

Alfen Site Commissioning Form for Driver Management Solution

Serial number	
MAC address	

1. Installer and Customer Information

Technician name	
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-C <input type="checkbox"/> TN-S <input type="checkbox"/> TN-C-S <input type="checkbox"/> TT <input type="checkbox"/> IT
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 e.g.: ABB/Schneider/ETON	
	Model	
	Breaker Rating (A) e.g.: 20/40/80	
	Breaker Type (curve) e.g.: A/B/C/D/K/Z	
Charger supply type		<input type="checkbox"/> Single connector - Single supply cable <input type="checkbox"/> Others
Charger circuit breaker Breakers dedicated for charging station circuits	Make	
	Model	
	Breaker Rating (A)	
	Breaker Type (curve)	

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 e.g.: Type-A, A-EV, B, F	<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)		
	Breaker Delay (ms)		
	Trip Current (mA)		
Is the station installed with a Smart Meter for Active Load Balancing?			
*Smart Meter connection is only for home installation. If home dynamic power management is required, specify the manufacturer and model of the smart meter that is connected to the charging station.			
SMART Meter manufacturer			
Smart Meter Model			
AC supply cable		<input type="checkbox"/> CU <input type="checkbox"/> AL	
Fill in the AC supply cable details * Minimum 4 mm ² / 16 A installation, minimum 6 mm ² / 32 A installation, maximum 16 mm ²	Cross Section (mm ²) *		
	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			
Is the station connected to a local network* (ethernet connection)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Note: In case of home installation in a garage or where there is no 4G coverage, the station can be connected to internet using an ethernet cable connected to the home LAN (home router/modem)			
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. Active Load Balancing

Complete the details section if Active Load Balancing (ALB) is configured

Active Load Balancing enabled		<input type="checkbox"/> Yes <input type="checkbox"/> No
Smart Meter Type		<input type="checkbox"/> Siemens <input type="checkbox"/> Socomet <input type="checkbox"/> Other
	Make	
	Model	
Meter Serial number		
Ethernet cable connectors crimped to 568B pattern on both ends?		<input type="checkbox"/> OK
Active Load Balancing configured and tested		<input type="checkbox"/> OK
Provide picture of the Smart Meter configuration and ethernet connection		<input type="checkbox"/> OK Add Photo Here
Provide a picture of the ethernet connection at the charger side		<input type="checkbox"/> OK Add Photo Here
Active Load Balancing comments:		

4. 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 (Ω)			
Cellular signal (dBi)			
Carrier name (Use Snyper tool, or equivalent)	4G (LTE) RSRP (dBi)	3G RRSI (dBi)	2G RRSI (dBi)
Anchor bolts torque (pole mount) (Nm)			

5. Distribution Panel Checklist		Comment
Complete this section if a site sign off document was not previously provided		
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 Site Design Guide) 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	

6. Charging Station Checks		Comment
Installation	<input type="checkbox"/> Under-ground <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	
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 ² (single socket) or 16 mm ² (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 Installation Guide have been completed.	<input type="checkbox"/> OK	
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	

7. 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				

- 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.

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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75-001635-01 r2