

CP6000 Site Commissioning Form

Complete the steps listed here for each ChargePoint charging station to ensure it is commissioned as specified. The detailed datasheets, site design guides, and installation guides defining ChargePoint specifications and procedures are available online at: chargepoint.com/guides.

Before Beginning Work

ChargePoint charging stations must be installed and serviced by qualified personnel only, equipped with appropriate personal protective equipment and following proper electrical and work practices.



DANGER: RISK OF SHOCK. Before performing any procedure, the technician must disconnect the power to the charging station at the service panel. Follow local code to de-energize the applicable circuit and lock out/tag out the disconnect before proceeding. Use a multimeter to test that power is off. Keep power off for the circuit until all cover panels are correctly reinstalled and the work is complete. FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN SERIOUS INJURY, LOSS OF LIFE, OR PROPERTY DAMAGE.

Note: Commissioning inspection protocols, measurements, and photo documentation must be completed at the same time as station installation and via the ChargePoint Service Pro app once it is available.

Before removing any station parts:

- Consult with site personnel for access to site and equipment.
- Verify de-energization and lock out / tag out of all power sources to the station as stated in the shock danger warning above.
- Wear appropriate Personal Protective Equipment (PPE) and verify the station is de-energized.



CAUTION: For all sections below, items marked with **C** are critical to prevent hazard or equipment damage.

- If a critical (**C**) item does not pass, complete the entire inspection but **DO NOT** energize the site. Contact ChargePoint for the next steps. If a critical (**C**) item does pass, complete the entire inspection and energize the site according to site authorization.
- All checks must be completed. Items marked with **O** are optional and might not fail commissioning if they are not applicable or separate action can be taken. If an optional (**O**) item is incomplete, describe the reason.
- Items marked with  require a photo and  require a document.
 - 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.

After Work

- For ChargePoint managed installations, the Commissioning Form and related attachments, such as photos and documents can be submitted via the Work Order associated with the specific installation.
- The Installer must always keep a copy of the Site Commissioning Form and related attachments, such as photos and documents, to be submitted to ChargePoint on request.

Site Inspection

General Information

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

Site Information	
Street and number	
City	
State	
Country	
Zip code	
Number of chargers installed	

Site Preparation (Make Ready) Performed by	
Contractor company name	
Contractor site lead name	
Contractor site lead phone	
Contractor site lead email	
Contractor type	ChargePoint recommended ☐ Customer hired ☐

Station Installation Performed by	
Installation company name	
Lead installer contact name	
Lead installer contact phone	
Lead installer contact email	
Installer type	ChargePoint recommended ☐ Customer hired ☐

Station Installation Performed by	
Technician name	
Technician phone	
Technician email	
Commissioning start date (mm/dd/yyyy)	
Commissioning end date (mm/dd/yyyy)	

Readiness

1.	☐	Was site preparation (Make Ready) performed by the installer or a third-party contractor?	ChargePoint recommended installer ☐ Customer hired contractor ☐
2.	 ☐	Are LTE repeaters available on site? If Yes, Number of repeaters Make and model (upload photo)	Yes ☐ No ☐
3.		Are the concrete pad's edges smooth? Only for pedestal mounted installations	N/A ☐ Yes ☐ No ☐
4.		Is the slope of the pad less than 2%, or 6 mm per 300 mm or 1/2 in per 25 in? Only for pedestal mounted installations	N/A ☐ Yes ☐ No ☐
5.		If ADA accessibility standards must be met, does the height of the touchscreen and charging cables not exceed 1.22 m (48 in) or the equivalent in other regions?	Yes ☐ No ☐
6.		Are the site conditions conforming to the nominal pad? (i.e., 600 x 600 x 600 mm)? Only for pedestal mounted installations	N/A ☐ Yes ☐ No ☐
7.		Is the parking area clean and free of all crate fasteners, packaging, and debris?	Yes ☐ No ☐
8.		Site readiness comments (if any)	

Balance of Plant

9.		Is solar available on site? If information available, solar installed power (kWp)	N/A ☐ Yes ☐ No ☐
10.		AC supply transformer configuration Does it meet local code requirements for conductor colors? If No, correct with tape.	120/240 VAC, 10 Bonded Neutral ☐ 120/208 VAC, 30 Wye Bonded Neutral ☐ Yes ☐ No ☐
11.		Is the breaker feeding each station new, and does a voltmeter test at the station or AC disconnect confirm that it powers off and on correctly?	Yes ☐ No ☐
12.		Master Circuit Breaker (MCB) specifications Make _____ Rating (A) _____	
13.		Charger Circuit Breaker specifications Make _____ Rating (A) _____ Does each station have a dedicated breaker and meet these ratings? Nominal voltage 208/240 V Maximum AC current 80 A Maximum breaker size 100 A	Yes ☐ No ☐
14.		Does each station breaker's ID card have the correct label?	Yes ☐ No ☐
15.		Is additional surge protection installed at the service panel? Only if the site requires it, such as frequent thunderstorms	Yes ☐ No ☐
16.		Is the breaker feeding each station non-GFCI?	Yes ☐ No ☐
17.		Is a Residual Current Device (RCD, RCCB, RCBO) required per local code? If Yes, provide specifications (upload device photo with specifications) Make and model _____ Rating (A) _____ AC leakage current (mA) (ChargePoint prefers 100 mA) _____ Delay (ms) _____ Curve type (i.e., A, A-EV, or B) (ChargePoint prefers B or A-EV) _____	Yes ☐ No ☐
18.		If accessible, take a photo of the electrical panel specification label showing total capacity.	Yes ☐ No ☐

19.		If accessible, take a photo of the electrical panel - dead front off, showing terminations.	Yes ☐ No ☐
20.		If accessible, take a photo of the electrical panel - dead front on, showing breaker ratings.	Yes ☐ No ☐
21.		Are distribution panel exteriors undamaged and show the correct labels?	Yes ☐ No ☐
22.		Is the switchboard correctly wired for multiple charging stations and are all breakers labeled correctly?	N/A ☐ Yes ☐ No ☐
23.		Upload Single Line Diagram (SLD) of the installation	N/A ☐ Yes ☐ No ☐
24.		Are the electrical enclosures clean and free of wire strands and metal shavings?	Yes ☐ No ☐
25.	 or 	AC conductor Photo must show the conductor ratings _____ Material specified here or _____ Cross section or attach the cable rating _____ Voltage rating (if accessible) specification document _____ Temperature rating (if accessible) if markings are not clear _____ Insulation type (if accessible)	Copper (Cu) ☐ Aluminium (Al) ☐
26.	C	Are wire sizes at the station not exceeding AWG 2/0?	Yes ☐ No ☐
27.		Balance of plant comments (if any)	

Station Inspection

General Information

28.		Station Serial Number It can be found on the back of the Head Unit	
29.		Station MAC Address It can be found on the label applied on the screen's protective film	

Mounting and AC Supply

30.		How many AC supply cables are connected to the station?	One (Circuit Sharing) ☐ Two ☐
31.	C	Is the pedestal plumb? Only for pedestal mounted installations	N/A ☐ Yes ☐ No ☐
32.	C	Is the station level? Only for wall mounted installations	N/A ☐ Yes ☐ No ☐
33.	 O	Are AC disconnect switches installed next to the stations? If Yes, are the switch exteriors undamaged and show the correct labels as applicable?	Yes ☐ No ☐ Yes ☐ No ☐

Internal Inspection

34.	 C	Are all input AC wires stripped to the correct length of 30 mm (13/16 in)?	Yes ☐ No ☐
35.	 C	Upload a photo of the conductors and ground wires fully inserted and connected properly	Yes ☐ No ☐
36.	C	Is a Power Management Kit (PMK) installed for dual port cables supplied with a single AC cable? For Single Phase installation, only L1-L1 PMK can be used	Yes ☐ No ☐
Only for models equipped with charging cables			
37.	C	Are the charging cables undamaged?	N/A ☐ Yes ☐ No ☐
38.		Does the charging cable retraction mechanism operate smoothly (i.e., fully extends and retracts)?	N/A ☐ Yes ☐ No ☐
39.		Upload photo of head unit assembly including top cap, holsters, and charging cables resting in their holsters (if applicable)	Yes ☐ No ☐
40.	 C	Upload a photo of the applied rating labels	Yes ☐ No ☐

Post Energization Checks

Electrical Measurements			
41.	C	Is the line-to-line voltage (i.e., between L1-L2) at the AC disconnect (if present) or breaker 208/240 V (depending on the configuration type)? Voltage (V)	Yes ☐ No ☐
42.	C	Does the station power on and no error message is displayed on the touchscreen?	Yes ☐ No ☐
43.	C	Are the LED bars for each port functioning correctly?	Yes ☐ No ☐
44.		Verify that the Installation Wizard is complete and that the station is pinpointed	Yes ☐ No ☐
45.	C	Is phase rotation executed and configured during pinpointing? Only for multiple station installations	N/A ☐ Yes ☐ No ☐
46.	C	Contact ChargePoint Support (chargepoint.com/support) to complete station activation and update station software	Yes ☐ No ☐
Station Tests			
47.		Type and model of testing and measuring device used Status A Status B Status C Status E Status F	
48.	C	Is the ground impedance (PE) measured around the AC terminal <25 Ohms (Ω) (per NEC standard)? Ohms (Ω)	Yes ☐ No ☐
49.	C	Is the RFID reader functioning and responding when tapped with a ChargePoint card or ChargePoint app?	Yes ☐ No ☐
50.	C	Test charging sessions completed on both ports or cables	Yes ☐ No ☐

51.	C	Is the dBm value displayed on the touchscreen? Only for stations with touchscreen	N/A ☐ Yes ☐ No ☐
		_____ dBm	_____
52.	O	Station test comments (if any)	

Cellular Coverage Evaluation

53.	C	Is the station connected to the ChargePoint network and can a charging session be authorized via ChargePoint dashboard?	Yes ☐ No ☐
54.	O	Cellular evaluation comments (if any)	

I, _____, hereby confirm the following:

- All instructions in the Installation Guide have been followed
- Torqued all fasteners to the correct torque values using an appropriate tool
- The electrical system complies with all local codes, norms, standards, and regulations. This includes but is not limited to health and safety regulations, electrical regulations, building regulations, manufacturer specifications, and requirements of the local authorities.
- I certify that the scope of work has been completed correctly and that the station has no functional, electrical, or safety issues

Name and signature of the technician who commissioned the stations.

Name: _____

Company: _____

	
Signature	Date

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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