



CertifHy Scheme

Subsidiary Document

Procedure 0.2 **Registration of Production Device**

Dissemination level: public

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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 was formally approved by the Stakeholder Platform on 28 April 2022.

The effective date of this CertifHy Scheme subsidiary document is 29 April 2022.

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
0.9	2019-02-18 (rev.)	‘Approval’ instead of ‘accreditation’; Audit frequency; No ‘uniqueness’ of Prod. Devices
0.10	2019-02-21	Logo, doc status, dissemination level
0.11	2019-02-27	Clarifications (WG 1 feedback from webinar)
0.12	2019-03-04	CertifHy WG1 endorsed
1.0	2019-03-11 2019-03-25	CertifHy Steering Group endorsed CertifHy Stakeholder Platform endorsed
1.1	2021-08-09	Adjustment to EECS requirements
1.2	2022-04-19	CertifHy WG1 endorsed

1.3	2022-04-27	CertifHy Steering Group endorsed
2.0	2022-04-28	CertifHy Stakeholder Platform endorsed

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 European Certification Scheme for Hydrogen fulfilling specific criteria 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 Certificate 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: Types of Energy Inputs
- Annex B: Types of technology

2 Definitions

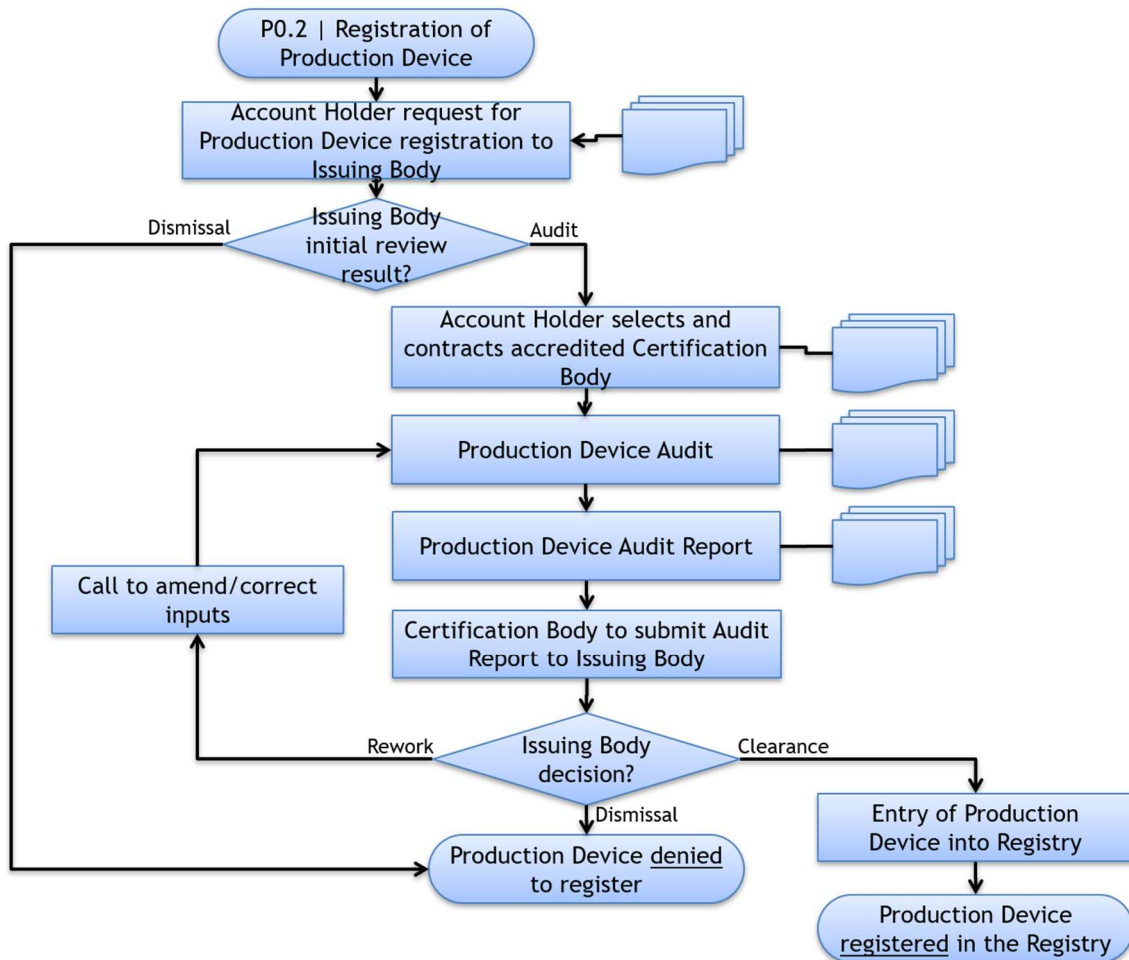
For a common understanding of the terminology used in the CertifHy documents, definitions and terms are outlined and explained in the CertifHy scheme section 5.

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 (for illustrative purposes only)



To register a Production Device the Account Holder 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 Account Holder 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 Account Holder 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 duly authorised by the owner of the production device, which has provided adequate evidence of such authorisation and that it can comply with the requirements of CertifHy with respect to the imposition of duties on the owner and/or operator of the Production Device, 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 Account Holder 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.

The applicant for registration of the Production Device is obliged to provide the Authorised Issuing Body access to the Production Device together with records relating thereto so as to verify the information provided in connection with that application, and any application for Registration is to be rejected where such access is not provided on reasonable request;

Furthermore, the applicant has to provide to CertifHy details of any pumping and compression stations at the site of the Production Device.

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

Compliance criteria

The Registrant of a Production Device for the purposes of CertifHy is required:

(a) to notify the Authorised Issuing Body, in advance of changes coming into effect and of any planned changes that will result in:

(i) the information recorded in the Authorised Issuing Body's Registration Database in relation to the Production Device becoming inaccurate; or

(ii) the Production Device Qualification Criteria for any Product ceasing to be satisfied with respect to that Production Device; and

(b) to notify the Authorised Issuing Body of any unplanned changes that have resulted in:

(i) the information recorded in the Authorised Issuing Body's Registration Database in relation to the Production Device becoming inaccurate; or

(ii) the PD Criteria for the CertifHy Product ceasing to be satisfied with respect to that Production Device;

(c) where requested to do so, to permit the Authorised Issuing Body (or its Production Registrar), its servants or agents, to inspect that Production Device including, if so required, without prior notice;

(d) to provide the Authorised Issuing Body (or its Auditor), its servants and agents with access to such records as the Authorised Issuing Body (or Auditor) may request in relation to that Production Device, its Outputs and Inputs, including, if so required, without prior notice;

(e) to re-apply for registration for the Production Device for the purposes of the Product on each occasion that it notifies the Authorised Issuing Body of changes that have occurred, or are planned, with respect to that Production Device, which as the case may be, have resulted in, or will result in, the information recorded in the CertifHy Registry with respect to that Production Device becoming inaccurate. 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 Production Device is unique in the CertifHy registry;

(e) the measurement arrangements for the Inputs and Outputs of the Production Device satisfy the CertifHy criteria.

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 approved Certification Body to initiate the auditing process.

A list of approved 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 Account Holder.

The Auditor will perform the audit with all due means to verify accuracy and completeness of the registration application. The audit includes, among others, an inspection of the Production Device and 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 Certification Body will submit the Audit Report to the Issuing Body.

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. Onsite Production Device Audits are required every 5 years. Triggered by e.g. statistics, correction, complaint, sanctioning, etc., the Issuing Body may perform ad-hoc checks (announced in advance or unannounced) and may require ad-hoc Production Device Audits in order to assure that the CertifHy Registry is accurate at any time.

Production Device registration dismissal

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

Measurement Criteria

The Measurement Criteria are as follows:

- (a) The Registrant of a Production Device for the purposes of the CertifHy Certificate is responsible for the delivery, quality, and accuracy of measured values with respect to the Output of that Production Device; and
- (b) the Measurement Frequency shall be as required by the legislation and regulations that are applicable in the country in which that Production Device is situated. If no such legislation or regulation is applicable, then the Measurement Frequency shall be such that the period between measurements may not be more than twelve months

Revision of Production Device

Where CertifHy is notified by the Registrant of a Production Device of any changes having the effect that the information recorded in the CertifHy Registry in relation to that Production Device is no longer, or will cease to be, accurate, CertifHy will amend its Registry accordingly.

Where (pursuant to an inspection or otherwise) CertifHy becomes aware of any changes, or planned changes, which have been notified to CertifHy by the Registrant of a Production Device which will have the effect that the Production Device Qualification Criteria for CertifHy are no longer fulfilled or will cease to be fulfilled by that Production Device, the Production Device will cease to be recorded in the Registry as qualifying for CertifHy Certificates:

- (a) (in relation to planned changes notified in advance to CertifHy) with effect from the date on which such planned changes are due to come into effect; or
- (b) (in relation to other changes) as soon as reasonably practicable.

Where the period of time during which a Production Device has been recorded in the CertifHy Registry as qualifying for a CertifHy Certificate is in excess of five (5) years, or where a Registrant so desires, then unless the Registrant successfully re-registers the relevant Production Device, CertifHy will, where permitted by the legislation in the relevant Domain, amend with immediate effect the relevant records in the CertifHy Registry to indicate that the Production Device no longer qualifies for CertifHy Certificates.

When re-registering a Production Device, CertifHy will satisfy itself that the relevant records in the Registry adequately describe that Production Device.

Where the Capacity of an existing Production Device increases for any reason, including refurbishment or enhancement of the Production Device, then such additional capacity may be registered in the CertifHy Registry as a separate element of that Production Device with:

- (a) the Capacity specified in the application for registration;
- (b) the date on which the Production Device became operational as specified in the application for registration.

Inspections

An inspection of a Production Device is mandatory. These inspections shall at least take place on an annual basis.

This annual inspection includes a verification of the Energy Source(s) (related to the ones mentioned on the Certificates, as listed in Annex I of the CertifHy Scheme document). This implies a verification of the overall energy content of the Inputs used by the Production Device with a feasibility check to obtain the reported Output;

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		License Start Date
CertifHy-Green	Yes/no	If yes, first day of production this label can be issued
CertifHy-LowCarbon	Yes/no	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

Annex 2: List of approved Certification Bodies

[to be amended upon availability]