

Egg (EVCP) Project Handover Report

Project Name	Example document
Site Attendance Date	XX/XX/XX
Egg Hand Over by	Project Manager name
Client Handed Over To	Client name/site representative

Handover	
Subject Matter of Handover:	Final site inspection of site to hand over site to client. Client training of how to use chargers. Obtain final sign off system acceptance.
Handover Method (Onsite Physical hand over, electronic transfer ect.):	Electronic Transfer
List of Documents included: (delete as appropriate)	<ul style="list-style-type: none"> • Electrical Certificate • Commissioning Form • Warranty Document • Charger Installation Guide

Equipment			
No. of DBs	2	No. of router (if installed)	1
No. of Chargers	9no AC 1no DC	Additional Equipment	10 x RFID Tags
Load Management Set up Type	Dynamic LM (AC Only)	No Comms Max Amp Set	16A if chargers lose comms (AC Only)

Site Inspection		Complete
EV Signage/Labels in place?	N/A	N/A
EVSEs Installed as per client order	All EVSEs installed and operational	✓
Bay Marking	N/A	N/A
Crash Protection	Bump Stops	✓
Location of DB/Feeder Pillar	Workshop EVDB and Feeder Pillar DB	
Access code or keys required (confirm location)	N/A	
General description of site	Clean & Tidy	
On Site Spares (if yes confirm location)	N/A	

Equipment Info						
Charger No/Id & Location	Serial No	DB/Circuit ID	Comms ID	Phase Rotation (L1,L2,L3)		
Charger details	xxxxxxx	EVDB	Comms Box	L1	L2	L3
Charger details	xxxxxxx	EVDB	Comms Box	L2	L3	L1
Charger details	xxxxxxx	EVDB	Comms Box	L3	L2	L1
Charger details	xxxxxxx	EVDB	Comms Box	L1	L2	L3
Charger details	xxxxxxx	EVDB	Comms Box	L2	L3	L1
Charger details	xxxxxxx	EVDB	Comms Box	L3	L1	L2
Charger details	xxxxxxx	EVDB	Comms Box	L1	L2	L3
Charger details	xxxxxxx	EVDB	Comms Box	L2	L3	L1
Charger details	xxxxxxx	EVDB	Comms Box	L3	L1	L2
Charger details	xxxxxxx	Feeder Pillar DB	GSM SIM	L1	L2	L3

Testing/Commissioning						
Charger Testing Method – (Vehicle Info/Handheld Tester & Load)						
Tested using Jaguar Ipace provided by site						
Charger No/Id & Location	Serial No	Online	Power Available	Load Test Complete	RFID Check	Payter Check (if required)
Charger details	xxxxxxx	Yes	32A	EVSE Tester	Yes	N/A
Charger details	xxxxxxx	Yes	32A	EVSE Tester	Yes	N/A
Charger details	xxxxxxx	Yes	32A	EVSE Tester	Yes	N/A
Charger details	xxxxxxx	Yes	32A	EVSE Tester	Yes	N/A
Charger details	xxxxxxx	Yes	32A	EVSE Tester	Yes	N/A
Charger details	xxxxxxx	Yes	32A	EVSE Tester	Yes	N/A
Charger details	xxxxxxx	Yes	32A	EVSE Tester	Yes	N/A
Charger details	xxxxxxx	Yes	32A	EVSE Tester	Yes	N/A
Charger details	xxxxxxx	Yes	32A	EVSE Tester	Yes	N/A
Charger details	xxxxxxx	Yes	200A	EVSE Tester	Yes	N/A

Egg Technical Services Point of Contact			
Customer Support Helpline			
Telephone		Email	support@crackingenergy.com
Client Point of Contact			
Operations			
Name	Project Manager name	Email	delivery@crackingenergy.com

Schedule of Acceptance			
Site Inspection			
Approved		Not Approved (why)	
Comments			
Hardware			
Approved		Not Approved	
Comments			
Software			
Approved		Not Approved	
Comments			
Documents			
Approved		Not Approved	
Comments			

FINAL ACCEPTANCE SIGN OFF			
Client Acceptance		Egg Installer/Project Manager Acceptance	
Name	Client name/representative	Name	Project Manager name
Signature		Signature	
Date	XX/XX/XX	Date	XX/XX/XX