

Commissioning Overview

Commissioning is the process of validating that ChargePoint® DC charging stations are installed in accordance with ChargePoint's specifications and operational. Commissioning work is done by a ChargePoint Field Engineer or a ChargePoint-Authorized Commissioning Partner.

The table below describes the detailed activities and expected deliverables during the Commissioning services. The time to complete the process varies by product and quantity of stations to be commissioned and tested. Therefore, unless otherwise noted, the desired outcome of each activity must be in reference to the specific section of the Commissioning Form for the applicable ChargePoint product.

Critical Tasks and Activities, Deliverables and Completion Timeframe of Commissioning Services		
Task		Activities
1	De-energize the Station at an Upstream Disconnect	Apply lock out/tag out (LOTO) in adherence with the site's and ChargePoint's safety policy, Injury and Illness Prevention Program (IIPP), and safety protocols relating to de-energizing the EVSE.
2	Site Assessment	Assess for: <ul style="list-style-type: none"> ADA Compliance EVSE Communication Functionality (cellular repeaters make and model, clear line of sight to communication devices) Station Protection (presence of bollards, wheel stops)
3	Civil/Environmental Assessment	Assess: <ul style="list-style-type: none"> Station Installation (concrete pad dimensions, slopes, water entrapment) Conduit runs EVSE Serviceability (clearance, slopes, ventilation)
4	Mechanical Assessment	Assess: <ul style="list-style-type: none"> EVSE Torquing (electrical cables and mounting and anchoring hardware, surface conduit entry kits, markings/labeling) Product Leveling
5	Electrical Assessment	Assess/Measure: <ul style="list-style-type: none"> Protection devices AC and DC conductors (size, type, rating, bend radius, clearance, termination) Transformer configuration (Wye – Secondary, Input Voltage) Grounding impedance Communication cable (routing, termination, pinout) Proper labeling
6A	Product (internal)	Assess EVSE for: <ul style="list-style-type: none"> Integrity of subsystems and components Cleanliness Cabling and harnesses Proper terminations
6B	Product (external)	Assess EVSE for: <ul style="list-style-type: none"> Station integrity Damage Proper application of labels Displays

7	Cellular Signal	Measure cellular signal quality and power. Report the condition of signal power and quality per site design and installation guides.
8	Energize Station (ONLY if there are no critical non-conformities)	Remove lock out/tag out (LOTO) in adherence with the site's and ChargePoint's Injury and Illness Prevention Program (IIPP), safety policy, and safety protocols relating to de-energizing the EVSE.
9	Electrical Measurements	Measure line and phase voltages (and phase rotation, if applicable).
10	Pinpointing and Activation (ONLY if there are no critical non-conformities and charging stations are ready for activation)	<ul style="list-style-type: none"> ▪ Pinpoint station – Capture the exact location and environment of each charging station on a map. ▪ Activate – activation of the charging stations associates the charging station with the charging station owner's organization in the ChargePoint Network Operating System (NOS).
11	Generate Report(s) (Only provided upon request by customer after completion of Commissioning services)	<p>Review Commissioning Form content for accuracy and completeness, detailing critical and non-critical non-conformities.</p> <p>Detailed commissioning and punch list reports (and performance test report, if applicable).</p>

Terms of Commissioning Services

1. Customer and customer contractor(s), including contractors for construction and/or installation selected by customer, are responsible for all work related to proper site design and installation of the charging stations as well as all costs associated with delays or costs for correcting critical non-conformities related to:
 - a. Site design in accordance with specifications required by ChargePoint (<https://www.chargepoint.com/products/guides>); and
 - b. Installation (unless Install-Commissioning service is purchased from ChargePoint) in accordance with ChargePoint's installation guides (<https://www.chargepoint.com/products/guides>).
2. Customer is responsible for scheduling Commissioning with ChargePoint (a minimum of two-week notice is required for scheduling).
3. **Pre-Requisite.** ChargePoint requires all of the following before the scheduled commissioning dispatch:
 - a. The installer selected by customer must be either a ChargePoint Operations and Maintenance Partner ("O&M Partner") or a ChargePoint-certified installer (a licensed electrician who has completed the applicable product specific training in ChargePoint University);
 - b. Customer understands that ChargePoint may not be able to perform or complete the Commissioning services, requiring customer to reschedule and pay associated fees in the event of any of the following: (i) the DC charging stations have been modified or altered without ChargePoint's prior written approval; (ii) customer has refused to correct critical non-conformities, or deviation from the product Design and Installation guides, that present safety or operational risks; or (iii) the installation was not done by either O&M Partner or ChargePoint-certified installer in accordance with ChargePoint's installation guides;
 - c. A Master Services and Subscription Agreement (MSSA) signed by the customer;

- d. A Station Activation Form (SAF) provided by ChargePoint Activations team signed by the customer;
- e. Megger testing completed on all AC and DC cables: (1) the installer selected by customer is responsible for performing the megger test on the AC and DC cables and (2) customer is responsible for providing the megger test report to ChargePoint for ChargePoint's review prior to the scheduled commissioning dispatch; and
- f. Confirmation that the installer selected by customer is scheduled to be on site during the Commissioning services.

Customer's failure to meet its responsibilities, including the prerequisites above, may void ChargePoint's obligations to perform and complete the Commissioning services.

- 4. A 72-hour notice is required for rescheduling the Commissioning services. There may be a rescheduling fee for any rescheduling or cancellations outside of the 72-hour notice requirement.
- 5. All reasonable expenses and a processing fee will be charged to the customer, in addition to any rescheduling fee, if (i) the above requirements are not met, or (ii) the ChargePoint Field Engineer or a ChargePoint-Authorized Commissioning Partner arrives at a site as scheduled and the site is still being prepared for commissioning.
- 6. ChargePoint is not responsible for product reliability or safe operation of un-commissioned DC charging stations.
- 7. Relocating a charging station requires re-commissioning, subject to additional fees.