

# Commissioning Overview

Commissioning is the process of validating that ChargePoint® charging stations are installed to ChargePoint’s specifications and standards, and provides a fully functional solution per the customer’s requirements. Commissioning work is done by a ChargePoint Field Engineer or a ChargePoint-authorized commissioning partner.

The table below describes the detailed activities, expected deliverables, and completion time of the commissioning stages. Time to complete the process varies by product and quantity of stations to be commissioned and tested.

Key Tasks and Activities, Deliverables and Completion Timeframe of Commissioning Services				
Task	Activities	Deliverables	Completion Time	
1	<b>Technical data package review</b>	Review: <ul style="list-style-type: none"> <li>▪ Site drawings</li> <li>▪ Customer specific equipment options</li> <li>▪ Megger test report (AC, DC cables)</li> <li>▪ Conduit sizes</li> </ul> Coordinate: <ul style="list-style-type: none"> <li>▪ Corrections to non-conformities</li> <li>▪ Commissioning date, time, and duration</li> </ul>	Document non-conformities observed on site	Prior to dispatch (provide drawings one week before commissioning begins)
2	<b>Lock out/tag out (LOTO)</b>	Participate in or complete LOTO on: <ul style="list-style-type: none"> <li>▪ Disconnect switches</li> <li>▪ Breakers</li> <li>▪ Switchgear</li> <li>▪ Power distribution boxes</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
3	<b>Visual inspections</b>	Verify safe working conditions: <ul style="list-style-type: none"> <li>▪ Station de-energized</li> <li>▪ Proper LOTO procedure</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
4	<b>Civil/environmental inspections</b>	Inspect for Proper: <ul style="list-style-type: none"> <li>▪ Drainage</li> <li>▪ Concrete work</li> <li>▪ Conduit runs</li> <li>▪ Clearance (serviceability, operability)</li> <li>▪ (Environmental) surrounding</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning

5	<b>Mechanical</b>	Inspect for proper: <ul style="list-style-type: none"> <li>▪ Bolt down (anchor bolt Integrity)</li> <li>▪ Product leveling</li> <li>▪ Seismic bracing</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
6	<b>Electrical</b>	Inspect: <ul style="list-style-type: none"> <li>▪ AC balance of plant protection</li> <li>▪ AC, DC conductors (size, type, rating, bend radius, clearance, termination, ...)</li> <li>▪ Transformer configuration (Wye - Grounded)</li> <li>▪ Grounding (measurements, integrity)</li> <li>▪ Communication cable (routing, termination, pinout)</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
7A	<b>Product (internal)</b>	Inspect EVSE for: <ul style="list-style-type: none"> <li>▪ Proper torquing, cable routing and termination</li> <li>▪ Proper integrity of subsystems and components</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
7B	<b>Product (external)</b>	<ul style="list-style-type: none"> <li>▪ Damage, proper application of labels</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
8	<b>Verify cellular signal quality (proper line of sight)</b>	Measure and record cellular signal quality	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
9	<b>Remove LOTO</b>	Remove or participate in the removal of LOTO on: <ul style="list-style-type: none"> <li>▪ Disconnect switches</li> <li>▪ Breakers</li> <li>▪ Switchgear</li> <li>▪ Power distribution boxes</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
10	<b>Record and verify voltage measurements at disconnect</b>	Measure voltages at the closest disconnecting means to the EVSE	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
11	<b>Energize EVSE</b>	Monitor, perform, verify, or ensure: <ul style="list-style-type: none"> <li>▪ Self-test at initial energization</li> <li>▪ Verify, update station software (latest revisions)</li> <li>▪ Pinpoint station</li> <li>▪ Troubleshooting (if needed)</li> <li>▪ EVSE available for usage</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning

12	<b>Perform test charge, end-user orientation</b>	Perform test charge (on a vehicle if present) and record state of charge (SoC), rate of charge (RoC)	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning
13	<b>Generate commissioning report</b>	Document: <ul style="list-style-type: none"> <li>▪ Punchlist items and resolution</li> <li>▪ Baseline measurements and performance</li> <li>▪ Support tickets created</li> </ul>	As referred to in the specific EVSE Commissioning Guide or equivalent commissioning form	Date of commissioning

## Terms of Commissioning Services

1. Warranty including Assure or Assure Pro will not be honored for DC charging stations that have not been commissioned by a ChargePoint Field Engineer or a ChargePoint-authorized commissioning partner, and for refusal to correct critical non-conformities that present safety or operational risks.
2. Unapproved modifications to a ChargePoint product will void the product warranty.
3. Customer contractor is responsible for all costs associated with delays, or costs for correcting critical non-conformities associated with:
  - a. site preparation and validation
  - b. product installation (unless Install-Commissioning service is purchased from ChargePoint)
4. Customer is responsible for requesting commissioning, and ChargePoint requires that the installer to be on site during commissioning.
5. Installer is required to complete product-specific training prior to installing ChargePoint products. If the charging station is not installed by a ChargePoint certified installer or technician using a ChargePoint-approved method, the product is excluded from all ChargePoint and other warranties. Installer must be a licensed electrician and complete the training in ChargePoint University to become ChargePoint certified.
6. ChargePoint requires the following prior to dispatch:
  - a. signed Master Services and Subscription Agreement (MSSA)
  - b. signed [activation form](#)
  - c. a minimum of 2-weeks advanced notice for scheduling
  - d. a 72-hours cancellation notice for commissioning services
  - e. megger testing completed on all AC and DC cables
7. All reasonable expenses and a processing fee will be charged to the customer if the authorized commissioning technician arrives to a site as scheduled, if the site is not ready for commissioning.
8. ChargePoint is not responsible for product reliability and the safe operation for un-commissioned DC stations.
9. Relocating a station requires a re-commissioning.