

Express 250

DC Fast Charging Station

Site Commissioning Form



IMPORTANT SAFETY INSTRUCTIONS

SAVE THESE INSTRUCTIONS

This manual contains important instructions for ChargePoint® products that shall be followed during installation, operation and maintenance of each product.

WARNING:

1. **Read and follow all warnings and instructions before servicing, installing, or operating the ChargePoint® product.** Install and operate only as instructed. Failure to do so may lead to death, injury, or property damage, and will void the Limited Warranty.
2. **ChargePoint recommends that installation, commissioning, and break-fix services be performed by a licensed electrician who is also a ChargePoint-certified technician.** These systems operate at high voltage, and without strict adherence to safety protocols, proper protective equipment, and ChargePoint technical guides, there is significant risk to people, equipment, and the environment. Please ensure full compliance with all applicable local and national buildings, electrical, and safety codes.
3. **Always ground the ChargePoint product.** A touch current of >3.5 mA AC RMS is possible in case of a fault condition of loss of electrical continuity of the earthing conductor. Failure to ground the product can lead to risk of electric shock. The product must be connected to a grounded, metal, permanent wiring system, or an equipment grounding conductor shall be run with circuit conductors and connected to the equipment grounding terminal or lead on the Electric Vehicle Supply Equipment (EVSE). Connections to the EVSE shall comply with all applicable codes and ordinances.
4. **Install the ChargePoint product using a ChargePoint-approved method.** Failure to install on a surface that can support the full weight of the product can result in death, personal injury, or property damage. Inspect the product for proper installation before use.
5. **The product is not suitable for use in Class 1 hazardous locations, such as near flammable, explosive, or combustible vapors or gases.**
6. **Supervise children near this device.**
7. **Do not put fingers into the electric vehicle connector or connector adapter. Do not touch fingers to charging rails.**
8. **Do not use this product if any cable is frayed, has broken insulation, or shows any other signs of damage.**
9. **Do not use this product if the enclosure, the flexible output cable, the vehicle inlet, the electric vehicle connector, or the electric vehicle connector adapter is broken, cracked, open, or shows any other signs of damage. Do not use this product if internal parts are accessible, including wiring.**
10. **Wire and wire terminal information are provided in the ChargePoint product Site Design Guide and Installation Guide.**
11. **Torques for installation of wire terminals are provided in the ChargePoint product Installation Guide.**





12. The ChargePoint product maximum operating temperature is 50 °C (122 °F).
13. Do not use an electric vehicle connector adapter with any charger or EV that is capable of exceeding the adapter's rated voltage or current capacity. Some EVs and EVSE combinations are capable of multiple voltages or limited durations of current overloading designed for normal EVSE-to-EV connections. Use of an electric vehicle connector adapter in these situations could result in unsafe conditions such as fire, burns, or exposure of high voltage.



IMPORTANT: Under no circumstances will compliance with the information in a ChargePoint guide such as this one relieve the user of the responsibility to comply with all applicable codes and safety standards. This document describes approved procedures. If it is not possible to perform the procedures as indicated, contact ChargePoint. ChargePoint is not responsible for any damages that may result from custom installations or procedures not described in this document or that fail to adhere to ChargePoint recommendations.

Warranty Implication



IMPORTANT: Please be advised that all installation, commissioning, and break-fix services must be performed by a ChargePoint-certified technician. Engaging non-certified personnel for these services will result in warranty implications, as doing so constitutes a breach of policy.

Support Services

<https://www.chargepoint.com/legal/support-services>

For more information about ChargePoint's training and certification program, visit

<https://www.chargepoint.com/partners/training-certification>

Product Disposal

Applicable to NA - Do not dispose of as part of unsorted domestic waste. Inquire with local authorities regarding proper disposal. Product materials are recyclable as marked.



Applicable to EU - To comply with Directive 2012/19/EU of the European Parliament and of the Council of 4 July 2012 on waste electrical and electronic equipment (WEEE), devices marked with this symbol may not be disposed of as part of unsorted domestic waste inside the European Union. Enquire with local authorities regarding proper disposal. Product materials are recyclable as marked.



Document Accuracy

The specifications and other information in this document were verified to be accurate and complete at the time of its publication. However, due to ongoing product improvement, this information is subject to change at any time without prior notice. For the latest information, see our documentation online at [ChargePoint Product Reference Documentation](#).

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registered in the United States and other countries, and cannot be used without the prior written consent of ChargePoint.

Symbols

This guide and product use the following symbols:



DANGER: Risk of electric shock



WARNING: Risk of personal harm or death



CAUTION: Risk of equipment or property damage



IMPORTANT: Critical detail that must be followed to achieve intended results



NOTE: Important contextual details or procedural clarifications



REINSTALL NOTE: Essential instructions to follow when reinstalling a part or component



Read the manual for instructions



Ground/protective earth

Illustrations Used in This Document

The illustrations used in this document are for demonstration purposes only and may not be an exact representation of the product. However, unless otherwise specified, the underlying instructions are accurate for the product.

Express 250 Site Commissioning Form

Complete the steps listed here 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: [Product Reference Documentation](#).



CAUTION: Use low torque settings when working with power tools during installation or servicing. Over-torquing can damage the equipment.



CAUTION: Warranty Limitation

- If the charging station is not installed, commissioned, or serviced by a ChargePoint certified technician using a ChargePoint-approved method, it is *excluded* from all ChargePoint and other warranties and ChargePoint is not responsible.
- You must be a licensed electrician and complete training at <https://www.chargepoint.com/partners/training-certification> to become ChargePoint certified and to access ChargePoint's web-based installer tools or ChargePoint Installer app.



IMPORTANT: Before you begin commissioning, you must read and understand the Installation Guide.



NOTE: An electric vehicle or approved vehicle load simulator is recommended onsite to demonstrate charging ability.

Required Tools and Materials

Bring these materials to the commissioning:

- Fluke 1630-2 ground impedance meter or similar
- Phase rotation meter
- Ethernet cable tester
- Ethernet cable crimper
- Lock out/tag out equipment
- Inspection mirror
- Torque meter
- Smart phone or tablet with QR code reader
- Snyder™ cellular signal tester or similar
- All tools listed in the Express 250 Installation Guide available in [Product Reference Documentation](#)

Prerequisites for Commissioning

The customer shall submit a fully completed commissioning request to ChargePoint at least 2 weeks in advance of the desired date onsite. Allocate sufficient time for the total number of stations and related Balance of Plant (BOP) equipment to be commissioned. Contact your existing ChargePoint activation specialist for the commissioning request form and sample email.

The following items must already be completed before commissioning can be scheduled:

- Engineering drawings, Single Line Diagrams (SLDs), electrical sheets, and Construction Signoff Form have been emailed to ChargePoint and delivered to Commissioning
- Tokens are verified for activation
- Rate structure is verified with the customer where applicable
- Construction adherence to all required regional codes is verified, and Authority Having Jurisdiction (AHJ) signoff is completed, or conditional approval is secured pending EVSE commissioning where applicable
- ChargePoint has been given any special instructions or induction for site and site access
- A qualified worker is scheduled onsite to perform lock out/tag out for all affected equipment
- Union fees are passed through to the customer for site access, lock out/tag out, and re-energization where applicable
- Commissioner/Installer account setup is complete for the entity performing pinpointing
- Installer contact information, site address, and client representative contact information have been provided
- Megger test results have been provided to confirm appropriate insulation integrity and wire sequence on:
 - Wires external to and terminating at the charging station
 - Cables interconnecting Paired charging stations if applicable (labeled A vs B and + vs - for clarity)

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 lockout/tagout the upstream breaker 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 ChargePointInstaller app once it is available.

Before removing any cover panels:

- 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.
- Wearing appropriate PPE, verify the station is de-energized.
- If any panel needs re-installation, review the procedures in the Installation Guide to double-check that all panels are fully seated and that the edges of all signs are captured fully by the panels around them.



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 all [Critical] items do pass, complete the entire inspection and energize the site according to site authorization.
- All checks must be completed. Items marked as Optional are optional and 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 that require photos must be shared according to the following
 - 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 Site 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 Panel Evaluation

All checks must be completed. Items with an asterisk might not fail commissioning if they are not applicable or separate action can be taken. If an asterisked item is incomplete, describe the reason in its Comments field.

General Information

General Information	
Commissioning Technicians Name	
Commissioning Technicians Email	
Commissioning Technician Phone	
Commissioning Start Date	
Commissioning End Date	

Balance of Plant

Complete the following checks on all Balance of Plant (BoP) components. Use the comments field to describe any issues. Add required pictures next to the example photos throughout. To upload, click the image icon and browse to the correct photo.

Description	Status
1. Are LTE repeaters onsite?	Yes No
2. Are solar panels on site?	Yes No

Utility Transformer

	Description	Status
	1. [Optional] Take a picture of the utility transformer nameplate configuration (if accessible). [UPLOAD PHOTO]	
	2. Is the utility transformer dedicated solely to powering the charger(s), or is it shared with other electrical loads at the site?	Dedicated Transformer Shared Transformer

Customer Transformer

	Description	Status
	1. Is there a step up or step down transformer (not utility) feeding the charger/s? Note: If there is no step up or step down transformer, skip and proceed to next section Overcurrent Protection .	Step Up Step Down N/A
	2. Take several, overall photos showing the electrical infrastructure layout. [UPLOAD PHOTO]	
	3. Is an auto transformer installed?	Yes No
	4. Verify the XO terminal in the auto transformer is bonded to ground.	Pass Fail
	5. [Optional] Take a photo of the step up/down transformer nameplate. [UPLOAD PHOTO]	
	6. Provide photo of internal transformer terminations. [UPLOAD PHOTO]	
	7. [Critical] Verify the transformer nameplate shows that wiring is 480/277 VAC, Wye (Y) connected, 3-phase with bonded neutral plus Ground.	Pass Fail

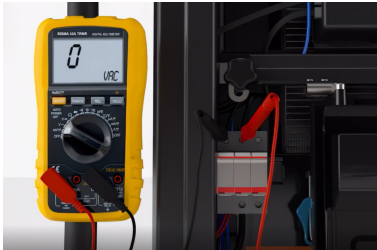
Overcurrent Protection

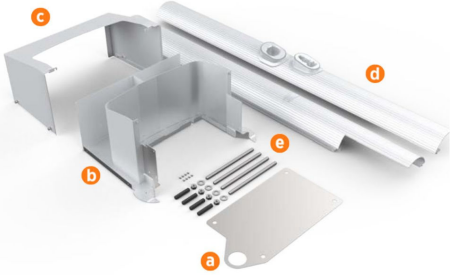
	Description	Status
	1. Record the master over current protection device for the charger electrical infrastructure (This could be the feed to the transformer, panel/switchgear main).	
	2. Select the type of master over current protection device used.	Breaker Fuse
	3. Record the master over current protection device - Amp Rating.	
	4. Take photos of the master over current protection device (one overall photo and one clearly showing amp rating). [UPLOAD PHOTO]	
	5. Take a photo of the master electrical equipment rating label. [UPLOAD PHOTO]	
	6. Is supplemental surge protection installed at the service panel or the switch gear?	Yes No
	7. Record the charger over current protection device.	
	8. Select the type of charger over current protection device used.	Breaker Fuse
	9. Record the charger over current protection device - Amp Rating.	
	10. Take photos of the charger over current protection device (one overall photo and one clearly showing amp rating). [UPLOAD PHOTO]	
	11. Take a photo of the charger electrical equipment rating label. [UPLOAD PHOTO]	
	12. [Critical] If breakers are installed, verify that each breaker is three-pole and non-GFCI.	Pass Fail
	13. Verify that each breaker is correctly labeled.	Pass Fail
	14. If the stations are paired, verify the labeling includes proper paired labeling.	Pass Fail N/A

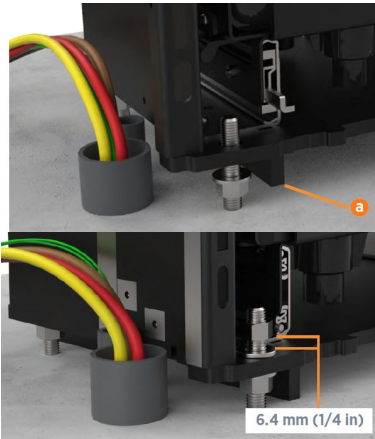
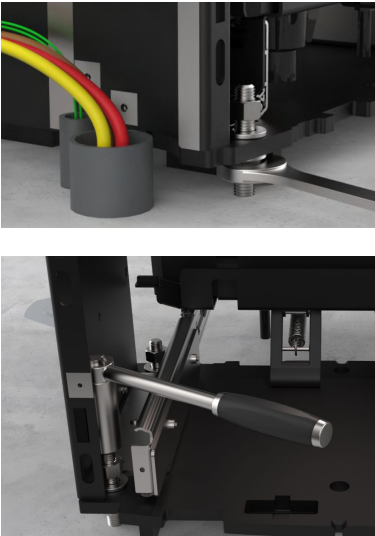
Station Evaluation

Complete the following checks on each Standalone or Paired Express 250 station. Remove all cover panels as described in the Express 250 Installation Guide available in [Product Reference Documentation](#). Use the comments field to describe any issues. Add required pictures next to the example photos throughout. To upload, click the image icon and browse to the correct photo.

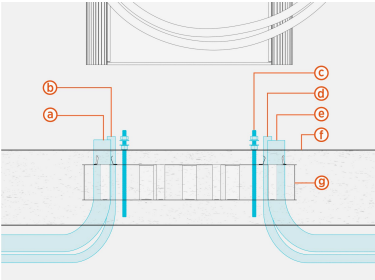
Station Information

	Item	Status/Comments
	1. Enter the Station Serial Number. [UPLOAD PHOTO] 	
	2. A multimeter test shows 0 volts on the AC surge suppressors, for each combination of line-to-line and line-to-ground. Note: If "Fail" is selected, turn OFF AC power. 	Pass Fail
	3. Verify AC cables are properly seated in the surge protector block and tested with a push-pull inspection.	Pass Fail
	4. [Critical] Were you able to seat the wires properly?	Yes No

	Item	Status/Comments
	5. Enter the Station MAC Address. [UPLOAD PHOTO] 	
	6. Verify SIM Card is installed, fully seated in the CPNK.	Pass Fail
	7. Does the installation include Surface Conduit Entry (SCE) Kit?  (a) Surface mount plate (b) Box base (c) Box cover (d) Left and right side extrusions with SCE cutouts (x2) (e) Fasteners: • Box base screws (x8) • M16 x 300 Hilti anchor bolts, 304.8 mm (12 in) long (x4) • M16x13x2 hex nuts (x8) • 5/8 in ASTM F436 washers (x8)	Yes No

Item	Status/Comments
8. [Critical] All mounting hardware is tightly secured, and the station is level and stable. All four leveling nuts are present. All anchor bolt nuts are torqued to 94.9 Nm (70 ft-lbs). Correct the leveling if needed. [UPLOAD PHOTO]  (a) rails 	Pass Fail

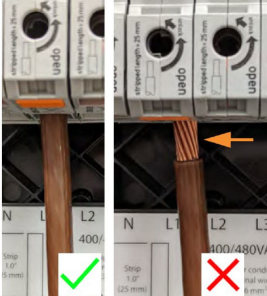
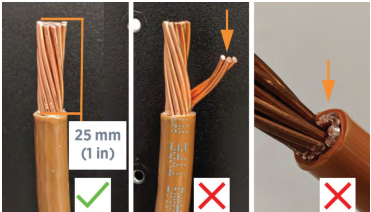
	Item	Status/Comments
	9. Is this an eSkid installation?  Take a photo of the front and back of the eSkid. [UPLOAD PHOTO]	Yes No
	10. Measure the concrete pad dimensions (LxW).	
	11. Concrete pad edges are smooth.	Pass Fail
	12. Is the Station paired?	Yes No
	13. Verify any site slopes, walls, or fencing do not trap water around the charging station installation. (The system is only built to withstand 457 mm (18 in) of standing water).	Pass Fail
	14. [Critical] Verify all station clearances for service and use are met? Front: 24in - Side: 28in - Rear 12in - Top: 12in. Note: Ensure that you maintain a minimum space of 24 inches when placing two stations back to back.	Pass Fail
	15. [Critical] Verify bollards do not interfere with station use or service.	Pass Fail

	Item	Status/Comments
	16. Verify all conduit stub ups in the proper location?  (a) (Optional) Shunt trip conduit: 19.1 mm (3/4 in trade size) (b) AC conduit: 50.8 mm (2 in trade size) (c) Anchor bolts (d) Paired installations only: Ethernet conduit: 19.1 mm (3/4 in trade size) (e) Paired installations only: DC conduit: 76.2 mm (3 in trade size) (f) Concrete surface (g) Concrete Mounting Template (embedded in concrete)	Yes No
	17. If ADA requirements applicable, the touchscreen and charging cables are not at a height above grade greater than 1219 mm (48 in).	Pass Fail N/A

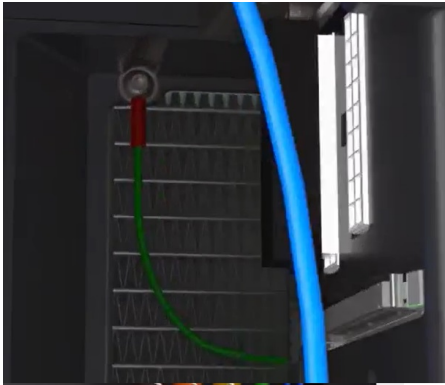
AC Wires

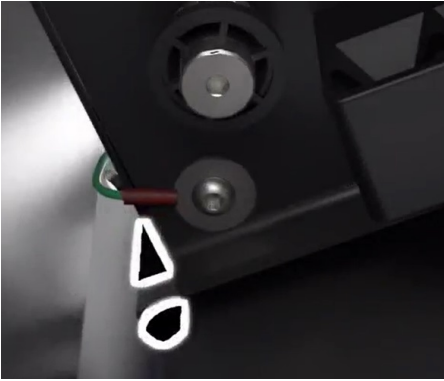
Item	Status/Comments
1. What is the Over Current Protection Device rating for this CPE250 (in Amps)?	100A 80A 50A Other
2. Enter the AC Conductor Material.	Copper Aluminium
3. Enter the AC Conductor Gauge (AWG).	
4. Enter the AC Conductor Insulation Type.	
5. Enter the AC Conductor Voltage Rating.	
6. Enter the AC Conductor Temperature Rating.	
7. Take a photo clearly showing the AC conductor Size and Insulation Type. [UPLOAD PHOTO]	

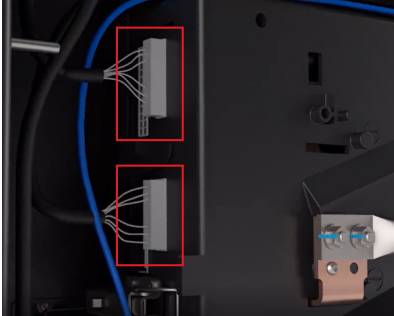
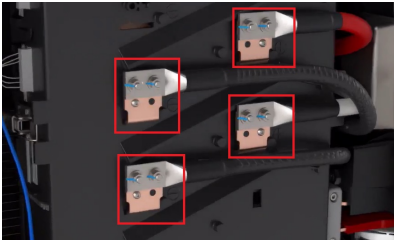
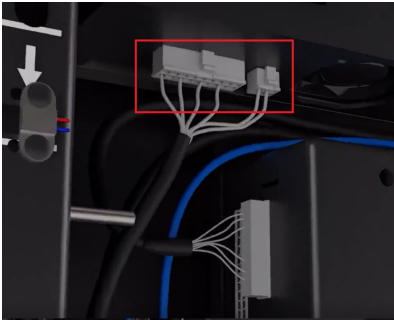
	Item	Status/Comments
	8. [Critical] AC Input cable meets ChargePoint Specifications? (Voltage rating 600V, Temperature rating 90 C, Insulation type THHN or THWN-2) • Cable size 2 or 3 AWG if 100 Amp breaker is installed • Cable size 2, 3, or 4 AWG if 80 Amp breaker is installed • Cable size 2,3, 4, 6, or 8 AWG if 50 Amp breaker is installed	Pass Fail
	9. Does the installation include a shunt trip?	Yes No
	10. [Critical] If shunt trip wiring is used, it is sized between 28-14 AWG, fine stranded or solid copper.	Pass Fail
	11. Take photo of shunt trip terminations. [UPLOAD PHOTO]	
	12. Verify the AC rodent guard has rubber grommets in place to prevent wire damage. 	Pass Fail
	13. [Critical] Verify all input AC wires are stripped to the correct 25 mm (1 in) length. [UPLOAD PHOTO]	Pass Fail

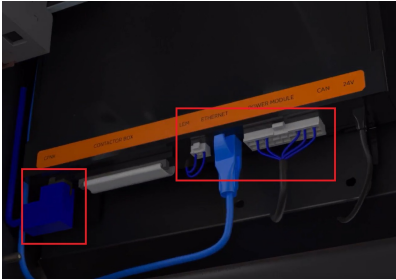
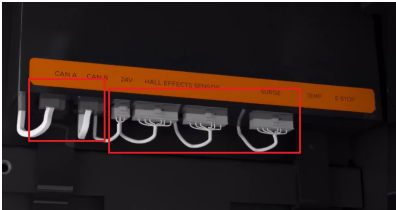
Item	Status/Comments
14. [Critical] Verify all AC conductor strands are fully inserted:  • Confirm with inspection mirror. • No copper wire is exposed or cut. [UPLOAD PHOTO] 	Pass Fail
15. [Critical] Verify the ground connection is tight and connected properly. The grounding cable and insulation show no damage.	Pass Fail
16. Take and record a ground impedance measurement [Ohms] (taken below the AC Input ground terminal). Note: Use Fluke 1630 or similar to measure the impedance.	
17. [Critical] Verify that the ground impedance value is not Open Loop (OL) or infinite resistance?	Pass Fail
18. Take a photo of the AC side of the station. [UPLOAD PHOTO]	
19. [Critical] Verify AC wiring cover is on. [UPLOAD PHOTO]	Pass Fail

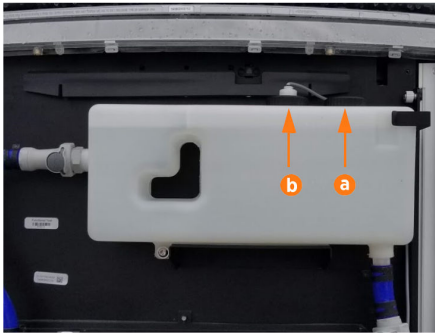
Internal Hardware

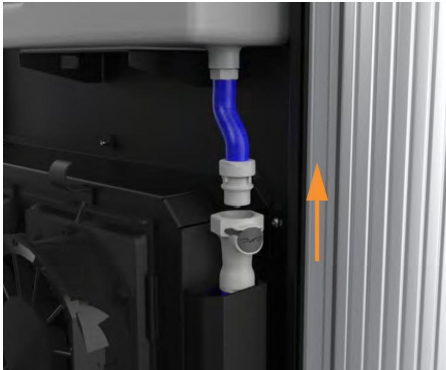
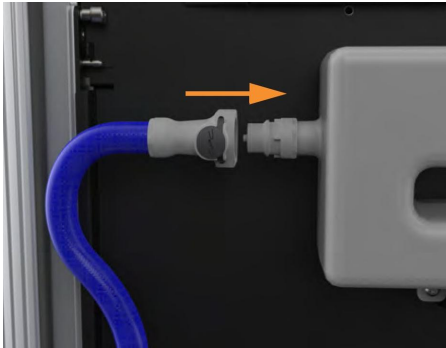
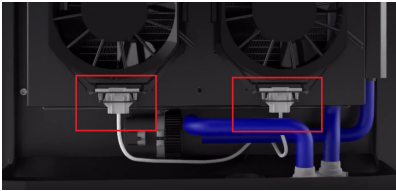
Item	Status/Comments
1. [Critical] Verify all ground wires are firmly secured.	Pass Fail
- Below and Above the PM mechanism. - On the upper right frame edge beside the contactor box. 	Pass Fail
On the back of the heat exchanger. 	Pass Fail

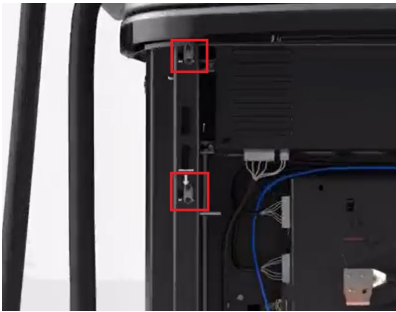
Item	Status/Comments
To the left of the contactor box. 	Pass Fail
Verify ground connection continuity.  	Pass Fail

	Item	Status/Comments
	2. [Critical] Verify all DC power cables and communication cables on the contactor box are fully seated and free from damage. [UPLOAD PHOTO] 	Pass Fail
	3. [Critical] Verify all DC power cables are torqued to 6.8 Nm (60 in-lb). [UPLOAD PHOTO] 	Pass Fail
	4. [Critical] Verify all auxiliary power supply connectors are fully seated (push test) and free from damage. [UPLOAD PHOTO] 	Pass Fail
	5. [Critical] Verify all DCC (Station Management Unit) wiring is fully seated and has been visually inspected. The Ethernet cable in the CPNK port is fully seated and free of damage. [UPLOAD PHOTO] Note: The Ethernet port is only used for Paired stations.	Pass Fail

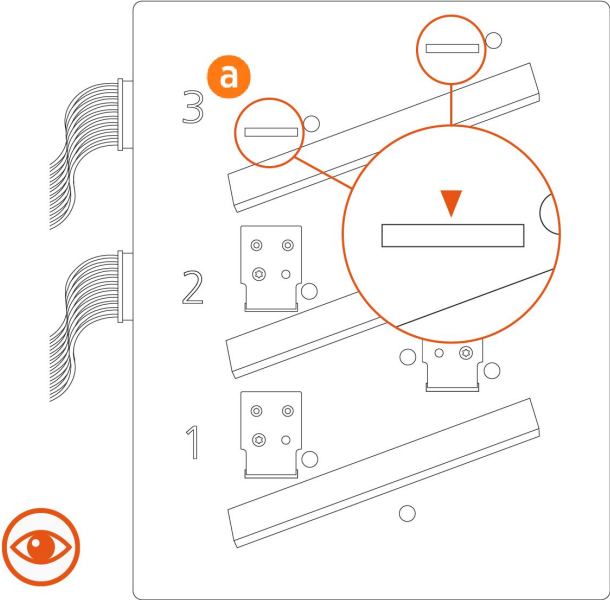
	Item	Status/Comments
		
	6. [Critical] Verify all I/O expander wiring is fully seated and has been visually inspected. [UPLOAD PHOTO] 	Pass Fail
	7. [Critical] Verify all connections behind the CPNK (touchscreen) are fully seated and free of damage. [UPLOAD PHOTO] 	Pass Fail
	8. [Critical] Verify the coolant loop components are correctly installed with no signs of leakage:	Pass Fail

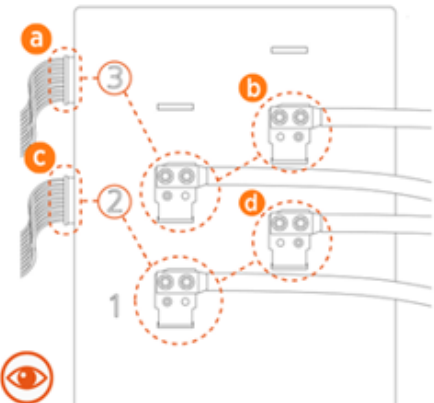
Item		Status/Comments
	• The coolant reservoir is full.  • Both hose quick connectors pass a pull-push test.  (a) reservoir fill cap (b) level sensor wiring cap	

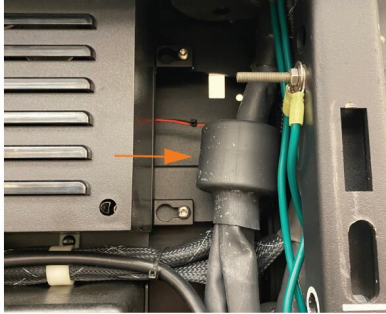
Item	Status/Comments
Coolant controller wires pass push-pull test. [UPLOAD PHOTO]  	
9. [Critical] Verify all cooling controller wiring at the back of the station is fully seated and has been visually inspected. [UPLOAD PHOTO] 	Pass Fail

Item	Status/Comments
10. [Critical] Verify all Hall sensors and their wires on the frame, front and back, are free of damage. Sensor wires are not at risk of being cut by cover panel clips when panels are installed. 	Pass Fail
11. [Critical] Verify all magnet panel sensors are not missing and in place. 	Pass Fail
12. Station Evaluation Comments.	

NACS Cable

Item	Status/Comments
1. Is a NACS (Tesla) cable installed? Note: If NACS cable is not installed, skip and proceed to next section Paired Station Evaluation .	Yes No
2. If NACS (Tesla) cable is installed, take an overall photo showing all connections of the contactor box. [UPLOAD PHOTO]	
3. If NACS (Tesla) cable is installed, select one of the following based on the Station's Serial Number.	2133xxxx and Higher 2132xxxx and Lower
4. If Station's Serial Number is "2133xxxx and Higher", take a photo of terminal #3 in the contactor box. [UPLOAD PHOTO]	
 (a) contactor box	
5. If Station's Serial Number is "2133xxxx and Higher", disassemble the contactor box following the "Update the Contactor Assembly - Advanced" section on page 307 of the CPE250 Service Guide.	Yes No
6. If Station's Serial Number is "2133xxxx and Higher", verify the 8-pin contactor connector (inside the contactor box) is removed from position 2 and terminated in position 3 (Correct if necessary). [UPLOAD PHOTO]	Pass Fail

	Item	Status/Comments
	7. If Station's Serial Number is "2133xxxx and Higher", verify the 8-pin contactor connector (inside the contactor box) is removed from position 1 and terminated in position 2 (Correct if necessary). [UPLOAD PHOTO]	Pass Fail
	8. If Station's Serial Number is "2133xxxx and Higher", reassemble the contactor box: Verify the cables on the left side are re-terminated and fully seated. (DCC communication ribbon, 24 V DC power, 2 CAN connectors (interchangeable)). [UPLOAD PHOTO]	Pass Fail
	9. If Station's Serial Number is "2133xxxx and Higher", verify the included label on the contactor box indicating the updated slot numbers is installed.	Pass Fail
	10. [Critical] If Station's Serial Number is "2133xxxx and Higher", confirm that the positive and negative HVDC cables connected to terminal 2 have the communication cable plugged into port 3 (Torque HVDC cables to 6.8 Nm or 60 in-lb). [UPLOAD PHOTO]  (a) NACS communication cable (b) NACS DC charging cable (c) CCS communication cable (d) CCS DC charging cable	Pass Fail
	11. [Critical] If Station's Serial Number is "2133xxxx and Higher", confirm that the positive and negative HVDC cables connected to terminal 1 have the communication cable plugged into port 2 (Torque HVDC cables to 6.8 Nm or 60 in-lb). [UPLOAD PHOTO]	Pass Fail
	12. [Critical] If Station's Serial Number is "2132xxxx and Lower", confirm that the positive and negative cables connected to terminal 3 have the communication cable plugged into port 3 (Torque HVDC cables to 6.8 Nm or 60 in-lb). [UPLOAD PHOTO]	Pass Fail

	Item	Status/Comments
	13. [Critical] If Station's Serial Number is "2132xxxx and Lower", confirm that the positive and negative cables connected to terminal 2 have the communication cable plugged into port 2 (Torque HVDC cables to 6.8 Nm or 60 in-lb). [UPLOAD PHOTO]	Pass Fail
	14. If NACS (Tesla) cable is installed, verify the DC ferrite coil is installed around the NACS cable. 	Pass Fail

Paired Station Evaluation

Complete these checks only if this is a Paired Express 250 station. If this station is not Paired, select "N/A" in the Comments field and skip to the next section [Power Module and Cover Panel Evaluation](#). Click the image icon to upload each Paired-specific photo.

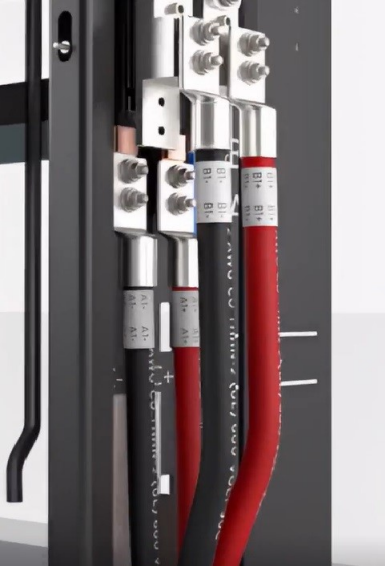
Pairing Information

	Item	Status/Comments
	1. Provide the Paired Station Serial. [UPLOAD PHOTO]	
	2. Provide the Paired Station MAC address. [UPLOAD PHOTO]	

DC Wire

	Item	Status/Comments
	1. Conductor Material	Copper Aluminium
	2. Conductor Gauge	
	3. Conductor Insulation Type	
	4. Conductor Voltage Rating	
	5. Conductor Temperature Rating	
	6. Take a photo clearly showing the DC conductor size and insulation type. [UPLOAD PHOTO]	
	7. [Critical] Verify DC cable meets ChargePoint specifications (3/0awg - 4/0awg Copper 1000v 90c).	Pass Fail

Pairing Wire Continuity Testing

Item	Status/Comments
1. Verify DC cable connection: Take a photo showing Station 1 A+" is connected to ground with alligator clips or similar. [UPLOAD PHOTO] 	
2. [Critical] Verify DC cable connection: Take a photo of your multimeter with leads on "Station 2 B+" and ground with a successful continuity test (OL is incorrect). [UPLOAD PHOTO]	Pass Fail
3. Verify DC cable connection: Take a photo showing Station 1 A-" is connected to ground with alligator clips or similar. [UPLOAD PHOTO]	
4. [Critical] Verify DC cable connection: Take a photo of your multimeter with leads on "Station 2 B-" and ground with a successful continuity test (OL is incorrect). [UPLOAD PHOTO]	Pass Fail
5. Verify DC cable connection: Take a photo showing Station 1 B+" is connected to ground with alligator clips or similar. [UPLOAD PHOTO]	
6. [Critical] Verify DC cable connection: Take a photo of your multimeter with leads on "Station 2 A+" and ground with a successful continuity test (OL is incorrect). [UPLOAD PHOTO]	Pass Fail
7. Verify DC cable connection: Take a photo showing Station 1 B-" is connected to ground with alligator clips or similar. [UPLOAD PHOTO]	
8. [Critical] Verify DC cable connection: Take a photo of your multimeter with leads on "Station 2 A-" and ground with a successful continuity test (OL is incorrect). [UPLOAD PHOTO]	Pass Fail

High Voltage DC Terminations

Item	Status/Comments
1. [Critical] Verify DC lugs are 2 hole high pressed crimps matching wire size and conductor material. [UPLOAD PHOTO] 	Pass Fail
2. [Critical] Verify DC fasteners are installed in this order: terminal block, lug, M6 flat washer, M6 Belleville washer with the cup facing the station, 10 mm M6 nut. 	Pass Fail
3. [Critical] Verify All four lugs at the DC terminal block are properly torqued to 5.5 Nm (48.7 in-lb), and are torque marked with a paint pen. [UPLOAD PHOTO]	Pass Fail

Pairing Ethernet

	Item	Status/Comments
	1. Verify outdoor rated Ethernet Cat5e or Cat6 cable is installed between the stations. Provide photo of cable markings. [UPLOAD PHOTO]	Pass Fail
	2. [Critical] Verify ethernet is crimped in a 568B pattern: • Passes functional testing • Has a maximum run length of 100m(328ft) [UPLOAD PHOTO]	Pass Fail

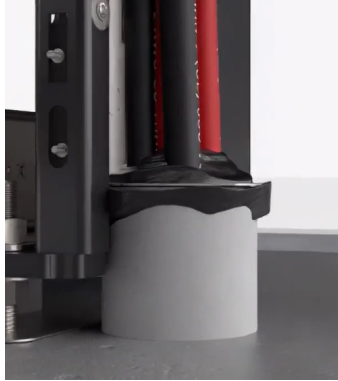
Item	Status/Comments
3. [Critical] Verify The Ethernet cable is correctly installed: - Fastened with P-clips on the side of the station frame, without potential for pinching or damage. (a) plastic P-clips (b) top wiring hole (c) corner (d) 45-degree angle (e) Station Management Unit - Is not routed through the DC fuse hole. - Is bundled above the contactor box. - Is firmly seated in the DCC. [UPLOAD PHOTO]	Pass Fail

Pairing Labeling

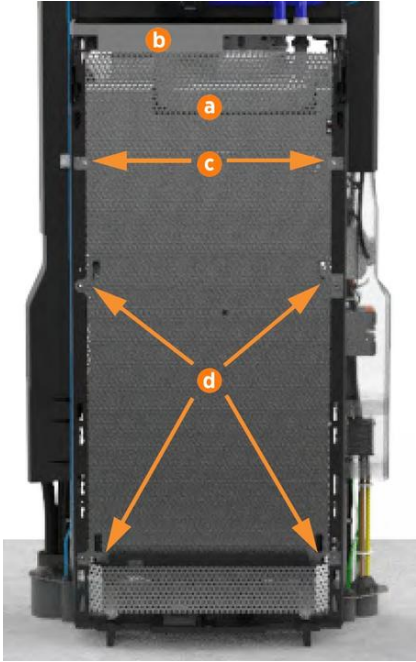
	Item	Status/Comments
	1. Verify the breaker or AC disconnect cover has a label installed identifying the stations as paired to help ensure both breakers are opened for safe service. [UPLOAD PHOTO]	Pass Fail

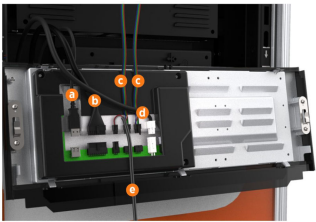
Power Module and Cover Panel Evaluation

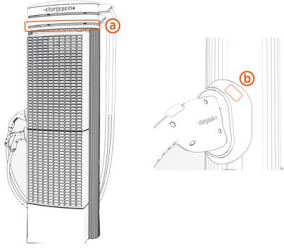
Complete the following checks for the Power Modules and cover panels for each Express 250 station. Use the comments field to describe any issues. Click the image icon to upload each Paired-specific photo.

	Item	Status/Comments
	1. Verify DC rodent guard bracket is installed, and duct seal is applied to any openings. [UPLOAD PHOTO] Note: Rodent guard bracket and duct seal are not applicable for Surface Conduit Entry (SCE). 	Pass Fail N/A
	2. [Critical] Verify DC wiring cover is on, whether or not station is Paired. [UPLOAD PHOTO] 	Pass Fail

	Item	Status/Comments
	3. Verify the holster light cable is inserted in the right extrusion P-clip to complete grounding. All station side extrusions are properly mounted and tightened. [UPLOAD PHOTO] 	Pass Fail
	4. [Critical] If Over Current Protection Device rating is 100A or 80A, verify both Power Modules are inspected and show no damage to pins, coolant valves, or exteriors. [UPLOAD PHOTO] 	Pass Fail N/A
	5. If Over Current Protection Device rating is 50A, verify 1 Power Module is installed, inspected, and shows no damage to pins, coolant valves, or exteriors. [UPLOAD PHOTO] Note: When only installing 1 Power Module it should be installed in rear bin.	Pass Fail N/A
	6. [Critical] Verify the underside of the PM mechanism (communication and coolant connections) shows no damage or misalignment when visually inspected. [UPLOAD PHOTO] 	Pass Fail
	7. [Critical] Verify power Modules are installed and the mechanism fully seated, with no gaps. Springs on both sides are equally compressed. The mechanism is pushed down in place. [UPLOAD PHOTO]	Pass Fail

Item	Status/Comments
8. Verify EMI shields are installed (Front and Back). [UPLOAD PHOTO]  (a) rear EMI shield (b) cooling controller cover (c) T20screws (d) rear frame	Pass Fail

Item	Status/Comments
 (e) front EMI shield (f) yellow release latch (g) shield (h) front frame	
9. Verify all connectors to the secondary display are tight and free of damage. [UPLOAD PHOTO]  (a) Communications cable (USB-A) (b) Holster light cable (c) Arealight cable (x2) (d) Powercable(24V) (e) Area light bar cable	Pass Fail

	Item	Status/Comments
	10. Verify the area light bar is plugged in and its cable is free of damage. 	Pass Fail
	11. Verify both charging cables rest properly in their holsters.	Pass Fail
	12. Verify station covers are clean and free from damage.	
	13. If Over Current Protection Device rating is 50A, verify station derating stickers applied next to station serial number and on cable holster. [UPLOAD PHOTO]  (a) cable swing arms (b) holster	Pass Fail
	14. Photos of the front, rear, and sides of the station with all covers on and cables in holsters. [UPLOAD PHOTO]	

Cellular Coverage Evaluation

	Item	Status/Comments
	1. [Critical] Using a Snyder cellular signal detector or equivalent, test the location of every station and ensure it meets minimum RSRP measured at -90 dBm or better. RSSI values not acceptable. [UPLOAD PHOTO]	Pass Fail
	2. [Critical] Using a Snyder cellular signal detector or equivalent, test the location of every station and ensure it meets minimum RSRQ at -12.5 dB or better. RSSI values not acceptable. [UPLOAD PHOTO]	Pass Fail

Activations and Post Energization Checks

Item	Status/Comments
1. Are there any "FAILED" CRITICAL [C] INSPECTION POINTS that prevents the energization of the system?	Yes No
2. Text a ChargePoint Site Engineer to review your forms when completed at 669-268-2808 - Prior to energization.	
3. Was the charger successfully activated?	Yes No
4. Was any troubleshooting performed during the activations process?	Yes No
5. If answer to the line above is "Yes", briefly describe the issue.	
6. If answer to the line above is "Yes", how much time was spent troubleshooting issues associated with this station? (example 1.5hr)	
7. If the charger was successfully activated, verify the station powers on. No error messages are displayed on the touchscreen.	Pass Fail
8. If the charger was successfully activated, verify the station displays a message clearly on the LED display. 	Pass Fail
9. If the charger was successfully activated, verify all steps of the Installation Wizard are completed and the station has been pinpointed.	Pass Fail
10. If the charger was successfully activated, once activation is completed, verify the charger's name is displayed on the screen, and the displayed available power on screen is 62.5KW, 50kW, or 30kW for standalone and 125KW for paired installations.	Pass Fail

	Item	Status/Comments
	11. If the charger was successfully activated and shunt trip is applied, while the charger is ON, remove the area light bar. Verify that shunt trip was triggered and the charger turned OFF. Reinstall the area light bar and switch ON the charger's tripped circuit breaker.	Pass Fail N/A
	12. If the charger was not successfully activated, what were the reasons for not activating this charger?	

Vehicle Testing

	Item	Status/Comments
	1. Is a vehicle available for charging after the charger has been successfully activated?	Yes No
	2. What is the Vehicle Make and Model?	
1st Test Charge		
	3. If a vehicle is available for charging, which cable type is being tested in the first test charge?	CCS CHAdeMO NACS
	4. Provide photo of station screen during charging session. [UPLOAD PHOTO]	
		
2nd Test Charge		
	5. If a vehicle is available for charging, which cable type is being tested in the second test charge?	CCS CHAdeMO NACS None
	6. Provide photo of station screen during 2nd Test charging session. [UPLOAD PHOTO]	

Punch List Resolutions

Include pictures of any issues you find and provide an appropriate caption for each. To upload, click the image icon and browse to the correct photo. If this form is too large once all photos are added, try saving the completed file by selecting **File > Save as Other > Reduced Size PDF**.

Description	Photo
Issue: (provide caption)	
Issue: (provide caption)	
Issue: (provide caption)	
Issue: (provide caption)	
Issue: (provide caption)	

Express 250 Troubleshooting

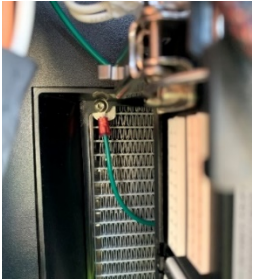
This section describes common installation errors, how to detect them, and possible remedies. If any of these faults still does not clear, contact ChargePoint Support.

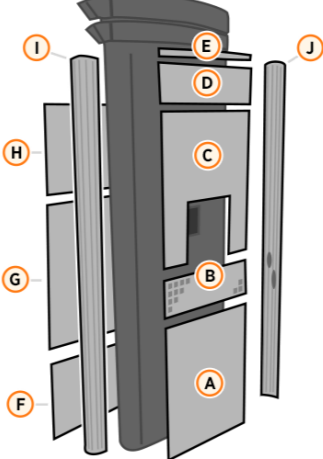
Critical Faults

Critical faults can impact charging station service.

Fault Code or Name	Description	Resolution
31	Bottom corner of touchscreen displays the error "station unavailable".	Power cycle the station (to reset the DCC) to clear the error.
217 - Pair Communication Lost	Unable to connect to the other Paired Express 250/ Paired peer station not responding.	- Check both stations are powered on. - Reboot both paired stations in NOS (Soft Reboot). - Check that the Ethernet cable is: - Fully plugged in at both ends. - Has the correct straight-through, 568B crimp pattern with all wires fully seated. Cut and re-crimp RJ45 connectors if needed. - Performs correctly in an Ethernet tester.

Fault Code or Name	Description	Resolution
		If all tests fail, re-pull the Ethernet cable. 
333, or Node 16/Node 20 not detected	Power Module(s) not detected. (Station is dispensing fewer kW than expected when charging.)	- Ensure Power Module (PM) mechanism is fully pushed down, symmetrically on both sides. - Ensure both PMs are installed. - Check for damage to PM connectors (take pictures)

Fault Code or Name	Description	Resolution
801 - Isolation Fault	Correct grounding not detected.	Remove top and middle cover panels. Ensure all ground wires are correctly secured: • Above the PM mechanism on the left (x2, T25 Torx)  • On the upper right frame edge beside the contactor box (x2, 8 mm hex)  • On the back of the heat exchanger, to the left of the contactor box (T10 Torx) 

Fault Code or Name	Description	Resolution
1201-1210 - Skin Panel Fault	A cover panel is not installed properly on the station.	 All Express 250 cover panels make a connection with a magnet. Verify all panels connect with magnets (are fully seated on all corners) to clear the alarm. • See installation or service guides for front and rear cover panel replacement.

Non-Critical Faults

Non-critical faults display an issue on the station, but do not limit energy output. Non-critical faults must still be resolved or escalated, and can indicate more serious issues if they occur repeatedly.

Fault Code or Name	Description	Resolution
1001/1002 - Cooling Fan Fault	A Power Module fan bank rotor is stuck. The station will not charge at full power because there is a problem with the cooling fan. 1001: Right bank of fans (from back) 1002: Left bank of fans (from back)	- Check for fan obstructions, correct cable connections, and controller condition. - If the fault is still showing after checking the above, replace the faulted fan bank with a fan FRU kit.
1007 - Coolant very low level switch fault	Low coolant in station detected.	- Check coolant level. - If low coolant is found, send coolant kit with next service.

Non-Specific Faults

These faults might not show any error code, or can generate multiple different error codes.

Fault Code or Name	Description	Resolution
Lighting not on or not functional	Any lights not functioning as expected (holster, area light, secondary display, LED diffusers)	- All lights are controlled by the secondary display. Remove the display and confirm that all connections are secure. - Check the USB connection from the secondary display to the CPNK (touchscreen). Ensure it is securely plugged in on both ends.

Acknowledgment

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.



chargepoint.com/support