

EV charger commissioning checklist template

A per-charger install and commissioning record for workplace, fleet and multi-site charge point rollouts: where it is, what it is, how it's supplied and protected, what it measured, and who accepted it.

Project	Site	Completed by	Date
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1. Charge point and location

Enough detail to find this exact unit on a site with forty of them.

1.1 Project and site Required

TEXT

1.2 Charge point ID or bay number Required

Use the same ID as the bay marking and the operator's back office.

TEXT

1.3 Location type Required

☐ Surface car park

☐ Multi-storey or undercroft

☐ Fleet or bus depot

☐ Loading bay or yard

☐ Kerbside

☐ Other

DROPDOWN

1.4 Intended use Required

☐ Workplace or staff

☐ Fleet

☐ Visitors or customers

☐ Public

CHOOSE ONE

1.5 Make and model Required

TEXT

1.6 Serial number Required

Photograph the rating plate as well.

TEXT

1.7 Rated output Required (kW)

READING

1.8 Connector Required

☐ Type 2 socket (untethered)

☐ Type 2 tethered

☐ CCS

☐ CHAdeMO

☐ Other

CHOOSE ONE

1.9 Photo of the installed unit and bay Required

PHOTO

2. Supply, protection and earthing

2.1 Supplied from (board and circuit) **Required**

e.g. DB-EV2, way 5 L1–L3.

TEXT

2.2 Supply **Required**

CHOOSE ONE

☐ Single-phase

☐ Three-phase

2.3 Cable size **Required** (mm²)

READING

2.4 Overcurrent device rating **Required** (A)

READING

2.5 RCD and DC fault protection **Required**

CHOOSE ONE

☐ RCD Type B

☐ RCD Type A with RDC-DD (6 mA DC)

☐ RCD Type F with RDC-DD (6 mA DC)

☐ Built into the charger (per manufacturer)

2.6 Earthing arrangement **Required**

CHOOSE ONE

☐ TN-C-S (PME)

☐ TN-S

☐ TT

2.7 PME measure for an outdoor charge point

CHOOSE ONE

Record which option of BS 7671 regulation 722.411.4.1 the design uses.

↳ **Shown when Earthing arrangement is TN-C-S (PME)**

☐ Three-phase with balanced loads

☐ Earth electrode

☐ Open PEN detection built into the charger

☐ Separate open PEN device

☐ Not outdoors, not needed

2.8 Earth electrode resistance (Ω)

↳ **Shown when Earthing arrangement is TT, or PME measure is Earth electrode**

READING

3. Test readings

Record the reading and its unit, not just a tick.

3.1 Continuity of protective conductors ($R_1 + R_2$) **Required** (Ω)

READING

3.2 Insulation resistance **Required** (M Ω)

READING

3.3 Earth fault loop impedance (Z_s) **Required** (Ω)

READING

3.4 Prospective fault current **Required** (kA)

READING

3.5 RCD trip time at rated residual current **Required** (ms)

READING

3.6 Polarity and phase rotation **Required**

☐ Pass ☐ Fail

PASS / FAIL

3.7 Test instrument and serial **Required**

TEXT

3.8 Electrical certificate reference

The certificate itself is issued under your own scheme.

TEXT

4. Charger, connectivity and smart checks

4.1 Functional checks **Required**

CHECKLIST GRID

Check	Pass	Fail	N/A
Powers up with no fault codes	☐	☐	☐
Test charge with vehicle or EV simulator	☐	☐	☐
Starts and stops by app, RFID or plug-in as set up	☐	☐	☐
Current limit or load management set to design	☐	☐	☐
Connected to the network (4G, Wi-Fi or Ethernet)	☐	☐	☐
Showing online in the operator's back office	☐	☐	☐
Firmware updated to the version agreed	☐	☐	☐

4.2 Do the Smart Charge Points Regulations apply to this unit? **Required**

CHOOSE ONE

☐ Yes: private or workplace, under 50 kW

☐ No: public charge point

☐ No: rapid (50 kW or more)

☐ Not sure: check with the supplier

4.3 Seller's statement of compliance received

↳ **Shown when the Regulations apply**

☐ Yes ☐ No

YES / NO

4.4 Default off-peak charging hours shown to the owner

The owner can accept, remove or change them.

↳ **Shown when the Regulations apply**

☐ Yes ☐ No

YES / NO

4.5 Fault details and action

↳ Shown when any functional check is Fail

NOTES

5. Handover and sign-off

5.1 Handed over

CHOOSE ANY

☐ User instructions

☐ RFID cards

☐ Back office access

☐ Bay signage and markings in place

☐ Warranty details

5.2 Ready for use Required

YES / NO

☐ Yes ☐ No

5.3 What's outstanding

↳ Shown when Ready for use is No

NOTES

5.4 Installer name and signature Required

SIGNATURE

5.5 Customer name and signature Required

SIGNATURE

5.6 Date commissioned Required

DATE