

# Alfen Site Commissioning Form

Station sales order (SO) number	
Serial number	
MAC address	

## 1. Installer and Customer Information

Name of technician	
Commissioning date	
Customer name	

## 2. Site Installation

Complete this section if a site sign off document was not previously provided

Grid type	<input type="checkbox"/> TN-S <input type="checkbox"/> TN-C <input type="checkbox"/> TN-CS <input type="checkbox"/> TT <input type="checkbox"/> IT
Solar on site	<input type="checkbox"/> Yes <input type="checkbox"/> No
Solar installed power (kWp)	
Electrical installation type	<input type="checkbox"/> 1-Phase <input type="checkbox"/> 3-Phase
Installed power (kVA)	
Maximum power available for chargers	
Master Miniature Circuit Breaker (MCB)	Make
	Model
	Breaker Type (curve)
	Breaker Delay (ms)
	Breaker Rating (A)
Charger supply type	<input type="checkbox"/> Single connector - Single supply cable <input type="checkbox"/> Dual connector - Dual supply cable <input type="checkbox"/> Dual connector - Single supply cable

Charger circuit breaker Breakers dedicated for charging station circuits	Make	
	Model	
	Breaker Type (curve)	
	Breaker Delay (ms)	
	Breaker Rating (A)	
Is a Residual Current Device (RCD) installed? *		<input type="checkbox"/> Yes <input type="checkbox"/> No
* 100mA type A-EV or Type B is recommended by the hardware manufacturer		
If yes, fill in the RCD details	Make	
	Model	
	Type	<input type="checkbox"/> RCD Type A <input type="checkbox"/> RCD Type A-EV <input type="checkbox"/> RCD Type B <input type="checkbox"/> RCD Type F
	Rating (A)	
	Trip Current (mA)	
AC supply cable		<input type="checkbox"/> CU <input type="checkbox"/> AL
Fill in the AC supply cable details * Minimum 4 mm <sup>2</sup> / 16 A installation, minimum 6 mm <sup>2</sup> / 32 A installation, maximum 16 mm <sup>2</sup>	Cross Section (mm <sup>2</sup> ) *	
	Insulation Material For example, XLPE	
Is a cellular network repeater available on site? *		<input type="checkbox"/> Yes <input type="checkbox"/> No
* The installer and/or customer should refer to their mobile network operator or a professional solutions provider for an appropriate device		
If yes, fill in the repeater details	Make	
	Model	
	Qty	
Is a copy of the electrical installation documentation and measurements available?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: To be submitted by the installer beforehand		

### 3. Site Measurements

Voltage (V)	L1-N			
	L2-N			
	L3-N			
	G-N			
	3-Phase installation only			
	L1-L2			
	L2-L3			
	L3-L1			
Grounding Impedance / Resistance ( $\Omega$ )				
Cellular signal (dBi)				
<b>Carrier name</b>		<b>4G (LTE) RSRP (dBi)</b>	<b>3G RRSI (dBi)</b>	<b>2G RRSI (dBi)</b>
Anchor bolts torque (pole mount) (Nm)				

### 4. Distribution Panel Checklist

Complete this section if a site sign off document was not previously provided

Comment

Single Line Diagram available for installation Submit as an attachment	<input type="checkbox"/> OK	
Switchgear nameplate Photo required	<input type="checkbox"/> OK	
The breakers are labeled in the electrical panel Photo required	<input type="checkbox"/> OK	
The breakers are sized up according to the station's output power and the number of supply circuits (refer to the <i>Site Design Guide</i> ) Photo required	<input type="checkbox"/> OK	
All breakers and switches are wired according to industry standards / local codes Photo required	<input type="checkbox"/> OK	
The distribution panel is wired according to industry standards / local codes Photo required	<input type="checkbox"/> OK	
The distribution panel is free of damage and correctly labeled Photo required	<input type="checkbox"/> OK	
Cables are correctly sized to meet the output power of the chargers	<input type="checkbox"/> OK	

Switchgear is energized	<input type="checkbox"/> OK	
Is the installation ZE Ready compliant?	<input type="checkbox"/> OK	

5. Charging Station Checks		Comment
Mounting type	<input type="checkbox"/> Wall <input type="checkbox"/> Pole	
Surface mount only: Pole is plumb	<input type="checkbox"/> OK	
Wall mount only: Station is leveled	<input type="checkbox"/> OK	
Charging station location Photo required	<input type="checkbox"/> OK	
AC supply cable gauge does not exceed 10 mm <sup>2</sup> (single socket) or 16 mm <sup>2</sup> (dual socket) station	<input type="checkbox"/> OK	
For stranded wire conductors, ferrules are applied to all cables	<input type="checkbox"/> OK	
Service wiring has been fully inserted into the terminal blocks, and all electrical connections are clean and stripped to 12 mm Provide a photo of the stripped AC supply cables prior to termination at the RCD	<input type="checkbox"/> OK	
Charging station internal cabling and cable terminations Photo required	<input type="checkbox"/> OK	
For multiple station installations, validate that phase rotation was executed and configured during pinpointing	<input type="checkbox"/> OK	
Perform the Push / Pull test for all wires	<input type="checkbox"/> OK	
Verify that the SIM card is correctly inserted	<input type="checkbox"/> OK	
Validate that the charging cable is not damaged Note: For models equipped with charging cables	<input type="checkbox"/> OK	
All covers are installed and all fasteners are tightened. The station is properly secured to the base and does not rock or wiggle.	<input type="checkbox"/> OK	
All the pinpointing steps from the <i>Installation Guide</i> have been completed: <ul style="list-style-type: none"> <li>• Run the installation wizard on the station</li> <li>• Select a language on the installation wizard</li> <li>• Select New station or replace an existing station based on the installation type</li> <li>• Confirm the number of input cables</li> <li>• Confirm the number of phases connected to the station</li> <li>• Confirm the breaker rating per circuit</li> </ul>	<input type="checkbox"/> OK	

<ul style="list-style-type: none"> <li>• Confirm phase rotation</li> <li>• Complete station tests on the screen:</li> <li>• Cable lock</li> <li>• Enter the MAC address and password printed on the activation label</li> <li>• Scan the QR code using your smartphone - you should be redirected to the installer pinpointing website (m.chargepoint.com)</li> <li>• Log in using your installer credentials</li> <li>• Verify the MAC address and activation label</li> <li>• Ensure that the GPS location permission is enabled for the website</li> <li>• Fill in the make, model, station serial number, and address details</li> <li>• Using the app, pin the station to the exact parking space on the map</li> <li>• Enter additional location details such as parking space name, building name, floor, access restrictions, etc.</li> <li>• Add the helpful information for drivers (if available)</li> <li>• Take a photo of the charging station and parking space</li> <li>• Select Next to finalize the process</li> </ul>		
The station has a minimum of -85 dBm or better signal strength Note: The higher the dBm number, the lower the signal strength	<input type="checkbox"/> OK	
The charging station performed a successful test charging session	<input type="checkbox"/> OK	
No fault codes are displayed for any port Photo required	<input type="checkbox"/> OK	
Charging station screen Photo required	<input type="checkbox"/> OK	
Charging station placement is not blocking any ramps or pathways	<input type="checkbox"/> OK	
The parking space is clean and free of all packaging and debris Photo required	<input type="checkbox"/> OK	

## 6. Power Sharing Grouping

Complete only once for all chargers that are part of power sharing groups

Station ID	Power Limit	Power Share Group	Panel ID/Name
MAC: 1			
MAC: 2			
MAC: 3			
MAC: 4			
MAC: 5			
MAC: 6			
MAC: 7			
MAC: 8			
MAC: 9			
MAC: 10			
MAC: 11			
MAC: 12			
MAC: 13			
MAC: 14			
MAC: 15			
MAC: 16			
MAC: 17			
MAC: 18			
MAC: 19			
MAC: 20			
MAC: 21			
MAC: 22			
MAC: 23			
MAC: 24			
MAC: 25			
MAC: 26			
MAC: 27			
MAC: 28			
MAC: 29			
MAC: 30			

- The pictures should be in .jpg format.
- The pictures should be sharp and focused on the item being documented.
- The resolution of the pictures should be between 5.0-12.1 MP.

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## 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](https://chargepoint.com/support)

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