



GUIDANCE NOTE 1

CHPQA REGISTRATION

GN1.1

Persons wishing to register a Scheme shall create a user account in the CHPQA portal.

This simply provides basic information on the applicant, nominates the person responsible for the Scheme and identifies the location of the CHP Scheme. All future communications will be with the Responsible Person at the address provided, this includes queries regarding the application and arrangements for site Audits.

GN1.2

Where more than one CHP Scheme has the same RP and the contact details are the same, additional Schemes can be added to the user account. If significant details change, such as the RP or organisation name, this can be completed within the user account.

GN1.3

Following creation of a Scheme record, a unique CHPQA reference number for each site is created. This number (with associated Scheme identifier, e.g. A, B, C etc.) should always be referenced in any communication with the CHPQA Administrator.