

# CP6000 Site Commissioning Form

Complete the steps listed here for each ChargePoint CP6000 to ensure it is commissioned as specified. The detailed datasheets, site design guides, and installation guides defining ChargePoint specifications and procedures are available online at: [chargepoint.com/guides](https://chargepoint.com/guides).

## Before Beginning Work

ChargePoint charging stations must be installed and serviced by qualified personnel only, equipped with appropriate personal protective equipment and following proper electrical and work practices.



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**DANGER:** RISK OF SHOCK. Before performing any procedure, the technician must disconnect the power to the charging station at the service panel. Follow local code to de-energize the applicable circuit and lock out/tag out the disconnect before proceeding. Use a multimeter and check that the power is off. Keep power off for the circuit until all cover panels are correctly reinstalled and the work is complete. FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN SERIOUS INJURY, LOSS OF LIFE, OR PROPERTY DAMAGE.

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**Note:** Commissioning inspection protocols, measurements, and photo documentation must be completed at the same time as station installation and via the ChargePoint Installer app once it is available.

Before removing any station parts:


- Consult with site personnel for access to site and equipment.
- Verify de-energization and lock out / tag out of all power sources to the station as stated in the shock danger warning above.
- Wear appropriate Personal Protective Equipment (PPE) and verify the station is de-energized.



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**CAUTION:** For all sections below, items marked as [Critical] must be inspected in order to prevent hazard or equipment damage.

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- If a [Critical] item does not pass, complete the entire inspection but DO NOT energize the site. Contact ChargePoint for the next steps. If a [Critical] item does pass, complete the entire inspection and energize the site according to site authorization.
- All checks must be completed. Items marked as [Optional] might not fail commissioning if they are not applicable or separate action can be taken. If an optional item is incomplete, describe the reason.
- Items marked with  require a photo or a document.
  - All photos should be sharp and focused on the item being documented.
  - All photos should be JPEG format. Apple's standard HEIC format is NOT acceptable.
  - The aspect ratio should be 16:9 or 4:3 and resolution should be between 5.0 - 12.1 MP.

## After Work

- For ChargePoint managed installations, the Commissioning Form and related attachments, such as photos and documents can be submitted via the Work Order associated with the specific installation.
- The Installer must always keep a copy of the Site Commissioning Form and related attachments, such as photos and documents, to be submitted to ChargePoint on request.

# Site Inspection

## General Information

Customer Information	
Customer name	
Customer contact name	
Customer contact phone	
Customer contact email	

Site Information	
Street and number	
City	
State	
Country	
Zip code	
Number of stations to be installed	
Number of paired stations to be installed (if applicable)	
Expected start of construction works	
Expected installation and commissioning date	

Site Preparation (Make Ready) Performed by	
Contractor company name	
Contractor site lead name	
Contractor site lead phone	
Contractor site lead email	
Contractor type	ChargePoint recommended Customer hired

Station Installation Performed by	
Installation company name	
Lead installer contact name	
Lead installer contact phone	

Station Installation Performed by	
Lead installer contact email	
Installer type	ChargePoint recommended Customer hired

Station Installation Performed by	
Technician name	
Technician phone	
Technician email	
Commissioning start date (mm/dd/yyyy)	
Commissioning end date (mm/dd/yyyy)	

## Readiness

	Description	Status/Comments
	<b>1.</b> [Optional] Was site preparation (Make Ready) performed by the installer or a third-party contractor?	ChargePoint recommended installer Customer hired contractor
	<b>2.</b> [Optional] Are LTE repeaters available on site? <hr/> If Yes, _____ Number of repeaters _____ Make and model (upload photo)	Yes      No      N/A <hr/> <hr/>
	<b>3.</b> Are the concrete pad's edges smooth? Only for pedestal mounted installations	Yes      No      N/A
	<b>4.</b> Is the slope of the pad less than 2%, or 6 mm per 300 mm or 1/2 in per 25 in? Only for pedestal mounted installations	Yes      No      N/A
	<b>5.</b> If ADA accessibility standards must be met, does the height of the touchscreen and charging cables not exceed 1.22 m (48 in) or the equivalent in other regions?	Yes      No
	<b>6.</b> Are the site conditions conforming to the nominal pad? (i.e., 600 x 600 x 600 mm)? Only for pedestal mounted installations	Yes      No      N/A
	<b>7.</b> Is the parking area clean and free of all crate fasteners, packaging, and debris?	Yes      No      N/A
	<b>8.</b> Site readiness comments (if any)	

## Balance of Plant

1. [Optional] Is solar available on site?	Yes	No	N/A
If information available, solar installed power (kWp)			
2. [Critical] AC supply transformer configuration	120/240 VAC, 10 Bonded Neutral 120/208 VAC, 30 Wye Bonded Neutral		
Does it meet local code requirements for conductor colors? If No, correct with tape.	Yes	No	
3. [Critical] Is the breaker feeding each station new, and does a voltmeter test at the station or AC disconnect confirm that it powers off and on correctly?	Yes	No	
4. Master Circuit Breaker (MCB) specifications	Make	Rating (A)	
5. [Critical] Charger Circuit Breaker specifications	Make	Rating (A)	
Does each station have a dedicated breaker and meet these ratings?	Yes	No	
Nominal voltage	208/240 V		
Maximum AC current	80 A		
Maximum breaker size	100 A		
6. Does each station breaker's ID card have the correct label?	Yes	No	
7. Is additional surge protection installed at the service panel?	Yes	No	
Only if the site requires it, such as frequent thunderstorms			
8. [Critical] Is the breaker feeding each station non-GFCI?	Yes	No	
9. Is a Residual Current Device (RCD, RCCB, RCBO) required per local code?	Yes	No	
If Yes, provide specifications (upload device photo with specifications)	Make and model	Rating (A)	
	AC leakage current (mA) (ChargePoint prefers 100 mA)		
	Delay (ms)		
	Curve type (i.e., A, A-EV, or B) (ChargePoint prefers B or A-EV)		
10. If accessible, take a photo of the electrical panel	Yes	No	

	specification label showing total capacity.		
	<b>11.</b> If accessible, take a photo of the electrical panel - dead front off, showing terminations.	Yes	No
	<b>12.</b> If accessible, take a photo of the electrical panel - dead front on, showing breaker ratings.	Yes	No
	<b>13.</b> Are distribution panel exteriors undamaged and show the correct labels?	Yes	No
	<b>14.</b> Is the switchboard correctly wired for multiple charging stations and are all breakers labeled correctly?	Yes	No N/A
	<b>15.</b> [Optional] Upload Single Line Diagram (SLD) of the installation	Yes	No N/A
	<b>16.</b> Are the electrical enclosures clean and free of wire strands and metal shavings?	Yes	No
	<b>17.</b> AC conductor Photo must show the conductor ratings specified here or attach the cable rating specification document if markings are not clear <div> <div>Material</div> <div>Copper (Cu)</div> <div>Aluminium (Al)</div> </div> <div> <div>Cross section</div> <div></div> </div> <div> <div>Voltage rating (if accessible)</div> <div></div> </div> <div> <div>Temperature rating (if accessible)</div> <div></div> </div> <div> <div>Insulation type (if accessible)</div> <div></div> </div>		
	<b>18.</b> [Critical] Are wire sizes at the station not exceeding AWG 2/0?	Yes	No
	<b>19.</b> Balance of plant comments (if any)		

## Station Inspection

### General Information

<b>1.</b> Station Serial Number	
It can be found on the back of the Head Unit	
<b>2.</b> Station MAC Address	
It can be found on the label applied on the screen's protective film	

## Mounting and AC Supply

	1. How many AC supply cables are connected to the station?	One (Circuit Sharing) Two		
	2. [Critical] Is the pedestal plumb? Only for pedestal mounted installations	Yes	No	N/A
	3. [Critical] Is the station level? Only for wall mounted installations	Yes	No	N/A
	4. [Optional] Are AC disconnect switches installed next to the stations?	Yes	No	
	If Yes, are the switch exteriors undamaged and show the correct labels as applicable?	Yes	No	

## Internal Inspection

	1. Are all input AC wires stripped to the correct length of 30 mm (13/16 in)?	Yes	No	
	2. [Critical] Upload a photo of the conductors and ground wires fully inserted and connected properly	Yes	No	
	3. [Critical] Is a Power Management Kit (PMK) installed for dual port cables supplied with a single AC cable? For Single Phase installation, only L1-L1 PMK can be used	Yes	No	
<b>Only for models equipped with charging cables</b>				
	4. [Critical] Are the charging cables undamaged?	Yes	No	N/A
	5. Does the charging cable retraction mechanism operate smoothly (i.e., fully extends and retracts)?	Yes	No	N/A
	6. Upload photo of head unit assembly including top cap, holsters, and charging cables resting in their holsters (if applicable)	Yes	No	
	7. [Critical] Upload a photo of the applied rating labels	Yes	No	

## Post Energization Checks

Electrical Measurements				
	1. [Critical] Is the line-to-line voltage (i.e., between L1-L2) at the AC disconnect (if present) or breaker 208/240 V (depending on the configuration type)?	Yes	No	
	Voltage (V)			
	2. [Critical] Does the station power on and no error message is displayed on the touchscreen?	Yes	No	

	3. [Critical] Are the LED bars for each port functioning correctly?	Yes	No	
	4. Verify that the Installation Wizard is complete and that the station is pinpointed	Yes	No	
	5. [Critical] Is phase rotation executed and configured during pinpointing? Only for multiple station installations	Yes	No	N/A
	6. [Critical] Contact ChargePoint Support (chargepoint.com/support) to complete station activation and update station software	Yes	No	
<b>Station Tests</b>				
	7. Type and model of testing and measuring device used			
	Status A			
	Status B			
	Status C			
	Status E			
	Status F			
	8. [Critical] Is the ground impedance (PE) measured around the AC terminal <25 Ohms (Ω) (per NEC standard)?	Yes	No	
	Ohms (Ω)			
	9. [Critical] Is the RFID reader functioning and responding when tapped with a ChargePoint card or ChargePoint app?	Yes	No	
	10.[Critical] Test charging sessions completed on both ports or cables	Yes	No	
	11.[Critical] Is the dBm value displayed on the touchscreen? Only for stations with touchscreen	Yes	No	N/A
		dBm		
	12.[Optional] Station test comments (if any)			

## Cellular Coverage Evaluation

	1. [Critical] Is the station connected to the ChargePoint network and can a charging session be authorized via ChargePoint dashboard?	Yes	No
	2. [Optional] Cellular evaluation comments (if any)		



I, \_\_\_\_\_, hereby confirm the following:

- All instructions in the Installation Guide have been followed
- Torqued all fasteners to the correct torque values using an appropriate tool
- The electrical system complies with all local codes, norms, standards, and regulations. This includes but is not limited to health and safety regulations, electrical regulations, building regulations, manufacturer specifications, and requirements of the local authorities.
- I certify that the scope of work has been completed correctly and that the station has no functional, electrical, or safety issues

Name and signature of the technician who commissioned the stations.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Signature	Date

### Legal Disclaimer

ChargePoint is not responsible for verifying this information, and the creator of the protocol remains responsible for this information.

ChargePoint accepts no ongoing responsibilities for the electrical design and the installation specifics.

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