heat recovery project will bring for example simpler process or improved quality.</p> <p>You will need to provide detail on the wider benefits in the Application Workbook.</p>
Further Information (Section 5)	<p>This is a purely optional question for you to provide further narrative information to make the case for your upcoming application.</p>

## Submission

The completed Checkpoint 0 Form should be submitted to the Delivery Partner either through the IHRS portal or following the submission guidelines provided in the confirmation note sent in response to your Application Registration. Applicants will receive an email acknowledgement of receipt of the Checkpoint form and should then expect to wait up to two weeks for feedback on the Checkpoint form, prior to proceeding with the Phase 1 application.

## Review of Checkpoint 0

The Checkpoint form is not competitively assessed but is subject to a review process by the Delivery Partner. Following review of the Checkpoint form, applicants will be given a confirmation note containing the following:

- Proceed – Applicant may proceed with full application. Technical comments may be provided after the review of Checkpoint 0. Applicants are not required to resubmit the Checkpoint form prior to submission of Phase 1 Application as the application form will provide the opportunity to address the comments.
- Cannot proceed – Applicant cannot proceed with full application as they either do not meet the minimum eligibility requirements (see section 1 of this guidance document) or they failed to fully complete the required fields in the Checkpoint form.



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This publication is available from: <https://www.gov.uk/guidance/industrial-heat-recovery-support-programme-how-to-apply>

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