

# Web Based CHPQA Submission

**George Mkushi &  
Jeremy Stambaugh**

**CHP Team**

**7<sup>th</sup> December 2010**

# Agenda

Online system rationale

F1 Form – RP details

F2 Form – scheme description

F4 Form – annual submission

F3 Form – proposed scheme submission

Summary

Questions

# Rationale for Online Submission



**Simplicity**



**Speed**



**Continuous improvement**

# Features added to online system

Simpler with built in help & links to Guidance Notes:

- only enter data for required sections
- calculations made automatically

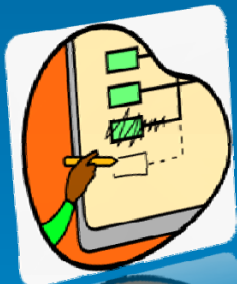


F4s Batch submission available for organisations with multiple sites

- Upload of energy data in XML format
- Template download



# Certification Process for existing schemes



F1 Form



F2 Form

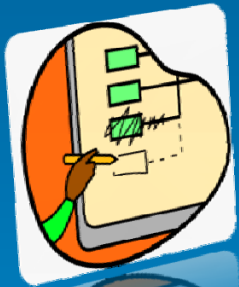
Only changed  
occasionally



F4 Form

Annual  
Reporting

# Certification Process for Proposed schemes



F1 Form

Only changed  
occasionally



F3 Form

Completed  
Once!

# Purpose of F1 Form

Provides CHPQA with RP details:

- Address
- Contact number
- Email

The image shows a screenshot of the CHPQA registration form (Form F1). The form is titled 'Registration - Form F1' and includes instructions for completion. It contains several fields for user input, including Organisation Name, Contact Person Forename, Contact Person Surname, Position Held, Address Line 1, Address Line 2, Address Line 3, Town, County, Postcode, Telephone No, Fax No, and Email. The form also includes a 'continue' button and a 'GoTrust' logo in the top right corner.

**Registration - Form F1**

Please complete this form and press submit to register with the CHP QA system. The subsequent page will allow you to print out the displayed 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 in 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.

[Return to first page](#)

\* Organisation Name: CHPQA

\* Contact Person Forename: Joe

\* Contact Person Surname: Bloggs

Position Held: Energy Manager

\* Address Line 1: The Gemini Building

Address Line 2: Harwell

Address Line 3:

\* Town: Didcot

County: Oxfordshire

\* Postcode: OX11 0QJ

\* Telephone No: 0870 1 80 81 86

Fax No: 0870 160 8324

\* Email: joe.bloggs@chpqa.com

[continue](#)

# F1 Form Process

Complete F1 &  
send to  
CHPQA

CHPQA receive  
paper F1,

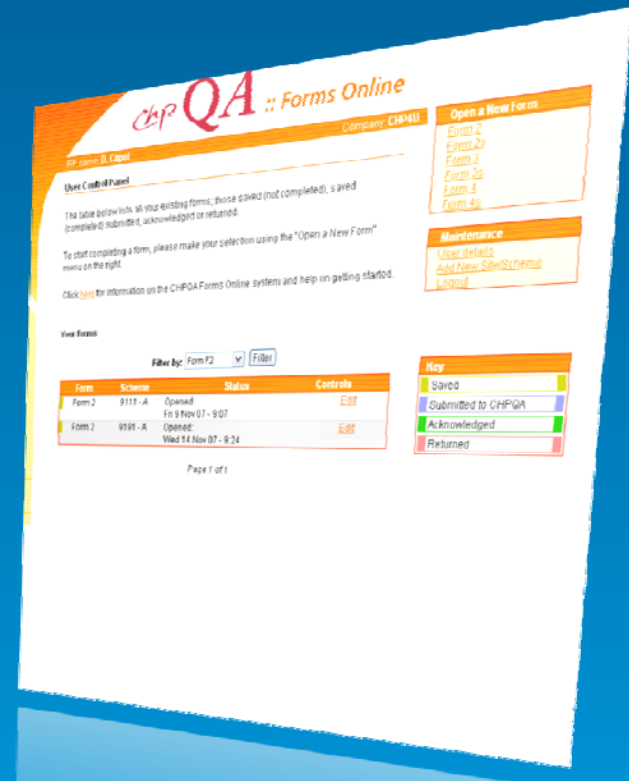
CHPQA setup  
scheme  
account & send  
login details

# Purpose of F2 Form

Provides CHPQA with an existing scheme's technical details:

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

After 1<sup>st</sup> submission, F2 only submitted when there is a change to the CHP scheme



# F2 Form Process

Login to  
CHPQA

Enter Prime  
Mover,  
metering &  
boundary data

Submit F2  
proceed to F4

# Differences between F2 & F2s

F2s is a simpler form

- Less detail required for packaged RE CHP
- Standard metering numbering
- Standard Energy Flow Diagrams available

Can only be used for:-

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

# Worked Example – F2 Form

The screenshot displays the 'chp QA :: Forms Online' login page. At the top right is the 'defra' logo. The page title is 'chp QA :: Forms Online'. Below the title, it says 'Welcome to CHPQA Electronic Submissions.' and provides instructions for users to fill out and submit forms electronically. There are links for 'Form 1' and 'Admin Login'. A login form includes fields for 'Username' and 'Password', and a 'log in' button. Below the login form, there is a 'Forgot my username and password' link. At the bottom, there is a 'GeoTrust' security seal and a footer with contact information for the Department of Energy and Climate Change.

defra

## chp QA :: Forms Online

Welcome to CHPQA Electronic Submissions.

These pages allow applicants to fill out and submit CHPQA forms electronically rather than through paper based submission.

Click [here](#) for information on the CHPQA Forms Online system and help on getting started.

If you are currently registered with CHPQA please enter your username and password to log-in. To register a CHP Scheme you must complete Form 1 below

[Form 1](#)

Username

Password

Please [contact](#) me if my username and password.

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

Forms Online System developed and built by [Problems Limited](#)

**IMPORTANT:** Users accessing this system should make sure they have the latest version of Internet Explorer 10 or Netscape 4.7 and must have Java/Script enabled. Please check with [Microsoft](#) or [Netscape](#) for the latest browser version.

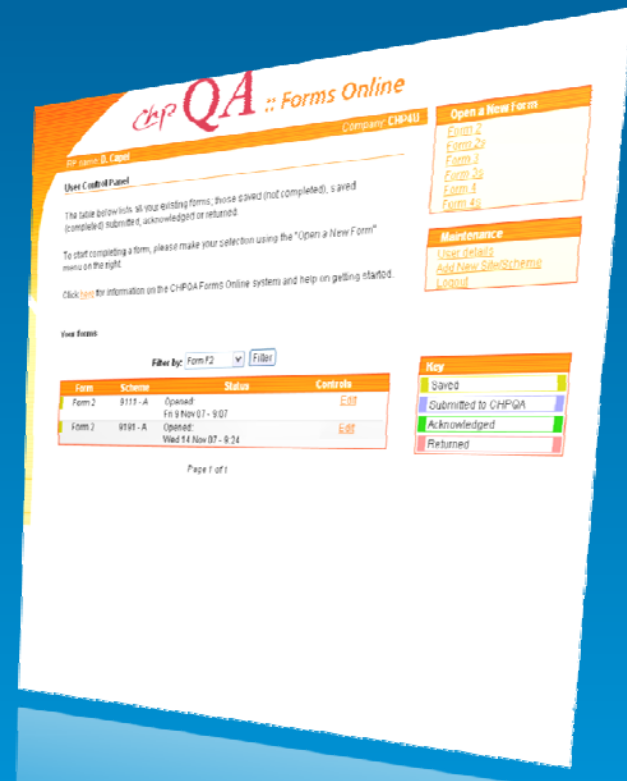
SECURED BY  
**GeoTrust**  
Click to verify  
12-Nov-07 00:11 GMT

12-Nov-07 00:11 GMT  
CHPQA

# Purpose of F4 Form

Provides CHPQA with details of scheme's **actual** annual performance the previous year and projection of performance in current year:

- Energy Data
- Uncertainty Calculations
- Efficiency & QI Calculations
- QFI, QPO and QPC Calculations



# F4 Form Process

Login to  
CHPQA

Enter annual  
operation data  
for previous  
year

Submit F4 &  
await  
certification

# Differences between F4 & F4s

F4s is simpler form

- Less detail required for packaged RE CHP
- Annual rather than monthly energy data
- No Uncertainty adjustments

Can only be used for:-

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

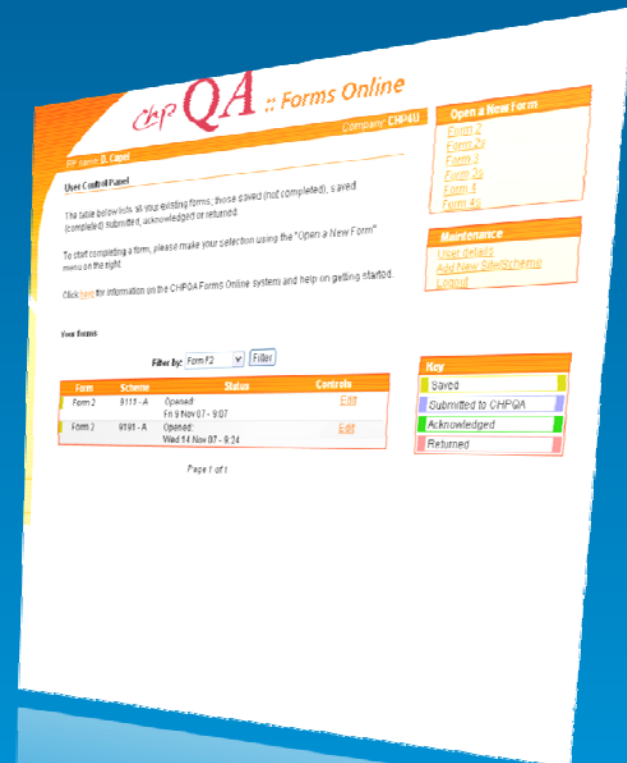
# Worked Example – F4 Form



# Purpose of F3 Form

Provides CHPQA with details of scheme **projected** annual performance:

- Scheme description
- Projected completion dates
- Prime Mover design & spec
- Scheme drawings & boundaries
- Projected operation in initial, long term annual & max heat modes



# F3 Form Process

Login to CHPQA

Enter projected  
operation data  
for current year

Submit F3 &  
await  
certification

# Differences between F3 & F3s

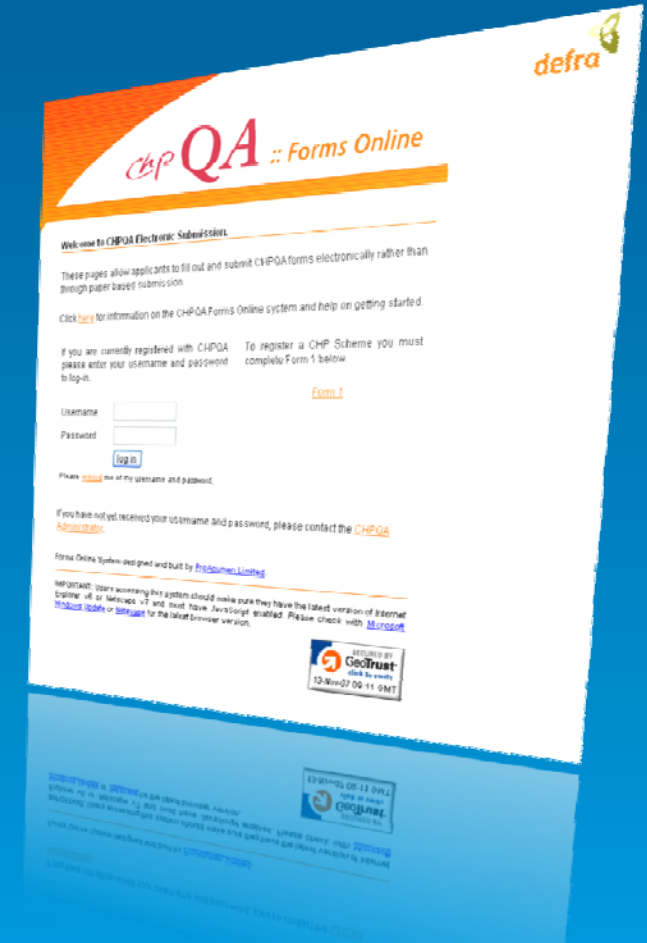
F3s is simpler form

- Less detail required for packaged RE CHP
- Projected annual operation only

Can only be used for:-

- RE only schemes < 2 MWe
- Single conventional fuel e.g. natural gas, diesel
- Single prime mover (CHP package) within the scheme boundary i.e. no heat only boilers
- Good Quality CHP Schemes ( $QI \geq 105$ )

# Worked Example – F3 Form



# Calculations

Online form will carry out calculations

Check results meet expectations

Check completed fields if results do not meet expectations.

If you need assistance call CHPQA Helpline

**(0870 190 6196)**

# Summary

Online system rationale – simpler, faster

F1 Form – RP details

F2 Form – scheme description

F4 Form – annual submission

F3 Form – proposed scheme submission

Summary

Questions

# CHPQA Contact Details

CHPQA Administrator

The Gemini Building

Fermi Avenue

Harwell

Didcot

OX11 0QR

E-mail: [chpqainfo@chpqa.com](mailto:chpqainfo@chpqa.com)

Tel: 0870 190 6196

Fax : 0870 190 6334

Web : [www.chpqa.com](http://www.chpqa.com)

# CHPQA online submissions FAQs



**THANK YOU.....**



.....Feedback is welcome