

CP6000 Site Commissioning Form

Complete the steps listed here for each ChargePoint charging station 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/eu/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.



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 to test that 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.



Note: Commissioning inspection protocols, measurements, and photo documentation must be completed at the same time as station installation and via the ChargePoint Service Pro 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.



CAUTION: For all sections below, items marked with **C** are critical to prevent hazard or equipment damage.

- If a critical (**C**) item does not pass, complete the entire inspection but DO NOT energize the site. Contact ChargePoint for the next steps. If a critical (**C**) item does pass, complete the entire inspection and energize the site according to site authorization.
- All checks must be completed. Items marked with **O** are optional and might not fail commissioning if they are not applicable or separate action can be taken. If an optional (**O**) item is incomplete, describe the reason.
- Items marked with  require a photo and  require a document.
 - All photos should be sharp and focused on the item being documented.
 - All photos should be .jpg 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	
Post code	
Number of chargers installed	

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 <input type="checkbox"/> Customer hired <input type="checkbox"/>









Station Installation Performed by	
Installation company name	
Lead installer contact name	
Lead installer contact phone	
Lead installer contact email	
Installer type	ChargePoint recommended <input type="checkbox"/> Customer hired <input type="checkbox"/>









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

Readiness

1.	<input type="radio"/>	Was site preparation (Make Ready) performed by the installer or a third-party contractor?	ChargePoint recommended installer <input type="checkbox"/> Customer hired contractor <input type="checkbox"/>
2.	 <input type="radio"/>	Are LTE repeaters available on site? If Yes, <input type="text"/> Number of repeaters <input type="text"/> Make and model (upload photo)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.		Are the concrete pad's edges smooth? Only for pedestal mounted installations	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
4.		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	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
5.		Does the installation comply with local disability regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.		Are the site conditions conforming to the nominal pad? (i.e., 600 x 600 x 600 mm)? Only for pedestal mounted installations	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
7.		Is the parking area clean and free of all crate fasteners, packaging, and debris?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.		Site readiness comments (if any)	



Balance of Plant

9.		Is solar available on site? If information available, solar installed power (kWp)	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
10.		Grid type (earthing system) Note: TN-C and IT grid / delta configuration is not supported	TN-C <input type="checkbox"/> TN-S <input type="checkbox"/> TN-C-S <input type="checkbox"/> IT <input type="checkbox"/> TT <input type="checkbox"/>
11.		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 <input type="checkbox"/> No <input type="checkbox"/>
12.		Master Circuit Breaker (MCB) specifications Make _____ Rating (A) _____	_____
13.		Charger Circuit Breaker specifications Make _____ Rating (A) _____	_____
		Does each station have a dedicated breaker and meet these ratings? Nominal voltage 400 V Maximum AC current 63 A Maximum breaker size 63 A	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.		Does each station breaker's ID card have the correct label?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15.		Is additional surge protection installed at the service panel? Only if the site requires it, such as frequent thunderstorms	Yes <input type="checkbox"/> No <input type="checkbox"/>
16.		Is a Residual Current Device (RCD, RCCB, RCBO) required per local code? 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) _____	Yes <input type="checkbox"/> No <input type="checkbox"/> _____ _____ _____ _____
17.		If accessible, take a photo of the electrical panel specification label showing total capacity.	Yes <input type="checkbox"/> No <input type="checkbox"/>


18.		If accessible, take a photo of the electrical panel - dead front off, showing terminations.	Yes <input type="checkbox"/> No <input type="checkbox"/>
19.		If accessible, take a photo of the electrical panel - dead front on, showing breaker ratings.	Yes <input type="checkbox"/> No <input type="checkbox"/>
20.		Are distribution panel exteriors undamaged and show the correct labels?	Yes <input type="checkbox"/> No <input type="checkbox"/>
21.		Is the switchboard correctly wired for multiple charging stations and are all breakers labelled correctly?	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
22.	 	Upload Single Line Diagram (SLD) of the installation	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
23.		Are the electrical enclosures clean and free of wire strands and metal shavings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
24.	 or 	AC conductor Photo must show the conductor ratings _____ Material _____ specified here or _____ Cross section _____ or attach the cable rating _____ Voltage rating (if accessible) _____ specification document _____ Temperature rating (if accessible) _____ if markings are not clear _____ Insulation type (if accessible) _____	Copper (Cu) <input type="checkbox"/> Aluminium (Al) <input type="checkbox"/>
25.	C	Are wire sizes at the station not exceeding 25 mm ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
26.		Balance of plant comments (if any)	

Station Inspection



General Information



27.		Station Serial Number It can be found on the back of the Head Unit	
28.		Station MAC Address It can be found on the label applied on the screen's protective film	

Mounting and AC Supply


29.		How many AC supply cables are connected to the station?	One (Circuit Sharing) <input type="checkbox"/> Two <input type="checkbox"/>
30.	C	Is the pedestal plumb? Only for pedestal mounted installations	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
31.	C	Is the station level? Only for wall mounted installations	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
32.		Are the Eichrecht sealing and markings intact and correct per local codes and the CP6000 Installation Guide? Only for stations in Germany and Austria that are public	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Internal Inspection

33.		Are all input AC wires stripped to the correct length of 12 mm (1/2 in)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
34.		Upload a photo of the conductors and ground wires fully inserted and connected properly	Yes <input type="checkbox"/> No <input type="checkbox"/>
35.	C	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	L1 - L2 <input type="checkbox"/> L1 - L1 <input type="checkbox"/> N/A <input type="checkbox"/>
36.		Phase Rotation AC Supply #1	L1 L2 L3 (RST) <input type="checkbox"/> L2 L3 L1 (STR) <input type="checkbox"/> L3 L1 L2 (TRS) <input type="checkbox"/>
37.		Phase Rotation AC Supply #2 Only for two cable inputs	L1 L2 L3 (RST) <input type="checkbox"/> L2 L3 L1 (STR) <input type="checkbox"/> L3 L1 L2 (TRS) <input type="checkbox"/> N/A <input type="checkbox"/>
Only for models equipped with charging cables			
38.	C	Are the charging cables undamaged?	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
39.		Does the charging cable retraction mechanism operate smoothly (i.e., fully extends and retracts)?	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

40.		Upload photo of head unit assembly including top cap, holsters, and charging cables resting in their holsters (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
41.	 C	Upload a photo of the applied rating labels	Yes <input type="checkbox"/> No <input type="checkbox"/>

Post Energization Checks

Electrical Measurements			
42.		Upload the following documents or fill the rows below: <ul style="list-style-type: none"> The mandatory local inspection document (i.e., VDE, BS, etc.) A dedicated testing & measurement protocol 	Yes <input type="checkbox"/> No <input type="checkbox"/>
43.	C	Is the line-to-line voltage (i.e., between L1-L2, L2-L3, L3-L1) at the AC disconnect (if present) or breaker 400 VAC +/- 10%? <hr/> Voltage (V)	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <hr/>
44.	C	Is the line-to-neutral voltage (i.e., between L1-N, L2-N, L3-N) at the AC disconnect (if present) or breaker 230 VAC +/- 10%? <hr/> Voltage (V)	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <hr/>
45.	C	Is the N to PE (ground) voltage measurement <5 V? <hr/> Voltage (V)	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <hr/>
46.		Measure the following if no measurement protocol is available: <hr/> Supply Cable Insulation Resistance (Riso): Lowest value (MOhms) <hr/> Prospective Earth Fault Current (PEFC) L1-PE, L2-PE-L3-PE for each phase (A) <hr/> Prospective Short Circuit Current (PSC) L1-N, L2-N-L3-N for each phase (A) <hr/> Are the results per the calculation? <hr/> RCD trigger current (mA) <hr/> RCD trigger time (ms) <hr/> RCD touching voltage (V) <hr/> Phase rotation	N/A <input type="checkbox"/> <hr/> <hr/> <hr/> <hr/> Yes <input type="checkbox"/> No <input type="checkbox"/> <hr/> <hr/> <hr/> Left <input type="checkbox"/> Right <input type="checkbox"/>

47.	C	Does the station power on and no error message is displayed on the touchscreen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
48.	C	Are the LED bars for each port functioning correctly?	Yes <input type="checkbox"/> No <input type="checkbox"/>
49.		Verify that the Installation Wizard is complete and that the station is pinpointed	Yes <input type="checkbox"/> No <input type="checkbox"/>
50.	C	Is phase rotation executed and configured during pinpointing? Only for multiple station installations	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
51.	C	Contact ChargePoint Support (chargepoint.com/support) to complete station activation and update station software	Yes <input type="checkbox"/> No <input type="checkbox"/>
Station Tests			
52.		Type and model of testing and measuring device used _____ Status A _____ Status B _____ Status C _____ Status E _____ Status F	_____ _____ _____ _____ _____
53.	C	Is the ground impedance (PE) measured around the AC terminal <100 Ohms (Ω)? _____ Ohms (Ω)	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> _____
54.	C	Is the RFID reader functioning and responding when tapped with a ChargePoint card or ChargePoint app?	Yes <input type="checkbox"/> No <input type="checkbox"/>
55.	C	Test charging sessions completed on both ports or cables	Yes <input type="checkbox"/> No <input type="checkbox"/>
56.	C	Is the dBm value displayed on the touchscreen? Only for stations with touchscreen _____ dBm	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> _____
57.	O	Station test comments (if any)	

Cellular Coverage Evaluation

58.	C	Is the station connected to the ChargePoint network and can a charging session be authorized via ChargePoint dashboard?	Yes <input type="checkbox"/> No <input type="checkbox"/>
59.	O	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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