

Site Commissioning Form

Dynamic Load Management

This form is used by the Certified Commissioning Partner or the Commissioning Team (at ChargePoint) to ensure that the hardware components (Energy Meter, GridBox, and Router) associated with the Dynamic Load Management (DLM) system are correctly installed, integrated, and implemented with the charging station. The validation involves checking items off the checklist (Site Commissioning Form) prior to activating the DLM solution for the site. This form will be uploaded to Salesforce for further review by ChargePoint Field Service.

General Information

Customer Information	
Customer name	
Customer contact name	
Customer contact phone	
Customer contact email	

Site Information	
Street and number	
City	
State	
Country	
Post code	

Installation and Commissioning	
Meter installed at the grid connection?	Yes ☐ No ☐
Meter serial number	
Meter password	
GridBox serial number	Note: Please affix the GridBox sticker with the start code here, or alternatively, write down

Installation and Commissioning	
	the code.
Record the SIM card ICCID number (19 Digits) on the lower left corner of the SIM card holder	_____
Verify if the CT phases are not rotated	Yes ☐ No ☐
Verify if the CT is installed in the correct direction	Yes ☐ No ☐
Record the signal (strength) value reported by the router (A minimum of 4G reception of -85 dBm is required)	_____
Verify the Ethernet cable's connection integrity and pattern using an Ethernet cable tester - 568B standard	Yes ☐ No ☐
Verify if the Energy Meter terminals are torqued to 2 Nm	Yes ☐ No ☐
Measure and record the following:	L-N voltages to 230 V +/- 10% _____ L-L voltages to 400 V +/- 10% _____
Verify if the Energy Gateway is online in the backend (confirmed by ChargePoint Support via phone)	Yes ☐ No ☐
Verify if the Energy Meter is online in the backend and sends data (confirmed by ChargePoint Support via phone)	Yes ☐ No ☐
Verify if the antenna connectors are torqued and connected properly, as there are 2x SMA connectors for 4G and 1x SMA connector for WiFi	Yes ☐ No ☐
Verify if the SIM Card is seated correctly	Yes ☐ No ☐

Required Pictures	
Capture and record the MAC address of the following hardware components:	
1. Energy Meter	
2. GridBox	
3. Router	

IMPORTANT:



All pictures submitted should be in jpg format.

All pictures should be sharp and frame the item to be documented.

The resolution of pictures submitted 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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