

EV Charger Installation Record

An EV charger installation and commissioning record: the charger, circuit, RCD and DC protection, PME method, tests, load management, smart set-up, DNO notification, handover and photos.

1. Charger

Project

Client

Site *

Site address

Date commissioned *

Time

Installer, and OZEV authorisation if a grant is claimed *

Charger make and model *

Serial number

Scan the charger label

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, model number.

Power (choose one)

☐ 7 kW ☐ 11 kW ☐ 22 kW

Cable (choose one)

☐ Tethered ☐ Untethered (socket)

Where it is mounted

Mark where the charger is

Useful for a pedestal or a workplace car park. Tap Mark current location at the unit. It saves the coordinates, a grid reference and the accuracy.

Height of the socket or cable holster above the ground (m)

Measure from a photo taken square on, using a door or the charger height from its data sheet as the reference. It is an estimate; close to a limit, use a tape.

Lowest height in the manufacturer's instructions (m)

Highest height in the manufacturer's instructions (m)

Height against the instructions (if applicable; worked out automatically in the app)

Grant claim reference, if any

This is the installer's site record of the installation and tests. The formal electrical installation certificate is issued separately, from the installer's registration scheme or certification software.

2. Circuit and protection

Consumer unit and circuit *

Protective device (choose one)

- ☐ MCB type B
- ☐ MCB type C
- ☐ MCB type D
- ☐ RCBO type B
- ☐ RCBO type C
- ☐ BS 88 fuse
- ☐ BS 1361 fuse
- ☐ BS 3036 rewirable fuse
- ☐ Other

Rating (A)

Cable size (mm²)

Cable length (m)

RCD and DC fault protection * (choose one)

- ☐ Type B RCD
- ☐ Type A or Type F RCD, with DC fault detection (RDC-DD) in the charger
- ☐ Other

BS 7671 regulation 722.531.3.101, as the IET explains it: each charging point needs its own RCD of Type A, F or B, rated at no more than 30 mA. A charger can produce DC fault current, so where it has no DC fault protection of its own a Type B RCD is needed. Where it has DC detection (an RDC-DD), a Type A or Type F RCD can be used.

Describe the protection (if applicable)

Earthing arrangement (choose one)

- ☐ TN-C-S (PME) ☐ TN-S ☐ TT

How the outdoor PME restriction is met (if applicable)
For example built-in open-PEN protection or an earth electrode.

If applicable: BS 7671 regulation 722.411.4.1, as the IET explains it: a PME earthing facility must not be used for charging outdoors unless one of the methods the regulation lists is used, such as an earth electrode or a device that disconnects the supply on an open-PEN fault.

Earth electrode resistance (Ω)

3. Tests

Continuity R1 + R2 (Ω)

Insulation resistance test voltage (choose one)

☐ 250 V ☐ 500 V ☐ 1000 V

Insulation resistance, live to live ($M\Omega$)

Insulation resistance, live to earth ($M\Omega$)

If applicable: Below 1 $M\Omega$. The IET gives 1 $M\Omega$ as the minimum insulation resistance, with a 500 V d.c. test for circuits up to 500 V. Investigate before the circuit is put into service.

Polarity (choose one)

☐ Correct ☐ Fault

Earth fault loop impedance Zs, measured (Ω)

Maximum permitted Zs for this device (Ω)

From the BS 7671 tables or the device manufacturer.

Measured Zs as a share of the maximum (%) (if applicable; worked out automatically in the app)

If applicable: Measured Zs is above the maximum permitted for this protective device. The device may not disconnect in time.

RCD operating time at rated residual current (ms)

Test results needing attention (worked out automatically in the app)

Counts insulation resistance below 1 $M\Omega$ at 500 V, Zs above the maximum you entered, an RCD slower than 300 ms and a polarity fault, the same checks as the notes above.

If applicable: A test result needs attention. Record what was found and put right before the circuit is put into service, in the photos and the handover notes.

If applicable: Over 300 ms at the rated residual current. IET guidance gives 300 ms as the maximum for a general non-delay RCD (an S type time-delayed RCD may take up to 500 ms). Check or replace the RCD.

Is load management fitted and set to the main fuse?

☐ Yes ☐ No

Has a test charge been completed with the customer's car or a test unit?

☐ Yes ☐ No

4. Smart set-up and DNO

Is the charger online, with the app set up for the customer?

☐ Yes ☐ No

If applicable: Charge points sold for home or workplace use in Great Britain since 30 June 2022 must meet the smart charge point regulations. It keeps charging without a connection, but its smart functions send and receive information, so they need one.

Has the customer been shown the default off-peak charging hours, to accept or change?

☐ Yes ☐ No

Maximum demand of the property after installation (A)

Including the new equipment and the effect of any load management.

Network operator (DNO) route (choose one)

☐ Connect and notify after installation

☐ Applied and approved before installation

☐ Not known

MCS points to one ENA process and form for EV chargers and heat pumps. Where the property's new maximum demand is 60 A or less, the equipment can be connected and the DNO notified within 28 days. Between 60 A and 100 A, apply to the DNO before installing.

If applicable: Maximum demand is over 60 A. MCS says to apply to the DNO before installing, not connect and notify.

Date the DNO was notified or approved (if applicable)

Days from commissioning to notification (if applicable; worked out automatically in the app)

If applicable: More than 28 days after commissioning.

If applicable: The approval date is after the commissioning date. Approval is needed before installation.

DNO reference (if applicable)

5. Handover

Photos of the installed charger, labels and consumer unit (photos: attach, or note the file names)

Handed over (tick all that apply)

- ☐ Electrical installation certificate
- ☐ Charger manual and warranty
- ☐ App login
- ☐ How to use and lock the charger

Customer name

Customer signature

Installer name *

Installer signature