

CP6000 Site Commissioning Form

Complete the steps listed here for each ChargePoint CP6000 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 and check that the 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 Installer 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 as [Critical] must be inspected in order to prevent hazard or equipment damage.

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

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	
Country	
Post code	
Number of stations to be installed	
Number of paired stations to be installed (if applicable)	
Expected start of construction works	
Expected installation and commissioning date	

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 (dd/mm/yyyy)	
Commissioning end date (dd/mm/yyyy)	

Readiness

	Description	Status/Comments
	1. [Optional] Was site preparation (Make Ready) performed by the installer or a third-party contractor?	ChargePoint recommended installer Customer hired contractor
	2. [Optional] Are LTE repeaters available on site? If Yes, _____ Number of repeaters Make and model (upload photo)	Yes No N/A _____ _____
	3. Are the concrete pad's edges smooth? Only for pedestal mounted installations	Yes No N/A
	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	Yes No N/A
	5. Does the installation comply with local disability regulations?	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	Yes No N/A
	7. Is the parking area clean and free of all crate fasteners, packaging, and debris?	Yes No N/A
	8. Site readiness comments (if any)	

Balance of Plant

1. [Optional] Is solar available on site?	Yes	No	N/A
If information available, solar installed power (kWp)			
2. [Critical] Grid type (earthing system) Note: TN-C and IT grid / delta configuration is not supported	TN-C TN-S TN-C-S IT TT		
3. [Critical] 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	
4. Master Circuit Breaker (MCB) specifications	Make	Rating (A)	
5. [Critical] Charger Circuit Breaker specifications	Make	Rating (A)	
Does each station have a dedicated breaker and meet these ratings?	Yes	No	
Nominal voltage	400 V		
Maximum AC current	63 A		
Maximum breaker size	63 A		
6. Does each station breaker's ID card have the correct label?	Yes	No	
7. Is additional surge protection installed at the service panel? Only if the site requires it, such as frequent thunderstorms	Yes	No	
8. Is a Residual Current Device (RCD, RCCB, RCBO) required per local code?	Yes	No	
If Yes, provide specifications	Make and model	Rating (A)	
(upload device photo with specifications)	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)		
9. If accessible, take a photo of the electrical panel specification label showing total capacity.	Yes	No	

	10. If accessible, take a photo of the electrical panel - dead front off, showing terminations.	Yes	No	
	11. If accessible, take a photo of the electrical panel - dead front on, showing breaker ratings.	Yes	No	
	12. Are distribution panel exteriors undamaged and show the correct labels?	Yes	No	
	13. Is the switchboard correctly wired for multiple charging stations and are all breakers labeled correctly?	Yes	No	N/A
	14. [Optional] Upload Single Line Diagram (SLD) of the installation	Yes	No	N/A
	15. Are the electrical enclosures clean and free of wire strands and metal shavings?	Yes	No	
	16. AC conductor Photo must show the conductor ratings specified here or attach the cable rating specification document if markings are not clear Material Cross section Voltage rating (if accessible) Temperature rating (if accessible) Insulation type (if accessible)	Copper (Cu) Aluminium (Al)		
	17. [Critical] Are wire sizes at the station not exceeding 25 mm ² ?	Yes	No	
	18. Balance of plant comments (if any)			

Station Inspection

General Information

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

Mounting and AC Supply

	1. How many AC supply cables are connected to the station?	One (Circuit Sharing) Two		
	2. [Critical] Is the pedestal plumb? Only for pedestal mounted installations	Yes	No	N/A

3. [Critical] Is the station level? Only for wall mounted installations	Yes	No	N/A
4. [Optional] Are the Eichrecht sealing and markings intact and correct per local codes and the CP6000 Installation Guide? Only for stations in Germany and Austria that are public	Yes	No	N/A

Internal Inspection

1. [Critical] Are all input AC wires stripped to the correct length of 12 mm (1/2 in)?	Yes	No	
2. [Critical] Upload a photo of the conductors and ground wires fully inserted and connected properly	Yes	No	
3. [Critical] 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	L1 - L2 L1 - L1 N/A		
4. Phase Rotation AC Supply #1	L1 L2 L3 (RST) L2 L3 L1 (STR) L3 L1 L2 (TRS)		
5. Phase Rotation AC Supply #2 Only for two cable inputs	L1 L2 L3 (RST) L2 L3 L1 (STR) L3 L1 L2 (TRS) N/A		
Only for models equipped with charging cables			
6. [Critical] Are the charging cables undamaged?	Yes	No	N/A
7. Does the charging cable retraction mechanism operate smoothly (i.e., fully extends and retracts)?	Yes	No	N/A
8. Upload photo of head unit assembly including top cap, holsters, and charging cables resting in their holsters (if applicable)	Yes	No	
9. [Critical] Upload a photo of the applied rating labels	Yes	No	

Post Energization Checks

Electrical Measurements			
1. Upload the following documents or fill the rows below: - The mandatory local inspection document (i.e., VDE, BS, etc.) - A dedicated testing & measurement protocol	Yes	No	

	2. [Critical] Is the line-to-line voltage (i.e., between L1-L2, L2-L3, L3-L1) at the AC disconnect (if present) or breaker 400 VAC +/- 10%? Voltage (V)	Yes No N/A
	3. [Critical] Is the line-to-neutral voltage (i.e., between L1-N, L2-N, L3-N) at the AC disconnect (if present) or breaker 230 VAC +/- 10%? Voltage (V)	Yes No N/A
	4. [Critical] Is the N to PE (ground) voltage measurement <5 V? Voltage (V)	Yes No N/A
	5. Measure the following if no measurement protocol is available: Supply Cable Insulation Resistance (Riso): Lowest value (MOhms) Prospective Earth Fault Current (PEFC) L1-PE, L2-PE-L3-PE for each phase (A) Prospective Short Circuit Current (PSC) L1-N, L2-N-L3-N for each phase (A) Are the results per the calculation note? RCD trigger current (mA) RCD trigger time (ms) RCD touching voltage (V) Phase rotation	N/A Yes No Left Right
	6. [Critical] Does the station power on and no error message is displayed on the touchscreen?	Yes No
	7. [Critical] Are the LED bars for each port functioning correctly?	Yes No
	8. Verify that the Installation Wizard is complete and that the station is pinpointed	Yes No
	9. [Critical] Is phase rotation executed and configured during pinpointing? Only for multiple station installations	Yes No N/A
	10.[Critical] Contact ChargePoint Support (chargepoint.com/support) to complete station activation and update station software	Yes No
Station Tests		
	11.Type and model of testing and measuring device used	

	Status A	
	Status B	
	Status C	
	Status E	
	Status F	
	12.[Critical] Is the ground impedance (PE) measured around the AC terminal <100 Ohms (Ω)? Ohms (Ω)	Yes No N/A
	13.[Critical] Is the RFID reader functioning and responding when tapped with a ChargePoint card or ChargePoint app?	Yes No
	14.[Critical] Test charging sessions completed on both ports or cables	Yes No
	15.[Critical] Is the dBm value displayed on the touchscreen? Only for stations with touchscreen dBm	Yes No N/A
	16.[Optional] Station test comments (if any)	

Cellular Coverage Evaluation

	1. [Critical] Is the station connected to the ChargePoint network and can a charging session be authorized via ChargePoint dashboard?	Yes No
	2. [Optional] 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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