Express Plus

Site Commissioning Form

Review Express Plus Documentation

Complete the steps listed here to ensure the site 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.

Before Beginning Work

ChargePoint charging stations must be installed and serviced only by qualified personnel equipped with appropriate personal protective equipment and adhering to 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 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.

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.

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 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 Site 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.

IMPORTANT SAFETY INSTRUCTIONS

SAVE THESE INSTRUCTIONS

This manual contains important instructions for Express Plus that shall be followed during installation, operation and maintenance of the unit.

WARNING:

1. Read and follow all warnings and instructions before servicing, installing, or operating the ChargePoint® product. Install and operate only as instructed. Failure to do so may lead to death, injury, or property damage, and will void the Limited Warranty.
2. Only use licensed professionals to install your ChargePoint product and adhere to all national and local building codes and standards. Before installing the ChargePoint product, consult with a licensed contractor, such as a licensed electrician, and use a trained installation expert to ensure compliance with local building and electrical codes and standards, climate conditions, safety standards, and all applicable codes and ordinances. Inspect the product for proper installation before use.
3. Always ground the ChargePoint product. Failure to ground the product can lead to risk of electrocution or fire. The product must be connected to a grounded, metal, permanent wiring system, or an equipment grounding conductor shall be run with circuit conductors and connected to the equipment grounding terminal or lead on the Electric Vehicle Supply Equipment (EVSE). Connections to the EVSE shall comply with all applicable codes and ordinances.
4. Install the ChargePoint product using a ChargePoint-approved method. Failure to install on a surface that can support the full weight of the product can result in death, personal injury, or property damage. Inspect the product for proper installation before use.
5. The product is not suitable for use in Class 1 hazardous locations, such as near flammable, explosive, or combustible vapors or gases.
6. Supervise children near this device.
7. Do not put fingers into the electric vehicle connector, or touch fingers to charging rails.
8. Do not use this product if any cable is frayed, has broken insulation, or shows any other signs of damage.
9. Do not use this product if the enclosure or the electric vehicle connector is broken, cracked, open, or shows any other signs of damage.
10. Wire and wire terminal information are provided in the ChargePoint product Site Design Guide and Installation Guide.
11. Torques for installation of wire terminals are provided in the ChargePoint product Installation Guide.
12. The ChargePoint product maximum operating temperature is 50 °C (122 °F).
13. Site operator is responsible for making sure that no mechanical damage occurs and the pantograph is installed in a location that doesn't present a safety risk. If used carelessly, the pantograph could critically injure someone just from the extension force.

IMPORTANT: Under no circumstances will compliance with the information in a ChargePoint guide such as this one relieve the user of the responsibility to comply with all applicable codes and safety standards. This document describes approved procedures. If it is not possible to perform the procedures as indicated, contact ChargePoint. ChargePoint is not responsible for any damages that may result from custom installations or procedures not described in this document or that fail to adhere to ChargePoint recommendations.

Document Accuracy

The specifications and other information in this document were verified to be accurate and complete at the time of its publication. However, due to ongoing product improvement, this information is subject to change at any time without prior notice. For the latest information, see our documentation online at chargepoint.com/guides.

Copyright and Trademarks

Symbols

This guide and product use the following symbols:

DANGER: Risk of electric shock

WARNING: Risk of personal harm or death

CAUTION: Risk of equipment or property damage

IMPORTANT: Crucial step for installation success

Read the manual for instructions

Ground/protective earth

Illustrations Used in This Document

The illustrations used in this document are for demonstration purposes only and may not be an exact representation of the product. However, unless otherwise specified, the underlying instructions are accurate for the product.

Site Inspection

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	

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

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

Site Inspection Readiness

	Item	Answer/Comments
	1. LTE repeaters on site:	○ Yes ◉ No
	2. Number of LTE repeaters:	
	3. Make / model of repeater(s):	
	4. Does the installation include a Surface Conduit Entry (SCE) kit?	☐
	5. Verify that the concrete pad edges are smooth.	☐
	6. Verify that the ADA requirements are met, the touchscreen and charging cables are not at a height above grade greater than 1219 mm (48 in), or the equivalent in other regions.	☐
	7. Verify that site slopes, walls, or fencing do not trap water around the charging station installation.	☐
	8. Power Block: Verify service clearances. Front: 1000 mm (39.3 inch); Rear: 457 mm (18 in); Side: 51 mm (2 in).	☐
	9. Power Link 1000: Verify service clearances. Front with door swing: 738 mm (28.75 in); Side: 305 mm (12 in); Rear: 203 mm (8 in for dry cables) and 305 mm (12 in for liquid cooled cable); Top: Pedestal - 26 mm (1 in), Overhead - 305 mm (1 in).	☐
	10. Are bollards installed on site?	◉ Yes ○ No
	11. Verify that the bollards do not interfere with the service clearances required for Power Link 1000 and Power Block.	☐
	12. Are there wheel stops installed on site?	○ Yes ◉ No
	13. Verify that the distance between the wheel stops and Power Link 1000 is 1371 mm (54 in) and do not interfere with the service clearances required for Power Link 1000.	☑
	14. Verify that ventilation needs are met and adequate airflow provided to dissipate heat. (indoor Power Block operation). Verify that the stations are not exposed to air with above	☑

	Item	Answer/Comments
	ambient temperature.	
	15. Site Readiness comments:	

Balance of Plant

	Item	Answer/Comments
☐	1. Upload the site Single Line Diagram (SLD) [if available].	
	2. Solar on site:	◉ Yes ○ No
	3. Solar installed power (kWp):	
	4. Is there a dedicated transformer for the Express Plus systems?	○ Yes ◉ No
	5. Dedicated transformer power rating (kVA):	
☐	6. Submit a photo of the transformer rating plate.	
	7. Maximum power available for the charging system (kVA):	
	8. North America installations: the transformer nameplate shows that wiring is 480/277 VAC, WYE (Y) connected, 3-phase with bonded neutral plus Ground. K factor 4.	
	9. Is there an emergency stop (E-Stop) button on site?	○ Yes ◉ No
	10. What is the E-Stop connected to (master circuit breaker, Express Plus circuit breaker, etc.)?	
	11. Verify the switchgear has been fully commissioned and energized. If it is currently powered off, a qualified worker with PPE is available to access and power on the switchgear relevant to the EVSE.	○ Yes ◉ No
	12. Verify that Power Block breakers are correctly labeled in the switchgear.	☐
	13. Verify that the panel exterior is free of damage and labeled as applicable.	☐
	14. Record the master circuit breaker specifications for the switchgear.	
	15. The master circuit breaker specification: Make	

	Item	Answer/Comments
	16. The master circuit breaker specification: Rating (A)	
☐	17. Submit a photo of the master (panel) circuit breaker.	
	18. Record the charger circuit breaker specifications.	
	19. Charger circuit breaker: Make	
	20. Charger circuit breaker: Rating (A)	
☐	21. Submit photo(s) of the charger circuit breaker(s).	
	22. North America: Verify that a correctly rated, dedicated breaker is installed for each station: Nominal Voltage: 480 V, minimum breaker size: 350 A/400 A.	☐
	23. Verify that the breaker feeding each station is three-pole and non-GFCI.	☐
	24. Does the local code require a shunt trip presence for the Power Block supply circuit?	○ Yes ◉ No
	25. Verify the operating voltage of the shunt trip (V) is less then 480 V for NA, and less than 400 V for Europe.	☑
	26. Verify that the operating current of the shunt trip (A) is less than 5 A.	☑
☐	27. Submit a photo of the shunt trip label, showing the shunt trip rating.	
	28. Is supplemental surge protection installed at the service panel or the switch gear?	○ Yes ◉ No
☐	29. Submit a photo of the surge protection device with specification visible.	
	30. Is a Residual Current Device (RCD, RCCD, or RCBO) required by code on the installation?	◉ Yes ○ No
	31. For stations where a Residual Current Device (RCD, RCCD, or RCBO) is required by code, verify it meets these specifications: Type A, F, or B (B and F preferred), Trip threshold of 300 mA required, Trip delay of 150 ms required.	
☐	32. Submit a photo of the Residual Current Device with visible PN / specification.	
☐	33. Submit a photo of the electrical panel, dead front on, showing breaker ratings.	
	34. Verify that a grounding conductor that complies	

	Item	Answer/Comments
	with local codes is properly grounded to earth at the service equipment or, when supplied by a separate system, at the supply transformer.	☐
☐	35. Submit a photo of the electrical panel specification label, showing total capacity, if accessible.	
☐	36. Submit a photo of the electrical panel, dead front off showing terminations, if accessible.	
	37. The electrical enclosures are clean and free of wire strands and metal shavings.	☐
	38. Balance of Plant comments:	

Distribution Subpanels 1

	Item	Answer/Comments
	1. Are subpanels or separate supply circuits installed for another group of chargers?	◯ Yes ◯ No
	2. How many subpanels / separate panels are installed?	1 ☐ 2 ☐ 3 ☐
	3. [SUBPANEL #1] Record the master circuit breaker specifications for the switchgear.	
	4. [SUBPANEL #1] Subpanel master circuit breaker specification: Make	
	5. [SUBPANEL #1] The master circuit breaker specification: Rating (A)	
☐	6. [SUBPANEL #1] Record the master circuit breaker photo.	
	7. [SUBPANEL #1] Record the charger circuit breaker specifications.	
	8. [SUBPANEL #1] Charger circuit breaker: Make	
	9. [SUBPANEL #1] Charger circuit breaker: Rating (A)	
☐	10. [SUBPANEL #1] Record the charger circuit breaker photo.	
	11. [SUBPANEL #1] North America: Verify that a	

	Item	Answer/Comments
	correctly rated, dedicated breaker is installed for each station: Nominal Voltage: 480 V, Minimum Breaker Size: 350 A/400 A.	
	12. [SUBPANEL #1] The breaker feeding each station is three-pole and non-GFCI.	
	13. [SUBPANEL #1] The breaker ID card for each station breaker is correctly labeled.	
	14. [SUBPANEL #1] Does the site drawing or local code require a shunt trip presence?	◯ Yes ◯ No
	15. [SUBPANEL #1] Each breaker has shunt trip capability if the site drawing or local code calls for shunt trip wiring. Record the voltage rating if installed.	
	16. [SUBPANEL #1] Supplemental surge protection is installed at the service panel if required for site needs, such as frequent thunderstorms.	
	17. [SUBPANEL #1] Is a Residual Current Device (RCD, RCCD, or RCBO) required by code on the installation?	◯ Yes ◯ No
	18. [SUBPANEL #1] For stations where a Residual Current Device (RCD, RCCD, or RCBO) is required by code, verify it meets these specifications: Type A, F, or B (B and F preferred), Trip threshold of 300 mA required, Trip delay of 150 ms required.	☐
☐	19. [SUBPANEL #1] Photo of the Residual Current Device.	☐
☐	20. [SUBPANEL #1] Photo of the electrical panel, dead front on, showing breaker ratings.	☐
☐	21. [SUBPANEL #1] Photo of the electrical panel specification label, showing total capacity, if accessible.	☐
☐	22. [SUBPANEL #1] Photo of the electrical panel, dead front off showing terminations, if accessible.	☑
	23. [SUBPANEL #1] The electrical enclosures are clean and free of wire strands and metal shavings.	☐
	24. [SUBPANEL #1] Balance of Plant comments:	

Distribution Subpanels 2

	Item	Answer/Comments
	1. Are subpanels or separate supply circuits installed for another group of chargers?	◯ Yes ◯ No
	2. How many subpanels / separate panels are installed?	1 ☐ 2 ☐ 3 ☐
	3. [SUBPANEL #2] Record the master circuit breaker specifications for the switchgear.	
	4. [SUBPANEL #2] Subpanel master circuit breaker specification: Make	
	5. [SUBPANEL #2] The master circuit breaker specification: Rating (A)	
	6. [SUBPANEL #2] Record the master circuit breaker photo.	
	7. [SUBPANEL #2] Record the charger circuit breaker specifications.	
	8. [SUBPANEL #2] Charger circuit breaker: Make	
	9. [SUBPANEL #2] Charger circuit breaker: Rating (A)	
	10. [SUBPANEL #2] Record the charger circuit breaker photo.	
	11. [SUBPANEL #2] North America: Verify that a correctly rated, dedicated breaker is installed for each station: Nominal Voltage: 480 V, Minimum Breaker Size: 350 A/400 A.	☐
	12. [SUBPANEL #2] Europe: Verify that a correctly rated, dedicated breaker is installed for each station: Nominal Voltage: 400 V, Minimum Breaker Size: 400 A.	☐
	13. [SUBPANEL #2] The breaker ID card for each station breaker is correctly labeled.	☐
	14. [SUBPANEL #2] Does the site drawing or local code require a shunt trip presence?	◯ Yes ◯ No
	15. [SUBPANEL #2] Each breaker has shunt trip capability if the site drawing or local code calls for shunt trip wiring. Record the voltage rating if installed.	

	Item	Answer/Comments
	16. [SUBPANEL #2] Supplemental surge protection is installed at the service panel if required for site needs, such as frequent thunderstorms.	☑
	17. [SUBPANEL #2] Is a Residual Current Device (RCD, RCCD, or RCBO) required by code on the installation?	◯ Yes ◯ No
	18. [SUBPANEL #2] For stations where a Residual Current Device (RCD, RCCD, or RCBO) is required by code, verify it meets these specifications: Type A, F, or B (B and F preferred), Trip threshold of 300 mA required, Trip delay of 150 ms required.	
☐	19. [SUBPANEL #2] Photo of the Residual Current Device.	
☐	20. [SUBPANEL #2] Photo of the electrical panel, dead front on, showing breaker ratings.	
☐	21. [SUBPANEL #2] Photo of the electrical panel specification label, showing total capacity, if accessible.	
☐	22. [SUBPANEL #2] Photo of the electrical panel, dead front off showing terminations, if accessible.	
	23. [SUBPANEL #2] The electrical enclosures are clean and free of wire strands and metal shavings.	☐
	24. [SUBPANEL #2] Balance of Plant comments:	

Distribution Subpanels 3

	Item	Answer/Comments
	1. Are subpanels or separate supply circuits installed for another group of chargers?	◯ Yes ◯ No
	2. How many subpanels / separate panels are installed?	1 ☑ 2 ☑ 3 ☑
	3. [SUBPANEL #3] Record the master circuit breaker specifications for the switchgear.	
	4. [SUBPANEL #3] Subpanel master circuit breaker	

	Item	Answer/Comments
	specification: Make	
	5. [SUBPANEL #3] The master circuit breaker specification: Rating (A)	
☐	6. [SUBPANEL #3] Record the master circuit breaker photo.	
	7. [SUBPANEL #3] Record the charger circuit breaker specifications.	
	8. [SUBPANEL #3] Charger circuit breaker: Make	
	9. [SUBPANEL #3] Charger circuit breaker: Rating (A)	
☐	10. [SUBPANEL #3] Record the charger circuit breaker photo.	
	11. [SUBPANEL #3] North America: Verify that a correctly rated, dedicated breaker is installed for each station: Nominal Voltage: 480 V, Minimum Breaker Size: 350 A/400 A.	
	12. [SUBPANEL #3] The breaker feeding each station is three-pole and non-GFCI.	☑
	13. [SUBPANEL #3] The breaker ID card for each station breaker is correctly labeled.	☑
	14. [SUBPANEL #3] Does the site drawing or local code require a shunt trip presence?	○ Yes ○ No
	15. [SUBPANEL #3] Each breaker has shunt trip capability if the site drawing or local code calls for shunt trip wiring. Record the voltage rating if installed.	
	16. [SUBPANEL #3] Supplemental surge protection is installed at the service panel if required for site needs, such as frequent thunderstorms.	
	17. [SUBPANEL #3] Is a Residual Current Device (RCD, RCCD, or RCBO) required by code on the installation?	○ Yes ◉ No
	18. [SUBPANEL #3] For stations where a Residual Current Device (RCD, RCCD, or RCBO) is required by code, verify it meets these specifications: Type A, F, or B (B and F preferred), Trip threshold of 300 mA required, Trip delay of 150 ms required.	
☐	19. [SUBPANEL #3] Photo of the Residual Current Device.	
☐	20. [SUBPANEL #3] Photo of the electrical panel,	

	Item	Answer/Comments
	dead front on, showing breaker ratings.	
☐	21. [SUBPANEL #3] Photo of the electrical panel specification label, showing total capacity, if accessible.	
☐	22. [SUBPANEL #3] Photo of the electrical panel, dead front off showing terminations, if accessible.	
	23. [SUBPANEL #3] The electrical enclosures are clean and free of wire strands and metal shavings.	☐
	24. [SUBPANEL #3] Balance of Plant comments:	

Acknowledgment

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.

chargepoint.com/support

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