

Annex D
(normative)
**Checklist for annual inspection
for EVCS**

Particulars of EVCS

(one report is to be used for each charger)

Brand/model of EV charger(s): _____

S/No.: _____

Name of owner/operator: _____

(Responsible for the EVCS)

Address of installation: _____

(Indicate carpark lot number and floor level where applicable)

To be performed by skilled person (LEW)

| | Description | Compliance | | | Remarks/ measurement value ¹ |
|----------|---|------------|----|----|---|
| | | C | NC | NA | |
| E | Electrical checks and tests | | | | |
| E1 | Incoming power supply cable including circuit protective conductor connections and termination are properly made and tightened | | | | |
| E2 | Perform earth loop impedance test and record value complies with SS 638 | | | | Ohm |
| E3 | Record the charging cable insulation resistance value is more than 1 M-Ohm | | | | M-ohm |
| E4 | Tripping time of 30 mA RCCB type A (min) as measured by an RCCB tester using AC and DC injection is acceptable according to the manufacturer tripping curve | | | | |
| E5 | Earthing and bonding for EVCS complies with SS 638 | | | | |

1) Measured values where required shall be recorded in this report.

2) EV charging station installed in petrol kiosks shall comply with SCDF's requirements.

General remarks:

Recommended date of next inspection: _____

(Extract from TR 25-1:2022)

Non-restricted access EVCS – every 12 months (required)

Endorsed by LEW

The results obtained in E (Electrical checks and tests) is acceptable to the best of my knowledge

Name of LEW : _____ Licence No: _____

Signature: _____ Date: _____

Endorsed by equipment specialist

I have inspected and tested the EVCS. To the best of my knowledge, I declare that the EVCS is
*fit and safe / unfit and unsafe for operation

*Please delete as appropriate

Name of equipment specialist: _____

Company: _____ Designation: _____

Signature: _____ Date: _____

The inspection was witnessed by owner/operator of EVCS

Name of owner/operator representative: _____

Company: _____ Designation: _____

Signature: _____ Date: _____

(Extract from TR 25-1:2022)

NOTE 1 – It is the responsibility of the operator/owner of the EVCSs to perform the necessary maintenance routines as recommended by the equipment specialist or manufacturer to ensure the safe use of the EVCS and any potential hazard due to lack of maintenance.

NOTE 2 – Fault reporting procedure

If any EV charging station or charging point is found to be unsafe or unsuitable for operation, the following steps shall be taken:

- a) The supply to the equipment shall be switched off;
- b) The means of isolation shall be off and locked to prevent re-connection of supply;
- c) A clear label notifying users that the equipment is out of service shall be displayed prominently; and
- d) The operator/owner shall be informed immediately.