



CHPQA Submission - What's Involved

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CHPQA

December 2020



Talk Coverage

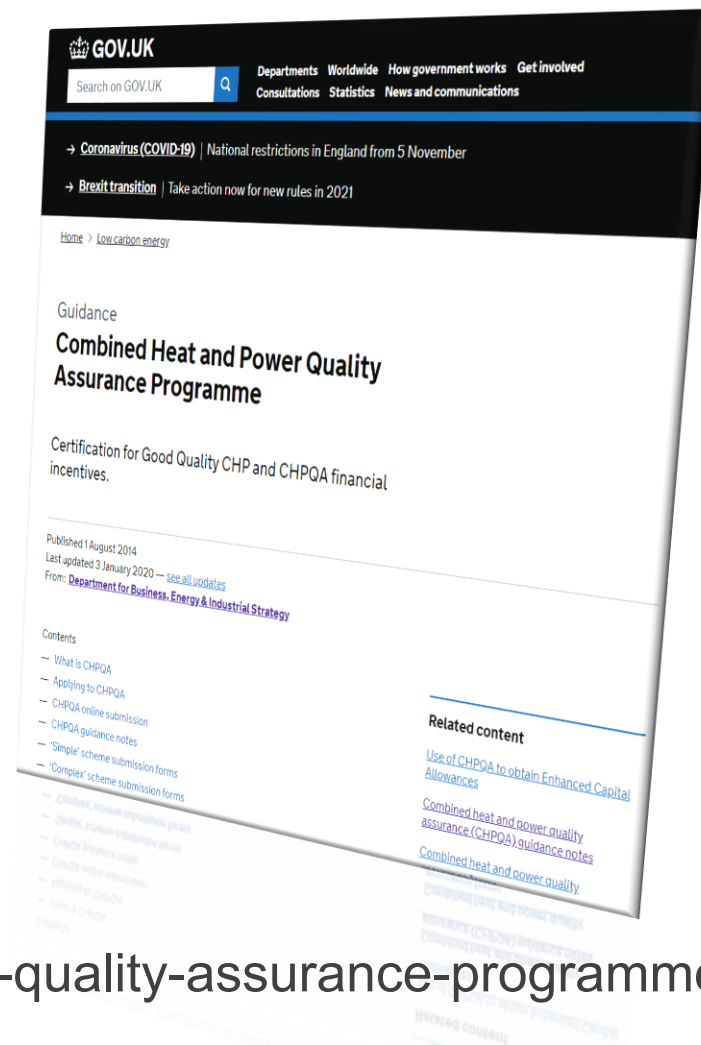
- Information & Guidance Notes
- Online system and recent updates
- Application process
- Form F1 – registration & notification of change
- Simple or Complex? Simplified (s) or Standard forms?
- New or Existing?
- Form F3s / F3 – New Scheme submission
- Form F2s / F2 – Existing Scheme description
- Form F4s / F4 – Existing Scheme annual submission



CHPQA Information

➤ Primary source of information

- CHPQA Standards
- Guidance Notes
- Policy updates
- Events



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



CHPQA Guidance Notes

CHPQA Guidance Notes

The Guidance Notes help and guide applicants in completing the required forms and in carrying out Self-assessment of their CHP Schemes. They may be updated from time to time and the latest version of each Notes and Form will be held on the website.

The CHPQA Guidance Notes are structured as follows:

- GN0 to GN9 Introduction
- GN10 to GN16 Scheme Details and Thresholds
- GN17 to GN29 CHPQA Analysis
- GN30 to GN39 Treatment of Special Cases
- GN40 to GN49 Uses for CHPQA

Simple Guide to the CHP Quality Assurance Programme



[Simple guide to the CHP Quality Assurance \(CHPQA\) Programme](#)

PDF, 823KB, 16 pages

This file may not be suitable for users of assistive technology. [Request an accessible format.](#)

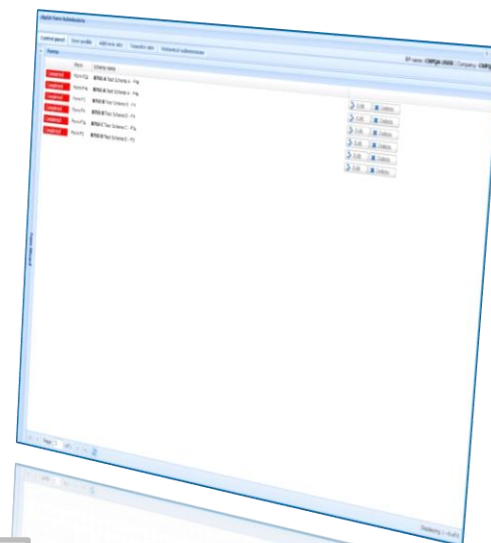
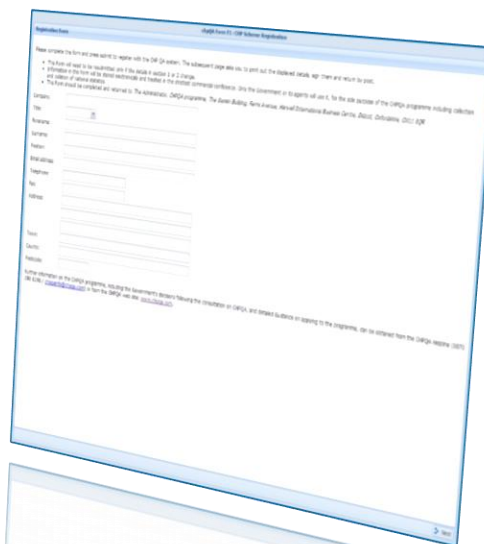
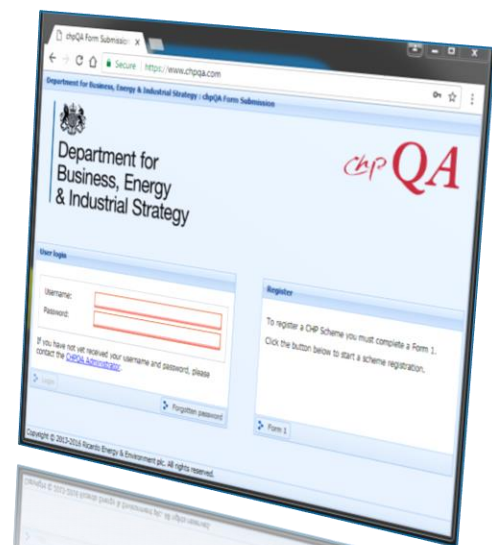
- Provide detailed information on the CHPQA Programme.
- Always refer to the latest Guidance Notes on website.
- “Simple guide to the CHPQA Programme” - provides an overview of application and certification procedures.
- Further “Simple guides to” to be published soon....

<https://www.gov.uk/guidance/chpqa-guidance-notes>



CHPQA Online Submission

- The electronic process is now used for nearly all submissions.



<https://www.chpqqa.com>



CHPQA Online Submission

➤ User Control Panel

- Control Panel
- Communication Centre
- Audits
- Historical Submissions
- Certificates
- Site information (add new, transfer)
- User Information (and delegated RP)

Department for Business, Energy & Industrial Strategy : chpQA Form Submission

Control panel | Communication Centre | Audits | Historical submissions | Certificates | Add new site | Transfer site | User profile | Delegate RP

Form Wizard

Restart | Next

Filter by Form type: [] Scheme: [] Apply Clear filters

	Form	Scheme name	
Opened	Form 2s	8760 B SITE NAME TEST	Edit Delete
Opened	Form 2	8760 B SITE NAME TEST	Edit Docs Delete
Opened	Form 4	8760 B SITE NAME TEST	Edit Docs Delete
Opened	Form 2s	8760 M Test site (M)	Edit Delete
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Opened	Form 3s	8760 Z CHPQA site Z	Edit Delete
Submitted	Form 2s	8760 G SITE G NAME TEST	view
Acknowledged	Form 3	8760 F Test Site 3	view
Acknowledged	Form 2	8760 C Test Site 3	view
Acknowledged	Form 4s	8760 G SITE G NAME TEST	view
Acknowledged	Form 4	8760 C Test Site 3	view

Page 1 of 1

Displaying 1 - 14 of 14

<https://www.chpqa.com>



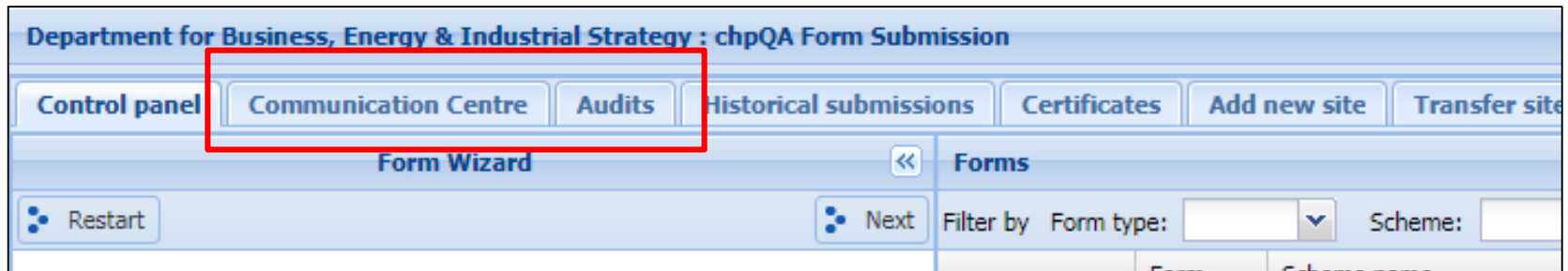
Useful Features of Online System

- Provides links to Guidance Notes
- 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 Updates

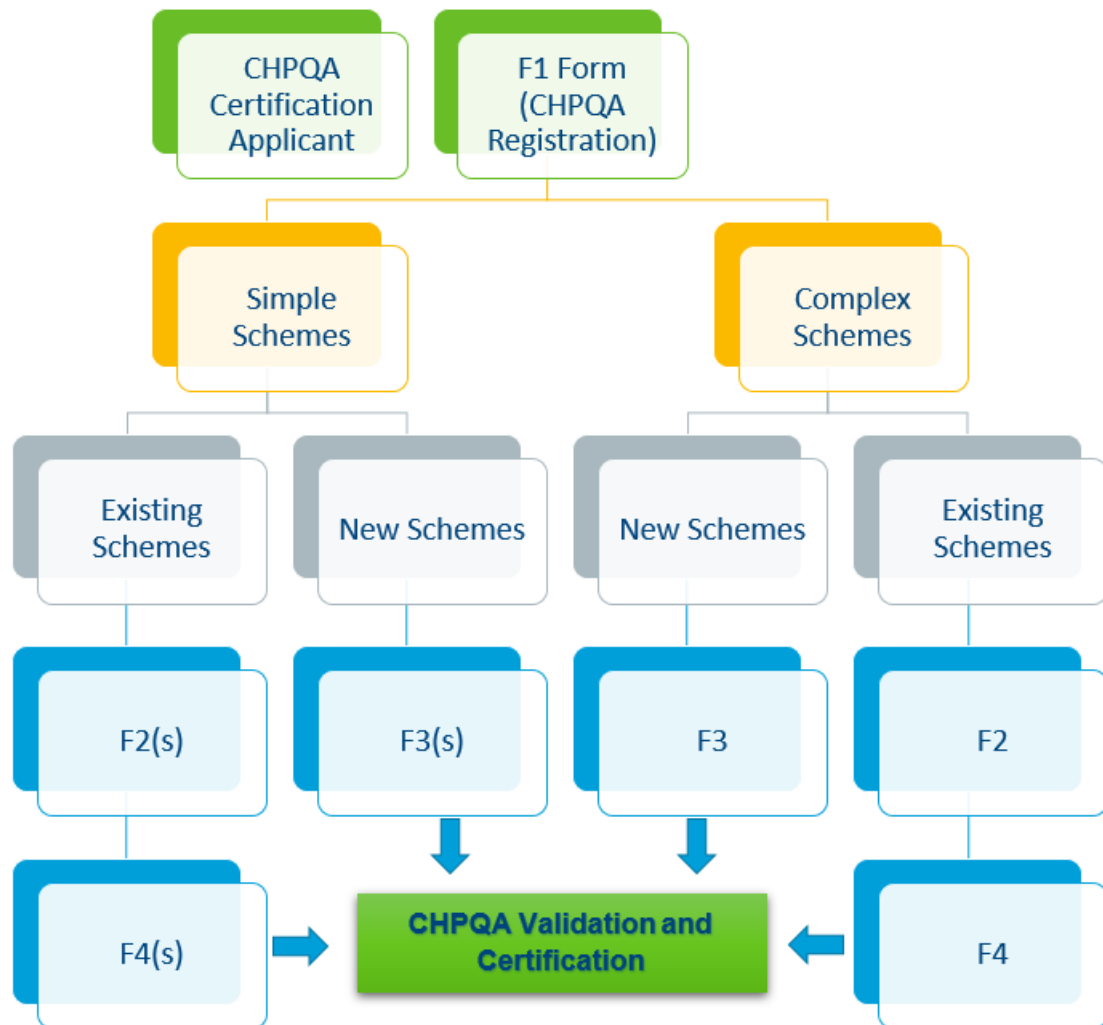
- Communication system – “Communication Centre” for submission specific queries (still possible to contact us through chpqainfo@chpqa.com)
- Audit system – actions now delivered through online system



We are always keen to receive feedback from RPs on how CHPQA can be improved in future – we listen to ideas from the annual workshops!



Application Process



All applicants first submit F1

‘Simple’ Schemes follow a simplified (s) form route.

‘Complex’ Schemes follow the standard form route.

New Schemes require F3/F3(s) form

Existing Schemes require F2/F2(s) and F4/F4(s) forms



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
completed
F1

CHPQA setup
account & send
login details



Simple or Complex?

A Scheme is defined as 'Simple' if it meets the following criteria:

Simple Scheme Criteria

- Generating capacity < 2 MWe
- Single reciprocating engine
- Single conventional fuel used
- No heat only boiler present

If yes to all of the above – your Scheme is “Simple”,
follow simplified form route: F3(s) or F2(s)+F4(s)

If no to any of the above – your Scheme is “Complex”,
follow standard form route: F3 or F2+F4



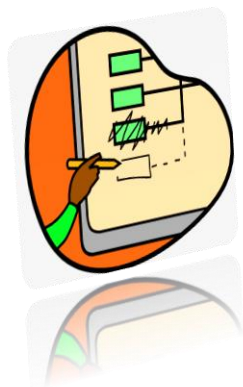
New or Existing?

Is the CHP Scheme already commissioned, running and you have sufficient operational data for at least one month?

- If yes - you are considered an Existing Scheme
- If no - you are considered a New Scheme.



Certification Process for New Schemes



Form F1

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



Form F3

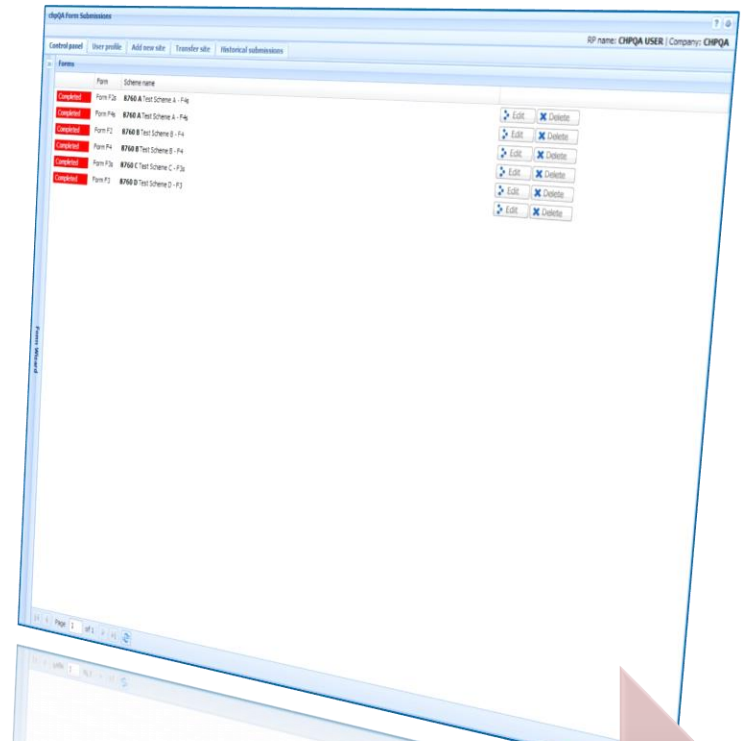
Completed at design stage (can be rolled forward annually until operation, if no changes)



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



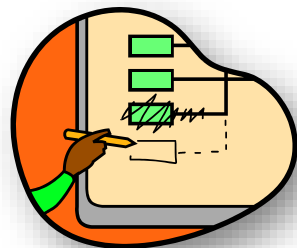
Login to
CHPQA

Enter projected
operation data

Submit F3 &
await
certification



Certification Process for Existing Schemes



Form F1



Form F2



Form F4

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

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

Annual reporting

Changes from one year to another



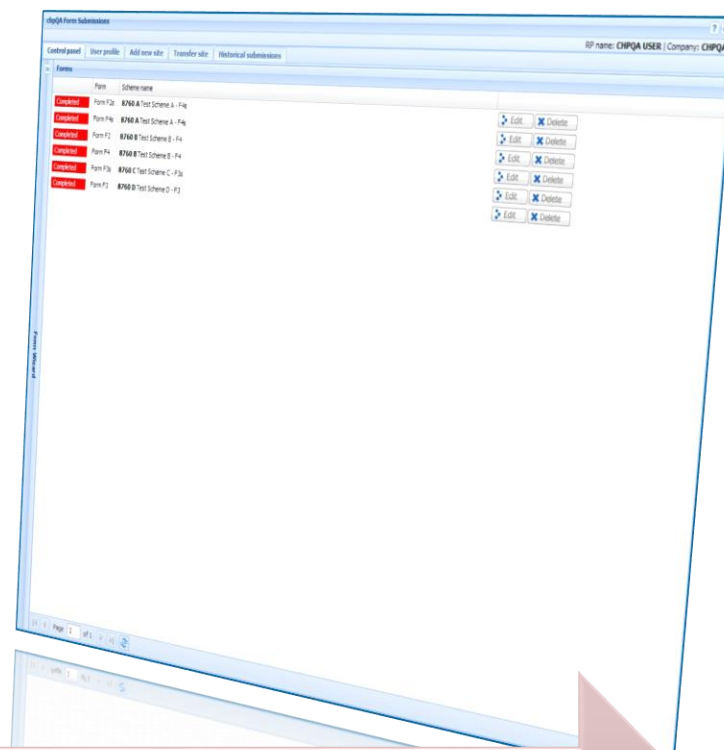


Purpose of Form F2

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

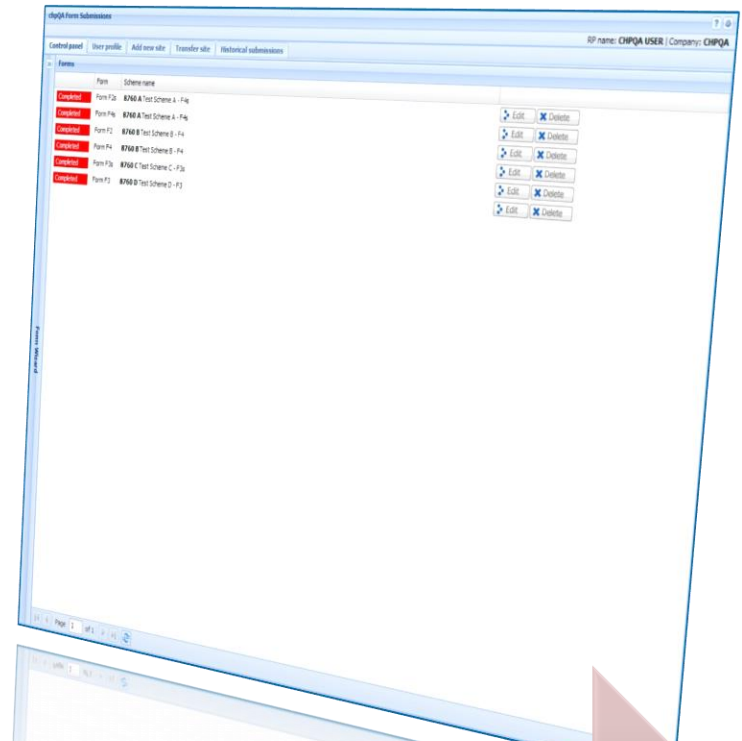
Submit F2
proceed to
F4



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



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>