



CertifHy Scheme

Subsidiary Document

CertifHy-SD Procedure 0.2 Registration of Production Device

Dissemination level: WG1

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Status of this document

This document, CertifHy-SD Procedure 0.2 Registration of Production Device, is a subsidiary document to the ‘CertifHy Scheme’ of CertifHy.

In the event of conflict between the text of the CertifHy Scheme and the text of this document, the CertifHy Scheme shall always take precedence.

The CertifHy-SD Procedure 0.2 Registration of Production Device document need to be formally approved by the CertifHy Stakeholder Platform on 25 March 2019.

Change history

Version	Date	Description
0.1	2018-02-08	Initial draft
0.2	2018-02-26	First working draft
0.3	2018-05-17	Working draft
0.4	2018-06-28	WG 1 webinar feedback
0.5	2018-11-08	Energinet (WG 1) feedback from webinar
0.6	2018-12-14	Grexel update on Annex 1 device reg. list
0.7	2019-01-15	Procedure cover and status streamlined
0.8	2019-01-18	Operator/Account Holder wording

1 Introduction

1.1 General

CertifHy's mission is to advance and facilitate the production, procurement, and use of hydrogen fulfilling ambitious environmental criteria in order to protect the climate and improve the living conditions of humankind.

CertifHy wants to contribute to and promote an environmentally, socially and economically sustainable production of hydrogen in all uses including energy, mobility, chemical conversion, etc.

1.2 CertifHy

CertifHy is a high-quality European GO scheme that sets out statements and principles regarding the operation of the scheme. It covers the entire upstream supply chain to the production device exit gate at defined quality. The scheme is continuously reviewed and improved by means of a multi-stakeholder dialogue.

The core features of the scheme are openness, reliability, integrity, quality and transparency. Those values are the fundamentals of CertifHy's relationship with its Stakeholders.

The scheme is complemented by Procedure Documents (P), which further provide detailed descriptions of the procedures.

1.3 Purpose

Production Device must be registered prior to first Batch Production eligible for GO issuing. The purpose of this document is to specify the procedure for the Registration of Production Device.

This Procedure Document "P0.2 Registration of Production Device" is a subsidiary document to the CertifHy Scheme. References are made to the following Scheme chapters:

- Registration of Production Devices
- Annex A: Fuel (or heat source) codes
- Annex B: Technology codes

2 Definitions

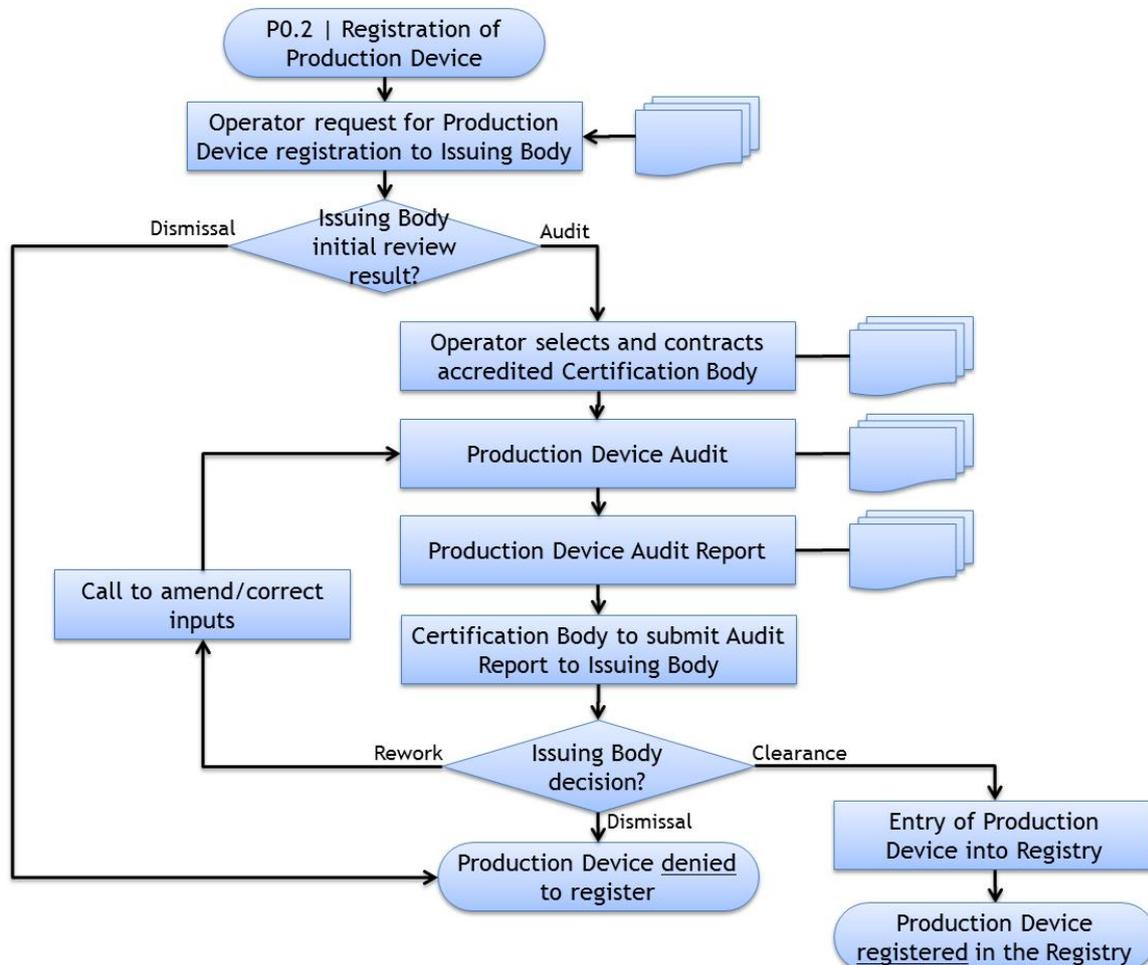
For a common understanding of the terminology used in the CertifHy documents, definitions and terms are outlined and explained in the CertifHy scheme section 5.

In case this document uses further terminologies not specified in section 5 of the scheme, they are explained in the table below.

Term	Definition

3 Procedure description

Process overview



To register a Production Device the Operator has to provide relevant information to the Issuing Body who will perform an initial review and either gives clearance and await Production Device Audit results or dismiss and deny the registration of the Production Device (PD). Upon clearance from initial review it is up to the operator to select and contract a Certification Body who will perform a Production Device Audit at the production site. The Audit Report is reviewed by the Issuing Body who either

- (a) clears the Production Device to enter the CertifHy Registry and initiates the registration process of the Production Device; or
- (b) claims rework and further inspections of the Production Device; or
- (c) dismisses and denies the registration of the Production Device in the CertifHy Registry.

Once registered the Operator must notify the Issuing Body about major changes of the Production Device. Regular and ad-hoc refresh Audits may be demanded by the Issuing Body at any time.

4 Procedure steps

Process trigger

Only Account Holders can register a Production Device in the CertifHy Registry. For guidance regarding the registration of Account Holders, refer to Procedure “P0.1 Registration of Account Holder”.

Request for registration of Production Device

To request for Production Device registration in the CertifHy Registry the Operator must submit the registration form to the Issuing Body.

The form can be accessed and downloaded from the CertifHy homepage and an excerpt of the registration form can be found in Annex 1. The applicant must complete the form accurately and consistently to become eligible to register the Production Device, including legal evidence to duly represent the Production Device. Further details about the required information are outlined in Annex 1.

The application shall be completed preferably in English or in a common EU language such as German, French and Spanish. Required documents in any other language must be submitted as officially certified translation.

The registration form - including complementary proof as stipulated in the registration form - shall be submitted to the Issuing Body.

The applicant must also provide a description and evidence regarding the operation of the production device. Notable, the type of fuel and technology used has to be specified. For this, a table comprising fuel and technology codes is provided in the CertifHy Scheme Annex A and B.

Additional information and supporting evidence might be requested from the Issuing Body.

Initial Review of request

In an initial review the Issuing Body will verify the information provided to assure itself that

- (a) the applicant is registered in the CertifHy registry and provided proof of the legal eligibility to request for Production Device registration;
- (b) the applicant complies to the signed Declaration of Honour and that no connection to fraudulent activities exist;
- (c) the Production Device fulfils the CertifHy criteria;
- (d) the uniqueness of the Production Device is adhered;

Where the Issuing Body is satisfied by the submitted information and no further evidence is required the Issuing Body invites the applicant to proceed with Production Device Audit.

In case of any suspicions or discrepancies the request for registration will be denied.

Selection of Certification Body

It is up to the Account Holder to select and contract an accredited Certification Body to initiate the auditing process.

A list of accredited Certification Bodies can be found in Annex 2.

Production Device Audit

The Production Device Audit shall be made in due course after the positive result of the Issuing Body's initial review. The Audit will be performed by an Auditor of the Certification Body that was selected and contracted by the Operator.

The Auditor will perform the audit with all due means to verify accuracy and completeness of the registration application. The audit includes a verification of the company's organisational processes that are in place to ensure that changes in the Production Device are notified with CertifHy Registry.

After completion of the audit the Auditor will submit the Audit Report to the Certification Body.

The Audit Report shall be submitted to the Issuing Body within 3 months after the initial request for Production Device registration.

Review of Audit Report

The Production Device Audit Report will be reviewed by the Issuing Body. The Issuing Body must assure itself, that the information provided by the applicant conform with the Production Device Audit report and thus with the representation of the Production Device in the CertifHy Registry.

Upon inspection of the documents the Issuing Body will either

- (a) clear the Production Device to enter the CertifHy Registry and initiate the registration process of the Production Device; or
- (b) claim rework of the application and further inspections of the Production Device where needed; or
- (c) dismiss and deny the registration of the Production Device in the CertifHy Registry.

The Issuing Body will at its own discretion check other known registries to satisfy itself about the criticality of the Production Device regarding multiple counting of energy attribute certificates.

Production Device registration

Upon clearance by the Issuing Body the Production Device is registered into the CertifHy Registry including its key characteristics.

The earliest date of registration that can be requested by an applicant must be no earlier than **12 months** prior to the date on which the Production Device registration application is received by the Issuing Body. Independent evidence must be provided to substantiate that Production Device characteristics have not changed.

The Account Holder will be liable to notify the Issuing Body of any changes of the Production Device, including e.g. the degradation or replacement of key plant components. Recurring Production Device Audits are required every **1-3 (tbd)** years. Triggered by e.g. statistics, correction, complaint, sanctioning, etc., the Issuing Body may perform ad-hoc checks (announced in advance and unannounced) and may require ad-hoc Production Device Audits in order to assure that the CertifHy Registry is accurate at any time.

Product Device registration dismissal

Production Devices will not be registered if the registrant is not compliant with CertifHy Terms & Conditions.

Annex

Annex 1: Registration form

PD_Audit_Checklist.xlsx as per 2018-12-14

Basic Information	Comment	
Production Plant Name:		
Registrant Name:	Account holder responsible of registration	
Version Start Date:	Earliest date of production for which Gos can be issued using information in this form	
Date of Commissioning:	First day of production of the plant	
Installed Capacity, kg/h:	Maximum production	
Estimated annual production (kg):		
Location		
Street:		
Zip code:	mandatory if coordinates not given	
City:	mandatory if coordinates not given	
Country:	mandatory	
Latitude:	mandatory if address not given	
Longitude:	mandatory if address not given	
Coordinate code:	e.g. WGS-84	
License		
CertifHy-Green	Yes/no	
CertifHy-LowCarbon	Yes/no	
License Start Date		
	If yes, first day of production this label can be issued	
	If yes, first day of production this label can be issued	
Public Support (Earmarks)		
Investment Support	Yes/no	
Production Support	Yes/no	
Technology Code		
*	Annex B of the Scheme document	
Operator (if not the same as registrant)		
Name:		
Adress:		
Business ID:		
Owners	Ownership -%	Issuing account

[to be deleted as soon as checked with above list of information needed for Production Device registration]

Details Location Earmarks Fuels Technology Operator Licenses Owners Meters	Earmarks		
	Earmark Name	Description	Earmark Type
	<input type="checkbox"/> Investment Support	Investment Support	Investment Support
	<input type="checkbox"/> Production Support	Production Support	Production Support

Details Location Earmarks Fuels Technology Operator Licenses Owners Meters	Create Meter	
	Meter Code	<input type="text"/> *
	Grid Reference	<input type="text"/> *
	MWh Coefficient	<input type="text" value="1"/> <input type="checkbox"/> Manual
	Description	<input type="text"/> <input checked="" type="checkbox"/> Incremental
<input type="button" value="Create"/> <input type="button" value="Reset"/>		

Annex 2: List of accredited Certification Bodies

[to be amended upon availability]

