

APPROVED
by the Resolution of the Cabinet of Ministers of
Ukraine
dated _____ 2025 No. _____

ORDER
Qualification of a cogeneration plant

General part

1. This Procedure defines the mechanism for providing administrative services for the qualification of a cogeneration plant (hereinafter referred to as the qualification), confirmation of compliance of its indicators with the criteria of highly efficient cogeneration and the provision of a certificate of qualification (hereinafter referred to as the Certificate) in electronic form.

2. The service is provided to the State Agency on Energy Efficiency and Energy Saving free of charge, exclusively in electronic form through the electronic cabinet on the portal of the information and communication system for the provision of an administrative service for the qualification of a cogeneration plant and electronic monitoring (hereinafter referred to as ICS Cogeneration).

3. The State Agency on Energy Efficiency and Energy Saving is the holder and administrator of ICS Cogeneration. The owner of ICS Cogeneration and exclusive property rights to the software of the register is the state represented by the State Agency on Energy Efficiency and Energy Saving of Ukraine. Requirements for ICS Cogeneration are given in Appendix 2 to this Procedure

4. This Procedure applies to all cogeneration plants regardless of capacity.

5. ICS Cogeneration Administrator:

1) determines the officials who are obliged to carry out registration actions in the register on behalf of the administrator of ICS Cogeneration;

2) ensures compliance of the information entered into ICS Cogeneration with the data of the documents on the basis of which they are entered;

3) ensures the creation of user accounts of ICS Cogeneration using electronic means of ICS Cogeneration;

4) ensures the provision of administrative services for qualification in electronic form;

- 5) ensures the issuance of Certificates in electronic form using electronic means of ICS Cogeneration;
- 6) provides, in accordance with this Procedure, access to obtaining register information in the form of open data in accordance with paragraph 38 of this Procedure;
- 7) provides storage of the history of changes in the ICS Cogeneration using electronic means of ICS Cogeneration;
- 8) conducts training and provides methodological recommendations on the filling and use of ICS Cogeneration;
- 9) provides technical and technological creation and maintenance of ICS Cogeneration software;
- 10) monitors the provision of information protection in ICS Cogeneration in accordance with the legislation;
- 11) provides control over the observance of the right of access of users to ICS Cogeneration;
- 12) ensures the safety and protection of data contained in ICS Cogeneration;
- 13) performs other operations related to the maintenance of ICS Cogeneration provided for by this Procedure and the Laws of Ukraine "On Public Electronic Registers", "On the Basic Principles of Ensuring Cybersecurity of Ukraine", "On the Protection of Information in Information and Communication Systems".

Measures for the creation, implementation and maintenance of ICS Cogeneration software, technical and technological support, data storage and protection, technical and technological measures to provide access to ICS Cogeneration are carried out by the registry administrator in accordance with the Laws of Ukraine "On Public Electronic Registers" and "On Information Protection in Information and Communication Systems".

Requirements for the ICS Cogeneration risk management system are determined by the Law of Ukraine "On Information Protection in Information and Communication Systems".

The administrator of ICS Cogeneration ensures the implementation of a set of programmatic, technological and organizational measures to protect the information contained in ICS Cogeneration from unauthorized access, as well as informs the subjects of information interaction about the violation of the integrity of register information, its unauthorized processing, taking into account the requirements for the protection of such information in accordance with the Law of Ukraine "On the Protection of Information in Information and Communication Systems".

Informing the user of ICS Cogeneration about entering into the ICS Cogeneration information about him/her and his/her property, property, legal and other special statuses, as well as about its change and deletion, is carried out by providing such a person with free public access to up-to-date and reliable information of ICS Cogeneration.

ICS Cogeneration is conducted in the state language. The ICS Cogeneration interface must provide functionality to choose from at least two languages - Ukrainian and English.

ICS Cogeneration operates around the clock, except for cases of scheduled and unscheduled preventive and/or technical work related to the elimination of technical and/or methodological errors or technical failures in operation.

ICS Cogeneration uses classifiers, reference books, dictionaries and databases maintained by the State Agency on Energy Efficiency and Energy Saving of Ukraine as a holder of ICS Cogeneration in accordance with Annex 5 of this Procedure, as well as state and sectoral directories and databases of other public authorities with which information interaction has been established through the system of electronic interaction of state electronic information resources ("Trembita").

The holder of ICS Cogeneration ensures the updating of ICS directories on the basis of official information received from the technical administrator, central executive authorities, local governments and other entities.

6. The administrator of ICS Cogeneration, if necessary, may conclude appropriate agreements on the provision of technical support, operation and administration of ICS Cogeneration.

7. User X Cogeneration:

1) is responsible for the accuracy of the information submitted for entry and/or entered by him into ICS Cogeneration;

2) communicates with officials of the register administrator in accordance with this Procedure;

3) submits information using the functionality of the ICS Cogeneration account at the request of the ICS Cogeneration administrator about the information contained in his account.

8. Users of ICS Cogeneration who intend to carry out transactions in ICS Cogeneration have the right, after submitting the relevant information, to receive their own account, which is created using electronic means of ICS Cogeneration.

A user of X Cogeneration can only have one account.

The information required to create, close and make changes to the account is entered into ICS Cogeneration exclusively by the authorized person of the ICS Cogeneration user. The information necessary for the provision of administrative qualification and monitoring services is entered by the authorized person of the ICS Cogeneration user or the responsible person of the ICS Cogeneration user.

9. The creation of an ICS Cogeneration user account is carried out on the basis of the information specified in Annex 1 of this Procedure submitted to the ICS Cogeneration administrator in electronic form.

10. Obtaining an account, making transactions and viewing the general information contained in ICS Cogeneration are free of charge.

11. Submission of information for creating an account in ICS Cogeneration is carried out by entering them on the ICS Cogeneration website and before sending data to the administrator of ICS Cogeneration, it is additionally confirmed by the person submitting such information using electronic means of ICS Cogeneration.

12. The administrator of ICS Cogeneration considers the information submitted for creating an account in ICS Cogeneration within five working days from the date of their receipt and provided that the information is submitted in full and/or it is reliable and complies with Annex 1 of this Procedure, confirms the creation of such an account using electronic means of ICS Cogeneration.

13. In the event that the information submitted for creating an account in ICS Cogeneration is not submitted in full and/or is inaccurate, the administrator of ICS Cogeneration refuses to create an account and within five working days from the date of receipt sends a notification about it to the person submitting the information to the e-mail address specified in the submitted information, indicating the reasons for such refusal. After eliminating the deficiencies, the person submitting the information has the right to re-submit the information to create an account in ICS Cogeneration.

Registration of cogeneration plants

14. Registration of a cogeneration plant:

1) registration of a cogeneration plant is carried out by the State Agency on Energy Efficiency and Energy Saving free of charge, exclusively through ICS Cogeneration. The result is the assignment of the KGU-XXXXXX Identifier (sequential number) and the creation of a registration record with the status "registered (without qualification)";

2) submission of the registration application shall be carried out in electronic form using the registration card according to the parameters specified in Annex 4 of

this Procedure. For existing installations, actual data are provided; for those that are put into operation for the first time — design data and (if any) test results;

3) The term for providing the registration service is up to 5 working days from the date of registration of the electronic application. In case of technical shortcomings (incorrect files, lack of required fields), a request for revision is sent through ICS Cogeneration; the term of consideration shall be suspended until the deficiencies are eliminated;

4) Having a registration is a prerequisite for applying for a qualification. Registration does not confer the status of high-efficiency cogeneration and does not replace qualifications;

5) the owner/user is obliged to update the registration data in the ICS within 10 working days in case of change of ownership, location, warehouse/type of equipment, installed capacities, type of fuel, commercial metering points or connection conditions;

6) termination of the operation of the KSU is formalized by submitting an appropriate electronic application. An entry in ICS Cogeneration changes the status to "discontinued operation (archive)" and is stored for retrospective access.

7) public open data ICS Cogeneration includes the minimum required fields on registered CGS (identifier, owner/user, address, type of fuel, installed capacities, status), taking into account access restrictions to personal/commercially sensitive data, in accordance with the structure given in Annex 3 of this Procedure.

Application Submission and Qualification Documents

15. Qualification is carried out on the basis of the application of the applicant – the owner or user of the cogeneration plant or a person authorized by him. The applicant submits an application for qualification and the necessary documents in electronic form through his/her electronic account in ICS Cogeneration. Authorization of the applicant is carried out using a qualified electronic signature. All documents are submitted by filling out the appropriate forms and in PDF format with the applicant's electronic signature. Paper submission of documents is not allowed.

16. The following documents are attached to the application for qualification (in scanned electronic form or generated through the relevant forms of ICS Cogeneration):

- 1) technical information about the cogeneration plant that is in operation or put into operation for the first time – in the form approved by the Ministry of Development. The following are attached to the technical information:
 - functional diagram of the cogeneration plant and its brief description;

- copies of mode maps and test reports of the cogeneration plant in operational modes (for the installation that is put into operation for the first time);
- 2) calculation of primary energy savings, performed for this cogeneration plant in accordance with the Methodology for determining the efficiency of the cogeneration process (hereinafter referred to as the Methodology);
- 3) Power of attorney (in case of submission of documents by an authorized person) – an electronic document or a scanned copy of a document confirming the authority to act on behalf of the owner (user) of the cogeneration plant.

17. The date of submission of the application is considered to be the day of registration of the applicant's electronic application in ICS Cogeneration. After receiving the application and documents, the system automatically sends the applicant an electronic confirmation of receipt of the application with fixation of the date and time. In case of detection of technical shortcomings of the submitted files, the ICS Cogeneration Administrator notifies the applicant by means of ICS Cogeneration about the need to eliminate the deficiencies.

18. The State Agency on Energy Efficiency and Energy Saving reviews the submitted documents. At the stage of preparation for qualification, the State Agency on Energy Efficiency and Energy Saving has the right to engage, if necessary, research and design institutions (organizations) to conduct an expert assessment of the submitted materials. During the qualification, the compliance of the operating conditions of the cogeneration plant with the qualification indicators of high-efficiency cogeneration is established.

19. The term of service provision (consideration of the application and decision-making) does not exceed 30 calendar days from the date of registration of the application. Based on the results of the review, the State Agency on Energy Efficiency and Energy Saving makes a decision on the issuance of a certificate or on refusal to issue a certificate. The decision is drawn up in electronic form and sent to the applicant through his electronic account, as well as to the e-mail address specified in the application.

In case of technical deficiencies, the term of service provision is increased by the time the applicant eliminates the deficiencies.

Issuance of a certificate of qualification or refusal

20. A certificate of qualification of a cogeneration plant is issued by the State Agency on Energy Efficiency and Energy Saving under the following conditions:

- compliance of the cogeneration plant with the criteria of high-efficiency cogeneration (indicators of primary energy savings according to the Methodology);
- submission by the applicant of the entire set of duly executed documents;

reliability of the information provided.

21. The certificate is issued according to the approved form by means of ICS Cogeneration, contains the registration number and date of issue, name or full name of the owner (user) of the installation, the main technical characteristics of the installation and other data according to the established form.

The certificate is signed by the Head of the State Agency on Energy Efficiency and Energy Saving (or an authorized official) by imposing a qualified electronic signature. The certificate is issued in electronic form in accordance with the requirements of the Law of Ukraine "On Electronic Documents and Electronic Document Management" and certifies the status of the cogeneration plant as qualified for a period of 1 year.

22. If, based on the results of the review, it is established that the cogeneration plant does not comply with the established criteria (indicators) of high-efficiency cogeneration, and/or if not all the necessary documents are submitted, and/or if inaccurate information is found in the submitted documents, the State Agency on Energy Efficiency and Energy Saving decides to refuse to issue the certificate.

The decision on refusal must contain a reasoned justification of the reasons for the refusal and provided to the applicant in electronic form by means of ICS Cogeneration.

23. The applicant who has received a decision on refusal has the right to eliminate these shortcomings and re-submit documents for qualification. Re-submission is carried out in the manner specified in the section "Submission of an application and documents for qualification of this Procedure", with a new registration of the application. In this case, the date of submission is considered to be the date of registration of the repeated application after the elimination of deficiencies.

24. The certificate of qualification is valid for one year from the date of issue. A cogeneration plant that has received a certificate is considered qualified during the validity period of the certificate, provided that the requirements of this Procedure are met. After the expiration of the certificate to confirm the status of high-efficiency cogeneration for the next period, the owner (user) of the installation must receive a new certificate in accordance with the established procedure. The qualification of the cogeneration plant, which is put into operation for the first time, is carried out according to the design indicators and the results of tests (commissioning) of the installation.

Qualification for each subsequent year is carried out according to the actual performance of the unit for the previous 12 months.

25. The decision to refuse to issue a certificate may be appealed by the applicant in court in accordance with the law. Filing a complaint or lawsuit does not suspend the effect of the decision on refusal, but if the complaint is satisfied, the State

Agency on Energy Efficiency and Energy Saving is obliged to reconsider the application or take other actions determined by the court decision.

Monitoring the operation of qualified cogeneration plants

26. The owner (user) of the cogeneration unit that has received a certificate is obliged to constantly monitor the operational indicators of the unit and enter monitoring data into the electronic cabinet in ICS Cogeneration on a monthly basis.

In particular, no later than the 10th day of each month following the reporting month, the applicant submits the following indicators for the past calendar month using the electronic cabinet:

volumes of electricity produced and supplied to the grid (kWh);

volumes of heat energy produced and used (Gcal);

the amount of fuel and/or energy consumed for the operation of the unit (in physical terms, corresponding to the type of fuel);

calculation of primary energy savings for the reporting period.

The entry of these data is carried out through the appropriate forms of the electronic cabinet with the imposition of an electronic signature of the responsible person.

27. The information submitted by the manufacturer in the order of monthly monitoring is stored in the electronic register and used by the State Agency on Energy Efficiency and Energy Saving to monitor compliance with the qualification conditions. Based on the results of monitoring for 12 months, a generalized calculation of the actual annual savings of primary energy is prepared, which is used to make a decision on qualification for the next period (during the next application). Monitoring data can also be used by the applicant for its own energy management needs and to obtain guarantees of origin of energy produced by high-efficiency cogeneration (according to a separate procedure).

28. If the applicant fails to enter the monitoring data within the established time frame or if significant discrepancies between the submitted data and the benchmarks are detected, the State Agency on Energy Efficiency and Energy Saving has the right to apply to the applicant through the electronic cabinet with a requirement to provide explanations and relevant corrected data. Failure to submit such explanations and data within 30 calendar days may be considered as a violation of the requirements of this Procedure.

Data verification, auditing and dequalification

29. The State Agency on Energy Efficiency and Energy Saving of Ukraine checks the reliability of the information submitted by the applicant both during the initial qualification (consideration of documents when submitting an application) and during the validity of the certificate – according to the data of monthly monitoring. For this purpose, the authorized body may use the data of other state information systems

and registers (in particular, data of commercial metering of electricity and heat from network operators, data of tax reporting on the volume of energy produced, data of license registers, etc.) to verify the information provided by the applicant. In case of inconsistencies or suspicion of unreliability of the data, the State Agency on Energy Efficiency and Energy Saving may appoint an unscheduled audit (inspection) of the cogeneration plant.

30. An unscheduled audit may involve on-site or remote verification of the actual performance of the cogeneration plant. The State Agency on Energy Efficiency and Energy Saving is authorized to request the necessary additional information from the owner of the installation, as well as to involve (if necessary) representatives of state supervision bodies in the field of electricity and heat supply or independent experts in the inspection. The applicant is obliged to provide access for inspectors to the installation (in case of on-site inspection) and provide the requested data and documents in electronic form.

31. Based on the results of the inspection (audit), the State Agency on Energy Efficiency and Energy Saving draws up an electronic inspection report. If it is established that the cogeneration plant has ceased to meet the criteria for high-efficiency cogeneration (for example, the primary energy saving indicator has fallen below the established threshold) or the facts of providing inaccurate data that had a significant impact on the decision on qualification are revealed, the State Agency on Energy Efficiency and Energy Saving of Ukraine decides to suspend the certificate or revoke the certificate.

32. Suspension of the certificate is applied in cases where the detected violations can be eliminated within a specified period. The decision to suspend the certificate is brought to the attention of the applicant through the electronic cabinet, indicating the reasons and requirements for eliminating violations. For the period of suspension of the certificate, the cogeneration plant is considered to have temporarily lost the status of qualified (excluded from the list of active qualified installations). If the applicant has fulfilled the requirements and eliminated the violation within the period specified in the decision (which is confirmed by additional data or repeated calculations), the State Agency on Energy Efficiency and Energy Saving shall decide to renew the certificate. In case of failure to eliminate violations within the established period, the validity of the certificate may be revoked.

33. The certificate is revoked in cases of gross or irremediable violations, as well as if the cogeneration plant objectively no longer meets the criteria for high-efficiency cogeneration. The decision to cancel the certificate contains justification and comes into force from the date of its adoption (or another date specified in the decision). The revoked certificate is considered invalid, and the corresponding cogeneration plant loses the status of qualified. Information about the cancellation is displayed in the electronic register. A second application for the qualification of such an installation is possible no earlier than 6 months after the cancellation (unless otherwise established by the decision on cancellation, for example, in case of detection of falsification of data, a longer prohibition period may be established).

34. The decision to suspend or revoke the certificate may be appealed by the owner of the cogeneration plant in court. Filing a complaint (claim) does not suspend the effect of the decision on suspension/cancellation, however, if the complaint is satisfied, the certificate may be renewed or the applicant may be issued a new certificate (by court decision).

35. The State Agency on Energy Efficiency and Energy Saving maintains an electronic list of qualified cogeneration plants, which ensures the accounting of issued certificates and storage of data on cogeneration plants that have received the status of highly efficient (qualified). The electronic list is part of ICS Cogeneration and supports interaction (data exchange) with other registers and systems.

36. The following basic information about each qualified cogeneration plant is entered into the electronic register:

- 1) unique registration number (ID) of the record;
- 2) serial number of the qualified installation and year of issue of the certificate (certificate code in the format KGU-XXXXXX-YYYY);
- 3) name of the legal entity or full name of the individual – owner (user) of the installation;
- 4) the owner's EDRPOU code (for a legal entity) or the registration number of the taxpayer's registration card (for a sole proprietorship);
- 5) location (address) of the cogeneration plant;
- 6) name, type and installed capacity of the cogeneration plant (electrical, thermal).
- 7) category and type of fuel used (according to the classification in the Methodology);
- 8) date of commissioning of the installation (year);
- 9) date of issuance of the certificate and its validity period (until what date it is valid);
- 10) Cogeneration efficiency indicators:

design or last actual primary energy savings, %;

annual production of electricity (MWh) and thermal energy (Gcal) in the process of cogeneration (according to the data of the last year).

37. The electronic register provides the ability to update data. In particular, in the case of an annual re-examination of the qualification for installation, information about the extension of the status (a new record of the issuance of the certificate for the next period) or the loss of status (if the certificate is not received again) is entered into the entry in the register. In case of cancellation of the certificate, the corresponding entry in the register is marked as canceled, indicating the date and grounds for cancellation.

38. The State Agency on Energy Efficiency and Energy Saving provides open access to the information of the electronic register, which does not contain limited information. The current public version of the register is available on the official website of the State Agency on Energy Efficiency and Energy Saving and/or through the open data portal. At least quarterly (by the 20th day of the month following the reporting quarter), the State Agency on Energy Efficiency and Energy Saving of Ukraine publishes in the form of open data a generalized list of cogeneration plants that meet the qualification indicators of high-efficiency cogeneration, with basic information in accordance with paragraph 36 of this Procedure. Public access to the register is implemented taking into account the requirements of personal data protection and information security.

39. The electronic register has software tools (APIs) for interaction with other information systems. In particular, information from the register can be provided to the electronic licensing system (to take into account the status of high-efficiency cogeneration when licensing the production of electricity or heat), to the systems of tax authorities (for the automatic application of tax benefits for high-efficiency cogeneration), to the information and analytical systems of the National Energy and Utilities Regulatory Commission and power grid operators (to monitor the energy balance), etc.

Interaction with other state information systems

40. To ensure the full and reliable functioning of the electronic service for the qualification of cogeneration plants, the information system of the State Agency on Energy Efficiency and Energy Saving interacts with other state and sectoral information resources (through the Trembita system or other secure data exchange channels). In particular, information interaction is established with:

The Unified State Register of Legal Entities and Individual Entrepreneurs (USR) – for automatic receipt and verification of data about the applicant (name of the organization, EDRPOU code, status, etc.) when submitting an application, which simplifies the applicant's filling out of the form and eliminates errors in the details;

state tax information systems – to verify the tax status of the applicant (with his/her consent) and to use data on the volumes of consumed fuel or energy produced, which can be submitted to the tax authorities (for example, excise declarations) for the purpose of reconciliation with the data submitted within the framework of this Procedure;

information systems of energy network operators (TSO/DSO) – to obtain data on commercial metering of electricity and heat supplied to the grid by qualified installations (if technically possible), which can be used to automatically monitor the reliability of data submitted by the applicant;

SCADA and other monitoring systems of manufacturers – in case of voluntary connection by the owner of the plant, the information system can receive telemetry data

directly from the control/monitoring systems of the cogeneration plant (online data on electricity and heat production, fuel consumption, etc.) to increase the accuracy and efficiency of monitoring. Such connection is carried out according to a separate regulation, in compliance with cybersecurity requirements;

The Unified State Electronic System in the Field of Construction (USESSB) – to obtain information about construction objects in which cogeneration plants operate.

41. Interaction between systems is carried out using unified formats and protocols defined by the legislation on electronic interaction. The information systems with which the exchange has been established should not duplicate the data entry by the applicant: if possible, the necessary information will be pulled automatically from the existing state databases, which implements the principle of one-time submission of data by a citizen/business.

42. All operations with information within the framework of the provision of electronic services are carried out in compliance with the requirements for the protection of information and personal data. The administrator of the electronic system (the State Agency on Energy Efficiency and Energy Saving of Ukraine) is responsible for the safety of the entered data, ensuring their relevance and integrity, as well as for the non-disclosure of information with limited access. The system provides logging (logging) of user and administrator actions, which allows you to track the history of changes if necessary.