



CP4000 Site Commissioning Form

Station sales order (SO) number	
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Extra SO number		
Commissioning requested date		
Expected commissioning date		
Customer name		
Project name		
Site address	Street	
	Number	
	Postal code	
	City	
	Country	
	Building name	
	Parking space name / number	
	Floor	
	Additional location information	
Site contact	First name	
	Last name	
	Phone number with country code	
	Email	

Number of stations to be commissioned	
Customer designation on screen	
Activation case number	
Commissioning engineer	
Commissioning start date	
Commissioning end date	
Arrival time	
Departure time	
Travel hours	
Serial number	
MAC ID	

1. Site Installation		
Grid type		TN-S TN-C TN-CS 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		
Charger supply type		Single connector - Single supply cable Dual connector - Dual supply cable Dual connector - Single supply cable
Master Miniature Circuit Breaker (MCB)	Make	
	Breaker Type (curve)	
	Breaker Delay (ms)	
	Breaker Rating (A)	
Charger circuit breaker Breakers dedicated for charging station circuits	Make	
	Breaker Type (curve)	
	Breaker Delay (ms)	
	Breaker Rating (A)	
Is a Residual Current Device (RCD, RCCD, RCBO) installed?		Yes No
If yes, fill in the RCD details	Type	RCD Type A RCD Type A-EV RCD Type B RCBO
	Rating (A)	
	Trip Current (mA)	
AC supply cable Note: Minimum 2.5 mm ² / 16 A installation, minimum 6 mm ²		CU

/ 32 A installation, maximum 16 mm ² / 64 A installation		AL
Fill in the AC supply cable details	Cross Section (mm ²)	
	Insulation Material For example, XLPE	
Is a cellular network repeater available on site?		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

2. Balance of Plants		
Electrical installation type		
Distribution Panel Checklist		Picture
Single line diagram available for installation		
The breaker ID card labels on each station breaker are correct		
A dedicated breaker with correct rating is installed for each station: - Nominal voltage: 400 V - Maximum AC current: 32 A / 63 A (single / dual port) - Breaker size: 40 A / 63 A (single / dual port)		
Picture of RCD, RCCD, or RCBO with trip settings If applicable		
The electrical enclosures are clean and free of wire strands and metal shavings		
All breakers and switches are wired according to industry standards / local codes		
Disconnect switches are wired to proper workmanship standards and color coding		
Distribution panels are wired to proper workmanship standards and color coding		
Distribution panels' exteriors are free of damage and have correct labels		

Switchgear is energized		

3. Site Measurements		
Voltage (V)	L1-N	
	L1-L2	
	G-N	
	L2-N	
	L2-L3	
	L3-N	
	L3-L1	
Grounding Impedance / Resistance (Ω)		
3G Signal (dBi)	RSSI	
	Carrier name	

4. Charging Station Checks			
Check	OK / Not OK	Comments	Picture
Charger mounting	Wall Surface		Not applicable
Surface mount only: Pad size is at least 600 x 600 x 600 mm, C30 concrete			
Surface mount only: Four anchor bolts extend 55 mm (+/- 5 mm) above the slab level			
Surface mount only: Conduit extends 300-600 mm above the concrete			
Surface mount only: Pedestal is plumb			
Wall mount only: Station is leveled			
Surface mount only: Pedestal is tightly fastened with bolts torqued to 160 Nm			Not applicable
Surface mount only: Pedestal and CMK (if applicable) are grounded and grounding cable screws are tightened to 16 Nm			
A multimeter test shows zero volts on the RCD terminal block, for each combination of line-to-line and line-to-ground			Not applicable
AC supply cable wire gauge does not exceed 16 mm ²			

Picture required			
Service wiring is fully inserted into the terminal blocks and all electrical connections are clean and stripped to 13 mm (for fine stranded wires, ferrules are used) Picture required			
All AC conductor strands are fully inserted: • Confirm with inspection mirror • No copper wire is exposed or cut • For fine stranded wires, ferrules are used Picture required			Not applicable
All input AC wires are torqued to 3 Nm to the RCD terminals Note: Use a calibrated Torque Screwdriver			
Power jumper is installed Note: For dual port cables supplied with a single AC cable	Yes No		Not applicable
Type of power jumper Note: Applicable only if a power jumper is installed	L1-L1 L1-L2		
Is the installation compliant with local disability requirements?			
Perform the Push/Pull test for all wires			Not applicable
Earth/ground connection is made to the ground lugs *If applicable			Not applicable
Verify that the SIM card is correctly inserted into the communications module			
Left (F1), right (F2), and middle MCB (F5) are switched on			Not applicable
The service door is closed and the key is returned to station owner			Not applicable
Validate that the charging cable is not damaged Note: For models equipped with charging cables			
Validate that the cable retraction mechanism is operating smoothly, fully extends, and retracts Note: For models equipped with charging cables			Not applicable
The cable clamps are assembled and have no gaps			
All covers are installed and all fasteners are tightened. The station is properly secured to the			Not applicable

base and does not rock or wiggle.			
All the pinpointing steps from the <i>Installation Guide</i> have been completed			Not applicable
For multiple station installation, validate that phase rotation was executed and configured during pinpointing			Not applicable
The network test at the end of the installation wizard has succeeded (record dBm value and carrier name) Picture required			
The station has a minimum of -85 dBm or better signal strength Note: The higher the dBm number, the lower the signal strength			
The charging station performed a successful test charging session			Not applicable
No fault codes are displayed for any port			Not applicable
Charging station placement is not blocking any ramps or pathways			Not applicable
The parking space is clean and free of all packaging and debris			

5. Power Sharing Grouping			
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			

- All photos should be sharp and focused on the item being documented.
- All photos should be JPEG 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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75-001527-01 r1