Alfen Site Commissioning Form

Station sales order (SO) number	
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

Grid type	☐ TN-C ☐ TN-S ☐ TN-C-S ☐ TT ☐ IT
Solar on site	☐ Yes ☐ No
Solar installed power (kWp)	
Electrical installation type	☐ 1-Phase ☐ 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	☐ Single connector—Single supply cable ☐ Dual connector—Dual supply cable ☐ Dual connector—Single supply cable

Charger circuit breaker	Make	
Breakers dedicated for charging station circuits	Model	
	Breaker rating (A)	
	Breaker type (curve)	
Is a Residual Current Device (RCD) installed? * * 100 mA type A-EV or Type B is recommended by the hardware manufacturer	☐ Yes ☐ No	
If yes, fill in the RCD details	Make	
	Model	
	Type e.g.: Type-A, A-EV, B, F	☐ RCD Type A ☐ RCD Type A-EV ☐ RCD Type B ☐ RCD Type F
	Rating (A)	
	Breaker delay (ms)	
	Trip current (mA)	
AC supply cable		☐ CU ☐ 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	
Is a cellular network repeater available on site? * * The installer and/or customer should refer to their mobile network operator or a professional solutions provider for an appropriate device	☐ Yes ☐ No	
If yes, fill in the repeater details	Make	
	Model	
	Qty	
Is a copy of the electrical installation documentation and measurements available? Note: To be submitted by the installer beforehand	☐ Yes ☐ No	

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

Active Load Balancing enabled	☐ Yes ☐ No
Smart meter type	☐ Siemens ☐ Socomet ☐ Other

	Make	
	Model	

Meter serial number	
Ethernet cable connectors crimped to 568B pattern on both ends?	☐ OK
Active Load Balancing configured and tested	☐ OK
Provide picture of the smart meter configuration and ethernet connection	☐ OK Add photo here
Provide a picture of the Ethernet connection at the charger side	☐ 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 Complete this section if a site sign-off document was not previously		Comment
Single Line Diagram available for installation Submit as an attachment	☐ OK	
Switchgear nameplate Photo required	☐ OK	
The breakers are labelled in the electrical panel	☐ 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	☐ OK	
All breakers and switches are wired according to industry standards/local codes Photo required	☐ OK	
The distribution panel is wired according to industry standards/local codes Photo required	☐ OK	
The distribution panel is free of damage and correctly labelled	☐ OK	
Cables are correctly sized to meet the output power of the chargers	☐ OK	
Switchgear is energised	☐ OK	
Is the installation ZE Ready compliant?	☐ OK	

6. Charging station checks			Comment
Installation	☐	Under-ground	
	☐	Indoor	
	☐	Outdoor	
Mounting type	☐	Wall	
	☐	Pole	
Surface-mounted only: Pole is plumb	☐	OK	
Wall-mounted only: Station is levelled	☐	OK	
Charging station location Photo required	☐	OK	
AC supply cable gauge does not exceed 10 mm^2 (single socket) or 16 mm^2 (dual socket) station	☐	OK	
For stranded wire conductors, ferrules are applied to all cables	☐	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	☐	OK	
Charging station internal cabling and cable terminations Photo required	☐	OK	
For multiple station installations, validate that phase rotation was executed and configured during pinpointing	☐	OK	
Perform the Push/Pull test for all wires	☐	OK	
Verify that the SIM card is correctly inserted	☐	OK	
Validate that the charging cable is not damaged Note: For models equipped with charging cables	☐	OK	
All covers are installed and all fasteners are tightened. The station is properly secured to the base and does not rock or wiggle.	☐	OK	
All the pinpointing steps from the Installation Guide have been completed.	☐	OK	
The station has a minimum of -85 dBm or better signal strength Note: The higher the dBm number, the lower the signal strength	☐	OK	
The charging station performed a successful test charging session	☐	OK	
No fault codes are displayed for any port Photo required	☐	OK	

Charging station screen Photo required	☐ OK	
The charging station placement is not blocking any ramps or pathways	☐ OK	
The parking space is clean and free of all packaging and debris Photo required	☐ 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			
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 photo should be sharp and focused on the item being documented.
- The photo resolution should be between 5.0 - 12.1MP and in .jpg format.

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.